

Code of Conduct

2023-2024



**Jessamine
County
Schools**

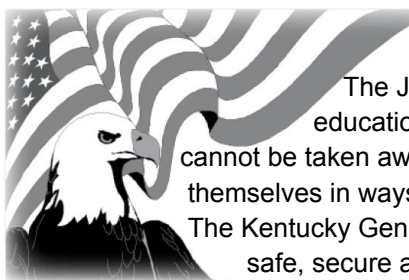
Important information for parents, students and employees

Jessamine County Schools exists to create caring, responsible citizens who are high-level thinkers, performers, communicators, and learners for life!

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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.

Jessamine County Schools has determined the core values that are the principles that dictate our behavior. They are the foundation from which we make our decisions.

Students come first, and families are our partners.
Strive for excellence, each and every day.
Treat everyone with kindness, dignity, and respect.
Do what's right, even when no one is looking.
Strengthen our community through leadership and service.

Our code of conduct is designed to ensure the following:

- Orderly operation of schools
- Appropriate student supervision
- Opportunities for high student achievement in a productive learning environment
- Support and assistance for students at risk of failure
- Planned and positive school atmosphere
- Regular and punctual school attendance
- Respect for school property
- Cooperation and productivity

Part One

SECTION 1—RIGHTS AND RESPONSIBILITIES OF STUDENTS

A student can expect to:

- be respected as a worthy individual regardless of race, color, national origin, age, religion, sex (including sexual orientation or gender identity) or disability.
- receive an appropriate education
- receive academic grades based only on academic performance.
- be provided with information about grading and progress in each class.
- be allowed to make up missed work in the case of an excused absence.
- have school records accurately maintained with confidentiality protected.
- be able to seek advice and counseling in academic, personal, social and career-related concerns.
- have access to needed services for students with disabilities.
- be involved in co-curricular and extra-curricular school activities which have clearly defined rules for participation.
- participate in free elections with peers in student organizations.
- have personal safety, the protection of personal property and freedom from harassment and verbal abuse within the total school environment.

- 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:

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

SECTION 2—RIGHTS AND RESPONSIBILITIES OF PARENTS

A parent can expect to:

- be respected as a worthy individual regardless of race, color, national origin, age, religion, sex (including sexual orientation or gender identity) or disability.
- have information about and share in planning for educational programs to which your child might have access.
- have information about all school rules and consequences for breaking those rules.
- have discipline maintained and be informed of any formal disciplinary actions taken affecting your child.
- be treated with respect by all school staff members.
- Have their child's records maintained accurately and confidentially.
- receive prompt and appropriate communications about your child.
- take part in meaningful parent-teacher conferences to discuss your child's progress and welfare.

A parent has the responsibility to:

- stress to your child the importance of education.
- require your child to attend school and be on time.
- notify the school on any day your child is absent.
- send notes to school for excused absences.
- 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.
- make sure your child has current immunizations and required medical examinations.
- notify the school of medical, family or social problems that may affect school performance.
- notify the school if your child has any medical condition which is considered a threat to the safety of the student or others in the school.
- provide upon enrollment notification if your child has been found guilty/expelled for an offense involving weapons, alcohol or drugs.

- help develop in your child a positive self-concept, self-reliance and self-discipline.
- be involved with what goes on at school by talking to your child about school work and behavior.
- keep up to date with your child's progress.
- attend parent-teacher conferences.
- make sure your child has time, space, materials and help for homework.
- review the school rules and the Code of Conduct with your child.
- expect your child to dress appropriately, to follow the school's dress code and to practice good hygiene.
- support the school's discipline measures and assist the school with discipline when needed.
- promote a positive atmosphere which consists of mutual respect and courtesy toward others when visiting schools.
- support good sportsmanship in co-curricular and extra-curricular school activities.
- 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:

- be respected as a worthy individual regardless of race, color, national origin, age, religion, sex (including sexual orientation or gender identity) or disability.
- have the support of the school principal and administrators.
- have adequate facilities, equipment and supplies needed to conduct his/her work and a way to report any deficiencies if they exist.
- have all students listen and make a substantial effort to learn including the completion of classwork and homework assignments.
- 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.
- have evaluation of your performance on a regular basis.
- have all Constitutional rights and due process provided to employees by law.
- enjoy a personal life and privacy outside school.

A teacher or staff member has the responsibility to:

- maintain a positive, professional attitude toward all students, parents, administrators, other teachers, staff members and the Board of Education.
- be a role model of responsible citizenship.
- possess a thorough knowledge of subject matter and employ an understanding of human growth and development.
- participate in on-going staff development.
- provide students at the beginning of the year with an overview of subject content and method of grading used in each course.
- 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.
- grade and return assignments in a reasonable time and maintain accurate records of grades and attendance.
- inform parents of students' successes or problems in learning and behavior; reply promptly and courteously to questions and suggestions from parents and administrators.
- 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.

- follow the employee expected actions and behaviors as outlined in the Employee Code of Conduct and the Professional Code of Ethics for Kentucky School Personnel.
- follow the policies, regulations and standards adopted by the Board/administration and work appropriately to make change where change is desired.
- help ensure safe, clean and neat school buildings, equipment and grounds.
- 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.
- develop and display good sportsmanship in co-curricular and extra-curricular school activities.
- report to principals instances of bullying, hazing, or harassment.

SECTION 4—RIGHTS AND RESPONSIBILITIES OF PRINCIPALS AND ADMINISTRATOR

A principal or administrator can expect to:

- be respected as a worthy individual regardless of race, color, national origin, age, religion, sex (including sexual orientation or gender identity) or disability.
- receive adequate support for running the school from the Board and Central Office administrators.
- have sufficient staff, facilities and supplies needed for the educational program.
- have staff members who follow policies and directions.
- deal appropriately under Board policies with any student whose conduct disrupts the learning of others or violates the Code of Conduct.
- 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.
- have evaluation of your performance on a regular basis.
- meet with other principals, administrators and the Board to make suggestions to address problems in policies and regulations affecting your work.
- enjoy a personal life and privacy outside school.

A principal or administrator has the responsibility to:

- 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.
- follow the employee expected actions and behaviors as outlined in the Employee Code of Conduct and the Professional Code of Ethics for School Personnel.
- supervise the maintenance of safe, clean and neat school buildings, equipment and grounds.
- 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.
- keep Central Office administrators informed so that staff, facilities and supplies are adequate.
- involve parents and students in a cooperative shaping of the school program and environment (such as P.T.O. and student government.)
- be available for conferences with staff, students, parents and others on instructional and disciplinary matters.
- protect individual rights including the rights of students, parents and staff.
- help teachers in planning instructional activities according to curriculum approved by the Board of Education.
- carry out on-going staff supervision with impartial evaluations and constructive counseling on job performance.
- provide fair, consistent and prompt resolution of grievances.

- provide help to teachers in connection with serious disciplinary violations of students.
- 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.
- be a role model of responsible citizenship.
- 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—MULTI-TIERED SYSTEM OF INTERVENTION (MTSS)

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 the release of records 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.

E. Students with Disabilities

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

F. 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/guardians 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 or REDUCED MEAL ELIGIBILITY

Students with a Free/Reduced Meal eligibility may be eligible for reduced or waived school fees. Student Fees at Middle and High Schools will automatically be waived or reduced if approved for a Free/Reduced Meal Eligibility. If you believe your household is eligible based on income, please complete either the online Meal Assistance Application (available in the Infinite Campus Parent Portal) or the paper Educational Benefit Form (EBF available in the school office) after July 1 each school year. 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 high school age children. Good school attendance shows potential employers that they are reliable and dependable.

C. 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.

Examples:

A student has 3 UEX days from school and has turned in 3 Parent Notes for other absences. At this time the student will not be able to use any more parent notes for the remainder of the school year.

A student has 6 UEX absences and has not used any of their parent notes. At this time the student will not be able to use any parent notes for the remainder of the school year.

A student has 2 UEX absences and has not used any of their parent notes. At this time the student still has the option to turn in 4 parent notes for the remainder of the school year as long as they do not receive anymore UEX absences before they use their 4 remaining parent notes.

A parent has the opportunity to write a note for a total of six (6) absences per year this includes but not limited to mental health days.

***Each Unexcused Absence removes the ability to turn in one parent note.**

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

1. Court appearances requiring the student's presence. Documentation from the court will be required.
2. 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. If a physician excuse indicates that the student was unable to attend school prior to the visit, JCS will honor up to two days prior to the medical or dental visit as a medical excuse.
 - 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. Any physician note marked "Not Seen" will be coded as an unexcused absence.

- d. When a student exceeds 12 medical statements, the parent/guardian will be asked to complete a standard medical excuse form provided by school office staff for the treating physician/physicians. This form may be used by 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.
- e. Each case will be reviewed on an individual basis.

Students, who participate in any extracurricular activities, must attend school all day to practice, perform, or play unless they have prior approval from the principal. 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. Jessamine County athletes should follow the athletic attendance expectations as outlined in Section N below.

D. Home Hospital 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 six (6) 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 Liaison is present. Home Hospital Instruction can take place in a virtual setting.

E. Educational Enhancement Opportunity Request Form

A student may be allowed up to ten (10) days per school year to participate in an Educational Enhancement Opportunity (EHO) that the Principal determines to be of significant educational value. A written request must be made by the parent and student and the Principal must approve the request prior to the Educational Enhancement Opportunity dates. During the state testing window approval from the DPP office will be required (in addition to the principal) for students to receive approval for an EHO. Specific days will not be approved if the student is scheduled to complete state testing on that specific day. An example of an Educational Enhancement Opportunity would include an intensive instructional program in one of the core curriculum subjects.

Documentation

The Kentucky Department of Education (KDE) states that a written request from the parent stating the reason for the EHO and signed by the Principal should be on file for any students taking an EHO day. During the state testing window approval from the DPP office will be required (in addition to the principal) for students to receive approval for an EHO. Specific days will not be approved if the student is scheduled to complete state testing on that specific day. The request and approval must be dated prior to the Educational Enhancement Opportunity absence. If there is no documentation, the student must be marked absent. File a copy in the student's cumulative folder and with the daily attendance for the first day of the EHO, and send a copy to the Central Office (to the DPP or the Student Information System Coordinator).

F. Principal Request Absences

1. Family emergencies requiring immediate attention, as approved by the principal.
2. Colleges or universities visits are approved in advance by the principal. Documentation from the college/university will be required.
3. Religious holidays and practices approved in advance by the principal.
4. Other valid reasons as determined by the principal.

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. 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).

I. 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.

J. 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 district/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.

K. 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.

L. 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 KAR 5:060, 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 parent 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

M. 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 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.

N. JCS Athletic Attendance Expectations

Jessamine County Schools students participate in a large variety of extracurricular activities including athletic teams. School attendance is vital for all JCS students. It is our expectation that student athletes attend school in order to attend that day's practice and/or game. While student athletes are expected to attend school to practice or play, a doctor's notes or legal documentation will excuse the student. In addition, special circumstances (i.e. a funeral or driver's test) will be considered with approval from the Athletic Director or Principal.

Athletes Tardy to School:

Student athletes are expected to arrive at school on time each day and remain at school until the end of the school day. The following system for addressing consequences will be implemented:

- 1st Tardy - Verbal Warning
- 2nd Tardy - Verbal Warning & Communication with Coach
- 3rd Tardy - Meeting with Student, Athletic Director, and Coach to address attendance concerns
- 4th Tardy & All Additional Tardies - No practice or play on the following practice or game

Athlete Absences:

Student athletes must attend school to practice or play. For practices or games/contests occurring on non-school days, student athletes must have been present or have an excused absence (as explained above) the day prior to the event in order to be eligible to play.

Students who are assigned out of school suspension or other behavior consequences (as determined by the principal) are not permitted to practice or play on the day of their assignment. If behavior instances continue to occur, the student may be permanently removed from the team.

Situations where individual students become truant will be addressed between the DPP office and the athletics team and school admin to determine next steps for the athlete.

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—BULLYING/HAZING

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 or hazing directly to their teachers or by utilizing the STOP Tipline located on the Jessamine County Schools' website at www.jessamine.kyschools.us or by completing the form in this booklet.

Per KRS 508.182, KRS 508.184 hazing is also now included as a prohibited activity and should be reported using the same form noted above. Hazing is defined in JCS policy 09.422. KRS 508.182 and KRS 508.184 states that a student is guilty of hazing in the first degree if he or she intentionally or wantonly engages in an act of hazing that results in serious physical injury or death to another student.

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
6. Hazing 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 — TECHNOLOGY USE

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 & Parents/Guardians

- A. Roles and Responsibilities of Students Technology and Network Access** is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data, and files stored or transmitted via the district resources may be reviewed and/or removed.
- B. Digital Citizenship** requires all students/staff to be safe and responsible in the use of technology
 - Students will responsibly participate in digital environments when using a district/school owned device or accessing district networks.
 - The schools and district utilize the following strategies to help keep users safe:
 - Schools provide internet safety and digital citizenship instruction each year.
 - Teachers and staff actively monitor technology use in the classroom.

- Internet access will be filtered as required by state and federal regulations and school policies. Internet activity may be monitored and recorded at any time.
- Network and school administration may review files and communications to ensure appropriate use.

C. Roles and Responsibilities of Parents/Guardians

- Partner with the district to teach students to use technology safely and appropriately.
- Model appropriate use of technology resources and accounts, including maintaining data privacy.
- Actively monitor technology use when using school owned devices off campus or at non-school sponsored events.

Following Federal, State, and local laws, Jessamine County School District will protect student and employee data. However, students and staff understand that the use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to authorized district personnel.

SECTION 6 - STUDENT IMMUNIZATION RECORDS

In order for a student to participate in any extracurricular activity (i.e. sports, arts, clubs), the student must have an up-to-date Immunization Certificate on file at all times at their respective school. Also, all student drivers must have an up-to-date Immunization Certificate on file at their school at all times in order to hold a parking permit.

SECTION 7—SOCIAL & EMOTIONAL LEARNING

Jessamine County is committed to teaching the whole child which includes the social and emotional learning for each student in our school system. The definition of Social and Emotional Learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. SEL also offers opportunity for our students to master soft skills that employers seek to hire; therefore, systemic SEL is promoted across multiple contexts every day to ensure our children are employability ready while being a positive contributor to the greater social context of our world.

SECTION 8—POSITIVE BEHAVIOR INTERVENTION & SUPPORTS

PBIS is an implementation framework designed to improve social behavior outcomes for all students through data analysis in order to inform instructional design and continuous progress monitoring of evidence based behavioral practices; and to organize resources and systems to improve sustainable fidelity of implementation (Sugai, & Simonsen, 2012). All Jessamine County Schools use the PBIS framework tiered system so intentional instruction and behavior intervention occur.

THREE LEVELS OF INTERVENTION

Level 1 – All Students (Primary Prevention)

- Includes prevention in the general curriculum enhanced by acknowledgements of positive behaviors, and clearly stated expectations that are applied to all students

Level 2 – Selected Interventions (Secondary Prevention)

Focuses on:

- Specific Interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support
- Interventions that are part of a continuum of behavior supports needed in schools

Level 3 – Individualized Interventions (Tertiary Prevention)

Focuses on:

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behaviors assessments and increasing the student's social skill and/or functioning

SECTION 9—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/guardians, students and staff should read and become familiar with the school and classroom rules as presented in school handbooks and/or teacher communications.

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. The classroom rules should be derived from the school wide expectations. Rules such as requiring students to bring classroom materials 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. Especially for lower level infractions it is best practice to implement restorative strategies prior to punitive strategies. 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. 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 or by completing the form located in 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. 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. Additional behavioral interventions, treatment and consequences may be part of the Individual Education Program or the Section 504 accommodations.

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 actions:

Student Conference	Staff discuss expectations, gather information, or coach a student regarding their behavior.
Separation from Peers	Teachers and administrators collaborate to offer students a reflection or de-escalation space to offer time and distance.
Restorative Practices	Restorative Practices is an umbrella term used for strategies that help us to proactively build community and relationships and manage conflict and tensions. Assigned consequences match the infraction while coaching students through the process of understanding the impact of those actions while healing harm.
Social Skills Instruction	Social Skills Instruction focuses on explicitly teaching behaviors to students who show social skill deficits. Social Skills Instruction assists students in acquiring new behavioral skills, building fluency with existing skills, or generalizing existing skills to new situations.
Constructive Assignment of Projects	The student uses a protocol (individualized to their needs) provided by school staff to reflect on current behavior, choice making, replacement behaviors, and/or next steps. Staff should review the student's responses, provide feedback, and assist with any identified needs and next steps.
Behavioral Contracts	School staff, with input from the student, agree to a criterion for success. Plans should include a progress monitoring component (daily, weekly, etc.) and a review period and should involve rewards and incentives.
Parent Conferences	A conference is held with a student's parent or guardian. Conferences can include discussion of an incident or information gathering about the needs of a student, a new or existing support plan, the student's progress, etc.

Loss of School Privilege	Students may not attend and/or participate in extracurricular school activities on or off campus before, during, or after school.
Counseling	Counselors will collaborate with other school staff, the students' families, or other relevant partners to acquire resources needed to assist the student with improved behavior and choice making.
Evaluation	Mobile Assessments are requested by staff for students experiencing crisis, manifesting thoughts or actions related to self-harm or harm of others, etc. Mental health providers perform an on-site threat assessment and/ or risk assessment screening, determine the level of response, and identify needed supports for the student.
After School Detention	Detention is assigned to students outside of the school day. Detention time assigned can vary according to site.
In School Suspension	When assigned to the In-School Suspension, students report to an alternative location in the school.
Off Campus Suspension	When assigned to the Off-Campus Suspension, students report to an alternative location in the district at The Providence School.
Out-of-School Suspension	Not permitting a student to attend school for full or partial day(s) following appropriate due process procedures. Students sent home from school early as a result of an incident should be documented as a partial-day suspension. School cancellations do not count as a suspension day. Parents will be notified by letter or electronically. Suspensions are an out-of-school removal, and minutes lost while suspended are accrued and reported to the state.

*For all misconduct events the parent/guardian will be notified of both the infraction and assigned resolution through email, letter, or phone call.

For repeated violations of extreme behaviors or unlawful level 3 infractions students may be placed in an alternative education program through a formal administrative hearing and/or a board expulsion hearing. Referral to civil authorities may be made to ensure the safety of students and others.

*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 School Resource Officers (SROs.) Metal detectors may be used with all or a specific individual when there is reasonable suspicion of a violation of school regulation or civil law. 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 personal belongings (i.e. purse, backpack, etc.) 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/guardians 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 or other law enforcement officer, 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 or other law enforcement officer 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.

Recent changes to KRS 158.150 note that any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action. Additionally, KRS 158.150 also notes that any behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and subject to appropriate disciplinary action.

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. Severity of infraction and/or repetition of an infraction could result in a Level 3 consequence for any infraction. This list is not exhaustive and only provided as an example.

BEHAVIOR	DEFINITION
Abuse of a Teacher (KRS 158.150)	Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel <u>on or off school property</u> by a student or group of students with the intention of doing bodily harm.
Arson in the first degree (KRS 513.040)	A student is guilty of arson in the first degree when, with intent to destroy or damage a building, they start a fire or cause an explosion, and; 1. (a) The building is inhabited or occupied or the student has reason to believe the building may be inhabited or occupied; or 2. (b) Any other person sustains serious physical injury as a result of the fire or explosion or the firefighting as a result thereof.
Arson in the second degree (KRS 513.040)	<ol style="list-style-type: none"> 1. A student is guilty of arson in the second degree when they start a fire or cause an explosion with intent to destroy or damage a building: <ol style="list-style-type: none"> (a) Of another; or (b) Of their own or of another, to collect or facilitate the collection of insurance proceeds for such loss. 2. In any prosecution under this section, it is a defense that: <ol style="list-style-type: none"> (a) No student other than the defendant had a possessory or proprietary interest in the building, or, if other students or persons had such an interest, all of them consented to the defendant's conduct; and (b) The defendant's sole intent was to destroy or damage the building for a lawful purpose.

Arson in the third degree (KRS 513.040)	(1) A student is guilty of arson in the third degree if they wantonly cause destruction or damage to a building of their own or of another by intentionally starting a fire or causing an explosion. (2) In any prosecution under this section, it is a defense that no student other than the defendant had a possessory or proprietary interest in the building, or, if other students or persons had such an interest, all of them consented to defendant's conduct.
Assault in the first degree (KRS 508.010)	A student is guilty of assault in the first degree when the student: <ul style="list-style-type: none"> 1. (a) Intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument; or (b) Under circumstances manifesting extreme indifference to the value of human life, wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person.
Assault in the second degree (KRS 508.020)	A student is guilty of assault in the second degree when the student: <ul style="list-style-type: none"> 1. (a) Intentionally causes serious physical injury to another person; or (b) Intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument; or (c) Wantonly causes serious physical injury to another person by means of a deadly weapon or dangerous instrument.
Assault in the third degree (KRS 508.025)	A student is guilty of assault in the third degree when the student: <ul style="list-style-type: none"> 1. (a) Recklessly, with a deadly weapon or dangerous instrument, or intentionally causes or attempts to cause physical injury to: <ul style="list-style-type: none"> (9) A public or private elementary or secondary school or school district classified or certified employee, school bus driver, or other school employee acting in the course and scope of the employee's employment. (10) A public or private elementary or secondary school or school district volunteer acting in the course and scope of that person's volunteer service for the school or school district.
Assault in the fourth degree (KRS 508.030)	A student is guilty of assault in the fourth degree when the student: <ul style="list-style-type: none"> 1. (a) Intentionally or wantonly causes physical injury to another person; or (b) With recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument.
Bullying/Cyberbullying (KRS 158.148)	Pursuant to KRS 158.148, <i>bullying</i> is defined as: <ul style="list-style-type: none"> 1. (a) As used in this section, "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: <ul style="list-style-type: none"> (1) That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or (2) That disrupts the education process. (b) This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. <p>Cyberbullying is bullying that takes place using electronic technology.</p>
Cheating/Academic dishonesty	Includes, but is not limited to, deceiving, tricking, defrauding, and/or otherwise taking unfair or unethical advantage of a situation to benefit someone's grade, academic standing, or status.
Defiance of Authority	Willingly disobeying a reasonable request of school personnel or school rules
Disorderly Conduct (KRS.158.150)	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. Student conduct that does not comply with school rules or lawful regulations for the government of schools.
Disruptive Behavior	Horseplay or rough, loud, energetic play that disrupts the school environment or the academic

	process.
Dress Code Violation	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.
Drug/Alcohol trafficking or distribution	<p>Any offense of trafficking or distribution of drugs, alcohol on school grounds or at a school event. This includes alcohol, illegal drugs, prescription drugs, over-the-counter drugs, and look-alike drugs/alcohol. A student found to be in possession of more drugs/alcohol than would be consumed by one person, in one day, will be presumed to be trafficking as prescribed by law.</p> <p>In addition to consequences, any contraband will be confiscated by school administration. Parents will be contacted and offered information about substance abuse support. Law enforcement officials may be notified by local school administration.</p>
Drug/Alcohol possession/Under the influence	<p>The use or possession of alcohol, illegal drugs, prescription drugs, over-the-counter drugs, drug paraphernalia, and look-alike drugs/alcohol on school grounds or at a school-sponsored event. Any substance that can be reasonably mistaken for a controlled substance is considered a look-alike drug. This includes nonalcoholic beer and wine. Any student who uses, distributes, or represents a look-alike drug as authentic will be treated as if it were authentic, according to state and federal laws. Any prescribed or over-the-counter medications taken during the school day must be given to the school's Health Services trained staff with the appropriate parent permissions and medical forms submitted.</p> <p>Under the influence will be determined by having an administrator and another adult verify that the student's behavior(s) indicate(s) likely drug or alcohol abuse and that the student should be removed from the school. A student will be considered under the influence when one or more of the following indicators are noted: vomiting, staggering, emitting an indicative odor, exhibiting incoherence/disorientation, slurring speech, exhibiting dilated pupils, admission of guilt, and/or displaying other physical evidence.</p> <p>In addition to consequences, any contraband will be confiscated by school administration. Parents will be contacted and offered information about substance abuse support. Law enforcement officials may be notified by local school administration.</p>
Drug Paraphernalia Violation	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.
Endangering the Health and/or Welfare of Others	Placing others in a potentially harmful situation
Falsely activating a fire alarm/safety equipment	Student pulls, activates, or presses a fire alarm device or extinguisher in a non-emergency situation. This includes tampering with bus evacuation doors and windows.
Fighting—student to student	The use of physical violence between two students or the use of violence by a student on another person (excludes verbal confrontations, threats, intimidation, and other encounters). Administrators may use professional judgment in cases where the investigation yields a clear aggressor/initiator and may differentiate consequences accordingly.
Forgery/Counterfeiting	The creation or alteration of a written instrument (e.g., check, transcript, identification, currency, communication, or any other official document).
Gambling	Participating in games of chance or skill for money or profit.
Harassment/Harassing communications toward staff or student (KRS 525.070 and KRS 525.080/Board Harassment	<ol style="list-style-type: none"> 1. A person is guilty of harassment when, with intent to intimidate, harass, annoy, or alarm another person, they: <ol style="list-style-type: none"> (a) Strike, shove, kick, or otherwise subject the person to physical contact; (b) Attempt or threaten to strike, shove, kick, or otherwise subject the person to physical contact; (c) In a public place, make an offensively coarse utterance, gesture, or display, or addresses

Discrimination Policy 09.42811)	abusive language to any person present; (d) Follow a person in or about a public place or places; (e) Engage in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or (f) Being enrolled as a student in a local school district, and while on school premises, on school- sponsored transportation, or at a school-sponsored event: 1. Damage or commit a theft of the property of another student; 2. Substantially disrupt the operation of the school; or 3. Create a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.
Harassment/Harassing communications toward staff or student (KRS 525.070 and KRS 525.080/Board Harassment Discrimination Policy 09.42811) Continued	Harassing Communications KRS 525.080 1. A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, they: (a) Communicate with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; (b) Make a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or (c) Communicate, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.
Hazing (KRS 508.182) (KRS 508.184)	A student is guilty of hazing in the first degree if he or she intentionally or wantonly engages in an act of hazing that results in serious physical injury or death to another student.
Inappropriate sexual behavior (KRS 510.020)	The possession and/or display of pornography, and/or indecent exposure, and/or having inappropriate sexual contact.
Inappropriate Display of Affection	Inappropriate contact between students.
Insubordination	Disobeying an individual school's or teacher's classroom rules.
Violation of use of district technology	Any violation of the JCS Acceptable Use Policy. Sharing password, destruction of digital property, access/inappropriate content, monopolizing network resources, using inappropriate materials/digital content (Copyrighted content), loading unauthorized device/equipment onto secured network & cyberbullying.
Violation of Personal Electronic Telecommunication Device Policy	Use of a mobile or hand-held device to make, transmit, or distribute any inappropriate recording, picture, or image without the consent of the person(s) recorded, or that violates their personal expectations of privacy or the law.
Leaving school grounds/bus without permission	Students who leave school grounds for any reason without proper authorization and/or without following proper sign-out procedures. This includes getting off the bus at the wrong stop without previous approval.
Loitering on school grounds/Trespassing	Remaining on school grounds when they loiter or remaining in or around a school building, bus, or grounds, while not having any reason or relationship involving the school or a school event, or any other license or privilege to be there. This would include remaining on school grounds against direction of school administration or other safety-related directive. This would include trespassing.

Non-attendance to class/skipping class	Skipping any portion of a class, an entire class or classes, or live synchronous virtual instruction without authorized permission.
Profanity/Vulgarity	The use of profanity or vulgarity in a physical gesture, verbal gestures, sketches, drawing or written manner. The student must express themselves without the use of obscenities, slander or verbal attack.
Sexual abuse/Sexual assault (KRS 510)	Actions, sexual in nature, intending to cause or causing physical injury to another person including by means of a deadly weapon or dangerous instrument, or intentionally causing extreme distress to another person.
Sexual Offense (non-Touch)	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 photos (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 "pantsing" (pulling down another person's pants) will be treated as sexual harassment. Repeated sexual harassment is a form of bullying (see 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.
Skipping Class	Willful non-attendance to class.
Terroristic threatening in the first degree (KRS 508.075) Penalties (Class C Felony) 1. Imprisonment of not less than 5 years and nor more than 10 years. 2. Fine not less than \$1,000 and not greater than \$10,000.	A person is guilty of terroristic threatening in the first degree when they: (a) Intentionally make false statements that they or another person have placed a weapon of mass destruction on: 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education; 2. A school bus or other vehicle owned, operated, or leased by a school; 3. The real property or any building public or private that is the site of an official school-sanctioned function; or 4. The real property or any building owned or leased by a government agency (b) Intentionally and without lawful authority, place a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection. A person is not guilty of commission of an offense under this section if they, innocently and believing the information to be true, communicate a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identify the person from whom the threat was communicated, if known.
Terroristic threatening in the second degree (KRS 528.078) Penalties (Class D Felony) 1. Imprisonment of not less than 1 years and nor more than 10 years. 2. Fine not less than \$1,000 and not greater than \$10,000.	A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, they intentionally: (a) With respect to a school function, threaten to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur. (b) Make false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur, 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

	<p>3. Creating fear of death or serious physical injury among students, parents, or school personnel.</p> <p>(c) Make false statements that they have placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or</p> <p>(d) Without lawful authority place a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.</p> <p>A person is not guilty of commission of an offense under this section if they, innocently and believing the information to be true, communicate a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identify the person from whom the threat was communicated, if known.</p>
<p>Terroristic threatening in the third degree (KRS 508.080)</p> <p>Penalties (Class A Felony)</p> <ol style="list-style-type: none"> 1. Imprisonment not to exceed 12 months. 2. Fine not to exceed \$500. 	<p>Except as provided in KRS 508.075 or 508.078, a person is guilty of terroristic threatening in the third degree when:</p> <p>(a) They threaten to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or</p> <p>(b) They intentionally make false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation</p>
<p>Theft (KRS 514.030)</p>	<p>A person is guilty of theft by unlawful taking or disposition when they unlawfully:</p> <p>(a) Takes or exercises control over movable property of another with intent to deprive them thereof; or</p> <p>(b) Obtains immovable property of another or any interest therein with intent to benefit themselves or another not entitled thereto.</p>
<p>Threatening another student</p>	<p>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 Anti-Bullying Law).</p>
<p>Threatening staff</p>	<p>To cause reasonable apprehension or threat of physical harm to a staff person or school representative through statement, communication conduct or gesture</p>
<p>Tobacco/Alternative Nicotine/Vapor distribution</p>	<p>A deliberate attempt to distribute tobacco/alternative nicotine/vapor products as defined in the definition provided in the "Use/Possession of tobacco/alternative nicotine/vapor products" section below.</p> <p>Staff will confiscate tobacco/alternative nicotine/vapor products. Parents will be notified and offered information about cessation services, in addition to consequences.</p>
<p>Unexcused tardiness to class</p>	<p>Arrival to class after the designated start time without prior authorization from an administrator, teacher, or school staff member</p>
<p>Unintentional physical contact—staff</p>	<p>Unintentional physical contact with a faculty member, staff member, or other school official that does not cause physical injury. If a physical injury occurs, review the Assault codes above. For example, a</p>

	<p>staff member is assisting in breaking up a fight, and a student inadvertently elbows, swats, etc., the staff member.</p>
<p>Use/Possession of tobacco/alternative nicotine/vapor products (KRS 438.305/Board Policy 09.4232)</p>	<p>Possession, consumption, distribution, or selling of any tobacco products, alternative nicotine devices, vapor products, or tobacco-related devices at any time on school property or at off-campus, school-sponsored events.</p> <p>The term <i>tobacco product</i> means any cigarette, cigar, snuff, smokeless tobacco product, smoking tobacco, chewing tobacco, and any kind or form of tobacco prepared in a manner suitable for chewing or smoking, or both, or any kind or form of tobacco that is suitable to be placed in a person's mouth. The term also includes little cigars, dissolvables, hookah, and blunt wraps.</p> <p>The term <i>alternative nicotine product</i> means a noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means.</p> <p>The term <i>vapor product</i> means any noncombustible product that employs a heating element, battery, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size and including the component parts and accessories thereto, that can be used to deliver vaporized nicotine or other substances to users inhaling from the device. <i>Vapor product</i> includes, but is not limited to, any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and every variation thereof, regardless of whether marketed as such, and any vapor cartridge or other container of a liquid solution or other material that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar product or device.</p> <p>The term <i>tobacco-related devices</i> means ashtrays, cigarette papers, or pipes for smoking or any components, parts, or accessories of alternative nicotine devices or vapor products.</p>
<p>Vandalism</p>	<p>Damaging or defacing school property or the property of school personnel.</p>
<p>Weapons/Dangerous Instruments</p>	<p>Possessing and/or using a handgun; shotgun/rifle; pellet/BB/air gun; paintball gun; replica/toy gun; stun gun/taser gun, knife, blade length less than 2.5 inches; knife, blade length 2.5 inches or greater; blunt object; other object; noxious substance; substance used as weapon</p> <p>Definitions of State Reported Weapons Handgun (Firearm): any firearm that can be held and fired with one hand. This category also includes revolvers and pistols. Shotgun/Rifle: a shoulder firearm with spiral grooves cut in the inner surface of the gun barrel to give the bullet a rotatory motion and thus a more precise trajectory.</p> <p>Look-Alike Weapons Any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one. Any student who presents a look-alike weapon to a staff member or another student as a real weapon and/or who uses it to intimidate, threaten, or harass someone will be treated as if they used a real weapon, according to state and federal laws.</p>

Elementary

Level I	Level II	Level III		Level I	Level II	Level III
*	*	*	Abuse of a Teacher			
	*	*	Arson 1st degree			
	*	*	Arson 2nd degree			
	*	*	Arson 3rd degree			
*	*	*	Assault 1st degree			
*	*	*	Assault 2nd degree			
*	*	*	Assault 3rd degree			
*	*	*	Assault 4th degree			
*	*	*	Bullying/Cyberbullying			
*			Cheating/Academic dishonesty			
*	*	*	Defiance of Authority			
*	*		Disorderly Conduct			
*	*		Disruptive Behavior			
*			Dress Code Violation			
	*	*	Drug/Alcohol Trafficking or Distribution			
	*	*	Drug/Alcohol possession/Under the influence			
*	*	*	Drug Paraphernalia Violation			
*	*	*	Endangering the Health and/or Welfare of others			
*	*	*	Falsely activating a fire alarm/safety equipment			
*	*	*	Fighting - student to student			
*	*		Forgery/Counterfeiting			
*	*		Gambling			
*	*	*	Harassment towards staff or student			
*	*	*	Harassing Communications			
*	*	*	Hazing			
Level I			Teacher imposed Discipline, Principal Imposed Discipline, Principal Imposed Fine			
Level II			In-school Discipline Assignment, Off Campus Discipline Assignment, Short-term Suspension (1-5 days), Long-Term Suspension (6-10 days)			
Level III			Alternative Placement Recommendation, Administrative Hearing, Refer for Consideration of Expulsion			

Middle/High

Level I	Level II	Level III		Level I	Level II	Level III	
*	*	*	Abuse of a Teacher	Inappropriate Sexual Behavior	*	*	*
	*	*	Arson 1st degree	Inappropriate Display of Affection	*	*	
	*	*	Arson 2nd degree	Insubordination	*	*	*
	*	*	Arson 3rd degree	Violation of use of district technology	*	*	*
	*	*	Assault 1st degree	Violation of Personal Electronic Telecommunication Device Policy	*	*	*
	*	*	Assault 2nd degree	Leaving School Grounds/bus without permission	*	*	*
	*	*	Assault 3rd degree	Loitering on school grounds	*	*	*
	*	*	Assault 4th degree	Non-attendance to class/skipping	*	*	
*	*	*	Bullying/Cyberbullying	Profanity/Vulgarity	*	*	*
*			Cheating/Academic dishonesty	Sexual Abuse/Sexual Assault		*	*
*	*		Defiance of Authority	Sexual Offense (non-Touch)	*	*	*
*	*		Disorderly Conduct	Terroristic Threatening 1st degree		*	*
*	*		Disruptive Behavior	Terroristic Threatening 2nd degree		*	*
*			Dress Code Violation	Terroristic Threatening 3rd degree		*	*
	*	*	Drug/Alcohol Trafficking or Distribution	Theft	*	*	*
	*	*	Drug/Alcohol possession/Under the influence	Threatening another student	*	*	*
*	*	*	Drug Paraphernalia Violation	Threatening staff	*	*	*
*	*	*	Endangering the Health and/or Welfare of others	Tobacco/Alternative Nicotine/Vapor Distribution	*	*	*
*	*	*	Falsely activating a fire alarm/safety equipment	Unexcused Tardiness to class	*	*	
*	*	*	Fighting - student to student	Use/Possession of tobacco/alternative nicotine/vapor products	*	*	
*	*		Forgery/Counterfeiting	Vandalism	*	*	*
*	*		Gambling	Weapons/Dangerous Instruments		*	*
*	*	*	Harassment towards staff or student				
*	*	*	Harassing Communications				
*	*	*	Hazing				
Level I			Teacher imposed Discipline, Principal Imposed Discipline, Principal Imposed Fine				
Level II			In-school Discipline Assignment, Off Campus Discipline Assignment, Short-term Suspension (1-5 days), Long-Term Suspension (6-10 days)				
Level III			Alternative Placement Recommendation, Administrative Hearing, Refer for Consideration of Expulsion				

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 or any other infraction that violates policy or law. The principal, assistant principal, superintendent or an appropriate designee may suspend a student. Refer to Section 9, A-4 for information regarding 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 further suspension and possibly referral for administrative hearing.

The principal may initiate suspension action. The principal may request a parent/guardian conference before reinstatement so that alternative 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 via Infinite Campus reporting and to the 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 refer a student to administrative hearing. This may lead to a referral to the Board for 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.

Per board policy 09.435 and KRS 158.150, students who have made substantial threats that pose a danger to the well-being of students, faculty or staff of the district, or have brought a weapon to school per board policy 05.48 shall either be placed into an alternative program or expelled from school for at least twelve (12) months. Student expulsions may be for more than 12 months or extended at the discretion of the Superintendent and the Board.

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 JCS Drug Testing Procedures 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 up to 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 administrative hearing in which case they may be suspended until the hearing is held. The administrative hearing may determine that the student be referred to the Board of Education for consideration of expulsion.

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 administrative hearing and possible expulsion. Student drivers and athletes are also subject to consequences outlined in the JCS Random Drug Testing 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/guardian or other person having legal custody or control of the student.

H. Appeals Process For Disciplinary Actions

When a student or parent/guardian 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 or designee.

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 or designee. Again, that appeal must be made in writing within ten (10) school days of receipt of the principal's written response. The superintendent or designee 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 or designee, 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 in certain extreme cases of bad conduct that might lead to a recommendation for expulsion. Additionally, if a school has implemented a Targeted Intervention Plan to remediate a student's behavior challenges and the documentation verifies that despite multiple interventions there are still significant concerns, a hearing may be requested. 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. Parents may request a Hearing in front of the Board in lieu of the findings of the Administrative Hearing; however, this could result in Expulsion. 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.

SECTION 10 —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. Refrain from using vapes or nicotine products.
10. Sit in your assigned seat.

Respect - Take care of others:

1. Talk quietly.
2. Creating a fire hazard such as striking a match, smoking, vaping 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.
5. Keep hands and feet to yourself.
6. Avoid using perfumes, colognes, and/or body spray while on the bus as it may result in a health concern for the other students or the driver.

Respect - Take care of the bus:

1. Do not eat (including gum and candy), 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:

Based on the severity of the infraction, the initial action may result in a level C or D listed below. Positive Behavior Interventions and Supports have been established and are consistent throughout the district. Drivers have been trained in PBIS protocols and will utilize leveled support to the best of their ability.

- 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** may 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 may 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 will contact the Director or Assistant Director, and the police will be contacted for support.

Transfer requests to ride another bus will be granted in emergency situations by the principals or designee based on available space. A signed note from a parent or guardian should be submitted to the front office of the student's school, and a bus pass will be issued.

SCHOOL CLOSINGS

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.

Our primary sources of communication for school closings will be the JCS district Facebook page, the JCS website, the REMIND app, district email, and local news outlets. 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.

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 canceled or dismissed early, in most cases, all afternoon and evening activities are canceled as well; however, the decision to continue with evening events is left up to the principal, athletic directors, and district staff. Decisions will be determined based on weather conditions at the time of the event. 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.

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

SECTION 11—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 with a valid form of identification, 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 all 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 39..

Jessamine County Schools
Report Form for Suspected Felony Offenses
(to include Threat/Intimidation/Bullying/Hazing)

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.

<p>Reporting Source:</p> <p>Victim(s):</p> <p>Student(s) Your Are Reporting:</p> <p>School:</p>

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: _____ <i>Student's Name</i>	Grade: _____

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 Hannah Campbell by phone at (859) 885-4179 ext. 3014 or by e-mail at hannah.campbell@jessamine.kyschools.us.

Sincerely, _____
Principal/designee



871 Wilmore Road
Nicholasville, Kentucky 40356
(859) 885-4179 | Fax: (859) 887-4811
www.jessamine.kyschools.us

Superintendent

Matt Moore

**Deputy
Superintendent**

Michelle Gadberry

**Chief Academic
Officer**

Dr. Michele Reynolds

**Chief Financial
Officer**

Jason U'Wren

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,

A handwritten signature in black ink that reads "Matt Moore".

Superintendent

SCHOOL START TIMES 2023-2024

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	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
ELEMENTARY SCHOOLS				
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
MIDDLE SCHOOLS				
East Jessamine	9:00 AM	4:00 PM	11:00 AM	4:00 PM
West Jessamine	9:00 AM	4:00 PM	11:00 AM	4:00 PM
HIGH SCHOOLS				
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.-Thurs.)	8:40 AM	3:40 PM	10:40 AM	3:40 PM
The Providence School (Friday)	8:40 AM	1:35 PM	No School	No School

Jessamine County Schools 2023-2024 Calendar & Information

At A Glance

First day of school	August 9, 2023	No school - Labor Day	September 4, 2023
Fall break	October 2-6, 2023	No school - Parent Conference Day	November 6, 2023
Thanksgiving break	November 22-24, 2023	No school - Election Day	November 7, 2023
Winter break	December 18, 2023- January 1, 2024	No school - Teacher Work Day	January 2, 2024
Spring break	April 1-5, 2024	No school - Martin Luther King, Jr. Day	January 15, 2024
Last day for Pre-school	May 10, 2024	No school - President's Day	February 19, 2024
Last day of school	May 17, 2024	No school - Primary Election	May 21, 2024
Kindergarten phase-in days	August 9-11, 2023	Flexible staff development days	August 3-4, 2023
Pre-school phase-in days	August 23- 24, 2023	Opening day	August 7, 2023
		Teacher work day	August 8, 2023
		Flexible staff development day	February 19, 2024
		Flexible staff development day	May 20, 2024
		Certified staff development day	May 21, 2024
		Closing day	May 22, 2024

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 ___ February 19
- 12 ___ May 20
- 13 ___ May 21
- 14 ___ May 22
- 15 ___ May 23
- 16 ___ May 24
- 17 ___ May 28

2023	Su	M	Tu	W	Th	F	Sa
July							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			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						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	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				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					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						

2024	Su	M	Tu	W	Th	F	Sa
January			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						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
March						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			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			
May				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							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						

*The following calendar is subject to change.

Revised on 1/30/2023