

## STUDENT HANDBOOK

Thank you for another successful school year. Although we have lost an extremely hard working group of seniors, we have another class of extraordinary seniors returning to make Johnson County proud as they prepare their journey into adulthood and the workforce.

Each year our future generations begin their educational careers as Head Start and Kindergarten students. We welcome these beginning learners to the Eagle family and grant best wishes to those students making the exciting transition into Middle School and High School.

As a former Johnson County student, teacher, coach, principal, district administrator and now superintendent, I am honored to be a part of an innovative school district focused on preparing our students to be life-ready. I pledge to do my very best to ensure that this district educates and supports the amazing students under my charge. In doing so, I ask each of you to continue to work hard and respect one another. Just as your teachers and parents encourage you to be your very best, help encourage your peers as we work together to promote the *Ultimate Educational Experience for "Every Child, Every Day."*

Best wishes to all the students for a wonderful school year!

**Pride...Respect...Courage!**

*Thom Cochran*

Johnson County Schools' Superintendent

## **JOHNSON COUNTY SCHOOLS CODE OF CONDUCT**

### **PURPOSE**

The purpose of this handbook is to provide rights and responsibilities of students in the Johnson County Schools and of those people, including parents/guardians and school personnel, directly involved in the education process.

### **MISSION STATEMENT**

The Johnson County Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment. In an attempt to promote this environment, a Code of Conduct has been developed.

This Code of Conduct provides for consistent treatment for all pupils, fairness as required by constitutional due process, and an atmosphere of open communication and clearly understood rules, and encourages behavior that will enable the pupils to develop to their potential. Students will be responsible for this code in school, at school sponsored or related activities, and on school buses.

It is expected that sound, fair, and equitable judgment should be considered by pupils, teachers, principals, parents/guardians, and others in applying the principles of the Code of Conduct. This policy applies to all students enrolled in the Johnson County Schools.

The Code of Conduct is the result of expressed concerns on the part of the community and provides for an annual review by the school community and the Johnson County Board of Education to ensure an effective document which meets the needs of the total educational community.

### **Supervision of pupils' conduct states:**

- (1.) Each teacher and administrator in the public schools shall in accordance with rules, regulations, and bylaws of the Board of Education made and adopted for the conduct of pupils hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school sponsored trips and activities.
  
- (2.) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may use teacher aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, classroom supervision and other like duties, including, but not limited to, recreational activities and athletic events, relating to the supervision and control of the conduct of pupils; and while so engaged, such teacher aides shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

## **PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his own actions to infringe upon the rights of others. In a social situation such as the public schools all participants, students, parents/guardians, teachers, administrators, and others in the educational process have the right and responsibility to know the basic standards of conduct and behavior, which are expected.

The school environment is a community of individuals who live and interact based upon commonly shared rules, rights, responsibilities, expectations, and common sense.

### **A. STUDENTS**

#### **1. Students have the right to the opportunity for:**

- a. a meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual students.
- b. reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- c. physical safety and protection of their personal property.
- d. consultation with teachers, counselors, administrators, and other school personnel.
- e. free election of their peers in student organizations in which all students have the right to seek and hold office.
- f. examination by themselves, their parents/guardians, or their authorized representatives of their own personal school records.
- g. involvement in school activities without being subject to discrimination on any basis. (Where participation in activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.)
- h. respect from other students and personnel.
- i. presentation of complaints or grievances to school officials regarding the disposition of their complaints or grievances.
- j. Reporting code violations to district staff for appropriate action

#### **2. Each student shall:**

- a. be responsible for his/her own conduct and for showing consideration for the rights and property of others.
- b. exhibit neatness and cleanliness of personal attire and hygiene.
- c. refrain from fighting, creating disturbances, making excessive noise, denying others the use of school facilities or buildings, using or carrying any weapon on school

- premises, intentionally injuring another person, exposing others to harm, or using threats or intimidation against any other person.
- d. refrain from using tobacco, alcohol or any controlled substances.
  - e. refrain from gambling, extortion, theft, or any other unlawful activity.
  - f. show respect for the educational process by taking advantage of every opportunity to further his/her education.
  - g. show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absences.
  - h. practice self-control, control of voice, and all limbs

## **B. TEACHERS**

### **1. Teachers have the right:**

- a. to the support of co-workers and administrators.
- b. to work in an educational environment with a minimum of disruptions.
- c. to expect all assignments, including homework, to be completed and turned in as assigned.
- d. to remove for up to a class period to a designated area any student whose behavior significantly disrupts a positive learning environment.
- e. to safety from physical harm and freedom from verbal abuse.
- f. to provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g. to take action necessary in emergencies of those in their own person or property or the persons or property of those in their care.

### **2. Teachers have the responsibility:**

- a. to present materials and experiences to students and to inform students and parents/guardians of achievement and progress.
- b. to plan a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. to administer such discipline as is necessary to maintain order and decorum without discrimination on any basis.
- d. to evaluate students' assignments and return them as soon as possible.
- e. to exhibit exemplary behavior in action, dress, and speech.
- f. to inform parents/guardians of children's successes, problems, or failures promptly.
- g. to reward exemplary behavior of work of students.
- h. to maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i. to recommend for retention in a class any child who fails to meet the basic standards of such class.
- j. to follow rules and regulations by the Board of Education and/or school administration.
- k. to complete and return information to the administration on or before the required date(s).

## **C. PARENTS/GUARDIANS**

### **1. Parents/Guardians have the right:**

- a. to send their child to a school with an environment where learning is prized.
- b. to expect classroom disruptions to be dealt with fairly, firmly, and quickly.
- c. to enroll students in the Johnson County School District where they shall attend classes regularly and promptly with minimal interruptions.
- d. to expect the school to maintain high academic standards.
- e. to review the child's academic progress and other pertinent information which may be contained in the student's personal records.
- f. to address grievances concerning their child and to receive a prompt reply for any alleged grievance.
- g. Reporting code violations to district staff for appropriate action

### **2. Parents/Guardians have the responsibility:**

- a. to instill in their children the values of an education.
- b. to instill in their children a sense of responsibility.
- c. to help children understand that disruptions in the schools are detrimental to the educational program for all students.
- d. to become familiar with the educational program and the procedure.
- e. to inform children about the disciplinary procedures of the school and emphasize the importance of following same.
- f. to see that children attend school regularly and promptly.
- g. to determine the facts of any situation before passing judgement.
- h. to recognize that school personnel must necessarily concern themselves with education.
- i. to support the efforts of the school personnel.
- j. to demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.
- k. to see that children exhibit neatness and cleanliness in their personal attire and hygiene.

## **SECTION 1. KRS 158.160 is amended to read as follows:**

- (1.) A parent, legal guardian, or other person or agency responsible for a student shall notify the student's school principal/designee if the student has any medical condition which is defined by the Cabinet of Human Resources in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school. The principal, guidance counselor, or other school official who has knowledge of the medical condition shall notify the student's teachers in writing of the nature of the medical condition.

- (2.) If any student is known to be infected with a communicable disease or condition, or is suspected to be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the superintendent of the district may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the superintendent shall obtain from consultation with the student's physician or the local health officer for the county in which the school district is located. During the presence in any district of dangerous epidemics, the board of education of the school district may order the school to be closed.

## **D. PRINCIPALS**

### **1. Principals have the right:**

- a. to expect staff members to comply with policy and directions of the principal.
- b. to suspend any student whose conduct disrupts the educational process.
- c. to expect respect from students, parents/guardians, and staff members.
- d. to make referrals to the Alternative School.

### **2. Principals have the responsibility:**

- a. to help create and foster an atmosphere of mutual respect, safety and consideration among students and staff members.
- b. to administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own judgement.
- c. to exhibit exemplary behavior in action, dress, and speech.
- d. to direct the development of a program of instruction that explains the code of conduct to the school community.
- e. make referrals to Alternative School.

## **EXPULSION – DEFINITION AND USE**

Removal of a student from his/her regular program for misconduct is defined by law as expulsion. Provision of educational services will be required unless the Board of Education determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state funded agency program.

When a student is expelled by the Board of Education, the student may forfeit all academic credit earned for the semester or semesters.

An expulsion also includes a denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Johnson County Board of Education.

**NOTE** - The difference between suspension and expulsion is: the principal or certified assistant principal may suspend a student for up to ten (10) school days, only the Board of Education may expel a student for the duration of the semester or the remainder of the school year.

## **IN-SCHOOL BEHAVIORAL CONTRACT**

A probation period may be established for students when a school principal determines that it would better benefit the student to remain in the classroom than to incur an out-of-school suspension. A conference will be held with the student, the student's parent/guardian, a counselor, and the teacher involved with the student in order to develop a behavioral contract, which will enable the student to remain in class. The contract becomes effective when signed by the student, parent/guardian, and the principal or his/her designee. Alternatives, which allow the student to remain in the school setting, will be given first priority. Probation by definition is when a principal/designee feels that extenuating circumstances are present and they feel that a period of time is needed to allow the student(s) to correct the behavior problem without losing class time.

A contract form will be drafted in terms readily understood by the student. The contract will state the names and titles of the persons entering into the contract; the expected or required behavior of the student; and the consequences of violation of the required behavior.

A breach of contract may result in an alternative to the contract, such as referral to the in-school suspension center, out of school suspension, or the recommendation to the superintendent for presentation to the Board of Education for expulsion, or possible placement at the Alternative School.

## **DEFINITION OF SUSPENSION**

Suspension shall mean a denial of attendance at any single subject or class, or any full schedule of subjects or classes, or at any other type of activity conducted by or on behalf of the particular school for the stated period of time. The suspension shall not exceed ten (10) days.

Students placed on in-school suspension must make up any classwork or tests or receive zeros for the work.

Students placed on out of school suspension may or may not be allowed to make up any classwork or tests for the duration of the suspension and is at the discretion of the principal. All conditions of a suspension shall apply for the duration of the suspension.

The assignment of suspension is at the discretion of the principal or certified assistant principal.

## **DUE PROCESS**

Due Process includes those rights, which accrue to a student accused of violating school regulations, which may be brought to his defense at a disciplinary conference or hearing, pending possible suspension or expulsion from school.

### **A. Suspension**

In the event the discipline of a student is to deny attendance from a single class, or any portion of a school day or for one or more days, not exceeding ten (10) days, a conference with the school principal or his/her certified assistant shall first be conducted with students as follows:

1. An oral and/or written notice of the rule, which has been violated, (including the specific act committed), shall be provided the student.
2. An explanation of the evidence and/or witness testimony in support of the charges shall be provided to the student. Under no circumstances will student names be released due to the possibility of harassment or vindictiveness.
3. The student shall be provided the opportunity to present his/her explanation and rebut the evidence.
4. An oral and written explanation of the consequences which shall include the dates and duration of the suspension shall be provided to the student.
5. In the event the student is suspended, the parents or guardians of the student shall, as soon as reasonably possible, be notified by letter, certified letter, signed receipt, or personal message by phone of the reason for the student's suspension and the duration of the suspension.

#### **B. Expulsion**

In cases where expulsion has been recommended, the same procedure as outlined above must be adhered to in addition:

1. The hearing must be held before the Board of Education and must precede the expulsion.
2. Notice of the hearing should be given five school days before it is held.
3. The student may be represented at the hearing by any person of his/her parents'/guardians' choice.

### **CORPORAL PUNISHMENT**

#### **CORPORAL PUNISHMENT REGULATION**

**704 KAR 7:056, the administrative regulation providing the conditions for administering corporal punishment expired at April 15, 1994. The state currently has no regulation providing for or prohibiting corporal punishment.**

#### **DISCIPLINARY PROCEDURES**

The disciplinary measures set out under each procedure may be applied singularly or in combination.

Being an accomplice or otherwise a contributor will be a violation to the same extent as if the main participant in the offense.

The following rules, regulations, and procedures in no way attempt to replace or remove routine classroom discipline from the teachers of Johnson County Schools. Teachers will still have at their disposal disciplinary measures such as detention, conferences with students and/or parents/guardians, as described in Board Policy, to be used at the discretion of the teacher.



This section of the code contains a description of discipline procedures that will be used by principals in administering the code. This is followed by a definition of the most common rule infractions. Listed under each rule infraction are the discipline procedures for offenses. These written penalties are mandatory actions.

**THERE ARE CERTAINLY OTHER ACTS OF MISBEHAVIOR OR VIOLATION OR CRIMINAL LAWS OR SCHOOL REGULATIONS THAT ARE NOT INCLUDED IN THIS LIST. IN SUCH INSTANCES, DISCIPLINARY ACTION WILL BE AT THE DISCRETION OF THE PRINCIPAL, OR OF THE PRINCIPAL'S DESIGNEE AND/OR THE SUPERINTENDENT.**

**PROCEDURE A:** The principal or his/her designee may:

1. a. Notify parent/guardian by phone, letter or message.
- b. Confer with student/parties concerned as soon as possible.
2. Options may include:
  - a. Counseling
  - b. Student may be placed on formal probation.
  - c. Assign student to detention or I.S.S.
  - d. Suspend student for no more than five (5) school days.
  - e. Administer corporal punishment.
  - f. Parent shadowing.
  - g. Referral to the Alternative School.
  - h. In-school suspension - notify superintendent or his designee, director of pupil personnel, and other appropriate persons.
  - i. Prohibition from field trips and extra curricular trips due to excessive disciplinary problems - the presence of a student with these problems on said trips may create a potential safety hazard or damage the educational atmosphere of the trip.

**PROCEDURE B:** The principal or his/her designee may:

- a. Notify parent/guardian by phone, letter or message
- b. Confer with student/parties concerned as soon as practicable
1. Options may include:
  - a. Student may be placed on formal probation.
  - b. Suspend the student for no more than ten (10) school days.
  - c. Parent shadowing.
  - d. Referral to the Alternative School.
  - e. The principal or designee may sign a petition/warrant when a Kentucky Revised Statute is violated.
  - f. Prohibition from field trips and extra curricular trips due to excessive disciplinary problems the presence of a student with these problems on said trips may create a potential safety hazard or damage the educational atmosphere of the trip.
  - g. In extreme cases, the principal may present a recommendation for expulsion to the superintendent for presentation to the Board of Education that the student be expelled for the remainder of the current semester or the school year. No student

shall be expelled without a hearing before the Board of Education. The hearing shall be held as soon as practicable after the date of the suspension.

- h. Notify superintendent or his/her designee, director of pupil personnel, and other appropriate persons.
- i. Student may be assigned detention.

**PROCEDURE C:** The Principal or his/her designee may:

- 1. a. Notify parent/guardian immediately by phone, letter or message.
- b. Confer with student/parties concerned as soon as practicable.
- 2. Options may include:
  - a. Refer to proper law enforcement authorities. The principal or designee may sign petition/warrant when a Kentucky Revised Statute is violated.
  - b. Student(s) may be prohibited from field trips, extra-curricular trips, or field trips and extra-curricular activities due to disciplinary problems - the presence of a student with these problems on said trips or activities may create a potential safety hazard or damage the educational atmosphere of the trip.
  - c. Suspend the student for no more than ten (10) school days.
  - d. Referral to the Alternative School.
  - e. Present a recommendation for expulsion to the superintendent for presentation to the Board of Education that the student be expelled for the remainder of the current semester or the school year.  
No student shall be expelled without a hearing before the Board of Education. The hearing shall be held as soon as practicable after the date of the suspension.
  - f. Notify superintendent or his designee, director of pupil personnel, and other appropriate persons.

**NOTE:** There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for expulsion.

The Johnson County Board of Education recognizes that a petition/warrant to the court may be issued under the criminal laws of Kentucky for some of the following violations. Also acts which are interpreted by school officials as violations of state and local law will be reported to the local law enforcement agency.

## **IN-SCHOOL SUSPENSION**

### **I.S.S.**

Students referred to the principal's office for reasons of misbehavior may be sent to I.S.S. Principals may suspend students after the disciplinary infractions warrant such actions until such time as arrangements are made to receive the students in I.S.S.

Future student misbehavior may result in an out-of-school suspension, a referral to the Alternative School, or referral to the Board of Education for expulsion.

While in In-School Suspension, students will have limited contact with other students and will be expected to keep classroom work up-to-date.

## **BULLYING- DEFINITION**

Bullying is included in multiple of the following conducts. As defined by KRS 158.148, bullying is 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 educational process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal constitution.

Johnson County Schools encourages students and parents to report instances of bullying via the Johnson County Schools Website. Our safety tip line operates 24 hours per day, seven days per week. The S.T.O.P. bullying link allows Johnson County Schools to investigate instances of bullying by these school specific, anonymous tips.



## **CONDUCT WARRANTING DISCIPLINARY ACTION**

### **1. Rude, Disrespectful, or Insubordinate Procedures A, B, C**

Any behavior or conduct which is disruptive to the orderly educational process of the school, including public display of affection (PDA), profanity, pornography, obscene behavior, throwing of objects, horseplay, lack of control of voice and/or limbs, use of make-up and/or fixing of hair in class, talking back to a teacher or staff member, failure to comply with a

reasonable request of school personnel, lack of classroom materials, refusal to work, excessive talking, or indecent exposure. This also includes continuous rules violations by students.

## **2. Unlawful Assembly                      Procedures A, B, C**

A student is guilty of unlawful assembly when he/she assembles for the purpose of engaging in or preparing to engage in some type of disorderly behavior, or remains there after some type of disorderly behavior is discussed and planned. All gang type activity is prohibited.

## **3. Wanton Endangerment/Menacing**

### **Procedures A, B, C**

A student is guilty of wanton endangerment/menacing when he/she wantonly or intentionally creates a substantial danger of physical injury to another, or places another person in reasonable apprehension of imminent physical danger.

## **4. Sexual Harassment                      Procedures A, B, C**

Sexual harassment is unwanted, uninvited sexual attention. It may involve remarks, gestures, or actions of a sexual nature that make a person feel unsafe or uncomfortable. It creates an intimidating, hostile or offensive learning environment. It may include:

1. Unwanted physical contact (touch, grab, or pat)
2. Rude/suggestive jokes/remarks of a sexual nature.
3. Demeaning nicknames.
4. Cat calls, use of a rating system or embarrassing whistles.
5. Insulting remarks about sexual orientation.
6. Sexually insulting remarks about race, gender, ability or class.
7. Stalking.
8. Bragging about sexual prowess for others to hear.
9. Sexting

## **5. Fighting/ Terroristic Threatening    Procedures B, C**

- a. Physical attack of one student or a group of students upon one or more persons (victim has right to defend himself/herself against the attack with such force as to be considered reasonably necessary).
- b. A student threatens to commit any crime which could result in injury or death toward another student or school employee or which could result in substantial property damage (including false statements resulting in the evacuation of a building or public transportation vehicle).
- c. Students who willingly engage in physical contact for the purpose of inflicting harm on the other person. This infraction involves automatic notification of local law enforcement agencies.

## **6. Academic Dishonesty                      Procedures A, B, C**

Cheating, stealing answers or a Teachers' Edition, plagiarizing (especially with portfolios), forgery of any type of notes, report cards or other documents concerning school, or academic dishonesty in any form including inappropriate use, abuse, or misuse of the school's computers, network, or any other will not be tolerated. Any evidence or materials involved will be confiscated, documented and reported to an administrator.

**7. Maliciousness/Intimidation      Procedures A, B, C**

Any attempt to harass, bully, insult, annoy, intimidate, or alarm by verbal abuse, physical contact, gesture, display, addressing abusive language at a person, follow (or stalk), or extort (solicit money or something of value in return for protection or threat of harm) in writing, pictures, video, or electronic messaging including social media, whether in person or through surrogates will not be tolerated. This would also include defaming another student's, faculty's, or staff's character or reputation by saying things which aren't true and which are intended to do harm.

**8. Gambling      Procedures A, B, C**

Participating in games of chance, lotteries, betting pools, or any other form of gambling for the expressed purpose of exchanging money is illegal in Johnson County Schools. Cards or card use of any type are against school regulations, cards brought to school will be confiscated.

**9. Burglary/Theft      Procedures A, B, C**

a. A student would be guilty of robbery when he/she uses or threatens the use of physical force to accomplish theft.

b. Students are guilty of theft when they take property of others (students, teachers, staff, visitors, etc.) without consent, have stolen property in their possession, have property of others in their possession without the owner's permission, and the selling of school property.

Two levels - Property value of \$100 or less,

A & B (misdemeanor)

Property value over \$100, C & D (felony)

**10. Possession of, or use of Weapons**

**Procedures B, C**

The possession or use of any instrument, such as stun guns, throwing stars, electrical zappers, metal knuckles, fireworks, explosives, mace, guns, knives, clubs, chains, metal combs, razor blades, and the like that could or has been used to inflict bodily harm or injury to another person is illegal in Johnson County Schools. This would include "weapon look-alikes", any item made to resemble an authentic weapon (as mentioned above). This infraction involves automatic notification of local law enforcement agencies. This infraction may also involve searching and the use of a metal detector.

**11. Vandalism      Procedures A, B, C**

Any student or employee who willfully destroys, defaces, or mars the property of Johnson County School is guilty of vandalism. He/she is subject not only to a disciplinary procedure but also to repay the value of the object or material destroyed.

**12. Loitering or Criminal Trespass      Procedures B, C**

- a. A student or other unauthorized person would be guilty of loitering on school grounds or in the building itself when he/she is on the grounds of or in the building without permission given by proper school personnel. This includes students on shortened programs or suspended. In the case of a student that has been expelled or other unauthorized person, law enforcement officials will be called.
- b. A student would be guilty of criminal trespass if he/she knowingly enters or remains unlawfully in or upon premises or in a building.

**13. Criminal Use of Noxious Substance**

**Procedures A, B, C**

A student is guilty of criminal use of a noxious substance when he/she deposits on school property, in a school building, or school owned vehicle any stink bomb, perfume or cologne, hair spray, irritant, device, gas or liquid with the intent to interfere with the orderly process of school activities or school vehicle.

**14. Tobacco; the use of, sale of, possession of, or distribution of      Procedures A, B, C**

The use of, sale of, possession of, or distribution of any tobacco, alternative nicotine, or vapor products (or look alike products) is prohibited on any property owned or operated by the Johnson County Board of Education, this includes any school sponsored trips and activities.

**15. Use of, sale of, possession of, distribution of, or under the influence of alcoholic beverages, illegal substances or controlled substances.      Procedure B, C**

- a. Use of, sale of, possession of, distribution of, or being under the influence of any alcoholic beverages or other intoxicant is illegal in Johnson County Schools. This possession, use, or sale of, or being under the influence of includes premises and buildings, but also includes lockers, vehicles, book bags, athletic bags, or any other place where deposited by a student. By definition, alcoholic beverages include any beverage (liquid) with alcoholic content.
- b. Use of, sale of, possession of, distribution of, or being under the influence of any drug (illegal, controlled, or dangerous) is illegal in Johnson County Schools. This possession, use or sale of, distribution of, or under the influence of, includes premises or buildings, also includes lockers, vehicles, book bags, athletic bags or any other place where deposited by a student.
- c. Illegal substances include any dangerous drugs, methamphetamine, ecstasy, narcotics, marijuana, barbiturates, amphetamines, hallucinogenic drugs, stimulants, depressants, glue, acetone, illegal substances, controlled substances, or other substances or materials that may have a harmful or unnatural effect on the person using them. Drug "look alikes" also qualify as illegal substances. Controlled/prescribed substance for students would be a violation of this disciplinary situation if not handled in the proper manner. Any current and legal prescribed medication, being taken by a student should be sent to school in its original container with a detailed note on how, when, and where the medication should be taken. The medication will be kept under the strictest possible control with the principal,

designee, teacher, resource center personnel, or nurse maintaining the possession or control befitting the student's and school's needs or requirements

- d. Use of, sale of, possession of, distribution of, or under the influence of vanilla or other types of flavoring, vitamins, saccharin tablets, caffeine pills, hot drops, or other pills or substances such as "speed" or any other commonly used name to designate a controlled or other drug substance is forbidden in Johnson County Schools. This infraction involves automatic notification of local law enforcement agencies.
- e. Possession of, use of, transmitting of, distribution of, or providing any instrument, device, or other object which might be used for:
  1. Introducing into the human body any of the Prohibited substances listed above.
  2. Testing the strength, effectiveness, quantity or quality of a prohibited substance listed above.
  3. Enhancing by any means, the effect of a prohibited substance listed above.

**16. Bomb Threat                      Procedures B, C**

Any student or person making a threat that a bomb has been placed, or is about to explode on the premises of a school, in a school building, or in a school owned vehicle. This infraction involves automatic notification of local law enforcement agencies.

**17. False Fire Alarm              Procedures B, C**

Falsely alerting (by word of mouth), in writing, activating a fire station - the school, school Officials, or a Fire Department to a non-existent fire. Primary Grades - B. This infraction involves automatic notification of local law enforcement agencies. Grades 4-12, C.

**18. Arson/Attempted Arson        Procedures B, C**

Starting or attempting to start a fire within the school, on the school grounds, or in a school owned vehicle for any purpose that results in the destruction of property or the disruption of the educational process, or that places students, faculties or staffs in danger of physical harm. This infraction involves automatic notification of local law agencies.

**19. Intimidation of Witness(es)      Procedures B, C**

Any physical, verbal, or electronic intimidation of a witness (es) to any school violation.

**20. Publications                      Procedures B, C**

- The distribution of any petitions, publications, pictures, or videos taken at school or during school sponsored activities which are the work of students must be approved by the principal/designee, those involved, and follow the Publication Statement that is listed later in the Code of Conduct.
- No publications will be allowed in Johnson County Schools that involve pornography, or that glorifies the possession of, use of, or sale of, any drugs and/or alcohol.

**21. Non-School Violations              Procedures B, C**

Students will be subject to school discipline for any

violations of this Code of Conduct with regard to school personnel and property during non-school time.

**22. Misrepresenting Facts                      Procedures A, B**

Knowingly deceiving school officials, faculty members, or staff.

**23. Dress & Jewelry Code                      Procedures A, B, C**

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council chooses to develop a dress code, it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline.

Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.

- No clothing that displays vulgar, suggestive, or obscene words, messages, or pictures.
- No clothing that advertise or glorify drugs, tobacco, or alcohol.
- No bare midriffs.
- The length of either skirts or shorts may not be a distraction to the educational process. If this rule is violated excessively, the principal (or his/her designee) may place a moratorium on the wearing of any shorts for an indefinite period of time.
- No spandex or biker's shorts.
- No hats, caps, or other head coverings are permitted unless announced by principal (or his/her designee) may be worn in the building.
- No sunglasses (unless medical need is documented).
- No deliberately improperly fitting clothes or coats (too tight or excessively long or sagging).
- No undergarments may be showing under normal circumstances.
- No Spaghetti Straps
- All shirts, blouses, dresses, or any other type of tops must have sleeves that come down over the shoulders, or may not be backless and shall not be distracting .
- Permitted jewelry for males or females shall be watches, rings, earrings, necklaces, or bracelets. No spiked collars, rings, necklaces, or bracelets are allowed.
- Jewelry that is worn in the nose, lip, eyebrow, or tongue or other types of visible body piercing is prohibited.
- Jewelry which is otherwise permitted but which the principal (or his/her designee) reasonably determines to be likely to cause a disruption to student learning or create a discipline problem, or to pose a danger to students or staff is prohibited.
- A major problem in our school systems nation-wide is the potential formation of gangs. These groups pose problems in the areas of crime, violence, and the disruption of the education process. If the principal (or his/her designee) observes a student(s) attempting to form, join or propagate the existence of a gang, the student(s) will be asked to cease and desist immediately. Failure to do so may result in suspension. Gang identifiers will include, but are not limited to, clothing colors, shoelaces, hairstyles, fingernail polish, and colored personal belongings.
- Extreme hairstyles or colors are not permitted.



- Body markings that are obscene, inspire violence, or disrupt the educational process are illegal (may be asked to cover).

**24. Leaving School Grounds without Permission**

**Procedures A, B, C**

Includes failure to sign out and follow proper procedures before leaving the school grounds either prior to the end of the school day or prior to the end of ESS, skipping classes, being outside of school building during school hours (except to travel to class) without permission of principal/designee.

**25. Communication/Electronic Devices**

Use of personal telecommunication devices and other related electronic devices shall be in accordance with Board Policy 09.4261 & 08.2323. Recognizing the instructional capabilities of many modern day cellular phones and the importance of safety communications between students and their guardians the Board does permit the possession of cell phones by students on school property. At no time shall the Board be responsible for lost or stolen communication devices. Phones may be used on school grounds by students before and after school. All other times of the day, cell phones shall be turned off and stored away. Devices shall not be used in a manner that disrupts the educational process, poses a threat to academic integrity, violates confidentiality or privacy rights of another, is profane indecent or obscene, promotes illegal activity or violates school rules, promotes sending sharing or possessing sexually explicit, or violent messages photographs, images, or videos and harasses annoys or attempts to bully others.

1<sup>st</sup> offense: Warning, device confiscated and returned to student upon request at the end of the day.

2<sup>nd</sup> offense: Device confiscated and returned to parent/guardian after the parent/guardian has signed acknowledgement of violation of telecommunication policy.

3<sup>rd</sup> offense: ISS, confiscated and returned to parent/guardian .

**Failure to attend detention may result in a 1-day suspension. (JCHS and JCMS)**

**27. Hazing Procedures A, B, C**

Hazing, bullying, menacing, harassing, degrading students or staff, or disrupting or interfering with a student’s opportunity to obtain an education or participate in school activities will not be tolerated.

**28. Disrupting the Educational Process**

**Procedures A, B, C**

Behavior that is disruptive of the educational process shall not be tolerated and shall subject the offending student to appropriate disciplinary action. Examples include, but are not limited to: (1) conduct that threatens the health, safety, or welfare of others; (2) conduct that may potentially damage property; (3) illegal activity; (4) conduct which interferes with or hinders the orderly administration of the school and/or school-related activities.

**29. DRUGS AND ALCOHOL TESTING**

Board Policy 09.423, Student Drug Testing Program, shall apply to all middle and high school varsity and sub varsity athletic and extracurricular activities including, but not limited to, baseball, boys basketball, girls basketball, cheerleading, cross country, football, soccer, softball, golf, fishing, swimming, tennis, track, volleyball, wrestling, band, academic teams, and clubs. All students who participate in these activities are covered under this policy. All students who drive a vehicle onto school grounds are also covered by the policy. The subsequent addition of any extracurricular activity, varsity or sub varsity sport shall immediately be subject to this policy. Students wishing to participate in these activities or drive on school campus must have a consent for testing form on file with the district prior to participation in any of these activities. Additionally, Parents/Guardians may voluntarily place their child into the volunteer pool which tests ten percent (10%) annually at the expense of the Johnson County Board of Education. For more information, see Johnson County School Board Policy 09.423.

## **ATTENDANCE**

### **A.) Johnson County School's Philosophy**

The progress of any student in school depends greatly on the regularity of attendance and punctuality. It is desirable that every student should be in the designated area of their first class five (5) minutes prior to the beginning of school. Also, each student is expected to be on time to every class. To secure this attendance and punctuality we ask your cooperation. We believe that attendance and punctuality is a student-parent/guardian responsibility. The intent of this attendance procedure for Johnson County Schools is to provide a structure within which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. All students are expected to attend class every day that school is in session. When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the student is enrolled by 10:00AM to inform the school of the reason for the absence. Each school will use a messenger service to contact parents of students marked absent each day. The parent/guardian must send a written excuse with the student when he/she returns to school. If the note is not received within 3 school days by the school, the absence will be counted as unexcused.

Any student who is absent from school without the principal's prior approval is not eligible to participate in extra curricular activities on the day of the absence.

### **B.) Kentucky Compulsory Attendance Law**

The Commonwealth of Kentucky has compulsory attendance laws found in Chapter 159. Parent(s), guardian(s), or other person(s) residing in the state and having custody or charge of any child who has entered the primary school program are responsible for sending said child(ren) to school on a regular basis.

### **C.) Excused or Valid Absences**

The following are valid or excused reasons for missing class:

- 1.) Death or severe illness in the student's immediate family
- 2.) Illness of the student.
- 3.) Doctor and dental appointments.

- 4.) Religious holidays or practices
- 5.) Court appearances
- 6.) Driver's license test or learner's permit test
- 7.) Transportation (failure of bus to run)
- 8.) College visits (for seniors only) – limit of two (2) total
- 9.) Prearranged absences, 4-H/State Fair - one (1) day
- 10.) Other circumstances as pre-approved by the principal/designee

#### **D.) Notes Required**

All absences and tardies will be considered unexcused until the appropriate documentation is provided to the school. These notes must be submitted to the school within three (3) days of student's return to school following the absence or tardy event. If the note or documentation is not received within three (3) days the absence event will remain unexcused.

Parent or Guardian Notes: A student returning to school following an absence must submit a note within three (3) days signed by a parent or guardian. Five (5) parent or Guardian notes shall be accepted as excused each school year.

Health Care Provider (Doctor) Notes: A student who is absent due to illness and is seen by a physician shall within three (3) days of return to school submit the health care provider's statement. The following information is required on the excuse statement:

- Name of health care provider
- Date and time of appointment
- Date student can return to school
- Health care provider's signature

Up to ten (10) days per school year may be excused with the health care provider's statement. Any absence or tardy event due to medical reasons in excess of the ten (10) health care provider's statements will require completion and submission of the Medical Excuse Form before the absence will be excused.

The Medical Excuse Form shall be available at each school, the Office of the Director of Pupil Personnel, on the district website, and within the Student Handbook absences due to medical reasons after ten (10) events will be excused ONLY if the Medical Excuse Form has been completed and signed by a medical professional and returned to the school.

#### **E.) Unexcused Absences**

The following are invalid or unexcused reasons for missing class:

- 1.) Indifference of parent/guardian
- 2.) Poverty
- 3.) Working at home or business, running errands for self or parents
- 4.) Transportation (missed bus or car problems)
- 5.) Distance from school
- 6.) Unknown by school or parent
- 7.) Overslept
- 8.) Job interviews

- 9.) Baby-sitting, or child care
- 10.) Out of town
- 11.) Juvenile detention/jail
- 12.) Haircuts and beauty salon appointments
- 13.) Other circumstances as determined by the principal

**Pursuant to KRS 159.051, Students may lose their driver's license due to excessive absences(nine or more unexcused absences) or academic deficiency(failing four or more classes). Students who are initially attempting to obtain their license will not be granted permission to do so if grades and attendance do not meet these requirements.**

#### **F.) Prearranged Absences**

An absence may be prearranged. When parents know in advance that their child(ren) will miss school, advance arrangements must be made through the principal or designee. The note or phone call must show that the activity or event requires participation of the student(s) on regularly scheduled school time. The time window for the completion of homework and other assignments will be at the discretion of the teacher. All preplanned absences must be arranged for at least seven (7) days in advance barring unforeseen circumstances or emergencies.

#### **G.) Make-Up Work**

When a student is absent from school, it is the student's responsibility to contact his/her teacher(s) to make arrangements for making up assignments, homework, speeches, book reports, test, etc. missed during the absence. Failure to do this may result in the student receiving an "F" for work not made up. Students will be granted an amount of time equal to the time they were absent in which to make-up work. An excellent way to check on class assignments during days that you miss is to contact a friend in the particular class or to check student portal in Johnson County's Student Management System.

#### **H.) Continuous Attendance**

Once a class has started, students are not to leave the room without permission from the teacher in charge. Students who walk out of a room/class while a class is in session without the consent of the teacher in charge are subject to a disciplinary action.

#### **I.) Definition of Truancy**

Tardy is defined as coming to school late or leaving before regular dismissal time. Any child who has been absent from school without a valid excuse for three (3) days, or tardy on three (3) occasions is a truant. Any child who has been reported as a truant two (2) times will be considered a habitual truant (KRS 159.150).

#### **J.) Leaving Campus**

Students must be checked out by a legal parent, guardian, or person placed on a "permission to sign out sheet" found in the main office. The legal parent, guardian, other person as indicated by the "permission to sign -out sheet" must be prepared to come into the main office, be identified, sign the student out, and wait there until the student you requested is sent to the office. A photo I.D. will be required when you are checking a student out of

school. Sign outs may take place as much as forty-eight hours ahead of the actual sign-out time. Please make arrangements for any possible emergency that could arise, do not call and attempt to arrange a sign-out by phone. We ask that no school personnel be placed on the permission to sign out sheet unless they are relatives.

### **K.) Excessive Absenteeism**

Students who accumulate six (6) or more unexcused absences place themselves in a position of failing a class. Extenuating circumstances such as a medical problem (extended illness or injury), will be considered upon receipt of the necessary documentation. J.C.H.S. -- Some of our students park in the plaza and some of our students are dropped off in the plaza before school starts; breakfast at McDonald's, peer pressure, and other outside influences may cause some of these students to be tardy to class or in extreme cases skip school completely.

### **L.) Attendance Procedures**

**Step 1** - The first day or as soon as practicable after the student is absent or tardy without the parent/guardian having called the school and sent a note explaining the reasons, and giving the date(s) - a record of unexcused (invalid) absences or tardies will be established.

**Step 2** - After the third (3<sup>rd</sup>) unexcused (invalid) absences/tardy occurs, or as soon as practicable, the parent/guardian will be notified by letter of the absences/tardies and may be invited to a meeting with the principal/designee. At Johnson Central High School at the conclusion of Step 2, detention or I.S.S. will follow.

**Step 3** - When the fifth (5<sup>th</sup>) unexcused (invalid) absence and/or tardy occurs, or as soon as practicable, the principal/designee will send a signed written note to the Director of Pupil Personnel. The Director of Pupil Personnel will send a notice by certified mail to the parent/guardian in accordance with KRS 159 (Compulsory Attendance) and an attendance hearing will be held as soon as practicable in the office of the Director of Pupil Personnel. The student may be placed on an attendance contract, the conditions of which will be determined at the end of the hearing.

**Step 4** - When the sixth (6<sup>th</sup>) unexcused (invalid) absence and/or tardy occurs, or as soon as practicable, the principal/designee will notify the parent/guardian by letter. A copy of the letter will also be sent to the Director of Pupil Personnel, who will then contact the District Court. Parents may be charged with violating the compulsory attendance laws (KRS 159). The student may also suffer a grade of NC (no credit) due to the unexcused (invalid) absences, and the work missed during those absences.

### **PUPIL TRANSPORTATION**

Student conduct on any school-provided transportation as a part of the school environment follows all the requirements and provisions as outlined in the code. Disciplinary action removing a student's privilege to ride a school bus will occur as a result of misbehavior serious enough to warrant suspension from riding the bus. Loss of riding privileges will occur when the misbehavior is so serious that it endangers the welfare and safety of the other students.

The bus driver is responsible for the orderly conduct of the students. While on the bus, the students are under the authority of and directly responsible to the driver. The bus driver has the authority to assign seats.

Violations of bus rules and regulations OR THOSE STATED IN THE CODE OF CONDUCT may result in the suspension of the bus riding privileges/suspension from school or both.

Johnson Central High School students are to load and unload at the high school only. Johnson County Middle School students are to load and unload at the middle school only. Violation of these loading and unloading regulations will result in a detention or possibly loss of bus privileges.

While being transported to and from school, the following rules of bus conduct are expected:

WE WILL NOT PERMIT:

- Animals
- Items classified as deadly weapons
- Glass containers
- Flower arrangements, balloons, or other vision
- blocking impediments
- Excessive noise
- Defiance of authority
- Vandalism/destruction of school property\*  
(\*Parents and/or students will be responsible for paying for a student's damage to buses or other school property.)
- Hanging out of window
- Harassment of driver/passengers (striking, shoving, kicking, annoying, alarming, etc.)
- Eating, drinking, on bus
- Use of tobacco product or possession of
- Fighting
- Profanity, obscenity
- Verbal abuse, threatening
- Throwing objects on or off the bus
- Creating fire hazards
- Disorderly loading and unloading procedures (such as pushing, shoving, tripping, etc.)
- Changing seats while bus is in motion
- Any other actions that might distract the driver's attention to the point the driver is unable to
- safely operate the bus

If student does not respond to the driver's attempt to correct minor problems, the following procedures shall be implemented by the principal/designee, or head teacher.

- A. First Referral:** A bus conduct warning will sent to the parent/guardian by student; and a short principal/designee/student conference will take place, or the student may be placed on probation.

- B. Second Referral:** A conference held with the student to notify him/her of a bus suspension, followed by a bus conduct notice or phone call to the parent/guardian notifying them of a temporary bus suspension.
- C. Third Referral:** Conference with the student and notification of the parent/guardian and bus driver that a conference (time and date) will be held at school after which may follow a suspension of bus riding privileges. Notify parent/guardian by telephone.
- D. Fourth Referral:** A letter to the superintendent/designee to request suspension from the bus for the remainder of the current semester. Attached to this letter will be copies of past warning letters and notification of any short term suspensions that have already occurred. The superintendent or designee is charged with the disposition of this recommendation.

For pupil safety reasons some extreme violations may make it necessary for students to be immediately suspended from the bus. If a student should lose his/her riding privileges, the student is still expected to attend classes by arranging his/her own transportation. Loss of riding privileges applies to all Johnson County buses

## **STUDENTS WITH DISABILITIES**

In some cases where disciplinary action involves exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services, the following procedures should be followed.

- A. If suspension is essential to protect persons or property or to avoid disruption of the ongoing educational process, then:
  - 1. The student must first be granted an informal conference and then may be suspended;
  - 2. As soon as practicable, the Admissions and Release Committee (ARC) will meet and be concerned with the determination of whether the discipline problem is related to the student's handicapping condition or if problem is unrelated to the handicapping condition of the student.
  - 3. If the discipline problem is determined to be related to the handicapping condition:
    - a. The suspension is immediately lifted, and
    - b. The ARC must consider the appropriateness of the placement and/or the individual Education Plan (IEP); and
  - 4. If the problem is determined to be unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code in the local district.
  - 5. If a discipline problem does not require immediate suspension, the student remains in his/her current school placement and the principal must convene a School Based Admissions and Release Committee (SBARC). The SBARC considers the appropriateness of the placement and/or the IEP. If it is unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code.
  - 6. Students who create a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short-term suspension (generally no longer than 10 days) are the same for all students and are outlined in KRS 158.150 (Appendix C, page 41).

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment, and consequences should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program which might result in more appropriate behaviors.

In deciding *Kaelin V. Grubbs*, (June 9, 1982), the Sixth Circuit Court of Appeals has outline general standards governing the suspension and expulsion of handicapped children in Kentucky, Ohio, and Michigan. These standards should be followed when local districts develop disciplinary measures for handicapped children.

- A. A handicapped child may be suspended temporarily without the special education change of placement procedures. (KRS 158.150 and OAG 78-637 outlines the due process requirements which must be followed in suspension of all children.)
- B. A handicapped child may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the handicapping condition.
- C. A handicapped child may not be expelled if the committee determines that the child's disruptive behavior was a result of the handicapping condition.
- D. Even if the child is expelled or suspended through the appropriate procedures, there must not be a cessation of educational services. Therefore, if a handicapped child is expelled, or suspended for more than 10 days alternative services must be provided

### **ACCESS TO STUDENT RECORDS**

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated official. This right shall be passed on to the student at age eighteen (18).

Written policies have been developed which describe types and locations of these records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning educational records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal or of the superintendent.

In accordance with state (SB 200) and federal regulations concerning the release or transfer of educational records, it is the policy of this school district to: release student records information to Kentucky Juvenile System when a complaint is filed in order to allow them to serve the child prior to adjudication and/or forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain, upon request, copies of the records transferred and an opportunity for a hearing.

Parents shall have the right to file complaints concerning any alleged failures of the district to comply with this act.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally



identifiable information in the education record of this child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such requests should be addressed in writing to the director of pupil personnel.

### **RELEASE OF STUDENT INFORMATION**

Members of the staff shall not release "directory information" until there has been public notice of the categories of information to be released and there has been reasonable period of time after such notice for a parent or guardian to inform the school that any or all of the information designated should not be released without the parent's or guardian's prior consent.

Directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of student, dates of attendance, diplomas or specific awards received and most recent educational agency or institution attended.

Additional information may only be released when authorization has been signed by student if the student is age eighteen (18) or over or by the parent or guardian if the student is a minor.

### **MISSING CHILDREN**

The Johnson County Board of Education is taking part in a statewide program administered by the Kentucky Department of Education to help parents and guardians of missing Kentucky school children find their children.

Information forms to be filled out by parents or guardians are available at the local school. Parents or guardians of missing children are asked to complete the Missing Child Information Forms and send them to the Kentucky Department of Education.

Under a regulation approved by the State Board of Education, the Department of Education will compile information on missing school children and distribute it regularly to all public and private schools in Kentucky. The information will be available to school personnel, students, and parents. For more information call the Director of Pupil Personnel at the Johnson County Board of Education, telephone 789-2530.

### **ACCESS TO ELECTRONIC MEDIA**

Upon enrollment in the Johnson County School System students will be provided with supervised access to electronic media including but not limited to the Johnson County Wide Area Network, e-mail, the Internet, and other technological resources as needed. Access to electronic media is provided as part of the instructional process and its use is to be in direct support of the educational goals of KERA and the Johnson County School system. Access to electronic media requires written acknowledgment of student's receipt and agreement of this acceptable usage policy contained in the Johnson County Schools Code of Conduct Handbook. Access also requires written parental consent. By signing for the Code of Conduct Handbook students and parents are acknowledging receipt and agreement of the acceptable use policy governing access to electronic media.

### **JCSNet (Including INTERNET Access) Terms and Conditions and Acceptable Use**

1. Use of any organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of data or information in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted

material, threatening or obscene material, or material protected by trade secret. Use for product advertisement, political lobbying, or economic gain is not consistent with the purpose of the JCSNet and is inappropriate. Illegal activities are strictly prohibited. Using your JCSNet account to play non-instructional games is not acceptable use.

## **2. Rights, Responsibilities and Privileges**

This document of the Terms and Conditions for use of JCSNet must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the INTERNET via JCSNet. If you have any questions about these responsibilities, please contact your Principal or District Technology Coordinator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to JCSNet and could eliminate future access.

### **Network and INTERNET Regulations**

701 KAR 5:120 requires the use of filtering technologies at every district node throughout the Kentucky's 174 public school districts. All Internet traffic will be logged at the district level.

This traffic log may be used to detect and prevent violations of this acceptable use policy. All network use will be in accordance with Board Policy 08.2323 and associated procedures.

- The use of your account must be in support of educational research and consistent with the educational objectives of the Johnson County School District.
- You may not give your password to anyone.
- You may not use or alter anyone else's INTERNET account.
- You may not offer INTERNET access to any individual via your JCSNet account.
- You may not break in or attempt to break into other computer networks.
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not monopolize the resources of JCSNet by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
- You may not use MUD (multi-user games) network via the JCSNet.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material.
- Purposefully annoying or bullying other INTERNET users, on or off JCSNet, is prohibited.
- As a user of this community system, users should notify a network administrator of any violations of this contract, taking place by other users or outside parties. This may be done anonymously.
- No illegal activities may be conducted via the network.
- Communications and information transferred via JCSNet are subject to the terms and conditions outlining the use of the Johnson County Schools Network.

### **Electronic Mail Regulations**

701 KAR 5:120, outlaws the use of unapproved e-mail services by students, staff, and community members on the JCSNet. Electronic mail on the Johnson County network will be

serviced by the KY Dept. of Education approved e-mail service. Students requesting access to electronic mail for instructional purposes will be granted a web mail account. All e-mail use will be in accordance with Board Policy 08.2323 and associated procedures.

- Be polite. Do not write or send bullying, abusive, or obscene messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

### **Suspension or Revocation of Network Services**

The District Technology Coordinator may suspend or close an account at any time as required. The District Technology Coordinator must notify the user in writing within two weeks of the reason for suspension or termination of an account. The administration, faculty, and staff of JCS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Users (students, staff, or community members) whose accounts are denied, suspended or revoked do have the following rights:

- To request (in writing) from the District Technology Coordinator a written statement justifying actions.
- To submit a written appeal to the Superintendent/designee.
- The decision of the Superintendent/designee is final.
- Reliability - Johnson County Schools will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions.
- Security - Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on JCSNet, s/he must notify a system administrator, send e-mail to [jeff.cochran@johnson.kyschools.us](mailto:jeff.cochran@johnson.kyschools.us) or notify your school Principal. Do not demonstrate the problem to other users.
- Vandalism - Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating system or applications of another user, JCSNet, or any of the above listed agencies or other networks that are connected to KETS INTERNET backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### **PUBLICATIONS**

Student publications are part of the educational process to which Johnson County Schools are committed. They are developed within the adopted curriculum and have implications similar to regular classroom activities. They shall be published and distributed under the supervision and control of the principals or their designated representatives. The school professional staff will exercise editorial control over the style and content of the publications, which will assure that they will conform to the legal, moral and ethical restrictions imposed upon journalists within a school community.

School authorities shall approve all written material by students and others, which has not been produced under the supervision of a member of the professional staff, before it is circulated in the schools.

## **SEARCH AND SEIZURE**

Searches conceived under reasonable suspicion are permissible (this search includes the search of an individual, locker, desk, book or gym bag, or car). The school principal/designee remains in charge of any search. Drug dog searches are permissible, if the administrator remains in charge. Random locker or car searches are legal and may be performed at anytime, specific searches require reasonable suspicion. Students are responsible for items found in his/her locker or car.

## **ANNUAL PROVISIONS FOR CODE OF CONDUCT REVIEW**

The Board of Education requires that all schools review this Code of Conduct on an annual basis. The following form is recommended:

- A. The Superintendent/designee shall appoint a committee to conduct this review during the spring semester.
- B. The review group may be charged with reviewing the entire document and making recommendations for changes in writing to the superintendent/designee for compilation no later than April 15.
- C. The superintendent/designee shall review the summary of actual recommendations and where applicable recommend that the Board of Education adopt said recommendations. A copy of the addendum will be supplied to each student, parent/guardian, administrator, and teacher.

## **PROBLEM SOLVING AND DISCIPLINARY ACTION APPEALS PROCESS**

Parents/guardians desiring to question actions taken by school personnel may follow this procedure:

- A. If the problem is related to the classroom, the parent/guardian will contact the principal to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
- B. If this conference does not resolve the situation, the teacher and parent will arrange for conference with principal or his/her designee with a minimum of delay.
- C. If the problem is not related to the classroom the parent will contact the principal directly.
- D. If none of the above procedures result in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with the superintendent/designee.
- E. During this conference either party may have present individuals having knowledge relative to factors involved. The other party shall be notified in advance of such persons are to be present.
- F. The superintendent/designee will advise the parent in writing of the disposition within ten (14) days after the conference.

## **JOHNSON COUNTY BOARD OF EDUCATION**

The Johnson County Board of Education does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the educational

amendments of 1972 (P.L. 92-318), not discriminate on the basis of handicap or activities required by the Rehabilitation Act of 1973 (P.L.93-112), as amended, Section 504, nor does the board of education discriminate on the basis of race, color, national origin, age, religion, or marital status, in the educational programs or activities it operates.

## **CODE OF ETHICS AND CONDUCT ADOPTED BY THE JOHNSON COUNTY SCHOOLS FOR COACHES, ATHLETES, CHEERLEADERS, PARENTS AND FANS**

The Johnson County Board of Education believes that good sportsmanship is the cornerstone of the education process in athletics. Without its tenets, no athletic program can be considered successful.

Of utmost importance, the interscholastic program is designed to enhance achievement and will under no circumstances be permitted to interfere with opportunities for academic success.

In conjunction, the Johnson County Schools holds everyone accountable for accepting and understanding the seriousness of the responsibility and the privilege of participation and representation of our schools and communities, holding that any behavior on, or away from the athletic facilities is a primary reflection of our sports program.

In short, active participants including all having any connection with the Johnson County Sports Program will establish themselves as leaders in positive sportsmanship, during and after athletic events.

Having set these goals, the Johnson County Schools believes and practices that all of the above is the gateway to a quality academic athletic program. It is the primary function of all to know, understand and practice this Code of Ethics established for the Johnson County School System.

### **COACHES:**

Coaches are the primary model and source of good sportsmanship. The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child's welfare shall be uppermost at all times.

The coach must be aware that he or she has a tremendous influence either good or bad in the education of the student athlete and, thus shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, the parents and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active roll in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

Based on a revision to Kentucky Administrative Regulations (702 KAR 7:065), coaches must be 21 years of age.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded a mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, parents and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

A coach shall not exert pressure on faculty members to give student athletics special consideration.

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season - at home and away, and the conduct of the crowd -especially where the student body is concerned.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

The safety and welfare of players should always be uppermost in the coaches' mind. He/She should exercise good judgement in the ordinary care and prevention of injury. When injuries do occur, maintain good communications with patient, trainer, doctor, parents and insurance carrier.

The coach is a frequent topic of conversation at various community locations. - the home, the work place, and at the meetings of many civic organizations. The coaches profession, as well as his/her reputation as a coach, is constantly under scrutiny. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair and constant discipline must be maintained.

The coaches' actions and statements should always reflect confidence and respect for the Johnson County School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

Each coach is responsible for the following: keeping practice areas and locker rooms in order, storing, inventorying, reconditioning and replacing equipment and using it properly and keeping storage areas locked. Also, the coach should cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

### **THE STUDENT ATHLETE:**

Accept and understand the seriousness of the responsibility and the privilege of representing the school and the community.

Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist all concerned in the achievement of a better understanding and appreciation of the game.

Treat opponents the way you would like to be treated, as a guest or friend. Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.

Respect the integrity and judgment of game officials. Never argue or make non-verbal gestures which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.

Remember that your behavior off the field also reflects upon the school and community. Be a good citizen and a good student. Do your best in everything.

Know the rules for academic eligibility to participate in sports in Johnson County Schools and achieve beyond those expectations.

Learn the NCAA rules for academic eligibility to qualify for athletic scholarships at the college level and prepare to meet those standards.

Respect the judgment of the coach regarding his decisions on which players are to participate. Never demean the ability of a fellow player or a mistake they may commit.

**THE CHEERLEADERS:**

Accept and understand the seriousness of your responsibility, and the privilege of representing the school and the community.

Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.

Treat opposing cheerleaders the way you would like to be treated, as a guest or friend.

Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either a victory or defeat.

Establish standards of desirable behavior for the squad and spectators.

Select positive cheers, which praise your team without antagonizing the opponents.

Use discretion in selecting the times to cheer. Give the opposing school equal opportunity to execute its cheers and treat opposing players like you would treat your own team.

Give encouragement to injured players and recognition to outstanding performances for both teams.

Respect the integrity and judgment of game officials. Do not question an official's call.

Know the rules for academic eligibility to participate in sports in Johnson County Schools and achieve beyond those expectations.

**OTHER STUDENT GROUPS (Pep Clubs, Band, Etc.)**

Exhibit an exemplary manner of conduct before, during and after contests and events. Always provide positive support. Remember, you represent your school both home and away.

Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies with preparation, organization and involvement.

Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.

Respect the integrity and judgment of game officials. Do not question an official's call.

Refrain from cheers which downplay the opponent or which use profane or abusive language.

**PARENTS AND OTHER ADULT SPECTATORS:**

Remember that school athletics are learning experiences for students and that mistakes will be made. You would not jeer a student who makes a mistake in the classroom; why is an athlete an exception?

A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.

Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.

Respect the integrity and judgment of game officials. Do not criticize an official's call.

Recognize and show appreciation for an outstanding play by either team.

Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterwards on or near the site of the event (i.e. tailgating). Remember that dealing in a controlled substance within 1,000 feet of school property is a serious offense.

Refrain from cheers which downplay the opponent or which use profane or abusive language.

Refrain from public criticism of the coaching staff. They are employed to run the teams and such behavior undermines the present and future success of the program. Refrain from criticizing the coach to your son or daughter. Contradictory advice from different authority figures only confuses young people and worsens any situation. Express your disagreement to the coach in person privately, as you would have done for you. Try to be supportive of a difficult job in front of your children.

Support the athletic program at your school actively and positively. That is the path to a quality program.

### **PENALTIES FOR VIOLATION:**

Violations of this Code of Ethics and Conduct will be reviewed on an individual case basis. The Superintendent, as well as all school administrators, are expected to stop immediately all acts or violations, and to prescribe appropriate punishment for occurrences.

Violators of this Code may be punished by one or more of the following: warning, probation, removal from school premises, and temporary suspension from participation in games or activities, or permanent expulsion from games or school events. In cases involving school employees, severe violations may be further punishable by: suspension with or without pay, termination of assignment or termination of employment. In extreme cases, criminal charges may be brought by the school system.

In all cases of violations involving punishment, school administrators are to notify the Superintendent in writing within three (3) days.

### **SEXUAL HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURE**

Students who feel they have been sexually harassed or discriminated against because of their Race, Color, National Origin, Age, Religion, Marital Status, Sex, or Handicap in an educational program and/or activities in Johnson County Schools have the right to file an informal and/or formal grievance. At any point in the informal or formal grievance process, the student may appeal in writing directly to the District Human Rights Coordinator (for complaints of sexual harassment and/or harassment or discrimination based on race, color national origin, age, religion, marital status, or sex) or the District 504 Coordinator (for complaints of harassment and/or discrimination based on student disabilities) for an investigation.

District Human Rights Coordinator: Harry E. Burchett

Johnson County Board of Education

253 North Mayo Trail

Paintsville, Kentucky 41240

Phone: 606-789-2530

District 504 Coordinator: Stephanie Rice

Johnson County Board of Education

253 North Mayo Trail

Paintsville, Kentucky 41240



Phone: 606-789-2530

### **INFORMAL HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURE**

#### **Step 1**

The student may first bring the problem to the attention of the building principal within five (5) school days of the alleged incident.

#### **Step 2**

The student, building principal /designee, and others involved will work informally to negotiate a solution within five (5) school days.

#### **Step 3**

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance (see below).

### **FORMAL HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURE**

Any student who feels she/he has been subjected to sexual harassment, discrimination, or abusive treatment may request in writing (grievance forms available from the principal) that an investigation be carried out without delay. The student shall be assured of a prompt, orderly, and fair response. The student is entitled to file the grievance without interference, coercion, discrimination, or reprisal. School officials shall inform all students, staff, and parents of the provisions of this procedure annually.

#### **Step 1**

A formal grievance shall be filed in writing with the principal within five (5) school days of the alleged incident. The student shall set forth in writing the nature of the violation, the date(s) it occurred, specific facts and/or names of those involved, and be signed by the student making the complaint.

**Response:** The principal or designee shall notify the complainant in writing within five (5) school days from the date the grievance was received of what (if any) action was/or will be taken.

Note: If the principal or designee does not resolve the complaint to the satisfaction of the student, the student may appeal to the next step.

#### **Step 2**

The student may appeal in writing to the appropriate district coordinator (Human Rights or 504) within five (5) days of the date of the principal or designee's response. This written notice must contain all written information from the original complaint and the principal/designee's response.

**Response:** After a thorough and impartial review and/or investigation, the district coordinator will notify the complaint within ten (10) school days of the date of the appeal notification in Step 2 as to what action was or will be taken.

#### **Step 3**

If the student is not satisfied with the action taken by the district coordinator in Step 2, the complainant may appeal to the local superintendent of schools in writing within five (5) school days of the district coordinator's response. This written notice must contain all written information and responses from the previous steps.

***Response:*** After a thorough and impartial and/or investigation, the superintendent/designee will notify the complainant within ten (10) school days of the date of the appeal notification in Step 3 as to what action was/or will be taken. The superintendent/designee's decision shall be final.

Note: If an appeal is not made, it is assumed the decision at a given step/level is accepted. If a student has a complaint other than harassment or discrimination based on race, color, national origin, age, religion, marital status, sex or disability, you may follow the informal and/or formal procedures outlined above.

\*\* This Code of Conduct Book is updated one time annually. Policies and Procedures may change throughout the year. Johnson County Schools will follow current School Regulations. For the most up-to-date policies/procedures, please visit the Johnson County Homepage at [www.johnson.kyschools.us](http://www.johnson.kyschools.us)