

# **Code of Conduct**

**2020 - 2021**



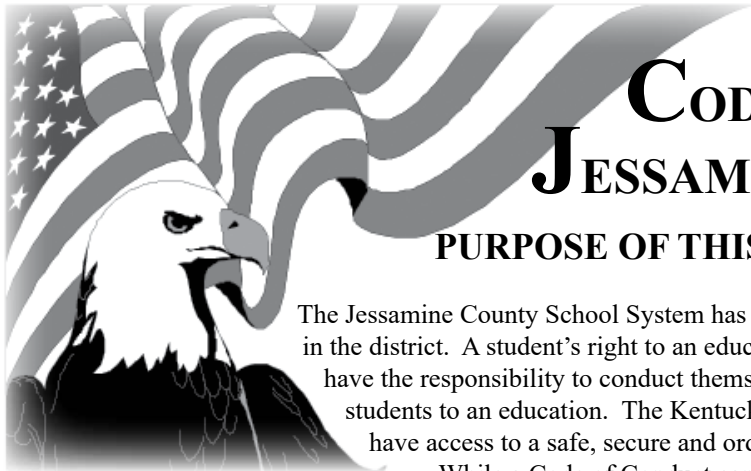
**Jessamine  
County  
Schools**

**Please Complete the Signature Page at the  
Back of the Book and Return it to School**

**Important information for parents, students and employees**

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# CODE OF CONDUCT for the JESSAMINE COUNTY SCHOOLS

## PURPOSE OF THIS DOCUMENT

The Jessamine County School System has the responsibility to provide an education for each student in the district. A student's right to an education cannot be taken away without cause. Students have the responsibility to conduct themselves in ways that do not interfere with the rights of other students to an education. The Kentucky General Assembly has found that, "Every student should have access to a safe, secure and orderly school that is conducive to learning." (KRS 158.440)

While a Code of Conduct cannot be written in such detail so as to foresee every type of situation which may occur, the school community expects reasonable, self-disciplined behavior on the part of students.

## Part One

### SECTION 1—RIGHTS AND RESPONSIBILITIES OF STUDENTS

#### A student can expect to:

1. b1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. receive an appropriate education
3. receive academic grades based only on academic performance
4. be provided with information about grading and progress in each class
5. make up missed work in the case of an excused absence
6. have school records accurately and confidentially maintained
7. be able to seek advice and counseling in academic, personal, social and career-related concerns
8. have access to needed services for students with disabilities
9. be involved in co-curricular and extra-curricular school activities which have clearly defined rules for participation
10. participate in free elections with peers in student organizations
11. have personal safety, the protection of personal property and freedom from harassment and verbal abuse within the total school environment
12. be kept informed of all rules, regulations, policies and consequences which affect students and be assured of all rights to due process and appeal.

#### A student has the responsibility to:

1. be at school every day unless absence is excused
2. bring notes from parents/guardians or physicians for excused absences
3. be on time and prepared for school and classes
4. sign in or out of school when arriving late or leaving early
5. understand and obey classroom, school and Code of Conduct rules
6. complete classwork and homework on time
7. work to meet the requirements of each class
8. follow the dress code and use proper hygiene
9. be respectful to others by avoiding profanity, insults, bullying, threats and harassment
10. respect the rights and property of students and staff
11. behave in a safe and responsible manner
12. ask teachers or school staff for help with problems
13. practice good citizenship by being helpful and honest when there is a problem
14. develop and display good sportsmanship in co-curricular and extra-curricular school activities
15. complete a questionnaire if 18 years or older and dropping out of school
16. report if he or she has been a victim of bullying or has observed other students being bullied.

### SECTION 2—RIGHTS AND RESPONSIBILITIES OF PARENTS

#### A parent can expect to:

1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. have information about and share in planning for educational programs to which your child might have access
3. have information about all school rules and consequences for breaking those rules

4. have discipline maintained and be informed of any formal disciplinary actions taken affecting your child
5. be treated with respect by all school staff members
6. receive prompt and appropriate communications about your child
7. take part in meaningful parent-teacher conferences to discuss your child's progress and welfare.

**A parent has the responsibility to:**

1. stress to your child the importance of education
2. require your child to attend school and be on time
3. notify the school on any day your child is absent
4. send notes to school for excused absences
5. keep the school up to date on telephone numbers and address changes so that the school staff knows where to find you during school hours
6. make sure your child has current immunizations and required medical examinations
7. notify the school of medical, family or social problems that may affect school performance
8. notify the school if your child has any medical condition, including but not limited to MRSA, which is considered a threat to the safety of the student or others in the school
9. provide upon enrollment notification if your child has been found guilty/expelled for an offense involving weapons, alcohol or drugs
10. help develop in your child a positive self-concept, self-reliance and self-discipline
11. be involved with what goes on at school by talking to your child about school work and behavior
12. keep up to date with your child's progress; review, sign and return report cards
13. attend parent-teacher conferences
14. make sure your child has time, space, materials and help for homework
15. review the school rules and the Code of Conduct with your child
16. expect your child to dress appropriately, to follow the school's dress code and to practice good hygiene
17. support the school's discipline measures and assist the school with discipline when needed
18. promote a positive atmosphere which consists of mutual respect and courtesy toward others when visiting schools
19. support good sportsmanship in co-curricular and extra-curricular school activities
20. pay damages or fines incurred by your child

### **SECTION 3—RIGHTS AND RESPONSIBILITIES OF TEACHERS, SCHOOL RESOURCE OFFICERS (SRO) AND OTHER STAFF**

**A teacher or staff member can expect to:**

1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. have the support of the school principal and administrators
3. have adequate facilities, equipment and supplies needed to conduct his/her work and a way to report any deficiencies if they exist
4. have all students listen and make a substantial effort to learn including the completion of homework assignments
5. enjoy freedom from harassment and abuse, be reasonably safe from physical harm and be able to take action in an emergency to protect yourself and others in your care
6. have evaluation of your performance on a regular basis
7. have all Constitutional rights and due process provided to employees by law
8. enjoy a personal life and privacy outside school.

**A teacher or staff member has the responsibility to:**

1. maintain a positive, professional attitude toward all students, parents, administrators, other teachers, staff members and the Board of Education
2. be a role model of responsible citizenship
3. possess a thorough knowledge of subject matter and employ an understanding of human growth and development
4. participate in on-going staff development
5. provide students at the beginning of the year with an overview of subject content and method of grading used in each course
6. maintain an atmosphere which promotes learning, mutual respect and courtesy; help students master basic skills, develop positive self-concepts and make choices that lead to responsible citizenship
7. grade and return assignments in a reasonable time and maintain accurate records of grades and attendance
8. inform parents of students' successes or problems in learning and behavior; reply promptly and courteously to questions and suggestions from parents and administrators
9. deal promptly, fairly and consistently with disruptions or violations of school rules, Board policy or the Code of Conduct; if necessary ask for support of administrators in difficult cases

10. follow the employee expected actions and behaviors as outlined in the Employee Code of Conduct
11. follow the policies, regulations and standards adopted by the Board/administration and work appropriately where change is desired
12. help ensure safe, clean and neat school buildings, equipment and grounds
13. support to a reasonable degree parent group activities such as P.T.O. and other school-community activities that enhance the welfare of students and the teaching profession; attend other reasonable meetings assigned by administrators
14. develop and display good sportsmanship in co-curricular and extra-curricular school activities
15. report to principals instances of bullying, hazing, or harassment.

## **SECTION 4—RIGHTS AND RESPONSIBILITIES OF PRINCIPALS AND ADMINISTRATORS**

### **A principal or administrator can expect to:**

1. be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability or age
2. receive adequate support for running the school from the Board and Central Office administrators
3. have sufficient staff, facilities and supplies needed for the educational program
4. have staff members who follow policies and directions
5. deal appropriately under Board policies with any student whose conduct disrupts the learning of others or violates the Code of Conduct
6. enjoy freedom from harassment and abuse, be reasonably safe from physical harm, and be able to take action in an emergency to protect yourself and others in your care
7. have evaluation of your performance on a regular basis
8. meet with other principals, administrators and the Board to make suggestions to address problems in policies and regulations affecting your work
9. enjoy a personal life and privacy outside school.

### **A principal or administrator has the responsibility to:**

1. with the help of the staff, create and maintain a positive learning environment with appropriate discipline according to the Code of Conduct, Board policies and regulations
2. follow the employee expected actions and behaviors as outlined in the Employee Code of Conduct
3. supervise the maintenance of safe, clean and neat school buildings, equipment and grounds
4. interpret the needs of the school to the administration, Board and public; interpret the policies of the administration and Board to the students, parents, teachers and public
5. keep Central Office administrators informed so that staff, facilities and supplies are adequate
6. involve parents and students in a cooperative shaping of the school program and environment (such as P.T.O. and student government)
7. be available for conferences with staff, students, parents and others on instructional and disciplinary matters
8. protect individual rights including the rights of students, parents and staff
9. help teachers in planning instructional activities according to Board approved curriculum
10. carry out on-going staff supervision with impartial evaluations and constructive counseling on job performance
11. provide fair, consistent and prompt resolution of grievances
12. provide help to teachers in connection with serious disciplinary violations of students
13. support teachers, bus drivers and other employees firmly in any controversy while they are properly carrying out the policies of the school or the Board
14. be a role model of responsible citizenship
15. use available resources to grow professionally.

(Jessamine County Schools is not responsible for lost, stolen or damaged articles on school property, buses or school-related events.)

(At the beginning and ending of a school day, school parking lots and drives often have significant pedestrian activity. To promote a safe environment for everyone involved, we request that drivers not text while operating their vehicles on school property.)

## **SECTION 5—PYRAMID OF INTERVENTIONS**

All students will participate in universal screenings to be used to determine if individual students need additional instruction in specific academic areas. Interventions are a natural part of the instructional process and will not require individual parent permission in order for a student to participate. As required by federal law, any additional instruction or interventions will be research-based and implemented in a regular education setting. Data-based documentation of progress for students who need additional instruction will be collected frequently and reported to parents.

## **SECTION 6—FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

### **A. Record Confidentiality**

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

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

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

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

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

1. Both parents shall have equal access to any information concerning the student.
2. Both parents shall have the right to release of the student under their care.

### **C. Student Directory Information**

The superintendent or the superintendent's designee is authorized to release Board approved directory information. Approved directory information shall be: student names and addresses, phone number, date of birth, student's school email address, major field of study, photograph/picture, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees, and awards received and most recent educational institution attended by student.

Any eligible student, parent or guardian who does not wish to have directory information released shall notify the superintendent in writing on or before September 30 of each school year. For your convenience, a form will be included in student information at the beginning of the year or upon enrollment.

### **D. Other Student Information**

A bus videotape is an educational record subject to exclusion from public inspection under state and federal laws because it contains information on more than one student.

## **STUDENTS WITH DISABILITIES**

The District's special education procedures manual shall include information concerning records of students with disabilities.

## **JUVENILE COURT RECORDS**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. Only school administrative, transportation and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record

## **SECTION 7—MISSING CHILDREN**

In the event that a minor student is missing from home, the school system will cooperate with the State Department of Education and the Kentucky State Police in an effort to locate a child. School files will be flagged to identify students who are missing. Requests for such files will be reported to authorities. Parents of students who are missing can request that their child's school records be flagged so as to catch any attempted enrollments in another school system. Parents should contact the principal.

## **SECTION 8—FEES FOR STUDENTS ELIGIBLE FOR FREE AND REDUCED LUNCH**

Students eligible for free and reduced lunch may be eligible for waivers or reduced school fees. Contact the school office for more details.

# Part Two

## SECTION 1—ATTENDANCE REQUIREMENTS

### A. One key aspect to obtaining a good education.....good attendance in school

Making school attendance a priority helps children learn good work and study habits that will serve them well now and throughout their lives. Regular school attendance also teaches children the ethics of responsibility and dedication. It builds qualities they will need as they tackle increasingly more demanding school work in upper grades and face life-long challenges. Furthermore, these character traits, along with strong academic and technical knowledge, are also what today's employers say they value most in those they hire.

Research has shown students who attend school on a regular basis demonstrate:

- A strong correlation between high attendance and a higher grade point average
- Higher levels of academic achievement than students who are frequently absent
- Stronger bonds to the school and community, &
- Increased participation in higher education or job related success

Research has shown that high rates of absenteeism result in:

- Lack of educational engagement
- Lack of participation
- Behavior challenges
- Falling behind in class work or credits
- Inability to keep up with their school work; for every missed day of school, it takes students two days to catch up since they must make up missed learning and catch up with new learning at the same time
- Being absent means that children miss out on the social side of school life which can affect their ability to make and keep friends and work alongside people later in life, &
- Increased risk of failing, retention, and dropping out later in school  
(US Department of Education)

### B. How Parents Encourage, Promote & Ensure Regular Attendance

Make attendance and academics a priority. Let children know that school attendance and homework come before time with friends, extracurricular activities or the computer.

Make medical and other appointments during non-school hours whenever possible. Schedule family vacations during school holidays or the summer break so that students are not missing important lessons and struggling to make up for lost time.

Stay home only when really sick. Most children will have occasional sick days. Children need to know that, unless they are truly sick, you expect them to go to school every day and do their best while there.

Communicate with school staff. If possible, let the school know in advance if your child is going to be absent or if you have concerns about your child's attendance or school performance.

Get organized. Create a space in your home for children to store backpacks and other supplies. Develop a routine where children have their homework done, classroom materials together and their bags packed the night before school.

Set reasonable bedtimes. On average, school aged children need about nine hours of sleep to be healthy and alert.

Reinforce reasonable bedtimes for children of all ages and, when they become teenagers, encourage them to get up and get ready on their own.

Communication to children high school age. Good school attendance shows potential employers that they are reliable and dependable.

### C. Attendance Recognition

Any student who has been present every day of the school year, with no partial-day absences, and no tardies, will receive a perfect attendance award.

Any student who has no more than two excused absences and no more than three excused tardies will receive an exemplary attendance award. Any student who has no more than three excused absences and no more than three tardies will receive an outstanding attendance award.

### D. Age limits for Compulsory Attendance

Each child in the district who has entered kindergarten or who is between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance at the school to which s/he is assigned.

Per 704 KAR5:060, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months. At the end of such trial period a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and KRS 159.020.

### **E. Absence and Tardy Defined**

Absence is defined as non-attendance for 36% or more of the regularly scheduled school day for the student's grade level.

Tardy is defined as non-attendance for 35% or less of the regularly-scheduled school day for the student's grade level.

Tardy includes missing any part of the day (being late to school or leaving school before classes are dismissed).

### **F. Excused Absence From School**

Students who are absent from school are required to have a legitimate excuse. Within five days of a student's return to school, s/he must present a note to a designated staff person. If a note is not received within five days, the absence may be considered unexcused. The note should include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence(s) and the parent/guardian signature. Parents may provide a note of excuse via hand written note, via email, or via electronic message. If an email or electronic message is sent for an excuse, it must be accompanied with a follow up phone call by the parent before it is accepted to verify the authenticity of the sender. If confirmation is not received by phone, the note will be documented as an unexcused parent note by the school.

A student may miss up to six (6) days without a doctor or legal note. This includes parent notes and unexcused absences. Once the six (6) day limit has been reached, all future absences without a doctor or legal note will remain unexcused.

A parent may write a note for a total of six (6) absences per year for the following permissible absences.

1. Illness of the student. If days of absence for illness exceed total allowable number of parent notes, a written statement from a medical professional (physician, dentist, orthodontist, psychologist, physician's assistant, nurse practitioner, physical therapist, optometrist, or public health officer) will be required in order for each additional absence for illness to be excused.
2. Severe illness in the student's immediate family.
3. Religious holidays and practices approved in advance by the principal.
4. Family emergencies requiring immediate attention, as approved by the principal.
5. Three (3) total visits, no more than two (2) per semester, to colleges or universities approved in advance by the principal and restricted to juniors and seniors. Documentation from the college/university will be required.
6. Other valid reasons as determined by the principal.

### **Documentation, from sources other than a parent, will be accepted for the following absences:**

7. Court appearances requiring the student's presence. Documentation from the court will be required.
8. Medical and dental appointments. A physician's excuse shall state the date(s) and/or number of days for which the student will be excused.
  - a. Medical statements submitted to the school from an in-person doctor's visit must be an original; no copy will be accepted as a valid excuse. Medical statements submitted to the school from a virtual doctor's visit must be forwarded to the school attendance clerk with the original email from the doctor included.
  - b. Faxed medical statements will be accepted from a medical facility. **It will be the parents responsibility to confirm the faxed note was received by the school attendance clerk.**
  - c. Local physicians' offices will use the standardized Jessamine County Schools' Medical Statement for Return to School form.
  - d. Any physician note marked "Not Seen" will be coded as an unexcused absence.
  - e. When a student exceeds 12 medical statements, the parent/guardian will be asked to use a standard medical excuse form provided by school office staff for the treating physician/physicians. This form will allow the Health Advisory Committee to review health information for the purpose of:
    - \*Determining the need for documentation regarding a Chronic Health Condition;
    - \* Addressing the student's academic status;
    - \* Determining the possible need for Home/Hospital services.
  - f. Each case will be reviewed on an individual basis.

Students, who participate in any extra-curricular activities, must attend school all day to practice, perform, or play unless they have prior approval from the principal or athletic director. Doctors notes and legal documentation, as identified in Documentation Sources 7 and 8 above, will excuse the students and allow them to be able to participate.

### **G. Confirmation of Medical Statements**

If falsification of a medical statement is suspected, the physician's office will be contacted to validate the authenticity of the medical statement. Until the authenticity of the medical statement is verified, the school will not count any of the covered dates as excused absences.

### **H. Secondary School Attendance for Students Ages 18-21**

We encourage, support and applaud students 18 years and older who choose to pursue completion of their studies.

However, Kentucky statutes are very clear in regards to school attendance for adults.

Any student between the ages of 18 and 21 who has not met graduation requirements may continue in school as long as s/he:

1. is in regular attendance (see section E above)
2. is making satisfactory progress toward graduation
3. refrains from causing any disciplinary problems; and
4. abides by school regulations.



Failure on the part of the student to meet these requirements may be interpreted as that student's voluntary withdrawing from school. In addition, according to KRS 159.150 and 159.990, an 18-year old who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant and can be fined one hundred dollars (\$100) for the first offense and two hundred fifty dollars (\$250) for each subsequent offense.

A committee including the principal or designee and guidance counselor will review each case to determine the best course of action for the individual student and the school. The principal or designee will chair the meeting and the student will be invited to attend the meeting. Failure on the part of the student to attend the meeting does not restrict the committee from making a decision.

The committee will discuss educational programs that may serve as an alternative to regular classroom instruction (correspondence courses, GED, adult education, etc.) with the student.

In cases that involve special needs students, the procedures mandated by federal and state law for students with disabilities shall be followed.

If the committee decides to withdraw the student, s/he may appeal the decision of the committee in writing within (10) days of the committee's decision to the superintendent.

#### **I. Homebound Instruction**

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health or mental conditions. An "extended period" refers to an absence for more than five (5) consecutive school days.

Home/hospital instruction will be a minimum of two (2) visits per five days of school with one (1) hour of instruction per visit, which is equivalent to one (1) child's attendance in school for five (5) days. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

#### **J. Unexcused Absence From School**

All absences other than those described in Section E are considered unexcused absences.

#### **K. Make Up Work For Missed Days**

Opportunity for make-up work will be given for all excused absences. Students suspended out of school will be expected to make up all work for full credit. The number of days allowed to complete make-up work will be equal to the number of school days the student was absent plus one additional day.

While students will always be provided the opportunity to make-up work missed during an unexcused absence, **such make-up work may not count for credit at middle school and high school.** Students will, however, be allowed to make up tests and projects for credit even if the absences are unexcused.

#### **L. Truancy Defined**

Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Partial-day absences will be added together to determine truancy. Any child who has been reported as truant two (2) or more times is habitually truant.

#### **M. Truancy and Habitual Truancy Procedures**

Principals and assistant principals shall follow these procedures at a minimum regarding truancy and habitual truancy:

1. After three (3) days of accumulated unexcused absences (or first truancy), a contact by phone or letter will be made to the parents notifying them of the truancy. Documentation will be kept.
2. After six (6) days of accumulated unexcused absences (or second and habitual truancy), a conference will be offered between the parents and designated school staff. An intervention plan will be developed and implemented, which may include a truancy survey questionnaire.
3. If truancy continues, documentation of the school's efforts will be sent to the Director of Pupil Personnel who will issue a final notice and then proceed under KRS 159.180 to seek legal resolution of the problem through the court system. The DPP office can determine if an earlier intervention needs to take place regarding a student's attendance.

#### **N. Chronic Absenteeism Defined**

Chronic absenteeism is defined as missing more than 10% of school days at any given point in the school year for any reason, or a total of 18 days by the end of the year. Students who are chronically absent are at increased risk for academic failure, involvement in the juvenile justice system as adolescents, and dropping out of high school. Jessamine County Schools is committed to lowering the number of chronically absent students through educating the public about the issue, reporting chronic absenteeism data on a regular basis, revising policies involving attendance and intervening with students who are chronically absent.

## **SECTION 2—DRESS AND APPEARANCE**

The Jessamine County Board of Education believes that the appearance of students is important to the educational environment and should create a positive school climate and enhance school safety. Appropriate clothing is expected for all students. Jessamine County Schools remain committed to developing individuals who are well-prepared for the demands of the future.

If a school council chooses to more specifically address dress and appearance, the council policy shall include, but not be limited to, the following:

Students should not wear apparel which may attract undue attention or present a threat to health or safety. The wearing of any such apparel may necessitate an intervention by school personnel.

Examples of inappropriate apparel:

- A. That which advertises tobacco products, alcohol or drugs;
- B. That which promotes or suggests lewd, profane, vulgar, racist or violent themes;
- C. That which is revealing (as short shorts or short skirts, bare midriffs, crop tops, low necklines, sheer fabrics, body-hugging or tight as with spandex, sagging below the waistline, with holes or tears);
- D. Chains (bike chains, chains on wallets, dog collars, spikes on clothing or jewelry).

In addition, lightweight outerwear is permitted in the classroom. Heavy outerwear shall not be worn in the classroom and must be stored in the locker. For safety purposes, students may not wear shoes with wheels.

### **SECTION 3—STUDENT MOTOR VEHICLE USE**

Driving to and from school grounds is a privilege (not a right) which may be revoked at any time if any one of the following conditions is violated.

#### **CONDITIONS FOR MOTOR VEHICLE USE**

1. Before a student may drive a motor vehicle onto school grounds, the student's parents or guardian must sign a valid parking application at East or West Jessamine High School, Providence School or the Jessamine Career and Technology Center. A valid proof of insurance must be provided.
2. No Pass/No Drive Bill—This statute results in the denial or revocation of a student's driver's license for academic deficiency or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. For the purpose of No Pass/No Drive, a student is deemed to have dropped out of school when s/he has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.
3. All motor vehicles parked on school grounds must be registered with the school and must display a current parking permit. All students must present written parental permission, a valid driver license and proof of insurance coverage to receive a permit. This permit will be issued for one (1) school year.
4. Vehicles shall be parked in designated student parking areas on the school campus and are not to be visited or moved during the school day unless specific permission is given by the school principal. There will be no loitering in the parking lot. Students will not be allowed to leave campus for lunch.
5. Speeding, texting while driving, or any other form of reckless driving, will result in a loss of driving privileges on school grounds.
6. Vehicles parked on school grounds are subject to search at any time if there is reasonable suspicion that illegal drugs, weapons, stolen property or other illegal contraband may be present in the vehicle.
7. All student vehicles parked on school grounds are subject to search by drug dogs at any time.
8. Vehicles on school grounds must be free of any objectionable (those that are lewd, profane, vulgar, racist or have violent themes) bumper stickers and adornment.
9. Student drivers who transport other students off any school campus during school hours will lose their parking privileges for the remainder of the school year.
10. The school system is not responsible for the automobile or its contents.

REFERENCES: KRS 161.180, KRS 160.290, OAG 74-783

### **SECTION 4—ANTI-BULLYING LAW**

As required by the Anti-Bullying Law (KRS 158.156), Jessamine County Schools MUST address any incidents involving students committing felony offenses. Students can report incidents of bullying directly to their teachers or by utilizing the STOP Tipline located on the Jessamine County Schools' website at [www.jessamine.kyschools.us](http://www.jessamine.kyschools.us) or by completing the form located on page 25 of this booklet.

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

1. While on school premises, or
2. While on school transportation, or
3. At a school sponsored event

will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

1. Assault in the 1st degree, 2nd degree, or 3rd degree
2. Wanton endangerment in the 1st degree
3. Terroristic threatening in the 1st and the 2nd degree

4. Criminal abuse in the 1st and the 2nd degree
5. Stalking in the 1st degree

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

The written complaint will contain the following:

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

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district.

There is no reprisal for reporting an incident in good faith.

Employees of the district will be trained on these requirements.

By receiving this information in the code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of the Anti-Bullying Law.

## **SECTION 5—DISCIPLINARY PROCEDURES**

The Jessamine County Board of Education recognizes its responsibility to give all reasonable support and assistance for the maintenance of discipline while students are under the authority of the Board of Education. It is understood that teachers and principals have the authority and responsibility to use reasonable methods to maintain classroom/school control.

In addition to the Code of Conduct, parents, students and staff should read and become familiar with the school and classroom rules as presented in school handbooks and/or teacher lists.

### **A. Information Related to Disciplinary Actions**

#### **1. Classroom Rules**

This code does not preempt the use of reasonable classroom rules which individual schools or teachers find helpful in classroom management. Rules such as requiring students to bring adopted textbooks to class regularly or to have students raise their hands to be recognized before speaking out in class are examples of reasonable classroom rules. Students are expected to follow these rules; if a question arises, they may appeal to the teacher, principal, etc., as outlined in section H.

#### **2. General Discipline Procedures**

The principal or designee should counsel with the student regarding the offenses in an attempt to correct the behavior and to prevent its recurrence. A school counselor may be involved if a problem seems to stem from causes deeper and more serious than simple misbehavior. If, in the judgment of the principal or designee, the offense is of a serious or persistent nature the parent or guardian will be notified in writing. An administrator may seek the help of local authorities (e.g., police, court designated worker) when the safety or best interest of the school is in jeopardy.

#### **3. Reporting Misbehavior**

We encourage parents, students and school staff, including SROs, to report any kind of misbehavior to authorities. That authority may be a teacher, principal or the superintendent, starting with the teacher if possible. Please try to be specific about the problem. Students can report incidents of bullying directly to their teachers or by utilizing the STOP Tipline located on the Jessamine County Schools' website at [www.jessamine.kyschools.us](http://www.jessamine.kyschools.us) or by completing the form located on page 25 of this booklet.

#### **4. Students Receiving Special Education Services**

A student receiving special education services or Section 504 accommodations may be disciplined according to Jessamine County Schools Code of Conduct. Additional behavioral interventions, treatment and consequences may be part of the Individual Education Program or the Section 504 accommodations. Decisions related to disciplinary actions for these students, which may include suspension and expulsion for serious offenses, are made in accordance with federal and state regulations and Jessamine County Schools special education procedures.

#### **5. Disciplinary Options**

To correct misbehavior, local school administrators and faculty are strongly encouraged to use optional in-school measures short of suspension or expulsion whenever possible. Violations of the code of conduct may result in one or more of the following consequences:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Warning;</li> <li>2. Notifying the parent of the student's misconduct (by telephone or letter);</li> <li>3. Separation from peers;</li> <li>4. Constructive assignment of projects;</li> <li>5. Behavioral contracts;</li> <li>6. Conference with parents;</li> <li>7. Loss of school privileges;</li> <li>8. Counseling and/or evaluation;</li> <li>9. After-school detention;</li> <li>10. In-school suspension;</li> </ol> | <ol style="list-style-type: none"> <li>11. Off Campus suspension-Off Campus Suspension (OCS) is an alternative to an out of school suspension. OCS is located at The Providence School, Wilmore. The students who are required to attend OCS will be transported by bus to and from their home schools;</li> <li>12. Suspension;</li> <li>13. Alternative education placement;</li> <li>14. Referral to civil authorities;</li> <li>15. Administrative hearing;</li> <li>16. Referral to the Board of Education for expulsion.</li> </ol> |
|---|---|

\*Loss of physical activity periods shall not be used as a disciplinary consequence.

## **6. Safe Physical Restraint**

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

## **7. Student Searches**

The school and school facilities are the property of the Jessamine County Board of Education. No illegal items or substances, such as drugs or weapons, are allowed on school property. In addition, there will be periodic inspections of lockers by school personnel including SROs. A specific individual's locker may be searched when reasonable suspicion of the violation of school regulations or civil law is evident. In cases of reasonable suspicion of the violation of school regulations or civil law, a student may be asked to empty his or her pockets or purse for inspection by a school administrator or SRO. We reserve the right to use random search techniques including police dogs used to locate drugs. All vehicles on school grounds are subject to search at any time.

## **8. School Resource Officer (SRO)**

The SRO shall work in conjunction with the principals and the teachers to deliver instruction on a 'guest lecturer' basis in a variety of subject areas to include but not limited to police and their role in society, laws, juvenile and adult criminal justice systems, career opportunities in law enforcement, drug education, gang resistance education, teen crime and community conflict resolution. Other responsibilities include:

1. being available for conferences with students, parents and faculty members in order to assist them with problems of law enforcement or a crime prevention nature,
2. making referrals to such agencies when necessary thereby acting as a resource person to the students, faculty and staff of the school,
3. acting as a sworn police officer, taking whatever law enforcement actions are necessary pursuant to agreements executed by the school district when required,
4. giving assistance to law enforcement officers in matters regarding his/her assignments, whenever necessary, and
5. investigating situations related to runaways, thefts, or any crime relating to the students attending schools that the SRO serves.

The SRO may interview, question and counsel students regarding violations of school rules, procedures and regulations committed on school property or elsewhere. In the event of an investigation into what appears to be a violation of the criminal law, prior to questioning by the SRO, a school administrator shall make an effort to notify the parent, guardian or custodian, of intended questioning of the student who is under suspicion as to possible commission of a crime. In the event the parent, guardian or custodian cannot be promptly notified, the SRO may conduct questioning into the matter if the safety of the school, students or property is in potential jeopardy, or evidence may be lost or altered if the investigation does not continue promptly.

## **B. Referral Procedures**

Students may be referred to the appropriate administrator's office by a faculty staff member or bus driver for alleged violations of the Code of Conduct and any school rules or regulations.

The principal or designee will process the referral and complete a student discipline record in the office. Such records shall be maintained by the school and made accessible upon request to the student and/or parent in compliance with the Family Education Rights and Privacy Act.

Parents will be notified of serious or persistent disciplinary infractions. Repeated offenses may result in extended suspensions or recommendations to the Board of Education for expulsion.

## **C. Conduct in the School Environment Warranting Disciplinary Action**

Conduct in the school environment refers to conduct that occurs within the school building, on school grounds, to and from school by bus and/or during school-sponsored activities including those activities which are outside of the usual attendance calendar such as summer band camp or graduation exercises. The administrator shall use his/her discretion and best judgment in determining the need and type of disciplinary action and shall retain the power and authority to use the type of discipline which may yield positive results for the student. It is strongly recommended that students having severe disciplinary problems be counseled and/or provided other services that may tend to modify their behavior. Students participating in extra-curricular activities may have additional restrictions imposed by their coaches/program leaders to prevent the likelihood of future incidents.

Note: In the case of drug possession or use, distribution of drugs, or other criminal offenses, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function.

Defiance of authority of teachers or administrators and other incorrigible bad conduct are somewhat broad in nature. We have attempted to define more specifically the items below so that students, parents and school personnel may better understand KRS 158.150.

**Infractions** – The infractions listed may result in one or more of the consequences listed after this section. Repetition or extenuating circumstances of a violation may necessitate the use of a higher level of response to an infraction.

1. Academic Dishonesty - Including, but not limited to, cheating, copying from another student or plagiarism (taking the ideas or writings of others and presenting them as if they were your own writing or ideas).
2. Acts of Disrespect - Any actions initiated by students which display an intentional lack of courteous regard for staff member authority. Examples include repeated talking back, lewd gestures, behavior intended to mock or contemptuous laughter directed toward school staff.
3. Aggressive Misbehavior Toward Any School Employee - Threatening physical contact or actual physical contact of school employees by a student or group of students with the intention of doing bodily harm.
4. Arson - Starting or trying to start a fire in the school environment.
5. Bomb Threat - Making a threat that a bomb has been placed in or is ready to explode on a school property or at a school-sponsored activity.
6. Defiance of Authority - Willfully disobeying a reasonable request of school personnel or school rules.
7. Disorderly Conduct - Acting in a manner which is disruptive to the orderly educational procedure of the school environment or encouraging others to be disruptive, such as unusual noise or behavior that inappropriately draws attention from others.
8. Endangering the Health and/or Welfare of Others - Placing others in a potentially harmful situation.
9. Extortion - Soliciting of money or something of value from another student, despite the amount, in return for protection or in connection with a threat to inflict harm.
10. False Fire Alarm - Alerting falsely the Fire Department to a non-existent fire or falsely activating a school alarm.
11. Fighting - Mutual participation in a fight involving physical violence.
12. Forgery - Using falsely the name of another person or falsifying documents or correspondence from or to the school.
13. Gambling - Participating in games of chance for the express purpose of exchanging money, property or favors.
14. Harassment - Making an offensively coarse utterance, gesture or display; following a person or committing acts which alarm or seriously annoy another person.
15. Disruptive Behavior-Horseplay or rough, loud, energetic play that disrupts the school environment or the academic process.
16. Huffing or Sniffing - Huffing or sniffing or being under the influence of any inhalant or solvent, other than for legitimate medical purposes.
17. Improper Dress - Dressing in a provocative manner which attracts undue attention or dressing in a manner that threatens the health or safety of that student or other students. (See Part Two Section 2 Dress & Appearance)
18. Inappropriate Display of Affection - Kissing or other inappropriate contact between students.
19. Inappropriate Sexual Conduct - Any consensual behavior of a sexual nature.
20. Larceny-Theft - The unlawful taking, carrying, leading, or riding away of property from the possession of or without the permission of the owner; the possession of stolen property; the selling of school property.
21. Non-compliance with Classroom Rules - Disobeying an individual school's or teacher's classroom rules.
22. Other Incurable Bad Conduct - As provided for in KRS 158.150-Student conduct that does not comply with school rules or lawful regulations for the government of schools.
23. Physical Assault - One person or a group physically attacking another person or group.
24. Possession of Dangerous Instruments - Possessing any threatening instrument or reasonable substitute such as, but not limited to, knives, clubs, chains, firecrackers or boxcutters.
25. Possession of Drug Paraphernalia - Possession of equipment or items which can be used to smoke, inhale, ingest, inject, store or process drugs, controlled substances, hallucinogenic materials or look-alike items such as, but not limited to, cigarette papers, homemade pipes, syringes, etc., other than for legitimate medical purposes.
26. Possession or Use of Alcohol - Using, possessing, being under the influence of, transporting or storing in one's vehicle or locker any kind of beverage classified as alcoholic or containing any level of alcohol.
27. Possession or Use of Drugs - Using, possessing, being under the influence of, transporting or storing in one's vehicle or locker:
  - a. All prescription drugs obtained without authorization
  - b. All prohibited substances, however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose
  - c. All look-alike substances that are intended to appear as a prohibited substance
  - d. A substance that is being used in a manner or for a purpose other than the prescribed or intended use by the manufacturer. Examples include bath salts or household products.

28. Possession or Use of Firearms - Possessing and/or using a handgun, a rifle, a shotgun, or other firearm such as but not limited to, a starter gun or an explosive, incendiary or poison gas bomb, grenade, rocket, missile or mine. This includes look-alike items.
29. Possession or Use of Tobacco - Possession of tobacco including cigarettes, snuff, chewing tobacco, matches lighters, etc...
30. Possession or Use of E-Cigarette/Vaping Device - Possessing or using nicotine devices including E-Cigarettes, vaping devices, JUULs, etc. 1st Disciplinary Offense will require a minimum of 2 days of ISS/CIA. An education component will be layered into the consequence which will be sent to the guardian. 2nd Disciplinary Offense will require 2 days of Off-Campus Suspension and the student will submit to random searches at any time for the remainder of the school year. 3rd Disciplinary Offense will require 5 days of Suspension. This suspension may be reduced to 3 days if student completes a nicotine dependency class.
31. Possession or Use of Weapons Other than Firearms - Possessing and/or using items such as but not limited to, BB guns, switch-blades, taser or brass knuckles. This includes look-alike items.
32. Profanity or Vulgarity - The use of profanity or vulgarity in a physical gesture, verbal gestures or sketches, or written manner. The student must express himself/herself without the use of obscenities, slander or verbal attack.
33. Selling, distributing, or giving to others alcohol, drugs or look-alike items.
34. Sexual Harassment - Any unwelcome behavior of a sexual nature that interferes with the life of the targeted individual(s); it is unsolicited and non-reciprocal. It includes use of sexist terms, comments about body parts, sexual advances, electronic distribution or possession of sexual or nude photo (see below for more information about sexting), unwanted touching, gestures, taunting, sexual graffiti and rumor mongering about someone's sexual identity or activity. Generally, any behavior of a sexual nature that provokes undesirable, uncomfortable feelings in an individual or individuals can be considered harassment. Student conduct known as "mooning" (pulling down one's own pants) and "panting" (pulling down another person's pants) will be treated as sexual harassment. Repeated sexual harassment is a form of bullying (see page 10 - Anti-Bullying Law). "Sexting" or using a cellphone or other personal communication device to send texted or email messages or possessing texted or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
35. Skipping Class - Willful non-attendance to class.
36. Tardy to Class - Coming into the classroom after the scheduled time.
37. Threat/Intimidation/Bullying - Physically, verbally, or by electronic means placing others, including students and staff, in fear of bodily harm without displaying a weapon or subjecting the person to actual physical attack. 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: 1) That occurs on school premises, on school-sponsored transportation or at a school sponsored event; or 2) That disrupts the education process. This definition shall not be interpreted to prohibit civil exchange or opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.  
These actions include mean teasing and sketching or drawings of a violent, sexual or otherwise inappropriate nature. This infraction extends to threats, intimidation or cyber-bullying that occurs via internet, email or other computerized applications even from home when it causes a disruption to the educational process (see page 10 Anti-Bullying Law).
38. Unauthorized Departure - Leaving the school campus during the school day without prior approval of the principal.
39. Unauthorized Presence in School - Being on school grounds or on a bus or in school buildings without authority or permission of school personnel.
40. Unauthorized Selling - Selling items or services at school or while under the authority of school personnel without the authority of the principal or another appropriate school employee.
41. Use of Telecommunication Devices and Services - The unauthorized use of any type of telecommunication or similar electronic devices on school grounds during the regular school hours by students is prohibited. This includes the use of cell phones, cell phone cameras, pagers and text messaging. Use of a telecommunication device or similar electronic device on school grounds to record and or distribute recordings of a disciplinary offense the device will be subject to confiscation for up to 10 school days from the time of the offence and the student may receive a discipline referral for harassing communications and be subject to a suspension up to 3 days. If student misuse of a cell phone results in confiscation by the principal or assistant principal, the student or parent may be subject to a ten dollar administrative fee before the device is returned.
42. Vandalism - Willful destruction, injury, disfigurement or defacement of any public or private property without the consent of the owner; including, but not limited to, by cutting, tearing, breaking, marking, painting, drawing or covering with filth.

# ELEMENTARY

## CONDUCT VIOLATIONS AND DISCIPLINARY CONTINUUM

Teacher Imposed Discipline  
Principal Imposed Discipline  
In-school Discipline Assignment  
Short-term Suspension (1-5 days)  
Long-term Suspension (6-10 days)  
Alternative Placement Recommendation  
Administrative Hearing  
Expulsion Recommendation

	Teacher Imposed Discipline	Principal Imposed Discipline	In-school Discipline Assignment	Short-term Suspension (1-5 days)	Long-term Suspension (6-10 days)	Alternative Placement Recommendation	Administrative Hearing	Expulsion Recommendation
1. Academic Dishonesty	✓	✓	✓					
2. Acts of Disrespect	✓	✓	✓	✓	✓	✓	✓	✓
3. Aggressive Misbehavior Toward Any School Employee		✓	✓	✓	✓	✓	✓	✓
4. Arson			✓	✓	✓	✓	✓	✓
5. Bomb Threat		✓	✓	✓	✓	✓	✓	✓
6. Defiance of Authority	✓	✓	✓	✓	✓	✓	✓	✓
7. Disorderly Conduct	✓	✓	✓	✓				
8. Endangering the health/welfare of others	✓	✓	✓	✓	✓	✓	✓	✓
9. Extortion	✓	✓	✓					
10. False Fire Alarm		✓	✓	✓				
11. Fighting		✓	✓	✓	✓	✓	✓	✓
12. Forgery	✓	✓						
13. Gambling	✓	✓						
14. Harassment	✓	✓	✓	✓				
15. Disruptive Behavior	✓	✓	✓	✓	✓			
16. Huffing or Sniffing		✓	✓	✓	✓	✓	✓	
17. Improper Dress	✓	✓						
18. Mild sexual behavior	✓	✓	✓	✓	✓	✓	✓	✓
19. Larceny-Theft	✓	✓	✓	✓	✓	✓	✓	✓
20. Non-compliance with Classroom Rules	✓	✓	✓					
21. Other Incurable Bad Conduct	✓	✓	✓	✓	✓	✓	✓	✓
22. Physical Assault		✓	✓	✓	✓	✓	✓	✓
23. Possession of Dangerous Instruments		✓	✓	✓	✓	✓	✓	✓
24. Possession of Drug Paraphernalia		✓	✓	✓	✓			
25. Possession or Use of Alcohol *				✓	✓	✓	✓	✓
26. Possession or Use of Drugs *				✓	✓	✓	✓	✓
27. Possession or Use of Firearms								✓
28. Possession or Use of Tobacco		✓	✓	✓				
29. Possession or Use of E-Cigarette/Vaping Device		✓	✓	✓				
30. Possession or Use of Weapons Other than Firearms		✓	✓	✓	✓	✓	✓	✓
31. Profanity or Vulgarity	✓	✓	✓	✓	✓	✓	✓	✓
32. Distributing alcohol, drugs or look-alike items		✓	✓	✓	✓	✓	✓	✓
33. Sexual Harassment	✓	✓	✓	✓	✓	✓	✓	✓
34. Skipping Class	✓	✓	✓					
35. Tardiness	✓	✓	✓					
36. Threat/Intimidation/Bullying	✓	✓	✓	✓	✓	✓	✓	✓
37. Unauthorized Departure From Campus		✓	✓					
38. Unauthorized Presence in School		✓						
39. Unauthorized Selling	✓	✓	✓					
40. Unauthorized Use of Telecommunication Devices	✓	✓						
41. Vandalism	✓	✓	✓	✓	✓	✓	✓	✓

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

\* Regarding items 25 and 26 above, refer to "Intervention for Drugs Section" elsewhere in this Code of Conduct booklet for additional information.

# MIDDLE SCHOOL / HIGH SCHOOL

## CONDUCT VIOLATIONS AND DISCIPLINARY CONTINUUM

Teacher Imposed Discipline  
 Principal Imposed Discipline  
 Principal Imposed Fine  
 In-school Discipline Assignment  
 Off Campus Disciplinary Assignment  
 Short-term Suspension (1-5 days)  
 Long-term Suspension (6-10 days)  
 Alternative Placement Recommendation  
 Administrative Hearing  
 Expulsion Recommendation

	Teacher Imposed Discipline	Principal Imposed Discipline	Principal Imposed Fine	In-school Discipline Assignment	Off Campus Disciplinary Assignment	Short-term Suspension (1-5 days)	Long-term Suspension (6-10 days)	Alternative Placement Recommendation	Administrative Hearing	Expulsion Recommendation
1. Academic Dishonesty	✓	✓		✓						
2. Acts of Disrespect	✓	✓		✓	✓	✓	✓	✓	✓	✓
3. Aggressive Misbehavior Toward Any School Employee					✓	✓	✓	✓	✓	✓
4. Arson					✓	✓	✓	✓	✓	✓
5. Bomb Threat							✓	✓	✓	✓
6. Defiance of Authority	✓	✓		✓	✓	✓	✓	✓	✓	✓
7. Disorderly Conduct	✓	✓		✓	✓	✓				
8. Endangering the health/welfare of others	✓	✓		✓	✓	✓	✓	✓	✓	✓
9. Extortion	✓	✓		✓	✓	✓	✓			
10. False Fire Alarm		✓		✓	✓	✓	✓	✓	✓	✓
11. Fighting		✓		✓	✓	✓	✓	✓	✓	✓
12. Forgery	✓	✓		✓						
13. Gambling	✓	✓		✓	✓					
14. Harassment	✓	✓		✓	✓	✓	✓	✓	✓	✓
15. Disruptive Behavior	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16. Huffing or Sniffing		✓		✓	✓	✓	✓	✓	✓	✓
17. Improper Dress	✓	✓								
18. Mild sexual behavior	✓	✓		✓	✓	✓	✓	✓	✓	✓
19. Larceny-Theft	✓	✓		✓	✓	✓	✓	✓	✓	✓
20. Non-compliance with Classroom Rules	✓	✓		✓	✓	✓				
21. Other Incurable Bad Conduct	✓	✓		✓	✓	✓	✓	✓	✓	✓
22. Physical Assault					✓	✓	✓	✓	✓	✓
23. Possession of Dangerous Instruments					✓	✓	✓	✓	✓	✓
24. Possession of Drug Paraphernalia	✓	✓		✓	✓	✓	✓	✓	✓	
25. Possession or Use of Alcohol *						✓	✓	✓	✓	
26. Possession or Use of Drugs *						✓	✓	✓	✓	
27. Possession or Use of Firearms										✓
28. Possession or Use of Tobacco		✓		✓	✓	✓				
29. Possession or Use of E-Cigarette/Vaping Device				✓	✓	✓				
30. Possession or Use of Weapons Other than Firearms							✓	✓	✓	
31. Profanity or Vulgarity	✓	✓		✓	✓	✓	✓	✓	✓	✓
32. Distributing alcohol, drugs or look-alike items							✓	✓	✓	
33. Sexual Harassment	✓	✓		✓	✓	✓	✓	✓	✓	✓
34. Skipping Class	✓	✓		✓	✓		✓	✓	✓	
35. Tardiness	✓	✓		✓	✓		✓	✓	✓	
36. Threat/Intimidation/Bullying	✓	✓		✓	✓	✓	✓	✓	✓	✓
37. Unauthorized Departure From Campus		✓		✓	✓		✓	✓	✓	
38. Unauthorized Presence in School		✓		✓	✓	✓	✓	✓	✓	
39. Unauthorized Selling	✓	✓		✓	✓					
40. Unauthorized Use of Telecommunication Devices	✓	✓	✓	✓	✓					
41. Vandalism	✓	✓		✓	✓	✓	✓	✓	✓	✓

\* Regarding items 25 and 26 above, refer to “Intervention for Drugs Section” elsewhere in this Code of Conduct booklet for additional information.



#### **D. Suspension and Expulsion Procedures**

The basis for suspension and expulsion of students in the public schools is set out in KRS 158.150, and as provided therein, all pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. The grounds for suspension or expulsion of students shall be violation of the infractions listed above. The principal, assistant principal, superintendent or an appropriate designee may suspend a student. Refer to Page 11, Section 5, A-4 for suspension for students receiving special education services or Section 504 accommodations.

A suspended student is forbidden from entering any school or any school grounds (except for a prearranged conference with an administrator), attending any day or night school functions, including weekend functions, of the Jessamine County Schools, or riding a school bus during the term of the suspension. Violation of this is cause for expulsion.

The principal may initiate suspension action. The principal may request a parent conference before reinstatement, so that alternate remedies for the student's behavior may be identified and parental support assured. A mutually acceptable method of conferring may be agreed upon if a conference at school is not possible.

No suspension under the foregoing authority shall be made unless the student is given oral or written notice of the charges which constitute cause for suspension, has been given an explanation of the evidence of the charge or charges, and if the student denies them, is given an opportunity to present his/her own version of the facts about the charge or charges. There need be no delay between the time the oral or written notice is given and the time of the above described informal hearing where the student is informed of the charges against him/her and where s/he is given an opportunity to present his/her version of the facts.

As a rule, this informal notice and hearing should precede removal of the student from school. In extraordinary cases, students may be immediately suspended without the informal hearing where they have, in the judgment of the principal or superintendent, been guilty of such conduct that their presence poses a continuing danger to persons or property and that immediate suspension is essential to protect persons or property or to avoid disruption of the academic process. However, in such cases, the necessary notice and informal hearing should be held as soon as possible but no later than three (3) school days after the suspension is effected. In any case, the oral or written notice which is given to the student should specify the charges against the student.

Any suspension shall be reported immediately to the superintendent and parent of the student.

Only the Board of Education may permanently expel a student; but no expulsion by the Board of Education shall be made until the parent or other person who has legal custody or control of the student and the student have had an opportunity to have a hearing before the Board of Education and proper notice of the hearing is given to the student and to the parent or other person having legal custody or control of the student.

In instances of a severe disciplinary problem, repeated offenses, or after two or more previous suspensions, it may be necessary to resort to expulsion of a student for the remainder of the semester or school year. Infractions that occur near the end of a given school year may result in a suspension or expulsion carrying over into the next school year.

#### **E. Athletic Drug Testing Program for Athletes and Student Drivers**

Each student who plans to participate in athletics at the middle school level or the high school level and each student who plans to drive to school will be subject to random drug testing as a prerequisite for 1) participation in an athletic program and/or 2) receiving a parking permit. Positive test results will not be turned over to law enforcement authorities or used to suspend or expel students from school. Refer to the Random Drug Testing and Alcohol Breathalyzer Procedures Handbook, available from the coach or principal, for further information.

#### **F. Intervention for Drugs**

Any student, even a first-time offender, who is in possession of alcohol, drugs or look-alike substances or is under the influence of alcohol or drugs will be suspended at least ten days and may be suspended for additional days at the discretion of the principal or the superintendent. Such students may also be recommended for expulsion in which case they may be suspended until a board expulsion hearing is held.

However, at the discretion of the principal a first-time offender who has not sold, distributed or given to others such alcohol, drugs or look-alike items may be offered an intervention contract. To be eligible for consideration of an intervention contract a student must undergo a chemical dependency evaluation at the parent expense. If the evaluation cannot be conducted within five (5) days, the parent must contact the principal to request an extension. The principal will review the evaluation and may allow the student back in school after five (5) days of suspension. If allowed back, the student and his/her parents must agree in writing to abide by an intervention contract. The contract will include the recommendations of the dependency evaluation and any other limitations the principal may choose to include. Continued school attendance is contingent on the student and parent abiding by the intervention contract. Violation of the contract may lead to immediate suspension and a recommendation for expulsion. Student drivers and athletes are also subject to consequences outlined in the Random Drug Testing and Alcohol Breathalyzer Procedures.

#### **G. Reporting Procedures for Out of School Suspension and Off Campus Suspension**

Out of school suspensions and off campus suspensions will be reported immediately to the parent or other person having legal custody or control of the student.

## **H. Appeals Process For Disciplinary Actions**

When a student or parent disagrees with a disciplinary decision, s/he must file a written appeal of the decision within ten (10) school days of the date of the disciplinary action. If the disciplinary consequence was assigned by a teacher or an assistant principal, the written appeal must go first to the principal. If the disciplinary consequence was assigned by the principal and involved a consequence of out of school suspension or higher, the written appeal goes directly to the superintendent.

Upon receipt of the written appeal, the principal or superintendent (see above) will respond in writing to the person making the appeal within ten (10) school days of receipt of the written appeals notice. If a student or parent is appealing a suspension, the student will not serve the suspension days unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process.

In the event that the principal denies the appeal and the consequence is out of school suspension or higher, the student or parent may appeal that decision to the superintendent. Again, that appeal must be made in writing within ten (10) school days of receipt of the principal's written response. The superintendent then must respond in writing to the student or parent within ten (10) school days of receipt of the appeal.

If the issue is not resolved by the superintendent, the student or parent may appeal to the Board of Education, in writing, within ten (10) days of receipt of the superintendent's decision. The Board of Education will hear the appeal at a regularly scheduled Board meeting, or at a specially-called meeting at the Board's discretion. In matters related to student discipline the action of the Board of Education will be limited to an appellate review to determine if procedural flaws (e.g., failure to provide for due process) or unlawful action occurred. In other words, the Board of Education's role is not to determine if the disciplinary consequence was warranted, but rather if the administrator(s) followed board policies and/or laws and regulations.

## **I. Administrative Hearings**

An administrative hearing is convened when a student has reached the limit of tolerable interventions or in certain extreme cases of bad conduct that might lead to a recommendation for expulsion. The administrative hearing will be chaired by a District Office representative and will include, but are not limited to:

- The school-level administrator making the recommendation
- The student and his/her parent or guardian
- The Director of Pupil Personnel or designee
- The Superintendent or designee

Possible outcomes include, but are not limited to, a recommendation for an alternative placement, removal to home services, behavior contracts, or a recommendation that a student be placed before the School Board for expulsion. Administrative hearings are not subject to appeal. In the event a student withdraws from school before a scheduled administrative hearing has occurred, the hearing must be reconvened prior to the student's re-enrollment.

## **J. Jessamine County Schools Responsible Use Policy for Technology**

The Jessamine County School district recognizes the important role media and digital connectedness plays in educating students and preparing them for lives that will include working, socializing and learning in digital environments. In light of these social and educational changes, the school community encourages the use of information technologies to prepare students as digital citizens and life-long learners. Jessamine County District teachers and students use technology and internet-based tools in their classrooms on a regular basis to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

## **Terms of Use for Students**

### **When using the District's Network and Technology Resources:**

1. I will follow teachers' instructions.
2. I will be polite and use kind language.
3. I will report and/or help prevent bullying.
4. I will tell an adult if I see or read something inappropriate, or if I see another student using the technology inappropriately.
5. I will protect myself online by following filters, security measures, and sharing my password only with my teacher and my guardian.
6. I will use technology carefully to protect district resources.
7. I will copy and save files, music, and software legally, following copyright laws.
8. I will protect personal data and information (telephone numbers, addresses, student ID, etc.) of myself and other people.
9. I will use network resources for educational purposes only.

### **Implementation of Digital Citizenship Elements (ISTE 2009)**

#### **Students will:**

1. Responsibly participate in digital environments provided to them when they access network resources.
2. Protect themselves when they buy and sell in a digital world.
3. Digitally communicate safely and appropriately through multiple methods.
4. Collaborate digitally and show critical thinking in its use.
5. Consider others when using digital technologies.
6. Protect the rights of others and be able to defend their own digital rights.
7. Consider the risks (both physical and psychological) when using digital technologies.
8. Follow laws and rules that govern the use of digital technologies.
9. Keep safe their own information while creating precautions to protect others' data as well.

Following Federal, State, and local laws, Jessamine County School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to authorized district personnel. I understand that if I repeatedly break this agreement, the district's policies and procedures, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

**ACCEPTABLE USE POLICY  
VIOLATIONS AND DISCIPLINARY CONTINUUM**

	<i>Verbal Warning</i>	<i>In-School Discipline</i>	<i>Suspension</i>	<i>Alternative Placement Recommendation</i>	<i>Administrative Hearing</i>	<i>Expulsion Recommendation</i>	<i>Loss of District Network privileges (up to 1 year)</i>
Sharing Passwords	X	X					X
Using another person's account	X	X	X	X	X	X	
Accessing/Attempting to access unauthorized areas of network	X	X	X	X	X	X	
Destroying or altering another users data		X	X	X	X	X	
Intentionally disrupting the network (ie distributing viruses/worms, broadcast storms, etc)		X	X	X	X	X	X
Accessing/attempting to access inappropriate material on the Internet	X	X					
Monopolize network resources through intentional network activity (i.e. gaming, downloading unapproved materials, etc)	X	X					
Placing onto JCS network: copyrighted material	X	X					
threatening material	X	X	X	X	X	X	
obscene material	X	X	X				
Placing unauthorized equipment onto the secured network	X	X					
Intentionally destroying or theft of physical resources	X	X	X	X	X	X	
Cyberbullying	X	X	X	X	X	X	
Illegal activities	X	X	X	X	X	X	X

**SECTION 6—JESSAMINE COUNTY SCHOOLS**  
**BUS REGULATIONS FOR STUDENTS**  
*(All School rules apply on the bus.)*

**Respect - Take care of yourself:**

1. Respond to driver/monitor requests pleasantly and promptly.
2. Be seated in the seat designated by the driver. Remain seated at all times.
3. Be waiting outside at the bus stop on time.
4. Stand at a safe distance from the road while waiting for the bus.
5. Cross ten feet in front of the bus when signaled by the driver.
6. Leave the bus only at your assigned stop.
7. Use of profanity or obscenities is not permitted.
8. Keep all parts of your body inside the bus.
9. Loose drawstrings or garments that would easily catch in the bus handrail or door are not permitted.

**Respect - Take care of others:**

1. Talk quietly.
2. Creating a fire hazard such as striking a match, smoking, etc. will result in dismissal from the bus and consequences outlined in the disciplinary section of the Code of Conduct.
3. Keep all book bags and student property in your lap.
4. Dangerous or disruptive items such as animals, preserved specimens, weapons, glass and helium balloons that might frighten or harm other students or distract the driver are not permitted.

**Respect - Take care of the bus:**

1. Do not eat, drink or spit on the bus.
2. Do not vandalize the bus. The student will pay for repairs of vandalism.

**All infractions will be reported in writing.**

The following procedure will be used by principals to correct violations:

**Note:** Serious bus infractions may result in initial action being taken on level C or D below.

- A. Upon the **FIRST WRITTEN REPORT**, the principal or designee will hold a conference with the student, issue a warning and notify the parent.
- B. On the **SECOND REPORT**, the principal or designee will hold a conference with the student. A driver may be asked to be present at this conference. A school level consequence may be given and the principal or designee will notify the parent.
- C. A **THIRD REPORT** will result in dismissal from bus transportation for a period of at least two days. The principal or designee will determine the length of the dismissal and any additional consequences and notify the parent.
- D. Any **ADDITIONAL REPORTS** will result in dismissal from bus transportation for not less than three days and may result in denial of bus privileges for the remainder of the year. The principal or designee and the Director of Transportation will determine the length of the dismissal and additional consequences and notify the parent.

Any complaints by drivers, students or parents not specified in the above regulations shall be reported promptly to the principal or Director of Transportation.

If the conduct of a student on the bus endangers the lives of other people and that student fails to stop such conduct when asked by the driver, the driver may put the offender off the bus in an appropriate place, and after doing so, will immediately report this action to the Director of Transportation or principal.

Transfer requests to ride another bus will be granted in emergency situations by the principals or designee based on available space.

# SCHOOL CLOSING and ALTERNATE BUS SCHEDULES for the 2020-2021 SCHOOL YEAR

The icy, snowy weather for the past several winters has made it necessary for us to do some advanced planning for these conditions should they occur.

This communication is to inform staff, students and parents of the procedures that will be followed this winter in regard to school closings, snow routes and early dismissal due to deteriorating road conditions.

## SCHOOL CLOSINGS

The following radio and TV stations will be notified as close to 6:00 a.m. as possible on the days that school will be closed or on early dismissal days.

### RADIO AND TV STATIONS

WKQQ	WLRO	WVLK	TV CHANNEL 18	TV CHANNEL 36
WLAP	WBUL	WNJK	TV CHANNEL 27	TV CHANNEL 56

Please **Do Not Call** these stations. It makes it impossible for school officials to reach the stations if the lines are kept busy.

Please **Do Not Call** school or bus garage officials since this will only hinder necessary communications with the radio and TV stations. School closings will be announced on the evening news if conditions are such that having school the following day is out of the question.

If the district announces that we are operating on the SNOW PLAN, school buses will not run on the following roads:

Adena Lane Ashgrove Lane Baker Lane Barkley Estates Barkley Woods Beaumont Road Bethany Road Beverly Lane Bicknell Lane Bird Whistle Brannon Road West Branwood Bridle Subdivision Brumfield Lane Bruner Lane Burdraco Cambridge Estates East Cambridge Estates West Camp Daniel Boone Rd. Campground Lane Camp Nelson Road Carolyn Lane Cassidy Way Cave Run Estates Champion's Trace Subdvsn Chandamere Estates Cherrywood Drive	Clear Creek Ext. Cleveland-Ford Road Cobb Lane Colonial Estates Cool Breeze Drive Corman Lane Country Estates Cream Ridge (Sugar Creek Ext) Creekwood Way Crenshaw Lane Crosswoods Subdivision Delaney Woods Drake Lane Durham Lane Ebenezer Church Road Elm Fork Rd. Emerald Estates Equestrian Woods Subdivision Feck Lane Figg Lane Fort Bramlett Road Fox Tail Drive Gayheart Lane Gillespie Lane Grace Lane	Groggins Ferry Grows Mill Road Hall Road Handy's Bend Road Harrods Ridge Estates Hickman Point Subdvsn High Point Subdivision Holloway Estates Hunters Ferry Road James Lane Joe Cox Road John Watts Road Johns Lane Johnson Road Kesterson Road Kissing Ridge Road Leatherwood Leedean Circle Lock 7 Road Lock 8 Road Logan Lane Mackey Pike Mackey Woods Maplewood Marble Creek Lane Marble Top Subdivision Marshall Branch Road	McCauley Road Meadow Ridge Estates Megee Lane Miller Lane MOBILE HOME PARKS off Ash- grove Road - Tates Creek Estates. Murphy Lane Newman Road Noland Drive Oak Tree Lane Old Danville Road Old Railroad Lane Paddock Subdivision Palisades Heights Paradise Drive Parker Lane Phillips Road Pine Grove Circle Ponder Way Poortown Road Renaissance Run Estates Rhineheimer Lane Sagart Lane Scott Lane Shanty Hill Road	Shelley Woods Short Shun Sinking Creek Road Smith Lane Song Sparrow Spurlock Lane Stephens Lane Sterling Estates Sussex Estates Sycamore Lane Tankersley Lane Taylor Ridge Road The Country Estates Trotter Way/Pacer Troy Road Vincewood Drive Vineyard Lane Waterworks Road Watts Mill Road West Lane Windom Lane Windhaven Estates Woods Road Young Drive
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In addition, when the system is operating on the SNOW PLAN, buses **WILL NOT** run on courts, cul-de-sacs or dead end roads.

In the event that some roads become too dangerous for our buses to deliver students to their normal stops, those who are left on buses will be returned to their home school.

**If school is cancelled**, all afternoon and evening activities (other than athletics) are cancelled as well. The decision to continue with athletic events is left up to the principal and/or athletic directors at each school based on the potential conditions at game time. The school calendar already designates how we will make up lost instructional days.

**If a two-hour delay is employed**, all school starting times and bus pick-up times will shift by two full hours. When a two-hour delay is employed, the Jessamine Early Learning Village morning preschool session will not be held. The school day ends at the normal time and bus routes will be on regular schedule. Afternoon and evening activities will continue as planned unless weather conditions worsen. Decisions about making up the time missed will be made on a case by case basis in accordance with current state guidelines.

**If school is dismissed early**, all afternoon and evening activities (other than athletics) are cancelled as well. The decision to continue with athletic events is left up to the principal and/or athletic directors at each school based on the potential conditions at game time. Decisions about making up the time missed will be made on a case by case basis in accordance with current state guidelines.

**How Does the Wind Chill Affect School Being Delayed or Closed?** During the winter months, several factors come into play that could delay the start of school or cause school to be closed all together. One such factor is the wind chill on a given day. On particularly cold mornings, we continuously monitor the National Weather Service and closely monitor the weather conditions. There are two possible scenarios that come from the National Weather Service: a Wind Chill Advisory and a Wind Chill Warning. The National Weather Service defines the two as the following: Wind Chill Advisory-Wind chills between -10 and -24 degrees and at least a wind of 10 MPH or more. Wind Chill Warning-Wind chills -25 degrees and below with at least a wind of 10 MPH or more.

When the National Weather Service issues a Wind Chill Warning for Jessamine County for the time the school day begins, we will make the decision to close schools. It is quite likely we will make this type of decision on the morning of the day in question as it is hard to predict what the wind chill will be the night before. If there is a Wind Chill Advisory for the county, school will likely be open unless there are operational problems with the bus fleet or mechanical problems in the school buildings. Buildings and the bus fleet are assessed in the morning prior to school by 6:00 a.m.

As a parent, if you determine that the weather conditions are too dangerous for your child to be out, we respect your decision. You are free to contact your child's school to request an excused absence for the day.

Please understand that the safety of our students and staff is our top priority when making these decisions to delay or close school. We can assure you that our school buildings are warm, safe and an ideal place for students to be when it is extremely cold outside. Parents should make sure their child is dressed appropriately for the cold weather. The district urges students to wear winter hats, gloves, heavy coats and boots. Frostbite and hypothermia are serious risks and need to be taken into consideration by the parents.

School closings or delays are reported to local television and the district web site, [www.jessamine.kyschools.us](http://www.jessamine.kyschools.us). If the weather turns dangerous during the school day, decisions about closing school early are made with careful deliberation, and announcements are distributed through the local media and the district web site as quickly as possible.

Questions about school cancellation or delays may be directed to Matt Moore, Deputy Superintendent, at (859) 885-4179, ext. 3006.

## **SECTION 7—OTHER**

### **1. Notification of Location Asbestos Management Plan**

Inspection of the Jessamine County Schools for asbestos containing materials has been completed and a management plan is available for viewing at the office of the Maintenance Director of Schools between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Management plans for the individual schools may be seen at each principal's office. Notification is required and is in accordance with the Environmental Protection Agency's Regulation 40 CFR Part 763-93 (E) (10) of the EPA Asbestos Containing Material in Schools: Final Rule and Notice.

### **2. School Visitors**

#### **Generally**

The Board encourages visits from parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school programs. To ensure the safety of students and school personnel, all visitors must report to the Principal's office immediately upon entering the school. Visitors must identify themselves, declare their purposes for visiting, and obtain permission for the visit from the Principal or his/her designee.

**Visitors from Other Communities**

Professional educators and citizens who are from other communities and who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance and approved by the school Principal.

**Classroom Visitors**

Visitors shall not enter any classroom without the prior and expressed consent of the Principal or his/her designee. The Principal (or designee) may limit or restrict the number of visitors, the frequency of visits and must approve the appropriateness of the expressed purposes for visiting. Guests or visitors of students, including siblings, are not allowed in classrooms.

**Conduct**

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

**Use of Tobacco**

The use of tobacco products by anyone in school buildings is prohibited.

**References:**

OAG 91-137; KRS 160.380

P.L. 107-110 (No Child Left Behind Act of 2001)

**Related Policies:**

05.3, 09.3211

Adopted/Amended: 07/26/2004

**3. Parents Right to Request Teacher Qualification**

You have the right to request information regarding the professional qualifications of your child's classroom teachers. See form on Page 26.



# Jessamine County Schools

## Report Form for Suspected Felony Offenses

*(to include Threat/Intimidation/Bullying)*

This form provides the opportunity for a student, parent, legal guardian/custodian, or a board employee to report a violation of Board Policy 09.422 and 09.4811.

**Reporting Source:**

**Victim(s):**

**Student(s) You Are Reporting:**

**School:**

### CONFIDENTIALITY

*Information regarding an investigation of a suspected felony offense shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.*

### RETALIATION PROHIBITED

*Employees and other students shall not retaliate against a student because he or she reports a violation of the Code of Conduct or assists in any investigation regarding the violation. The superintendent shall take measures needed to protect students from such retaliation.*

### COMPLAINT (Use additional sheets if necessary and attach any evidence)

**When did the offense occur (date and time)?**

**Where did the offense occur?**

**What happened?**

**List any witness(es):**

**Date the report was received by principal:**

**Signature of Student:**

**Date:**

**Signature of Parent/Guardian:**

**Date:**

**Signature of Employee:**

**Date:**

**ESSA Qualification Notifications**

**ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS**

TO: _____ <i>Parent's Name</i>	FROM	_____ <i>School Name</i>
DATE _____	RE _____	GRADE _____
<i>Student's Name</i>		

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the **Every Student Succeeds Act (ESSA)**, you may request information regarding the professional qualifications of your child's teacher(s) **and paraprofessional(s), if applicable.**

If you would like to request this information, please contact Michele Reynolds by phone at (859) 885-4179 ext. 3029 or by e-mail at [michele.reynolds@jessamine.kyschools.us](mailto:michele.reynolds@jessamine.kyschools.us).

Sincerely, \_\_\_\_\_  
*Principal/designee*

# **SIGNATURE PAGE**

**PLEASE COMPLETE AND RETURN THIS PAGE TO SCHOOL**

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

The signature below indicates that I as a student of a Jessamine County School have received a copy of a Code of Conduct for Jessamine County Schools to be shared with my parent(s).

---

Signature of Student

---

Date

## **Parent Signature (Grades Preschool-12)**

The signature below indicates that I as a parent/guardian of a student in a Jessamine County School have received a copy of a Code of Conduct for Jessamine County Schools and will communicate with my child to assure an understanding of his/her rights and responsibilities.

---

Signature of Parent

---

Parent's Email Address

---

Printed Name of Student

---

Student's School

---

Date



**Superintendent**

Matt Moore

**Deputy  
Superintendent**

Val Gallutia

**Chief Academic  
Officer**

Dr. Michele Reynolds

**Chief Operations  
Officer**

Michelle Gadberry

Dear Parent/Guardian,

One of our most important functions in Jessamine County is to provide the safest learning environment possible for all of our students and school staff members; therefore, it is important we communicate with families and the community all necessary information in order to be preventative.

Terroristic threatening in Kentucky P-12 schools is on the rise and these threats create an unsettling, chaotic environment that in the past resulted in school closings during investigation and poor attendance days following the incident. It is important that all stakeholders understand the legal definition of terroristic threatening in order to partner with the school system to prevent these occurrences.

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

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

- b) Makes false statements by any means, including by electronic communication, for the purpose of:
  1. Causing evacuation of a school building, school property, or school-sanctioned activity;
  2. Causing cancellation of school classes or school-sanctioned activity; or
  3. Creating fear of serious bodily harm among students, parents, or school personnel

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

The purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are working collaboratively with the district and school system to stop these threats. We ask our families to talk with your child to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of this act.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

# SCHOOL START TIMES

## 2020-2021

Schools	Regular Start Time	Regular End Time	2-Hour Delay Start Time:	2-Hour Delay End Time:
Jessamine Early Learning Village				
AM Preschool	7:45 AM	10:50 AM	NO AM Preschool	
PM Preschool	11:30 AM	2:35 PM	11:30 AM	2:35 PM
Kindergarten	7:45 AM	2:35 PM	9:45 AM	2:35 PM
<b>ELEMENTARY SCHOOLS</b>				
Brookside	8:00 AM	2:50 PM	10:00 AM	2:50 PM
Nicholasville	8:00 AM	2:50 PM	10:00 AM	2:50 PM
Red Oak	8:00 AM	2:50 PM	10:00 AM	2:50 PM
Rosenwald Dunbar	8:00 AM	2:50 PM	10:00 AM	2:50 PM
Warner	8:00 AM	2:50 PM	10:00 AM	2:50 PM
Wilmore	8:00 AM	2:50 PM	10:00 AM	2:50 PM
<b>MIDDLE SCHOOLS</b>				
East Jessamine	9:00 AM	4:00 PM	11:00 AM	4:00 PM
West Jessamine	8:40 AM	3:40 PM	10:40 AM	3:40 PM
<b>HIGH SCHOOLS</b>				
East Jessamine	8:50 AM	3:50 PM	10:50 AM	3:50 PM
West Jessamine	8:50 AM	3:50 PM	10:50 AM	3:50 PM
JCTC	8:50 AM	3:50 PM	10:50 AM	3:50 PM
The Providence School (Mon-Thur)	8:55 AM	3:35 PM	10:40 AM	3:35 PM
The Providence School (Friday)	8:55 AM	1:05 PM	NO SCHOOL	

# Jessamine County Schools 2020-2021 Calendar & Information

## At A Glance

First day of school .....	August 12, 2020
Last day of school (early release) .....	May 21, 2021
Fall break .....	October 5-9, 2020
Thanksgiving break .....	November 25-27, 2020
Winter break .....	December 21, 2020–January 1, 2021
Spring break .....	March 29–April 2, 2021
Kindergarten phase-in days .....	August 12-13, 2020
Pre-school phase-in days .....	August 26-27, 2020

No school - Labor Day .....	September 7, 2020
No school - Parent conf/data day .....	November 2, 2020
No school - Election Day .....	November 3, 2020
No school - Martin Luther King, Jr. Day .....	January 18, 2021
No school - President's Day .....	February 15, 2021

Flexible staff development days .....	August 6-7, 2020
Opening day .....	August 10, 2020
Teacher work day .....	August 11, 2020
Flexible staff development day .....	February 15, 2021
Certified staff development .....	May 24, 2021
Closing day .....	May 25, 2021
Flexible staff development day .....	May 26, 2021

## Key

Dates that school is NOT in session are shown with circles and/or shading.

- Students out of school
- Students and teachers out of school
- All schools and offices closed
- End of term grading period

Jessamine County Schools will designate up to 10 inclement weather days as non-traditional instruction (NTI) days, which will not be part of the make-up rotation.

### Days Missed/Make-up

- 11 \_\_\_ May 24
- 12 \_\_\_ May 25
- 13 \_\_\_ May 26
- 14 \_\_\_ May 27
- 15 \_\_\_ May 28
- 16 \_\_\_ June 1
- 17 \_\_\_ June 2

## 2020

### July

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### October

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 2021

### January

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### March

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### May

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### June

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					