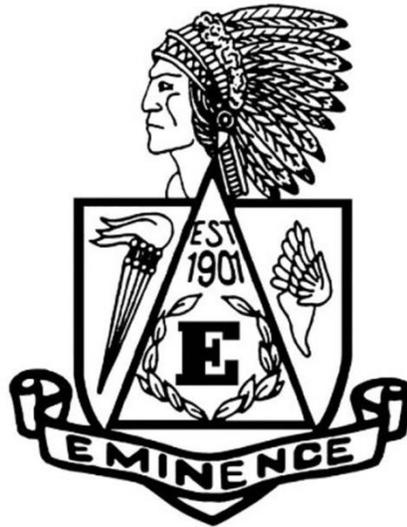


# Eminence Independent Schools Code of Acceptable Behavior And Discipline



2019-2020 School Year

Eminence Independent Schools  
291 West Broadway  
Eminence, KY 40019

Approved by the Eminence Independent  
Board of Education on June 25, 2019

[www.eminence.kyschools.us](http://www.eminence.kyschools.us)



## CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Contact Person: Lindsay Scalese / Buddy Berry  
(502) 845-4788

Board Attorney: Robert Chenoweth

The 2019-2020 **Code of Acceptable Behavior and Discipline** was reviewed by the Eminence Independent Leadership Team.

The 2019-2020 Leadership Team members are:

Buddy Berry	Superintendent
Brandi Boothby	Middle/High Assistant Principal
Alethea Coffee	Special Education Director
Thom Coffee	Assistant Superintendent of Schools
Lindsay Scalese	Director of Pupil Personnel
Angie Deckard	Middle/High Principal
Mike Doran	Elementary Principal
Jeannie Gilkison	Food Service Director
Larry Jesse	Technology
Richard Lyon	Transportation Director
Richard Lyon	Facilities/Maintenance Director
Belinda Stivers	School Nurse
Leesa Stivers	FRYSC Coordinator
Michele Sweeney	Chief Finance Officer

The **Code of Acceptable Behavior and Discipline** is reviewed with the students by their teachers at the beginning of the school year. Each parent and student shall sign a statement acknowledging electronic/written receipt and a request is made to have these statements returned to school.

### MISSION

Eminence Independent Schools desires to create a cooperative community where students and educators strive for academic excellence within a safe, structured, and supportive environment. Eminence Schools purposes to value diversity, foster responsible behavior, and to teach the academic and social skills which will empower students to realize their potential while becoming lifelong learners and **WORLD CLASS WARRIORS!** Expect Eminence Excellence!

## INDEX

Philosophy & Rationale, Eminence Independent Schools .....	1-2
Where and When Applicable .....	2
Personnel Authorized to Administer .....	2
Non-Discrimination .....	2
Responsibilities & Expectations Pertaining to Discipline .....	3
Students' Responsibilities & Expectations .....	3
Parents/Guardians' Responsibilities & Expectations .....	4
Teachers' Responsibilities & Expectations .....	5
Principals' Duties and Responsibilities .....	6
Harassment/Discrimination .....	6-7
Grievance Procedure .....	8-9
Attendance Policy .....	9-11
Truancy .....	9-11
Driver's License Revocation (No Pass/No Drive) .....	12
Transportation .....	12-14
Food Services .....	15
Discipline Event and Resolution Levels .....	16-17
Behavior Contracts .....	17
Tobacco .....	18
Student Medication .....	18
Drugs/Controlled Substances .....	19-20
Weapons .....	20-21
Bullying .....	22-24
Search and Seizure .....	24-25
Computer Access .....	25-34
Laser Pointers .....	35
Personal Telecommunication Device .....	35
Students with Disabilities .....	35-36
Extended Detention .....	36
Restraint & Seclusion .....	37
Corporal Punishment .....	37
Suspension .....	37-38
Expulsion .....	38-41
Transfer of Records .....	42
Family Education Rights and Privacy Act (FERPA) .....	43-44
Protection of Pupil Rights Amendment (PPRA) .....	45-46
Student Health and Safety .....	46
Acknowledgement of Receipt Pages .....	47-48
2019-2020 School Calendar .....	49

No provisions in this **Code of Acceptable Behavior and Discipline** are intended to grant students or parents more rights than are provided by the United States Constitution, federal statutes, the Kentucky Constitution, and/or Kentucky statutes, and are instead intended solely to reflect the Eminence Independent Schools' understanding and intended application of those federal and state constitutional and statutory provisions.

## **PHILOSOPHY AND RATIONALE**

The Eminence Independent School system is committed to the principle that every child has worth, dignity, and potential; and that it is our responsibility to assure that the children who attend our schools believe that of themselves. We believe that our work as educators of children must reflect a caring attitude and a commitment to learning that enables every child to experience positive growth and development throughout their years with us, and beyond.

We recognize that such growth and development must be nurtured in an atmosphere where appropriate behaviors are modeled for the children. Thus, through both our actions and the instructional approach, we intend to teach the value of education, respect for authority, self-esteem, the worth of all those around us, patriotism, and honesty in both work and deed.

These values can best be taught through the provision of a program of studies that offers instruction in the basic skills that speak to the needs of children both individually and collectively. In order to accomplish this, instruction shall vary from the basic skills to advanced courses of study, with each adhering to the tenets of Bloom's Taxonomy of Educational Objectives. During their education, students shall have access to intervention programs in these areas, ranging from education of children with disabilities, education of children who are gifted and talented, and alternative programs offered for students who are unable to be successful in a standard program.

Realization of such a broad and all-encompassing program requires the commitment of not only educators, but also parents and the public at large. The effort must be one of cooperation and coordination between and among local, state, and federal government; community, civic, and business organizations; and parents and students.

Thus, the goals of the Eminence Independent School System are to offer a program of continuous learning that is enhanced by the presence of quality teachers and diverse and appropriate teaching techniques, which include a curriculum that will:

- 1) Provide students with the necessary skills in language arts, mathematics, science, and the humanities.
- 2) Provide students with instruction in the application of technology in learning experiences.
- 3) Offer opportunities which will enhance the student's ability to make wise choices in career development.
- 4) Provide students the opportunity to gain knowledge of, appreciation for, and skills in the art forms.
- 5) Foster the development of health and physical fitness through a comprehensive health and physical education program.
- 6) Facilitate the development of citizenship by providing programs and environments which allow experience in democratic living.
- 7) Contribute to the development of a positive and realistic self-concept in each student through developmental guidance and counseling services.

**PHILOSOPHY AND RATIONALE (continued on next page)**

## **PHILOSOPHY AND RATIONALE (continued)**

- 8) Offer training in business and career and technical skills commensurate with student interests and abilities.
- 9) Provide instruction in alcohol and drug education.
- 10) Foster the development of social skills, leadership ability, and school spirit through curricular and extra-curricular activities.

With the skills attained, we hope that our students will become cognizant of their responsibilities as citizens in a free democratic society; and consequently, work toward self-improvement and the betterment of the world for others.

## **WHERE AND WHEN APPLICABLE**

Students shall be held strictly accountable by the principals, teachers, bus drivers, and supervisory employees at all times, from the time they leave home to come to school until they arrive home that afternoon, or until they are properly released during the school day to their parents or guardians (KRS 161.180), or when in attendance at any school function before or after school hours on or off school property when under the supervision of school personnel. Students, while being transported, are subject to rules set forth in this **Code of Acceptable Behavior and Discipline** and Board Policy (06.34). Any person who enters school property shall be held strictly accountable by the school and shall abide by all rules and regulations as set by the state, Board, and school officials.

## **PERSONNEL AUTHORIZED TO ADMINISTER**

Each teacher is primarily responsible for monitoring the conduct of students assigned to his or her class. However, the teacher should also assume responsibility for correcting improper conduct on the part of students of any level in any situation around the school, if they are not under the direct supervision of another person at that time. The classroom teacher is expected to work out discipline problems as much as possible. If it becomes necessary, students in question should be referred to the principal's office.

In addition to the Superintendent, principals, and assistant principals are empowered to suspend students, but shall report any such action in writing immediately to the Superintendent/Designee and to the parent or guardian.

## **NON-DISCRIMINATION**

The Eminence Board of Education hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability.

## **STUDENTS' RESPONSIBILITIES & EXPECTATIONS**

### **RESPONSIBILITIES & EXPECTATIONS PERTAINING TO DISCIPLINE**

Every citizen, both in and out of school, has rights and freedoms, but at the same time, they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. Rules which establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code which reflects the community's standards and expectations for student behavior.

### **STUDENTS' RESPONSIBILITIES & EXPECTATIONS**

#### **Students' expectations are recognized as:**

1. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
2. Physical safety and protection of their person and/or property.
3. Courtesy from other students and school personnel.
4. Examination and confidentiality of their disciplinary records by the students, their parents/guardians, or their authorized representative(s).
5. Presentation of complaints or grievances to school authorities and receiving replies from school officials regarding disciplinary matters.
6. All rights granted to students by the State.

#### **Students have the responsibility to:**

1. Exhibit appropriate behavior in action, speech, dress, and hygiene, providing a role model of responsible citizenship. Refer to the student handbook of the school where the student attends for information on appropriate dress or attire.
2. Be a positive member of the school community by following all school regulations as described in the **Code of Acceptable Behavior and Discipline**.
3. Exercise courtesy and reason at all times, accept just punishment, avoid unreasonable appeals, and refrain from making false accusations.
4. Report bullying or any negative situation. Call (502) 845-4922 to anonymously report bullying. The phone call will not be answered live, but directs to a voicemail box.

## PARENTS'/GUARDIANS' RESPONSIBILITIES & EXPECTATIONS

### Parents'/Guardians' expectations are recognized as:

1. Enrolling their child in classes where there are minimal disruptions.
2. Expecting teachers to teach and demonstrate classroom rules and procedures at the beginning of the school year.
3. Expecting all disruptive behavior to be dealt with fairly, firmly, and in a timely manner.
4. Examining their child's disciplinary records.
5. Addressing grievances to proper school authorities concerning their children and receiving a prompt reply pertaining to the specific grievances. Generally, the building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.

### Parents/Guardians have the responsibility to:

1. Instill in their child a sense of responsibility and respect.
2. Demonstrate respect for all school personnel at school and related activities.
3. Become familiar with the **Code of Acceptable Behavior and Discipline** of the Board of Education.
4. Aid their child in understanding the **Code of Acceptable Behavior and Discipline** and disciplinary procedures of the schools.
5. Encourage their child to follow all school regulations.
6. Inform school officials of concerns pertaining to disciplinary procedures.
7. Ensure that their child is regular in attendance.
8. Instill in their child the need for proper and appropriate student attire. Refer to the student handbook of the school where the student attends for information on appropriate attire.
9. Report bullying or any negative situation. Call (502) 845-4922 to anonymously report bullying. The phone call will not be answered live, but directs to a voicemail box.

**Visitors:** In accordance with KRS 158.162, all visitors are required to check in at the front office, provide valid identification, and state the purpose of their visit. Visitors are required to visibly display a visitor's badge (given by the front office) on an outer garment for the entirety of the visit. When checking a student out, the individual **MUST** present a valid form of identification. If the individual is not on the student's approved person summary report in infinite campus, the student will not be allowed to leave with the individual.

## **TEACHERS' RESPONSIBILITIES & EXPECTATIONS**

### **Teachers' expectations are recognized as:**

1. Expecting appropriate behavior and conduct as well as courtesy from all students.
2. Working in an educational environment with a minimum of disruptions.
3. Removal of a student from class, by a principal or assistant principal, any student whose behavior significantly disrupts a positive learning environment.
4. Safety from physical harm and freedom from verbal abuse.
5. Taking prudent action in emergencies to protect their person or property and/or the persons or property of those in their care.

### **Teachers have the responsibility to:**

1. Maintain a classroom atmosphere conducive to learning, with mutual respect and trust, and with appropriate discipline.
2. Emphasize positive reinforcement and praise, and to encourage students to see themselves as worthwhile persons.
3. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
4. Exhibit appropriate behavior in action, speech, dress, and hygiene, providing a role model of responsible citizenship.
5. Refer student in need of intervention to the appropriate resources and notify parents/guardians of referral.
6. Inform parents/guardians of students' successes, as well as, problems, and/or failures in learning and behavior.

## PRINCIPALS' DUTIES AND RESPONSIBILITIES

### Principals have the duty and responsibility to:

1. Administer the **Code of Acceptable Behavior and Discipline** of the Board of Education.
2. Maintain a school climate conducive to learning, with mutual respect and trust, and with appropriate discipline.
3. Exhibit appropriate behavior in action, speech, dress, and hygiene, providing a role model of responsible citizenship.
4. Direct a program of dissemination of information explaining the **Code of Acceptable Behavior and Discipline** to teachers, students, and parents.
5. Support staff in the implementation of the **Code of Acceptable Behavior and Discipline**.

## HARASSMENT/DISCRIMINATION

The Eminence Board of Education has adopted policies ensuring that students are not denied equal education opportunities and do not suffer harassment. No discrimination is allowed on the basis of race, color, age, sex, religion, creed, national origin, economic status, marital or parental status, political affiliation, or disabling conditions. Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex, genetics or disability that is sufficiently severe, pervasive, or objectively offensive that adversely affects a student's education or creates a hostile or abusive educational environment.

Examples of conduct and/or actions prohibited include but are not limited to:

1. Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning or profane and relate to any of the protected categories listed in the definition of Harassment/Discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity.
6. Destroying or damaging an individual's property based on any of the protected categories.

**HARASSMENT/DISCRIMINATION** (continued on next page)

## HARASSMENT/DISCRIMINATION (continued)

When a student or parent believes the student has been harassed or discriminated against, a complaint may be filed using the following procedure:

1. The student or parent makes a written complaint to a counselor or principal (or to the Superintendent's designee if the principal is an alleged party to the harassment or discrimination). The written complaint shall be forwarded to the principal or Superintendent's designee.
2. The Principal (or Superintendent's designee) shall promptly investigate the allegation, may attempt to resolve the issues presented, shall keep the Superintendent advised, and may take corrective measures if warranted. See Board Policy 09.42811.
3. District employees involved in the investigation of the complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violation.

The Eminence Board of Education intends that the program shall be in full compliance with the Title IX Federal provisions and with the provisions of all Disability Education Acts.

References: 42 USC 2000e, Civil Rights Act of 1964, Title VII  
Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance (U.S. Department of Education)  
US Supreme Court - Franklin vs. Gwinnett County  
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII  
20 U.S.C. 1681, Education Amendments of 1972, Title IX  
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX  
Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)  
Davis v. Monroe County Bd. Of Educ., 119 S. Ct. 1661 (1999)

Related Policies: 03.162  
03.262  
09.13  
09.227  
09.422  
09.426  
09.42811

## GRIEVANCE PROCEDURE

The Eminence Board of Education has adopted policies that provide students with the opportunity to appeal issues regarding equal educational opportunities and educational concerns or practices. When a student or parent has an educational concern, a complaint must be filed using the following procedure:

**General** Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. From Student to Teacher;
2. From Teacher to Principal;
3. From Principal to Superintendent/Designee;
4. From Superintendent to Board

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish.

**Exception** Sexual harassment allegations shall be governed by Policy 09.42811. See Harassment and Discrimination.

**Reference** 09.4281  
**Policy**

**Related** 09.42811  
**Policies** 10.2

1. The student or parent shall discuss the issue with the teacher. The teacher shall make a decision and give that decision to the grievant within five (5) school days after the discussion.
2. The decision of the teacher may be appealed to the principal within five (5) school days after receipt.
3. The Principal shall give a written decision to the grievant within five (5) school days.
4. The Principal's decision may be appealed, within (5) school days of the receipt of the Principal's decision by filing a formal written complaint with the following person:

Lindsay Scalese  
Director of Pupil Personnel  
Eminence Independent Schools  
291 West Broadway  
Eminence, Kentucky 40019  
502-845-4788

**GRIEVANCE PROCEDURE (continued on next page)**

## **GRIEVANCE PROCEDURE (continued)**

5. The decision of the Director of Pupil Personnel may be appealed by filing a formal written complaint with the Superintendent within (5) school days of the receipt of his/her decision.

At each level of the above procedure, the designated administrator shall notify the student or parent of his/her decision within five (5) school days of receipt of grievance. If the student or parent and the administrator meet to discuss the issue, the administrator may notify the student or parent of his/her decision at the end of the meeting.

6. If the issue is not resolved by the Superintendent, the student or parent may appeal to the Board of Education, in writing, within five (5) school days of receipt of the Superintendent's decision. The Board of Education shall have the discretion to decline to consider appeals involving matters outside its area of authority, such as grievances relating to personnel matters or implicating the need to take personnel action. The Board of Education may hear the appeal at the next regularly scheduled Board meeting, providing it is received at least five (5) days prior to the meeting date. Otherwise, the appeal will be heard at the next Board meeting following the conclusion of the five (5) day period.

Equal opportunities shall be provided to all persons throughout Eminence School District with access to and participation in the educational programs without regard to race, ethnic origin, sex, genetics, color, creed, religion or national origin.

## **ATTENDANCE POLICY**

"Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having in custody or charge any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend. A child's age is between six (6) and eighteen (18) when the child has reached their sixth birthday and has not passed his/her eighteenth birthday".\*

### **Absences and Excuses**

Pupils are required to attend regularly and punctually the school in which they are enrolled.

### **Notes Required**

When students return to school following an absence or tardy, they shall bring a note signed by their parent or guardian which specifies the reason for the absence. Students can use six (6) parent notes for absences and six (6) parent notes for tardies and after that they must have a doctors excuse unless approved by the Principal. The Principal does have the right to grant an excuse if the student did not go to the doctor.

## **Truancy Defined**

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

A pupil who has been reported as a truant two (2) or more times is a habitual truant.

Habitual truants shall be reported to the counselor and the Principal, and then to the office of the Director of Student Services, all of whom shall take the appropriate action.

Written notification is to be made to the parent/guardian.

## **Absence Defined**

Absence is defined as non-attendance in either an individual class or absence for the day.

A pupil who misses sixty (60) minutes or less of the regularly scheduled school day is recorded as tardy. A pupil absent for more than sixty (60) minutes of the regularly scheduled school day is recorded for the actual percent of the day missed. A pupil absent for the entire regularly scheduled day is recorded absent for 100 percent of the school day. Calculations are made based on the cumulative time missed during the regularly scheduled school day. The criteria are applicable regardless of the length of the scheduled school day and apply to all grade levels including entry level through the 12<sup>th</sup> grade.

## **Tardy Defined**

A pupil who misses sixty (60) minutes or less of the regularly scheduled school day is recorded as tardy.

## **Excused Absences**

Reasons for excused absences or tardiness include the following:

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil.
3. Religious holidays and practices.
4. One (1) day for attendance at the Kentucky State Fair.
5. Documented military leave.
6. One (1) day when service member is deployed.
7. One (1) day when service member returns from deployment.
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
9. Other valid reasons as determined by the Principal, including trips qualifying as educational opportunities (refer to Board Policy 09.123 AP.2). Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value.

Parents are strongly encouraged to turn in excuses within 5 days of absence.

Unless the Principal determines that extenuating circumstances exist, requests for day(s) falling within State or District testing periods shall not be granted.

## ATTENDANCE POLICY (continued)

### ATTENDANCE POLICY (continued)

#### Notification of Parents

Parents will be notified by mail from the Director of Student Services after six (6) unexcused absences and or tardies. Parents will be notified daily by the One Call System.

#### Consequences

Prior to filing legal charges for habitual truancy, Division of Student Services personnel shall review each referral, send a final notice, provide assistance and take necessary steps to improve attendance.

A parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation of attendance laws, KRS 159.010 and KRS 159.170. Non-compliance may result in legal charges against the parent and/or the student.\*\*\*

References:	*KRS 159.010	Related Policies: 09.11r
	KRS 159.020	
	KRS 159.035	**09.123
	KRS 159.070	09.121r
	KRS 159.150	09.122r
	***KRS 159.180	09.1231
	KRS 161.155	
	PL. 94-142; 707 KAR 1:051; 707 KAR 1:060;	
	Honig v Doe, 108 S. Ct. 592 (1988)	
	702 KAR	

## DRIVER'S LICENSE REVOCATION (NO PASS/NO DRIVE)

### Academic and Attendance Deficiencies

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

### Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement must then have their standing confirmed. School personnel shall make the required report to the appropriate agency.

#### References:

KRS 159.051

KRS 186.470

704 KAR 7:050

704 KAR 7:100

Student Discipline Guidelines

OAG 77-419

#### Related Policies

08.221

09.123

## TRANSPORTATION

### CONDUCT ON THE BUS

Riding the school bus is a privilege provided by the Eminence Board of Education. The Board has given the bus driver the responsibility of safely transporting students to and from school (See Where and When Applicable on Page Two). The bus driver also has the authority to manage student behavior on the bus to maximize safe transportation.

**Principal Responsible** Each principal shall hold students who ride the bus, drive or walk to school strictly accountable for good deportment.

**Reporting of Violations** The bus drivers shall report in writing any violation of district policy or school rules to the Principal or Transportation Director.

**TRANSPORTATION** (continued on next page)

## TRANSPORTATION (continued)

**Discharge of Pupils from Bus** Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety or well being of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. Such action shall be taken by drivers only in extreme cases and as a last resort to protect other pupils.

In the event a pupil is discharged for disciplinary reason(s), the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends, and the Superintendent/Designee and the student's parent or legal guardian.

**Withholding of Riding Privileges** The Principal or Transportation Director is authorized to withhold bus-riding privileges up to a maximum often (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.\*\*

Bus privileges may be withheld for the following violations:

1. Violation of any rule covering student conduct which actually or potentially interferes with the operation of the bus or the safe transport of students or which actually or potentially presents a threat to the health or safety of bus riders and/or drivers.
2. Possession or use of tobacco products, electronic cigarettes or similar products on the bus (1st offense - up to ten (10) consecutive school days).
3. Fighting \*\* (1st offense - Up to ten (10) consecutive school days (2nd offense - possible school year suspension).
4. Vandalism (Up to ten (10) consecutive school days suspension and restitution, possible school year suspension).
5. Abusive or vulgar language directed personally at the driver (Up to ten (10) consecutive school days, possible school year suspension).
6. Controlled substances for use, transfer or sell (Up to ten (10) consecutive school days, possible school year suspension or expulsion).
7. Throwing objects on or out of the school bus. (Up to ten (10) consecutive school days, possible school year suspension).
8. Terroristic Threatening, 2nd degree, (Up to ten (10) consecutive school days, possible school year suspension or expulsion).
9. Possession of weapons, (Up to ten (10) consecutive school days, possible school year suspension or expulsion).

\*\*A physical struggle, contact or quarrel where no participant is identified as a victim.

**ADDITIONAL CONSEQUENCES MAY ALSO BE LEVIED AT SCHOOL LEVEL.**

**VIOLATION OF THE ITEMS LISTED BELOW SHALL CONSTITUTE REASONS FOR DISCIPLINARY ACTION; INCLUDING, VERBAL REPRIMAND OF STUDENT,  
TRANSPORTATION (continued)**

**PARENT NOTIFICATION, ASSIGNED SEATING OR UP TO THREE (3) DAYS  
SUSPENSION FROM SCHOOL BUS.**

Unacceptable behaviors that affect the safe operation of the bus and/or distract the driver are:

1. Not staying in seat.
2. Making excessive noise: screaming, whistling, etc.
3. Using abusive or vulgar language directed to someone other than the driver.
4. Holding arm, leg and/or head/object out bus window.
5. Not waiting at the bus stop.
6. Taking items on the bus against the rules.
7. Refusing to share seat with other students.
8. Riding bus other than assigned.
9. Eating, drinking or chewing gum on the bus.
10. Bullying, hazing, menacing, harassment, stalking others on the bus.
11. Other unacceptable behavior.
12. Use of electronic and/or telecommunications devices without approval of principal/designee and bus driver.

**Video Recording Equipment** Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

**Restitution of Damages** The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

**Students with Disabilities** Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.\*\*\*

References:                   \*702 KAR 5:080  
                                      KRS 508.078  
                                     \*\*702 KAR 5:050  
                                 \*\*\*PL 101-476; 707 KAR 1:280 through 707 KAR 1:380  
                                 Individuals with Disabilities Education Act (IDEA)  
                                 Ingraham v. Wright 430 US 657 (1977)  
                                 702 KAR 5:090, KAR 5:100  
                          Related Policies:     09.434                09.226

**FOOD SERVICES**  
School Nutrition Food Services

**MEAL PRICES - Eminence Independent Schools will participate in the Community Eligibility Provision Program, which results in free meals for students PK-12.**

<b><u>Breakfast</u></b>		<b><u>Lunch</u></b>		
Elementary	\$0.00	Elementary	\$0.00	Extra Milk \$ .50
Middle & High	\$0.00	Middle & High	\$0.00	
Adult	\$3.00	Adult	\$4.00	

**Ala Carte**

Purchases of any kind may not be charged. All students must have funds in their account or cash in hand at the time of purchase. If a parent does not want their child to purchase ala carte items, the Director of School Nutrition must be contacted so changes can be made to the students account.

**Outside Food**

School wellness policies promote healthy eating habits and nutritious choices in school food service. Therefore, outside food purchased from fast food restaurants are not permitted in the cafeteria during serving periods.

**Adults**

No charges are allowed.

**Account Pay Online**

A parent/guardian may access the **mySchoolBucks** system on the district website to deposit money into their child's food service account at any time online. There is a \$2.00 transaction fee per entry. Parents may also access account balances, receive a low balance email reminder and view their child's purchases.

# Discipline Event and Resolution Levels

Due process shall be given at each level.

<i><b>LEVEL 1</b></i>	<i><b>LEVEL 2</b></i>	<i><b>LEVEL 3</b></i>	<i><b>LEVEL 4</b></i>
<p><b>Description:</b> Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.</p> <p><b>Procedures:</b> Teacher/staff intervention and redirection. Event and resolution are maintained by teacher either formally or informally.</p>	<p><b>Description:</b> More frequent or severe behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.</p> <p><b>Procedures:</b> Administrator investigates behavior event and interviews necessary participants. Parent conference may be held. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.</p>	<p><b>Description:</b> Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others.</p> <p><b>Procedures:</b> Administrator investigates behavior event interviewing all necessary participants. Parents are contacted. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.</p>	<p><b>Description:</b> Behaviors which result in violence to another's person or property, or which pose a direct threat to the health or safety of others.</p> <p><b>Procedures:</b> Administrator investigates behavior event interviewing all necessary participants. Parents are notified. Administrators may call Law Enforcement and assist in prosecution. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.</p>
<b><i>BEHAVIOR EVENT EXAMPLES</i></b>	<b><i>BEHAVIOR EVENT EXAMPLES (and continued Level 1 behaviors)</i></b>	<b><i>BEHAVIOR EVENT EXAMPLES (and continued Level 1 and 2 behaviors)</i></b>	<b><i>BEHAVIOR EVENT EXAMPLES (and continued Level 1, 2 and 3 behaviors)</i></b>
<p>Tardy to class Dress code violation Failure to complete assignments Disruptive behavior Failure to follow staff instructions Electronics/Cell phone infraction Inappropriate displays of affection Verbal harassment Violation of Computer Access (AUP)</p>	<p>Bus disturbance Bullying Cyberbullying Harassment Hazing Menacing Harassing Communications Stalking Cheating/plagiarism Disruptive Behavior Failure to follow staff instructions Electronics,Cell phone infraction Gambling Inappropriate Behavior Leaving Campus Signing parent/staff note or excuse Falsification of documents Skipping Class/School Truancy (3<sup>rd</sup> School tardy or 3<sup>rd</sup> Unexcused absence) Tobacco--use</p>	<p>*Fighting (1<sup>st</sup> offense) Vandalism (less than \$100) Stealing,Theft (less than \$100) Profanity or Vulgarity Inappropriate sexual behavior Cheating Failure to serve extended detention ** Assault-Felony     Assault-Misdemeanor **Drug Possession/Use/Sell/ Distribution Includes alcohol, controlled substances, inhalants nonprescription look alike drugs, e-cigarettes, vapes, or similar</p>	<p>*Fighting (2<sup>nd</sup> offense and over) ** Assault-Felony     Assault-Misdemeanor **Terroristic Threatening     Bomb Threat,Arson,False Alarms **Vandalism (more than \$100) **Stealing,Theft (more than \$100) **Arson **Weapons possession/use/transfer **Fraud or falsely reporting an incident **Drug Possession/Use/Sell/ Distribution Includes alcohol, controlled substances, inhalants, prescriptions, e-cigarettes, vapes, or similar</p>

<b><i>LEVEL 1 (Cont.)</i></b>	<b><i>LEVEL 2 (Cont.)</i></b>	<b><i>LEVEL 3 (Cont.)</i></b>	<b><i>LEVEL 4 (Cont.)</i></b>
	<b><i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i></b>	<b><i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i></b>	<b><i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i></b>
Verbal redirection Privileges withheld Special seating Behavior charting Conference with student Team conference with student Parent contact/conference Detention hall	Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Detention hall Driving privileges revoked In-school suspension Restricted activity Behavior contract	Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Detention hall Driving privileges revoked In-school suspension Restricted activity Behavior contract Restitution Out of school Suspension Alternative Placement Referral to Law Enforcement	Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Detention hall Driving privileges revoked In-school suspension Restricted activity Behavior contract Restitution Out of school Suspension Alternative Placement Referral to Law Enforcement Expulsion

\* A physical struggle, contact or quarrel where no participant is identified as a victim.

\*\* These behavior events require reports to Law Enforcement

\*\*\* For any alcohol, drug, tobacco, or e-cigarette violations, students will be required to participate in and show evidence of completion of a school approved substance abuse education program.

## **BEHAVIOR CONTRACTS**

Behavior problems in school may result in placement of a student on a behavior contract, the length and substance of which will be determined by the school administration. Behavior expectations required by the school and consequences for failing to meet those expectations will be specified in the behavior contract. These consequences may include, but are not limited to, the following: Extended Detention, suspension from school, suspension from participating in, or attending, extra-curricular activities, or an alternative placement. School counseling may be required as a component of a behavior contract. The behavior contract should be signed by the student, the parent/guardian and the school administration.

## TOBACCO

**Prohibition** Possession of tobacco, electronic cigarettes or similar device is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board owned buildings or vehicles, on school owned property, and during school-related trips.

The administration shall consult with appropriate health organizations to provide students with information and access to support systems, programs and services to encourage abstaining from use of tobacco products.

References:           KRS 438.050           OAG 81-295  
                          KRS 160.290           OAG 91-137  
                          KRS 160.340           Public Law 103-327 Part C

Related Policy:       09.4232  
                          10.5

## **Student Medication**

School personnel authorized to give medications must be trained in accordance with [KRS 158.838](#), [KRS 156.502](#) and [702 KAR 001:160](#).

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file.<sup>1</sup>

### **SELF-MEDICATION**

In certain situations, as set forth in [KRS 158.834](#), [KRS 158.836](#), and [KRS 158.838](#), a written health care practitioner's authorization shall allow a student to responsibly carry self-administered medication (i.e. Epi-pen, inhaler, glucagon, insulin). An authorization form must be completed by the parent/guardian and health care practitioner and on file in the school. Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.<sup>2</sup>

In accordance with [KRS 158.836](#), students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.<sup>3</sup>

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students are not permitted to share any medication with another student. The parent/guardian and health care practitioner shall be notified if the student uses his/her medications inappropriately or more often than prescribed.

### **REFERENCES:**

<sup>1</sup>[OAG 73-768](#)

<sup>2</sup>[KRS 158.834](#); [KRS 158.838](#)

<sup>3</sup>[KRS 158.836](#)

**RELATED POLICIES:**

09.22, 09.224

Adopted/Amended: 06/08/17

Order #: 040617

**Use of Alcohol, Drugs and Other Prohibited Substances**

**DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

**DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

**AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

**PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

**REPORTING**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or



**Posting** The Superintendent and/or his/her designee shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.\*

The above criminal penalty prohibiting the unlawful possession of a weapon on school property shall not apply to those persons listed in KRS 527.070.

**Reporting** Refer to Board Policy 05.48 for coverage of deadly weapons and reporting to law enforcement agency. Employees of the District shall promptly make a report to the Principal, School Resource Officer or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on school premises or within one thousand (1,000) feet of school premises, on a bus, or at a school sponsored or sanctioned event. KRS 158.155 (4) mandates the principal, based on reasonable belief, shall report the possession of a firearm to the appropriate law enforcement agency.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

**Enforcement** In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with Board policies 09.436, 05.48 and 09.435.

**Penalties** Violation of this policy by students shall require that proceedings for expulsion be proposed immediately by the Principal through the Superintendent.

References: KRS 500.080  
KRS 527.020  
\*KRS 527.070  
KRS 161.790  
KRS 160.290  
KRS 160.340  
KRS 159.180  
KRS 527.100  
KRS 158.155

Related Policies: 05.48  
09.435  
09.436

## **BULLYING**

Bullying includes behavior commonly understood as bullying, as well as cyberbullying, hazing, menacing, harassing communications, stalking and other abusive behavior toward students or staff members. This behavior is prohibited because every student and staff member deserves a safe environment in which to work and learn. This School District is committed to dealing with bullying behaviors in our schools to create a safe environment. (See KRS 158.148 for regulations regarding bullying.)

### Bullying:

Bullying encompasses a continuum of behavior that involves the attempt to gain or assert power and dominance over another, with no legitimate purpose. Bullying involves repeated negative behavior carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes such harm to the other person. Bullying involves either taking advantage of a real or perceived imbalance of power, or is used to create an imbalance of power. Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category include, but are not limited to: inappropriate and unwanted physical contact (including hitting, kicking, shoving and pushing); intimidating and threatening comments (oral, written or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something the student does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

### Cyberbullying:

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, blogs online games and online personal polling Web sites to support deliberate, repeated, and hostile behavior by any individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information with can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video or still images of another person for no legitimate purpose, or the use of audio, video or still images of another person for purposes prohibited by this Code of Acceptable Behavior and Discipline.

### Hazing:

Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful or embarrassing. Hazing can include the force or coerced consumption of drugs or alcohol or the coerced or coerced performance of lewd or suggestive acts.

**BULLYING (continued on next page)**

## **BULLYING (continued)**

### Menacing:

Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe they are about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck or raise their hands in anticipation of being struck.

### Harassment:

Harassment involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. striking, shoving, kicking or other physical contact with another person;
2. the attempt to strike, shove, kick or engage in other physical contact toward another person;
3. using an offensively coarse utterance, gesture, display toward another person;
4. addressing abusive language toward another person;
5. following a person in or about a public places or places;
6. engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serves no legitimate purpose; or
7. damaging or committing theft of the property of another student; substantially disrupting the operation of the school; or creating a hostile school environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation or embarrassment.

### Harassing Communications:

Harassing Communication involves the intent to intimidate, harass, annoy or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. communicating with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance alarm and serves no purpose of legitimate communication;
2. making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
3. communicating with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation or embarrassment and which serves no purpose of legitimate communication.

### Stalking:

Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

**BULLYING (continued on next page)**

## **BULLYING (continued)**

Conduct fitting the above definitions and other similar definitions which injures, degrades or disgraces the victim, disrupts the educational process and/or interferes with other students' opportunities to obtain an education, will be subject to disciplinary action. Students should generally maintain a "hands-off" policy with regard to other persons' bodies and possessions, and no student should engage in behavior toward someone else which they would not want directed toward themselves (follow the "Golden Rule"). For the remainder of this section, all of these behaviors will be generally referenced as "bullying."

Students who witness these behaviors or who are subject to these behaviors are encouraged to report the behavior to a teacher or other staff member. Efforts will be made, if possible, to protect the confidentiality of anyone making a report. To anonymously report bullying or any negative situation, please call (502) 845-4922. The phone call will not be answered live, but directs to a voicemail box. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well.

"Harassment" and "Harassing Communications" under the category of "Bullying" are separate from the definition of "Harassment/Discrimination" which involves behavior based on race, color, national origin, age, religion, sex or disability. However, a report of a violation of this section will be evaluated by school personnel to determine whether it should be treated as a report of harassment/discrimination which would require an investigation under the "Harassment/Discrimination" section of this Code of Acceptable Behavior and Discipline.

### Terroristic Threatening:

Terroristic Threatening in the Second Degree: making false statements by any means, including by electronic communication, for the purpose of causing evacuation of a school building, school property, or school sanctioned activity; causing cancellation of school classes or school sanctioned activity; or creating fear of serious bodily harm among students, parents, or school personnel. Those in violation of this statute will be subject to potential penalties under KRS 532.060 and 534.030 and school-issued discipline up to and including recommendation to expulsion.

To anonymously report bullying or any negative situation, please call (502) 845-4922. The phone call will not be answered live, but directs to a voicemail box.

## **SEARCH AND SEIZURE**

### **SEARCH AND SEIZURE**

Because of the obligation to protect the health, safety, and welfare of students, a teacher or principal may search the person and/or the property of a student and confiscate weapons, alcohol, drugs, tobacco products, or other illegal or unauthorized articles as long as the teacher or principal has reasonable suspicion under the circumstances that the particular student to be searched has or is violating a law or school rules and the scope of the search is reasonably related to its initial objectives and not overly intrusive given the particular student's age, sex, or nature of suspected infraction (OAG 91-9). Another staff member shall be present with regard to any such search, unless there are extenuating circumstances.

Lockers remain the property of the Eminence Board of Education. In regulating and supervising locker use, school administrators act as agents of the owners, the Eminence Board of Education.

Locker inspection searches are not carried out as a harassment technique, but may be conducted periodically on a routine basis. Searches shall be conducted when the principal or assistant principal reasonably suspects that a situation exists or materials are present which could be injurious to the health, safety, and welfare of students. The principal is charged with the obligation of orderly school operation. Bearing the above in mind, the principal shall conduct a locker inspection when it is felt that the health, safety, and welfare of students are, or may be, threatened. Objects or materials which pose such a threat may be confiscated.

#### Access to Electronic Media (Acceptable Use Policy)

The board supports reasonable access to various information formats for students, employees, and the community, and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

#### Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic file and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of malicious messages, or the use of other programs with the potential of damaging or destroying programs or data.

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

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

- Controlling access by minors to inappropriate matter on the internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them;
- District-provided email is subject to search by District Administrators at any time, and without further consent from students.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The district shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior, and discipline including appropriate orientation for staff and students.

#### Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources (form provided later in this packet).

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

#### Employee Use

Employees shall not retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password. If an employee suspects their password has been compromised, they should contact the District Technology Department immediately to initiate a password change.

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

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

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

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

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

1. They shall request prior permission from the Superintendent/designee
2. If permission is granted, staff members will set up the site following and District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to utilize the resource prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the resource has been created, the sponsoring staff member is responsible for the following:
6. Monitoring and managing the resource to promote safe and acceptable use; and
7. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking profiles to which they invite students to be friends. Employees taking such action do so against the recommendation of the District, and at their own risk.

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

#### Web Pages

All teachers involved in the creation of any school-related web page, including but not limited to, academic or extracurricular groups, shall follow the guidelines set forth in procedure 08.2323 AP.1. All policies from the District's technology AUP shall apply to the creation of any school-related and/or posted website.

#### Community Use

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system for school related purposes, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee. Passcode to the District WiFi can be provided by the District Technology Office.

#### Checkout of School Owned Electronic Devices

Electronic devices may be made available for student checkout, but shall be the responsibility of the person to whom the device is issued, and will be subject to all provisions set out in the policy and related procedures. In addition, a signed AUP form must be on file at the school or District level before an electronic device is issued to a student.

#### Staff/Student Owned Mobile Computing Devices

Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to, smartphones, iPad, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

### Disregard of Rules

Individuals who refuse to sign required Acceptable Use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or district.

### Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District website, or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other education resources when questions arise concerning access to specific databases or other electronic media.

### Audit of Use

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers, or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but may not be limited to:

- Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minor, harmful to minors;
- Maintaining and securing a usage log; and
- Monitoring online activities of minors

### Retention of Records for E-Rate Participants

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

### References:

KRS 156.675; 701 KAR 005:120  
16 KAR 1:020 KAR 001:020 (Code of Ethics)  
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520  
Kentucky Education Technology System (KETS)

### Related Policies:

03.1325/03.2325; 03.17/03.27  
08.1353; 08.2322  
09.14; 09.421; 09.422; 09.425; 09.426

## ACES User Agreement

1. Each student and student's parent or guardian must sign and return the Apple Computers for Eminence Students (ACES) User Agreement acknowledging receipt and acceptance of the terms of this Agreement prior to receiving an ACES computing device.
2. The restrictions set forth in the Eminence Independent Schools Acceptable Use Policy apply in their entirety to the ACES devices, whether the student is connect to the Eminence Independent Schools Network, or Internet away from school.
3. To protect students while at school and off-campus, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
4. The student's parent/guardian will be charged a take-home fee in order for the student to take the ACES device off-campus. In the event that the ACES device is damaged, the ACES device shall be returned to the District so that the District can make any necessary repairs.
5. Students and parents/guardians may not attempt any repairs/services on the ACES device either directly or by taking the device to a commercial repair facility. Damaged ACES devices must be returned to the District for repair/service. Any attempt to repair/service the ACES device could result in student/parent being charged the full replacement cost of the ACES device (up to, but not exceeding, \$999.00).
6. Remote software or configuration changes necessary for the ACES device maintenance and security (and in order to ensure that only authorized software is installed on the ACES devices) may be sent out to all ACES devices. Such software maintenance may involve the correction of an altered software or configuration, and in some cases, may remove files from the ACES device if the files are deemed to be a threat to the operation or security of the EIS Network, or are stored in unauthorized software. No notification will precede this type of remote access.
7. Students are solely responsible for backing up their data. In the event that data stored on the ACES device cannot be recovered, the District is not responsible for loss of the data.
8. Students may not permit individuals other than school personnel to use or access the ACES device assigned to them.
9. Students may not share their District-issued power cords. Replacement cost for a lost or damaged power cord is the responsibility of the student/parent.
10. Students may not download additional software to the ACES devices, except when instructed by a teacher or staff member. This includes games (such as Minecraft, JustShoot, or any other game) or online service (such as Skype). The presence of these applications will result in consequences detailed in the attached discipline guide.
11. The ACES device is at all time the property of Eminence Independent Schools. The student is granted no right to disable or modify any hardware or software installed on the ACES device, or to install new or additional programs.
12. Students shall not remove District labels or tags from the computer, nor shall they add stickers, labels, or other markings to the computer.
13. Students should not eat or drink while using the ACES device, or have food or drinks in close proximity to the ACES device. Spilling liquid on the ACES device will cause expensive damage not covered by the AppleCare Warranty. You would be responsible for the cost of that repair.
14. The ACES device is deemed to be in the custody of the student from the time the student received the ACES device until the ACES device is returned to the designated school representative. If the ACES device is lost or stolen, a parent/guardian and student shall immediately advise the Principal/designee of the incident, and provide all relevant information. When an ACES device is reported lost or stolen, the District will activate all available tracking features to help locate the device.
15. The ACES device, cord, bag, and District-owned accessories must all be returned at the end of the school year, or on the date of a student's withdrawal from Eminence Independent Schools if a student withdraws before the end of the year, or at any time upon request by a school administrator. The student must return the ACES device, cord, bag, and all District-owned accessories to the District in the same condition they were in when they were originally provided to the student. Failure to return the ACES device, cord, bag, and all District-owned accessories in accordance with these stated conditions may result in disciplinary action, additional fees (in order to replace/repair damaged or missing equipment), and/or prosecution for all applicable crimes, which will include, but may not be limited to, Grand Larceny. A student's transcripts or

grades will not be released until the ACES device, cord, bag, and all District-owned accessories are returned and subsequent fees are paid in full.

16. The district retains the right to review any material sent, mailed, or accessed through an ACES device. School District Personnel have the right to inspect all material stored on an ACES device. Students have no right to privacy or confidentiality in material that was created, sent, accessed, or stored using an ACES device or an EIS Network accounts. If a ACES device is lost, this event should be immediately reported to the District. If a ACES device is stolen, this event should be immediately reported to the District and a police report should be immediately filed. A copy of this police report should be submitted to the District by the parent.
17. If the school determines that the student has failed to adequately care for the ACES device, cord, bag, and all District accessories or that the student has violated District rules or policies, the District shall impose appropriate consequences and disciplinary actions as set forth in the Eminence Independent Schools Student Handbook. If the District determines that the student acted with intent to damage the District's property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal, and/or juvenile proceedings.
18. It is the responsibility of the student to fully charge the ACES device each evening and to bring the fully charged ACES device to school each day in the district approved bag.
19. The ACES device must be kept in the approved Eminence Independent Schools bag when not in use. A free shoulder bag will be provided to the student. Backpacks with a laptop sleeve are available for purchase from the Technology Department. Should a student wish to provide their own backpack, they should first seek approval from the Superintendent's designee to verify the safety of the backpack. The ACES device should always be stored in a separate compartment from any other materials, including textbooks.
20. Any damage to the ACES device not covered under AppleCare warranty is subject to the ACES Fee Schedule. The AppleCare Warranty does not cover the cords, bag, accessories, or any personal software installed by the student. The AppleCare Warranty on the ACES device also does not cover cosmetic damage to the machine, such as scratches, dents, stickers applied, broken plastic ports, or port covers.
21. Insurance is available for the ACES device. Insurance is a separate charge from the take-home fee, is assessed independently of free/reduced lunch status, and is available on a per-year basis.
22. If accidental damage should occur to an ACES device, an official repair quote will be obtained from Apple, Inc by the technology department showing the actual cost of repair.
23. Damage to the ACES device, cords, bag, and accessories is the responsibility of the student/family if insurance is declined.
24. Liability is limited to the replacement/repair of the device. No additional liability is implied or assumed.
25. All fees are nonrefundable.

## ACES Fee Schedule

Take Home Fee	
<p>Fee: \$50 non-refundable fee per school year for off-campus usage.</p>	<p><b>Effective Date:</b> Based on the receipt of signed agreement</p> <p><b>Expiration Date:</b> Last day of school for the current school year, or date of withdrawal</p> <p><b>Exemption:</b> \$50 fee waived for students receiving Free/Reduced lunch, but parent permission is still required</p>
ACES Insurance Policy	
<p>Insurance is available for an annual, optional, non-refundable fee of \$50. This fee is in addition to, and independent of, the \$50 off-campus usage fee. This Fee covers the ACES device against all accidental damage not covered under AppleCare (repairs covered under AppleCare are the sole discretion of Apple Inc. and are not determined by Eminence Independent Schools). Complete loss of device or charger/cord/accessory are not covered under the ACES Insurance Policy, nor is liquid damage, which would be in violation of ACES Guideline #13.</p> <p>Accidental damage not incurred through a direct violation of an ACES policy, as numbered on previous pages, will be repaired at no cost to the student. Such covered accidental damage may include, but is not limited to, damage to the ACES device screen, damaged headphone jack, keyboard, or damaged AC Adapter.</p> <p>The ACES Insurance is valid for a single-use during the course of one school year, after which time a new policy will need to be purchased for that year for the optional insurance to continue. After the first insurance claim is filed, a new policy can be purchased at a cost of \$100. Should a claim be made against this second policy, a third policy will not be made available in the same school year. Any further damage will be the financial responsibility of the student and/or their guardian. The policy-count will reset each school year.</p> <p>The Insurance Policy will expire on the last day of school for the current school year, or date of withdrawal from Eminence Independent Schools.</p>	
<p>Fee: \$50 non-refundable fee per school year for optional first-damage Insurance Policy.</p> <p>Fee: \$100 non-refundable fee per school year for optional second-damage Insurance Policy.</p>	<p><b>Due Date:</b> Insurance enrollment must be completed prior to September 1, or within the first two weeks of enrollment for students entering the district after the start of school</p> <p><b>Expiration Date:</b> Last day of school for the current school year, or date of withdrawal</p> <p><b>Exemption:</b> None. As this fee is optional, it is <b>not</b> waived for Free/Reduced.</p>

Repair costs for common damage can be found below. These prices are provided as of February 2017, and are subject to change without further notification. These amounts are provided as a reference only, and may not reflect the total amount charged in the event of damage. Should a student be covered by the ACES Insurance policy, these repairs will be performed with no further charge to the student/guardian.

Damaged Screen	\$289
Damaged Keyboard	\$139
Damaged Headphone Jack	\$219
Liquid Damage (not covered by insurance)	\$515

Access to Electronic Media/ACES Participation Sign-Off Form

**STUDENTS**

Eminence Independent School District has access to the Internet, email, and other technologies as part of the instructional process. Students will receive Digital Citizenship training and sign a Student Acceptable Use Policy Agreement before they will be allowed to use the Internet or email. Written parental or guardian consent (below) is required before electronic resource access is given to a student. However, educators may use the Internet during class-directed instruction with or without parental or guardian consent. Students will be held accountable for breaking any of the rules listed in the Student AUP. By signing below, students and guardians are acknowledging the receipt and reading of the District's Acceptable Use Policy, 08.2323 and the attached guidelines. Students recognize that breaking any of the attached rules will result in disciplinary action, which will be at the discretion of the school principal or local law enforcement in extenuating circumstances. Students understand that their files and email can be read by their teachers and the technology staff at Eminence Independent Schools at any time.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or legal guardian of the student signing above, I have read the Student Acceptable Use Policy and the ACES User Agreement for Eminence Independent School District. I understand that all technology use is to be for educational purposes only, and that Eminence Independent School District has taken precautions to eliminate access to inappropriate materials. However, I also recognize that it is impossible for the Eminence Independent School District to restrict access to all inappropriate materials, and I will not hold the District responsible for materials this child may acquire on the EIS Network or Internet while away from campus. Further, I accept full responsibility for supervision if and when my child is accessing school electronic resources outside of the school property. I understand that my child's email and data files are not private. By signing this form, you hereby accept and agree that your child's right to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedures. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to your student can also be used to access other electronic services or technology that may or may not be sponsored by the District which provide features such as online storage, online communications and collaborations, and instant messaging. The district reserves the right to enroll your student in online services that are vetted and in compliance with KRS 365.734. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers, or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Please check one (Parents Grade Kindergarten-12)

<input type="checkbox"/> I choose to enroll my student in the ACES Program, allowing Eminence Independent Schools to provide a computing device for my student. There is no financial obligation for enrollment in this program.	<input type="checkbox"/> I choose not to enroll my student in the ACES Program.
--	---

Please check one (Parents Grades 6-12)

<input type="checkbox"/> I choose for my child to be an off-campus user. (Please make \$50 check payable to Eminence Independent Schools.)	<input type="checkbox"/> I choose for my child to be an on-campus user only. (No additional fees required at this time.)
--	--

Please check one (Parents Grades 6-12)

<input type="checkbox"/> I choose to enroll my child's ACES device in the Eminence Independent Schools' Insurance Program for an additional fee of \$50. (Please make \$50 check payable to Eminence Independent Schools.)	<input type="checkbox"/> I choose not to enroll my child's ACES device in the Eminence Independent Schools Insurance Program, accepting liability for any damage that may occur.
--	--

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS

Name of Parent/Guardian (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## ACES User Tips and Recommendations

<p>Always keep track of the ACES device and take reasonable precautions to keep it safe. Never leave the ACES device unattended unless it is secured in a locked location. Devices should be supervised at all times.</p>	<p>It is recommended that you save/backup any important files from your ACES device to your student folder (H Drive). If you do not, your files cannot be recovered if the ACES device becomes damaged or if the operating system becomes corrupt.</p>
<p>When carrying the ACES device, always place it in an approved ACES bag, whether that is the district-provided shoulder bag, backpack, or approved personal backpack.</p>	<p>If you have been denoted a Day User, school employees will be responsible for distribution and collection of devices daily. Students must follow the directive of staff in regards to checking the devices in and out. If you are a day user, <del>MacBooks</del> are to remain at the school and should not be removed for any reason. They will be charged for you nightly.</p>
<p>Do not place the power cord or adapter against the ACES device screen in the bag. This can cause the screen to break.</p>	<p>Do not open, forward, or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Help Desk. Do not go to inappropriate/questionable websites or click on links that you do not recognize.</p>
<p>Always completely close the lid before lifting the ACES device, and leave the lid completely closed until the ACES device is placed on a stable surface, such as a table or desk. Do not carry the ACES device by the lid.</p>	<p>Never respond to emails that ask you for personal information, your username, or your password. The District technology office will never ask for this information over email.</p>
<p>Never place any items on the keyboard. (Closing the ACES device lid with earbuds, cords, or other items still on the keyboard can cause the screen to break.)</p>	<p>Teacher directed apps for learning are permitted for downloading. However, other games or music will not be permitted to be downloaded at any time. This expectation also applies to internet based sites. Remember, this is a learning tool and you will need to use good judgement.</p>
<p>When closing or storing the ACES device, either turn it off or put it on standby to protect it from overheating.</p>	<p>Students under the age of 13 will not be permitted to have an iTunes account, per the iTunes Acceptable Use Policy from Apple, Inc.</p>
<p>If you notice that the ACES device is working slowly or functioning in a strange or abnormal way, report the problem to the District Technology Department.</p>	<p>Keep the ACES device out of reach of babies and young children.</p>
<p>Remember to charge your ACES device each night and to bring it to school each day, in its district-approved bag.</p>	<p>When transporting a computer, the screen should be closed and they should be in the computer bag provided by the school.</p>
<p>Do not leave the ACES device in a vehicle. Heat damage or theft could occur.</p>	<p>Do not open email attachments from someone you <del>don't</del> know—an attachment may contain a virus or a malicious program.</p>
<p>Do not allow pets near the ACES device.</p>	<p>Do not stack objects on the ACES device.</p>
<p>Do not check the ACES device as luggage at the airport. If you are traveling, it should be stored in carry-on luggage only.</p>	<p>Do not post information, photos, or other items online that could embarrass you or others.</p>
<p>Be polite and courteous on the internet. Do not use offensive language such as curse words or insults.</p>	<p>Once any text or photo is placed online it is completely out of your control, even if you limit access to your page. Anything posted online is available to the world. This includes social media such as Snapchat and similar services.</p>
<p>Do not post personal information, such as your address, phone number, date of birth, class schedule, your whereabouts, or your daily activities. You could be providing this information to online predators.</p>	<p>Remember that many potential employers and colleges are universities now search the Internet to screen applicants. The online presence you are creating now will follow you for years to come.</p>

<p>If a device has a hardware failure, it will be sent to Apple, Inc. for repair. This process may take 3-5 business days. During this time, you will be provided with an alternative computing device for use at school.</p>	<p>Students who transfer into the district after the start of school will be able to take their laptops home, with parent permission and payment of applicable fees, after a two-week waiting period.</p>
<p>Students need to be aware that the devices assigned to them belong to the district and will be monitored on a regular basis through random system checks. Our goal is to provide students constant support in appropriate and respectable use of their devices. Please see us immediately if you become aware of any inappropriate content or issues with your device.</p>	

Device Locking



There may come a time when it is necessary for district Administration to remotely lock a computing device. If you ever see this screen on your laptop, **do not attempt to unlock it**. This passcode is not your password, or any passcode that is known prior to the locking action. After repeated failed attempts at unlocking, Apple Inc. will consider this device stolen, and it can then only be unlocked by Apple. This will result in a multi-day loss of your device while it is sent away to Apple's repair facilities.

WiFi Password

Student laptops connect to the EIS Secure network. Because of this, the password for that network is saved in your MacBook keychain, and visible to you. We know this. We know you know this. The fact that you know the EIS Secure password has never been a secret to the District. However, the District keeps a list of all devices that are allowed to connect to this network, and any other devices that you connect will receive no internet access when connected if they are not on our list. There's no point in even trying.

Likewise, if you find a device that belongs to the District (iPad, Chromebook, interactive projector, etc.) that is connected to a network other than EIS Secure, **do not** take it upon yourself to connect it to EIS Secure. No matter how well your intentions may be, we connected it to that other network for a reason. Different wireless networks provide different services. We know what we're doing.

## Consequence Guide

(Please note that these are guidelines and the final decision will be made by administration)

Revoked devices will only be reissued when students complete consequence requirements to the satisfaction of school Administration.

<b>Student attempt at bypassing school monitoring and/or filtering, or installation of games or unauthorized software</b>	
First Offense:	Warning, removal of offending software or restoration of deleted configuration
Second Offense:	Removal of primary computing device, alternate device supplied for 10 school days
Third Offense:	Placement on alternate device for remainder of school year
<b>Day User Policy Violation - a student who has been denoted as a Day User repeatedly taking their laptop off campus</b>	
First offense:	Warning, computer locked for the evening
Second offense:	Detention, computer locked for the evening
Third offense:	Detention, computer locked for the evening, assigned alternate device for one week
Fourth offense:	In-school suspension, assigned to alternate device for the remainder of the year
<b>Inappropriate content on MacBook (this includes pornography and defamation of students or staff)</b>	
First offense:	Student loss of device privileges up to an entire year, depending on severity
<b>Laptop Damage (Accidental or Intentional)</b>	
<p>If damage is accidental and ACES Insurance has been purchased, the laptop will be repaired in a timely manner and returned to the student.</p> <p>If the damage is accidental but Insurance was not purchased, the student will be placed on an alternate computing device until a payment schedule is determined. Once payments begin, the student will be assigned a new primary device, but remain a day user until the balance is paid in full.</p> <p>If the damage is deliberate, the student will be placed on an alternate computing device for the remainder of the school year, and payment must be completed in-full before the student is assigned a new primary computing device in future school years.</p>	
<b>Other Technology Offenses</b>	
First Offense:	Complete Digital Driver's License assignment given by teacher or administration
Second Offense:	<del>handwritten</del> reflection on offense and their commitment to properly follow rules for the future; MacBook revocation (ranging from 1-day to 5-weeks), replaced with alternate device for access to instruction.
Third Offense:	Long-term MacBook revocation (6-weeks or more, to be determined by administration), to be replaced with alternate computer device for access to instruction.

Loss of ACES Program Privileges can occur when a student has any of the following

Tardies exceeding five unexcused per semester	Absences exceeding five unexcused per year	Discipline referrals exceeding three per semester
Any violation of the AUP	Any violation of the ACES User Agreement	Outstanding Fees

## **LASER POINTERS**

No student shall possess a laser pointer device while on school property or while attending a school sponsored or school related activity.

References: KRS 158.165

## **PERSONAL TELECOMMUNICATIONS DEVICES**

Personal telecommunication device, as defined by law, means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device, a cellular telephone.

This policy shall also apply to such items as personal digital assistant, iPOD, MP3 players, cameras and photographic devices.

While on school property during the instructional day students shall be permitted to possess **UNPOWERED** personal telecommunications devices as defined by law.

Devices may only be used before and after the instructional school day and during the middle and high school student's lunch. Permission may be granted, within the classroom, by the teacher for a specific instructional purpose. Devices must not be seen or turned on at any other time. For purposes of this policy, the instructional day shall be defined as ten (10) minutes prior to the beginning of instruction and lasting until the designated time of school dismissal.

Students in violation of this policy shall be subject to disciplinary action. Additionally, the personal telecommunication device shall be confiscated and returned to the student's parent/guardian, or to a student who is eighteen (18) years of age.

Students are responsible for the devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought on to school property.

Students shall not use personal telecommunication or similar electronic devices in a manner that would violate the District's Code of Acceptable Behavior and Discipline.

## **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Consideration of appropriate educational services must be made as to both IDEA and 504 eligible students who are expelled.)

In cases involving sanctions other than suspension or expulsion, students with disabilities are generally subject to discipline as any other student unless the individualized program devised for the child provides otherwise. In cases of serious disciplinary action involving students with disabilities, suspension and expulsion may be disciplinary options insofar as consistent with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400, et seq. or Section 504 of the Rehabilitation Act of 1973, and corresponding state law and regulations. See

particularly KRS 158.150 and 20 U.S.C. section 1415. In addition, children identified with disabilities may be subject to placement in interim alternative educational settings in the case of disciplinary infractions involving weapons or drugs or having inflicted serious bodily injury upon another person while at school or school function insofar as consistent with the foregoing statutory provisions and corresponding regulations.

References:           KRS. 158.150  
                          \*KRS.158.155  
                          KRS.161.180  
                          OAG.78-673  
                          Goals 2000  
                          \*\*P.L. 101-476; 707 KAR1:280-707 KAR1:380  
                          Public Law 103-227 Part C  
                          Honig vs.Doe, 181 S. Ct. 592 (1988)  
                          Eminence Independent Schools Special Education Policies & Procedures  
                          Eminence Independent Schools Section 504 Manual  
                          20 U.S.C. section 1415

Related Policies:    09.43  
                          09.431  
                          09.435

#### **EXTENDED DETENTION**

This program is intended to provide constructive and meaningful disciplinary action. The hours of Extended Detention will be determined at each site. Students may be required to spend one half-day, all day, or more depending upon the offense.

Extended Detention may be utilized as a disciplinary action by the principal. Subsequent offenses may result in suspension. Extended Detention for attendance-related offenses may continue to be utilized by the administration for repeated offenses.

Students entering Extended Detention are required to bring appropriate school assignments and materials in order to be admitted. Otherwise, assignments will be given by the staff in charge of Extended Detention.

Breaks are at the discretion of the teacher and are scheduled solely by the teacher. Students are not permitted to talk without direct permission from the teacher. Snacks and drinks are not permitted in the classroom.

Failure to work diligently on assigned homework may result in expulsion from the Extended Detention and may be treated as failure to serve.

Parent(s) or guardian(s) must notify the principal in case the student is unable to attend detention due to illness, death in the family, or any emergency. This notification must be given within two school days after the student's return to school following the Extended Detention. Otherwise, failure to serve without proper notification may be viewed as refusal to serve. Working is not an acceptable excuse for missing Extended Detention. Adequate time may be allowed for a student to arrange a substitute on their job if requested by the parent. Refusal to serve Extended Detention as assigned will be viewed as insubordination and may result in suspension from school for a maximum of ten days.

In addition, refusal to serve the Extended Detention may result in suspension until the Extended Detention is served.

## **RESTRAINT & SECLUSION**

### *All School Personnel*

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

### *Core Trained Personnel*

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in [KRS 503.050](#) (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in [KRS 503.070](#) (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in [KRS 503.110](#) (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

## **SECLUSION**

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

References: KRS 503:050; KRS 503.070; KRS 503.110; 09.2212

## **CORPORAL PUNISHMENT**

Corporal punishment is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior. No person employed or engaged by any elementary or secondary school in this school district shall intentionally inflict, or cause to be inflicted, corporal punishment or bodily pain upon a

pupil. Any such person may, within the scope of their employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the pupil, or others from physical injury, to obtain possession of a weapon or other dangerous objects within control of the pupil, or to protect property from serious harm.

## SUSPENSION

The Kentucky State Law requires teachers and administrators to hold students strictly accountable for their conduct during the entire school day. Section 161.180 of Kentucky Statutes reads as follows:

"Each teacher and administrator in the public schools shall in accordance with the rules, regulations and bylaws of the board of education 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."

**KRS 158.150 states:**

- (1) "All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:
- (a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school;"

Suspension is exclusion of a student for a specified period of time, not to exceed ten (10) school days by the principal or assistant principal. In the case of a pending expulsion hearing, the Superintendent may suspend the student until that hearing is held. The Superintendent, principals, and assistant principals are empowered to suspend students. Principals and assistant principals shall report any such action in writing to the Superintendent and/or Designee and to the parent or guardian. If possible, the parent or guardian should be contacted immediately. If the Superintendent and/or their designee or principal believes that immediate removal is necessary to protect persons, property, or to avoid disruptions of the academic process, the student may be removed immediately with the notice of charges to be given and the conference to be held with the student as soon as possible after the removal has been instituted. Otherwise, suspension shall be made according to the due process procedure described below:

1. Oral or written notice of the charges which constitutes the cause for suspension must be given to the student.
2. The evidence supporting the charges must be explained to the student if student denies the charges.
3. The student must be given the opportunity to respond to the charges.
4. Suspension cannot be appealed above the building level.

School work missed by a student during a suspension shall be made up.

Prior to readmission to school, a conference may be held between the official who meted out the suspension and the student and the parent(s) or guardian(s).

## EXPULSION

The Kentucky State Law requires teachers and administrators to hold students accountable for their conduct during the entire school day. KRS 161.180 of Kentucky Statutes reads as follows:

"Each teacher and administrator in the public schools shall in accordance with the rules, regulations, and bylaws of the board of education made and adopted pursuant to KRS 160.290 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."

**KRS 158.150 (1) states:**

"All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:

(a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school;"

**KRS 158.150 (2) states:**

(a) "Each local board of education shall adopt a policy requiring the expulsion from school for a period of not less than one (1) year for a student who is determined by the board to have brought a weapon to a school under its jurisdiction. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of "unlawful possession of a weapon on school property" stated in KRS 527.070.

The board may modify the expulsion requirement for students on a case-by-case basis. A board that has expelled a student from the student's regular school setting shall provide or ensure that the educational services are provided to the student in an appropriate alternative program or setting, unless the board has, on the record, made a determination 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 into a state-funded agency program. Other intervention services as indicated for each student may be provided by the board or by agreement with the appropriate state or community agency. A state agency that provides the service shall be responsible for the cost. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of 'unlawful possession of a weapon on school property' stated in KRS 527.070."

Expulsion shall mean that the pupil is excluded from school from the date of the violation or for a specified period not to exceed one school year. In the case of a student bringing a weapon as described in KRS 158.150 (2) to school, expulsion means exclusion from school for a maximum of one calendar year, subject to reduction by the Board on a case by case basis. An exception may be made for students participating in an authorized curricular or extra-curricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.

When charges are made against a student and expulsion is recommended, the Superintendent may conduct a preliminary conference with the student. At this conference, the pupil will be given the opportunity to admit or deny the alleged misconduct. Regardless of the plea, the

student is entitled to a procedural due process hearing before the Board. The full procedure shall include:

1. The Superintendent shall notify the student and the parents/guardians, with a written and/or oral statement setting forth charges which, if proven, would justify expulsion under the law. This statement shall be presented adequately in advance of the hearing to allow the student to prepare a reasonable defense and not less than five days. The parent shall respond to the notification within five days of receipt of the notification.
2. Administrators have the primary responsibility and particularized knowledge to investigate the incident(s) and to determine the reliability of the witnesses and the evidence. In certain cases when it is necessary to protect the safety and anonymity of witnesses, school administrators may present the findings of the investigation conducted to the Board.
3. During the hearing, the student and the parents/guardians shall be afforded the opportunity to present to the Board, by oral or written testimony, a defense to the charges. This defense may include the introduction of a reasonable number of witnesses on the student's own behalf.
4. Should the student and the parent/guardian desire, they may be accompanied and represented by legal counsel. If this is desired, they must notify the Superintendent of this intention so that the Board attorney may also be present.
5. The student is entitled to an expeditious handling of their case, careful reflection by the Board, and a prompt decision.

## **DUTIES AND RESPONSIBILITIES ASSOCIATED WITH EXPULSION**

### **STEPS FOR EXPULSION**

When a student's misconduct results in a recommendation for expulsion, the following steps should be followed:

#### **School Level:**

It is the duty and responsibility of the teacher to make a written report of misconduct to the principal. It is the duty and responsibility of the principal to:

1. Conduct an investigation of the incident(s).
2. Interview witnesses and record their statements.
3. Collect and record documentation.
4. Consult other resources and personnel that the administrator deems necessary.
5. Notify the student and parent(s)/guardian(s) of reason(s) if the student is suspended.
6. Submit a written report with appropriate recommendation(s) to the Superintendent/Designee.

#### **Central Office Level:**

It is the duty and responsibility of central office personnel to:

1. Consult with principal and appropriate personnel the reasons for expulsion.
2. Review evidence.
3. Review school law.
4. Make decision for dispensation of the case.
5. If expulsion is recommended, notify the student and parent(s)/guardian(s) of the charges and hold a pre-expulsion conference if requested by the parent/guardian.
6. Set a date for expulsion hearing.

#### **Board Office Level:**

It is the duty and responsibility of the Board of Education to:

1. Conduct an expulsion hearing.
2. Render a decision.
3. Determine whether educational services are to be provided. Services will be required unless the Board determines on the record as 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.

The Board's decision shall be final.

#### **Expelled/Convicted Students**

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside of Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be a form provided by the appropriate state agency and shall be sent to the receiving school within (5) working days of official notification that a student has requested enrollment in the new school.

A student who is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws from a public or private school in Kentucky or other state shall be subject to a review of the details of the suspension, expulsion or charges. The District will determine if the student will be admitted and may impose conditions for admittance.

References:

KRS 159.010; OAG 78-64  
KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602  
KRS 157.320; KRS 157.330  
702 KAR 7:125  
KRS 158.155, KRS 158.150  
704 KAR 7:090, OAG 91-171  
Public Law 104-208, P.L. 107-110 (No Child Left Behind Act of 2001)  
8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214  
42 U.S.C. 11421 to 11435 (Stewart B. McKinney Homeless Assistance Act)  
22 CFR, 62.25, 457 U.S. 202 (1982)(Plyer v. Doe)

Related Policies:

09.123  
09.124  
09.125  
09.211

### **TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed and shall reflect the final disposition of the expulsion proceedings.

## Notification of FERPA Rights

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

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

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

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

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

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

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

## Notification of FERPA Rights (continued)

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

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

- 5) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-4605*

“Directory Information” is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. “Directory Information” includes, but is not limited to the 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 members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of the child’s school within 30 calendar days after notification has been distributed. The written request must specifically state what information may not be classified as directory information.

Each parent and eligible student may obtain a copy of School Board Policy 09.14 concerning student records. School Board policies and procedures may be examined in the Principal’s office of each school.

## Notification of PPRA Rights

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

These include the right to:

- **Consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:**
  1. Political affiliations or beliefs of the student or student’s parents;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student’s parents;  
or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  
- **Receive notice and an opportunity to opt student out of:**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- **Inspect, upon request and before administration or use:**
  1. Protected information surveys of student;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

## Notification of PPRA Rights (continued)

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

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. Notification will provide an opportunity to opt a student out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-4605*

## Student Health and Safety

### **PRIORITY**

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

### **SAFETY PROCEDURES**

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

### **SUICIDE PREVENTION**

By September 15 of each school year, administrators shall provide suicide prevention awareness information to students in grades 6-12, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.<sup>2</sup>

### **REFERENCES:**

<sup>1</sup>[KRS 156.501](#); [KRS 156.502](#); [704 KAR 004:020](#)

<sup>2</sup>[KRS 156.095](#)

[KRS 156.160](#)

[702 KAR 005:030](#)

### **RELATED POLICY:**

09.2241

**EMINENCE SCHOOLS  
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

**PLEASE READ CAREFULLY AND SIGN**

**Please sign this form and return to your child's teacher.**

I have received, read, and understood to the best of my ability the **Eminence Code of Acceptable Behavior and Discipline**. I further understand:

1. Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, genetics or disability shall be subject to disciplinary action including, but not limited to, suspension and expulsion.
2. The standards of conduct that prohibit the possession, use, sell, distribution of alcohol and other controlled substance (Improving America's Schools Act of 1994, Title VI; Safe and Drug-Free Schools and Communities). Disciplinary sanctions are consistent with local, state and federal law up to and including expulsion; referral for prosecution will be imposed on students who violate these mandatory standards of conduct.
3. Unlawful possession of a weapon, firearm, and/or any deadly weapons, destructive device, or booby trap device in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine (KRS 527.070 (2)).

Homeroom Teacher's Name \_\_\_\_\_

Printed Student Name \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Printed Parent Name \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**EMINENCE SCHOOLS  
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

**EIS STAFF ACKNOWLEDGEMENT FORM**

**PLEASE READ CAREFULLY AND SIGN**

**EIS Staff: Please sign this form and return to the Board of Education.**

I have received, read, and understood to the best of my ability the **Eminence Code of Acceptable Behavior and Discipline**. I further understand:

1. Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, genetics or disability shall be subject to disciplinary action including, but not limited to, suspension and expulsion.
2. The standards of conduct that prohibit the possession, use, sell, distribution of alcohol and other controlled substance (Improving America's Schools Act of 1994, Title VI; Safe and Drug-Free Schools and Communities). Disciplinary sanctions are consistent with local, state and federal law up to and including expulsion; referral for prosecution will be imposed on students who violate these mandatory standards of conduct.
3. Unlawful possession of a weapon, firearm, and/or any deadly weapons, destructive device, or booby trap device in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine (KRS 527.070 (2)).

Staff Printed Name \_\_\_\_\_

Staff Signature \_\_\_\_\_

## Eminence Independent Schools 2019-2020 Calendar

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	O	31			

AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						18

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						19

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						13

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						19

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	M	18	19	20	21	22
23	24	25	26	27	28	29
						19

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	M	M	M	M	M	28
29	30	31				
						15

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						19

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	M	23
24	25	M	M	M	M	30
31						15

JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

170	School Days
4	Holidays
6	Staff PD
5	Staff Flexible PD
2	Open Day for Staff/Closing Day for Staff
M	Make-Up Days
187	TOTAL

1	Aug. 7-Oct. 4	41
2	Oct. 21-Dec. 20	42
3	Jan. 6-March 6	43
4	March 9-May 22	44
	Total	170

First Day of School for Students - August 7, 2019

Last Scheduled Day of School for Students - May 21, 2020

*(Last Day Could Change if Make Up Days are needed for Snow Days.)*

Board Approved on 5/21/19