# Franklin County Schools
# Code of Acceptable Behavior
# And Discipline
# 2026-2027

FRANKLIN COUNTY SCHOOLS

Franklin County Schools
652 Chamberlin Ave
Frankfort, Kentucky 40601
502-695-6700

Approved by the Franklin County Board of Education
April 13th, 2026

Every Student Succeeds

**FRANKLIN COUNTY SCHOOLS**
**CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

The Franklin County Board of Education has adopted strict policies as well as this Code in regard to student conduct, including violent behavior, weapons, and drug and alcohol abuse among other things. In order to assure that every student and parent understands the serious consequences of misconduct by a student, we are providing hard copies, as requested, of this Code in regard to expected student standards conduct and the consequences for violations of those standards. Electronic copies/viewing is available on the Franklin County School's Webpage.

1. Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

2. The standards of conduct that prohibit the possession, use, sale, distribution of alcohol, tobacco/vapes, alternative nicotine products, controlled substances, look-alikes, and "synthetic compounds/substances" will be strictly enforced. Disciplinary sanctions are consistent with local, state and federal law up to and including expulsion; referral for prosecution may 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)).

We the undersigned, parent(s)/guardian(s)/custodian(s) and student have reviewed the foregoing Student Code of Acceptable Behavior and Discipline Code, and the other rules and policies contained in a student handbook adopted by a school-based decision making (SBDM) council. We understand that we are responsible for reading this handbook and familiarizing ourselves with its contents. We further understand that we have the opportunity to ask questions of school personnel and have the provisions of the Code and any handbook explained more fully.

_____ _____
Parent/Guardian/Custodian Signature /Date Parent/Guardian/Custodian Signature /Date

_____ _____
Student's Signature / Date Homeroom Teacher's Name

***Note: If the student lives with both parents, both parents are expected to sign the above statement. If the student lives with only one parent, only one is expected to sign this form. The student is also expected to sign the statement, if able to write his/her name, after the parent has explained it or after the student has read it.***

PLEASE RETURN THIS ACKNOWLEDGMENT TO THE HOMEROOM TEACHER NOT LATER THAN THE TENTH DAY OF SCHOOL.

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**SCHOOL/PROGRAM CONTACT INFORMATION**

| School | Level | Start/End Times | Address | Phone Number |
|---|---|---|---|---|
| Bondurant Middle | 6-8 | 8:30-3:25 | 300 Bondurant Dr.<br>Frankfort, KY 40601 | 502-875-8440 |
| Bridgeport Elementary | PreK-5 | 7:45-2:40 | 10 Doctors Dr<br>Frankfort, KY 40601 | (502) 875-8430 |
| Collins Lane Elementary | PreK-5 | 7:45-2:40 | 1 Cougar Ln<br>Frankfort, KY 40601 | (502) 875-8410 |
| Early Learning Village | PreK - K | 7:40-2:30 | 200 Laralan Ave<br>Frankfort, KY 40601 | (502) 352-2585 |
| Elkhorn Elementary | 1-5 | 7:45-2:40 | 928 East Main Street<br>Frankfort, KY 40601 | (502) 695-6730 |
| Elkhorn Middle | 6-8 | 8:30-3:25 | 1060 East Main Street<br>Frankfort, KY 40601 | (502) 695-6740 |
| Career & Tech Center | 9-12 | 8:35-3:30 | 1106 E Main St<br>Frankfort, KY 40601 | (502) 695-6790 |
| Franklin Co. High | 9-12 | 8:35-3:30 | 1100 East Main Street<br>Frankfort, Kentucky 40601 | (502) 695-6750 |
| Future Forward | 6-12 | 8:30-3:00 | 3475 Spurr Road<br>Lexington, KY 40511 | (859) 246-2806 |
| Hearn Elementary | 1-5 | 7:45-2:40 | 300 Copperleaf Blvd.<br>Frankfort, KY 40601 | (502) 695-6760 |
| Peaks Mill Elementary | 1-5 | 7:45-2:40 | 100 Peaks Mill Rd<br>Frankfort, KY 40601 | (502) 875-8450 |
| The Academy | 6-12 | 8:30-3:25 | 400 Democrat Dr<br>Frankfort, KY 40601 | (502) 695-6720 |
| Western Hills High | 9-12 | 8:35-3:30 | 100 Doctors Drive<br>Frankfort, KY 40601 | (502) 875-8400 |
| Westridge Elementary | PreK-5 | 7:45-2:40 | 200 Oak Ridge Dr<br>Frankfort, KY 40601 | (502) 875-8420 |
| William Cofield High | 9-12 | 8:30-3:25 | 1106 East Main Street<br>Frankfort, KY 40601 | (502) 695-6790 |

# FRANKLİN COUNTY SCHOOL 2026 -2027 DİSTRİCT CALENDAR

FRANKLIN COUNTY SCHOOLS

## 2026

### JULY

| S | M | T | W | TH | 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 | |

### AUGUST

| S | M | T | W | TH | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

### SEPTEMBER

| S | M | T | W | TH | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

### OCTOBER

| S | M | T | W | TH | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### NOVEMBER

| S | M | T | W | TH | F | S |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

### DECEMBER

| S | M | T | W | TH | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

## 2027

### JANUARY

| S | M | T | W | TH | F | S |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

### FEBRUARY

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

### MARCH

| S | M | T | W | TH | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

### APRİL

| S | M | T | W | TH | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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### MAY

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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

### JUNE

| S | M | T | W | TH | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

### No School

Aug. 12: Student's First Day
Sept. 7: Labor Day
Oct. 5-9: Fall Break
Nov. 2: PD Day
Nov. 3Election Day
Nov. 23-27: Thanksgiving Break
Dec. 21-31: Winter Break
Jan. 1: New Years Day
Jan. 4: Staff Day
Jan. 18: MLK Day
Feb. 15: President's Day
Feb. 16 Staff Day
Mar. 22: PD Day
Apr. 5-9: Spring Break
May 18: Election Day
May 26: Student's Last Day

### Snow Make-Up Days

Feb. 15
Feb. 16
Mar.22

No School Days

First and Last Day of School

FRANKLIN COUNTY SCHOOLS

MARK KOPP, SUPERINTENDENT

Dear Parent or Guardian:

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—

(i) the subject matter assessed;
(ii) the purpose for which the assessment is designed and used;
(iii) the source of the requirement for the assessment; and
(iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

Information about these requirements can be found on the Kentucky Department of Education's Assessments webpage (https://education.ky.gov/AA/Assessments/Pages/default.aspx). For further questions or to obtain a hard copy of this material, please direct your inquiry to Kimberly Young, our District Assessment Coordinator, @ Kimberly.Young@franklin.kyschools.us .

Sincerely,
Dr. Tammy McDonald
Deputy Superintendent

652 CHAMBERLIN AVENUE
FRANKFORT, KY 40601
P: (502)695-6700
F: (502)352-2255
MARK.KOPP@FRANKLIN.KYSCHOOLS.US

**#EVERY1 - A Multi-Tiered Support System (MTSS) to ensure all students succeed**

We believe Systematic Problem Solving (SPS) is the foundation of MTSS. SPS allows educators to assess the effectiveness of instruction and make adjustments for continual improvement in student academic and social/behavioral performance. Using a systematic approach for solving problems ensures all individuals involved clearly understand the problem as well as the action plan. Additionally, using this approach allows the team to attribute positive results to implemented solutions.

SPS occurs across all levels and stakeholders based upon data from the district, school, grade, classroom, and individual student. An MTSS team exists at the district and school levels to ensure SPS occurs with fidelity. The MTSS team may include additional teams for systematic problem solving based upon need. Each school has a Student Success Team (SST) which problem solves academic and behavioral needs of students who may require tier 2/ 3 support. Systematic problem solving begins with data. You will be notified if your student may need more intensive instruction after a common universal screener is administered to all students within a school, typically, three times a year.

**Tier 1** for behavior provides a positive environment where instruction can occur with minimal disruption and all students are engaged in learning. Tier 1 behavioral instruction includes differentiation to address the unique social-emotional and behavioral needs of students by promoting a safe environment which is conducive to meeting grade level standards.

**Tier 2** interventions are designed to address student behaviors which did not respond to universal behavioral instruction for all students. The MTSS Team/SST will systematically problem solve by reviewing and analyzing data to define the problem and develop instructional interventions for individual student behavioral needs with adaptations to the student's classroom environment.

**Tier 3** behavior interventions consist of highly concentrated behavioral ***instruction*** where intensity and student need is directly aligned. Tier 3 behavior interventions may be characterized by:

1. Precisely targeted behavioral instruction matched to skill deficit (replacement behavior)
2. More *instructional* time addressing behavioral reasoning
3. Smaller groups (or individuals)
4. Opportunities to practice behavioral scenarios
5. Numerous opportunities for behavior correction, feedback, and adaptation in a safe environment
6. Reinforcement plan

## 2.0 EXPECTATIONS FOR STUDENT BEHAVIOR

### 2.1 DISTRICT LEVEL

The district has both the authority and the responsibility to maintain behavioral expectations that assist students in their selection of actions and behaviors that not only contribute to safe, positive, and orderly learning environments, but support high levels of student achievement as well [KRS 158.148, 158.440, 158.442, 158.645, 160.290 and 160.295; 161.180; and FCS Policies 05.4 and 09.438]. Behavioral expectations for students shall apply at the district level, the school level, and the setting level.

District level behavioral expectations shall always apply on school grounds. For the purposes of the Code, the term "on school grounds" means any of the following:

- While students are going to or from school or school-sponsored activities.
- While students are at school.
- While students are attending school-sponsored activities (e.g., field trips or sporting events).

District level behavioral expectations may apply off school grounds as well when a student's actions or behaviors can be demonstrated to reasonably impact any of the following:

- The safety of the student.
- The safety of others (e.g., other students or school personnel).
- The orderly operation of the district.

For the purposes of the Code, the term "off school grounds" means any location other than those listed for "on school grounds" above.

## GENERAL EXPECTATIONS

As a student, you are responsible for acting in the following manner:

| SAFE |
|---|
| • Behave safely at all times |
| • Keep school doors closed and following proper check-in procedures |
| • Inform school personnel immediately if you become aware of threats, weapons/dangerous instruments on school property or other safety concerns or violations of the Code |
| **RESPONSIBLE** |
| • Know and follow all school and bus transportation rules and procedures |
| • Attend school and classes regularly and on time |
| • Do your best to participate and meet the requirements of each class |
| • Earn credits or grades fairly without cheating or plagiarism |
| • Protect your belongings (Lost or stolen items are the responsibility of the student or parent/guardian and are not covered by the school district's insurance) |
| **RESPECTFUL** |
| • Respect personal and school property |
| • Honor reasonable requests made by school district employees and student teachers |
| • Behave in a way that does not create disruption, disorder, or infringe on the rights of others |
| • Speak and behave respectfully toward students and adults at all times |

### 2.2 SCHOOL AND OTHER SETTING LEVELS

Additional behavioral expectations apply for students at each school, classroom or other participatory setting. These will either be provided to students and parents/guardians by school personnel at the beginning of the school year or when a student is enrolled. In some cases, expectations may be posted as required by board policy.

As a student, you are expected to:

| AT THE BUS STOP |
|---|
| • Arrive at the assigned bus stop 5 (five) minutes before bus time. The driver is not permitted to wait for students |
| • Keep all articles off the roadway and remain clear of traffic |
| • Use only the stop nearest your residence to get on the bus, unless prior written permission |

## ON THE BUS

- Follow the directions of the bus driver or monitor at all times
- Sit in the seat assigned by the bus driver, if he or she assigns seats
- Share seats as directed by the driver
- Keep portions of your body and all other items out of the aisle and inside the bus
- Avoid creating any unsafe condition which could result in injury to you or others
- Keep food or drink enclosed inside bags, backpacks, or containers (eating or drinking on the bus is a safety risk)
- Speak and behave respectfully toward students and adults at all times
- Avoid bringing the following prohibited items on the bus:
    - Band instruments too large to hold in your lap
    - Athletic equipment bags too large to hold in your lap
    - Animals or any items that might frighten other riders or distract the driver
    - Tobacco, electronic cigarettes, or vapor products.
    - Weapons, explosives, or any dangerous instruments.
    - Drugs, drug paraphernalia, or alcohol
    - No glass items
    - No balloons

## GETTING OFF THE BUS

- Leave the bus only at your designated bus stop, unless prior written permission is obtained from your principal and provided to the bus driver
- If crossing the street is necessary, go to a point approximately 10 (ten) feet ahead of the bus and wait for the driver to signal you before crossing the road
- Do not walk behind a stopped school bus

## BUS EVACUATIONS

**NOTE:** Evacuation drills will be conducted 4 (four) times each year. Each drill will consist of an orderly use of the available exits on the bus and is designed to familiarize students with the proper safety procedures to be followed in case of emergency

- Avoid using the rear emergency exit except upon direction of the driver or other competent authority
- Avoid using a window to exit the bus
- Participate in evacuation drills as directed by the bus driver or other school personnel

## DRIVING

- Cars and other motorized vehicles should come to a full stop any time a bus stop arm is extended

## 3.0 BEHAVIOR MANAGEMENT OVERVIEW

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state. (09.4)

### 3.1 PARENT RIGHTS AND RESPONSIBILITIES

**Parents have the right to:**

1. Send their child to school with a positive educational climate.
2. Expect their school to maintain high academic standards.
3. Examine their child's personal school records
4. Expect all disruptive behavior is dealt with fairly, firmly, and timely.
5. Address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievance.

**Parents have the responsibility to:**

1. Support in their child the need for an education and to instill a sense of responsibility.
2. Become familiar with educational policies, programs, and disciplinary procedures.
3. See that their child is regular in attendance.
4. Report any unsafe conditions to school authorities.
5. Exhibit concern for the progress and grades of their child.
6. Inform school officials of concerns pertaining to disciplinary procedures.
7. Support their child with proper and appropriate attire and hygiene.

### 3.2 STAFF RIGHTS AND RESPONSIBILITIES (KRS 160.290)

**Administrators have the right to:**

1. Define school level behavior expectations to achieve a safe, respectful, and responsible learning environment.
2. To search students or their property whenever there is reason to believe that they have something that violates school rules or endangers others.

**Administrators have the responsibility to:**

1. Notify the School Resource Officer (SRO) as necessary to protect the safety, health and welfare of students and staff.
2. Comply with the Individuals with Disabilities Education Act (IDEA), Section 504 and applicable Kentucky procedural safeguards for discipline of students with disabilities.
3. Make reasonable efforts to meet with parents/guardians and consider their input.
4. Document the actions taken to address student misconduct.
5. Use data to monitor and evaluate progress and effectiveness of behavior management strategies.

**All Staff have the right to:**

1. Enforce school level behavior expectations to achieve a safe, respectful, and responsible learning environment.
2. Develop procedures to discourage inappropriate or unacceptable behaviors.
3. Communicate with school personnel, parents/guardians, students and community agencies (where applicable) about:
    a. school level behavioral expectations;
    b. procedures and programs that teach, reinforce, model and review expectations for appropriate student behavior;
    c. evidence-based interventions that foster expected student conduct through targeted behavioral skill development.

**All Staff have the responsibility to:**

1. Take action to correct, redirect or resolve inappropriate or unacceptable behaviors.
2. Follow all school policies and procedures.
3. Maintain a positive, professional attitude toward all students.
4. Document the actions taken to address student misconduct.
5. Use data to monitor and evaluate progress and effectiveness of behavior management strategies.
6. Notify school administration as necessary to protect the safety, health and welfare of students and staff.

## 3.3 STUDENT RIGHTS AND RESPONSIBILITIES

**Students have the right to:**

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.
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 consequence, avoid unreasonable appeals, and refrain from making false accusations.

## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS

*This document is designed to outline the common violations in our environment. It's essential to recognize that every situation may not be explicitly covered within these pages.

### 4.1 ATTENDANCE (COMPULSORY ATTENDANCE 09.122, 704 KAR 005:060; KRS 159.010 and KRS 159.020)

All children in the District who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

**How Parents Encourage, Promote & Ensure Regular Attendance**

- *Make attendance and academics a priority*. Let children know that school attendance and homework come before time with friends, extracurricular activities or phones, tablets, gaming systems, television, or computers.
- *Make medical and other appointments during non-school hours whenever possible.* Schedule family vacations during school holidays or the summer break so that students are not missing important lessons and struggling to make up for lost time.
- *Stay home only when really sick.* Most children will have occasional sick days. Children need to know that, unless they are truly sick, you expect them to go to school every day and do their best while there.
- *Communicate with school staff.* If possible, let the school know in advance if your child is going to be absent or if you have concerns about your child's attendance or school performance.
- *Get organized.* Create a space in your home for children to store backpacks and other supplies. Develop a routine where children have their homework done, classroom materials together and their bags packed the night before school.
- *Set reasonable bedtimes.* On average, school aged children need about nine hours of sleep to be healthy and alert. Reinforce reasonable bedtimes for children of all ages and, when they become teenagers, encourage them to get up and get ready on their own.
- *Communication to children high school age.* Good school attendance shows potential employers that they are reliable and dependable.

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

Exemptions from Compulsory Attendance

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school;

2. A pupil who is enrolled in a private or parochial school;

3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school;

4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study;

5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children;

6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children;

7. A student enrolled in a District-operated alternative education program who attains a High School Equivalency Diploma.

**4.01 PHYSICIAN'S STATEMENT REQUIRED (09.21)**

The Board, before granting an exemption for item four (4) above, shall require a signed statement as required by law.

**4.02 HOME HOSPITAL INSTRUCTION (08.1312)**

When a student must miss six (6) days of school or more due to a medical condition as outlined in item four (4) above, suitable home/hospital/institutional instruction shall be provided for students. Home Hospital is considered a short-term placement for items outlined in item four (4) above.

**4.03 LEGISLATIVE PAGE (09.123)**

The Board does not endorse absence from school in order to serve as a legislative page. If pupils do serve, they shall meet the following requirements:

1. Attend as much school each day as is possible by being present until one (1) hour before and within one (1) hour after the Legislature meets.

2. Keep up with regular school work and make passing grades on all course work. (No make-up work will be allowed which requires extra time for the teacher).

3. Secure the approval of each of their teachers prior to the absence.

4. Be present for all six-week or semester tests.

**4.04 CO-CURRICULAR ACTIVITIES (09.3)**

When co-curricular activities necessitate students missing school, the group's sponsor shall submit to the Principal justification for such absences. Prior approval of the Principal shall be required for such activities.

**4.05 OFF-SITE VIRTUAL CLASSES**

Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulations.

**4.06 ATTENDANCE RECOGNITION (09.123)**

Attendance for all students will be calculated on the basis of tardies, half-day absences, or whole-day absences. Attendance recognition may be given to students whose attendance is aligned with the district attendance goal of 95% (9 or less absences).

## 4.07 EXCUSED ABSENCES - NOTES REQUIRED (09.123)

When students return to school following an absence, they shall bring a written or electronic note signed by their parent or doctor/medical excuse, which specifies the reason for the absence within five (5) school days. Failure to bring a note within five (5) days will result in unexcused absence(s).

*Parent/legal guardian notes* **(09.123)** for five (5) absences for elementary school, middle school, and high school students will be accepted as excused absences during the school year. 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 (including mental and behavioral health)
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. One half (.5) day for permit test or driver's exam.
9. 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.
10. Ten (10) days for students attending basic training by a branch of the United States Armed Forces.
11. Other valid reasons as determined by the Principal, including trips qualifying as educational opportunities (refer to Board Policy 09.123 AP.2).

*Doctor Notes* for ten (10) absences for elementary school, middle school, and high school students will be accepted as excused absences during the school year.

## 4.08 EXCUSED ABSENCES AND MAKE UP WORK

Students shall be required to make up work missed during all absences. Students shall be responsible for contacting teachers concerning make-up work after returning to school. Student's make-up work must be completed within the number of days missed, plus 1. Example, if a student misses two days, they have three days to complete their make-up work.

## 4.09 MEDICAL EXCUSE FORM

After Ten (10) medical notes from a physician, Registered Nurse Practitioner, Physician's Assistant, Dentist or mental health professional may be used for medical absences. An original note from the professional must be provided upon the student's return, even if the parent noted the appointment on the sign in/out log at the time of check in/out. Faxed or e-notes are acceptable only if they originate from the medical professional's office.

Parents/legal guardians may be asked to submit a Medical Excuse Form (APPENDIX D) for medical excuses after using 10 medical notes. The Medical Excuse Form is located in the back of this handbook or may be obtained from the attendance office at each school. Parents of children with

significant health issues which will result in more than ten (10) medical notes need to consult with the principal, counselor, or social worker.

**4.10 MILITARY DUTY (09.126)**

a. One (1) day prior to departure of parent/guardian called to active military duty. Note required prior to absence.
b. One (1) day upon return of parent/guardian called from active military duty. Note required prior to absence.
c. 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. Note required prior to absence.
d. Documented Military Leave
e. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces

**4.11 EDUCATIONAL ENHANCEMENT OPPORTUNITY (EEO) (09.123P.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. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Applications for an educational enhancement opportunity may be obtained from the attendance clerk at each school. To request an absence to attend or participate in an educational activity, please complete an application form and return it to your school principal at least five (5) days prior to the absence.

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

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation (see 4.08 make-up work). The Principal has the right to request additional documentation.

**4.12 UNEXCUSED ABSENCES**

All other absences, including suspensions per 702 KAR 007:125, shall be considered unexcused, and no make-up work shall be allowed without approval of the principal. Students who are legally truant (three (3) unexcused absences and/or tardies) will not be allowed to obtain or maintain parking privileges on school property. Students will also lose their parking privileges if they provide transportation for a student who "skips" school or if they skip school themselves.

Truancy will also be considered when determining a student's eligibility for participation in school activities including, but not limited to, athletics, dances, prom, award ceremonies, graduation ceremony, etc.

Students who are eighteen (18) or older shall be subject to the same criteria for excused absences as all other students. Supporting documentation for any absence (i.e. verification of medical or

dental appointments) will be required by the school staff. Failure to provide us documentation will result in the absence being coded as unexcused.

Check-outs for lunch are not permitted under any circumstances.

### 4.13 TRUANCY (09.123)

Kentucky's compulsory attendance law states that any student enrolled in public school who has attained the age of six (6), but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. A student who has been reported as a truant two (2) or more times (a total of six days) is a habitual truant.

The following procedure has been developed by staff of the Franklin County Board of Education. For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year. A failure to promptly enroll in a new school district following the withdrawal from a previous district may place parents in violation of the compulsory attendance laws, and may result in a referral for educational neglect.

1. School staff will automatically send letters to parents upon the 3rd and 6th incidence of unexcused absence or tardy, notifying them of the truancy. The purpose of the 3rd incident letter is to make the parent(s) aware of their child's truancy and provide an opportunity for the parent to intervene.
2. The purpose of the 6th incidence letter is to provide the parent with a final notice regarding their child's habitual truancy and advise them that the student will be referred to the Director of Pupil Personnel/Assistant to the DPP for further action if the student continues to accumulate unexcused absences or tardies. Upon receipt of any letter, parents should contact the principal, counselor or social worker with any questions regarding their child's attendance and truancy.
3. Once a student has accumulated six (6) unexcused absences and/or tardies and is habitually truant under KRS 159.150, the school counselor or social worker will make contact with the parent. School staff will make referrals to the Cabinet for Families and Children, as well as local police, if parental human trafficking, neglect or abuse is indicated. If the student continues to accumulate unexcused absences and/or tardies, the staff person who conducted the assessment will refer the student and family to the Director of Pupil Personnel / Assistant to the DPP for further intervention if the student continues to accumulate unexcused absences and tardy events.
4. Once a student is referred for truancy, information about the issues surrounding the truancy will be made available to appropriate school personnel on a need-to-know basis. The Director of Pupil Personnel / Assistant to the DPP may intervene by any or all of the following means:

- Visiting the homes of truant students and their families, and/or
- Students may be charged with Habitual Truancy
- Students between the ages of eighteen (18) to twenty-one (21) may be referred to the County Attorney for processing as an adult offender
- Parents/Guardians of any truant student may be criminally charged with unlawful transaction with a minor in Franklin District Court
- Parents/Guardians of any truant student may be civilly charged with educational neglect in Franklin Family Court

- Parents/Guardians may be reported to the Cabinet for Health and Family Services and/or the Franklin County Police Department/Sheriff's Office if human trafficking, neglect or abuse is indicated.

5. The Director of Pupil Personnel/Assistant to the DPP will be responsible for following student attendance and reporting violations to Franklin County Police/Sheriff, Cabinet for Health and Family Services,the Franklin County Attorney and/or Franklin District Court throughout the school year.

## 4.1 BULLYING (09.422)

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchanges of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the educational process.

## 4.14 Cyber bullying:

Cyber bullying involves the use of telecommunication devices ( e-mail, cell phone, text messages, instant/direct messaging, personal Websites, blogs, online games, social media, streaming platforms, and online personal polling websites, etc.) 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 which can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying.

This can include the use of any device to record audio, video or still images of another person (school fights, students sleeping, eating, etc.) **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.

## 4.15 Hazing (09.422)

Per KRS 508.180, "hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to:

(a) Violate federal or state criminal law;

(b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;

(c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;

(d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;

(e) Endure brutality of a sexual nature; or

(f) Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

**4.16 Menacing:**

Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable fear 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.

**4.17 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 word/phrase, gesture, display toward another person;
4. addressing abusive language toward another person;
5. following a person in or about a public place 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;
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.

**4.18 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, mail or any other form of written communication in a manner which causes annoyance and alarm and serves no purpose of legitimate communication;

2. making a telephone call, whether or not conversation takes place, with no purpose of legitimate communication;

3. communicating with or about another school student, anonymously or otherwise, by telephone, the Internet, 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.

**4.19 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.

## 4.2 DISPENSING MEDICATION (09.2241)

No medication (over-the-counter or prescription) shall be provided by the school for the purpose of administering to pupils. Students shall not share any prescription or over-the-counter medication.

The school may administer prescription, or over-the-counter medication, which is brought from home in the original container as long as an "Authorization to Administer Medication" form is completed by the parent and a physician.

**4.21 Self-Administration**

A student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

The parent/guardian and/or physician shall provide a written statement/authorization each year as required by law, in order for a student under treatment for asthma, diabetes, or at risk of having anaphylaxis to be permitted to self-administer medication.

## 4.3 DRUG/CONTROLLED SUBSTANCES (09.423)

It is a behavioral violation for students to be under the influence or to use, possess, sell, transmit, distribute or transfer controlled substances, look-alikes, drug paraphernalia, or alcohol on the school premises or during a school related event. Prescription drugs and over the counter medications are not to be sold, transmitted, distributed or transferred by students. Prescription drugs are to be used and possessed only by the person named on the prescription.

It is a behavioral violation for students to inhale substances for the purpose of obtaining a mood altering effect.

**4.31 Substances Prohibited (09.423AP1)** No pupil shall possess, use, sell, or distribute 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 drug substances and drug paraphernalia;
3. Substances that "look like" a controlled substance. In instances involving look-a-like substances, there must be evidence of the student's intent to pass off the non-controlled or non-prescribed item as a controlled substance;
4. Non-controlled substances that cause a rush or high from inhaling,

including but not limited to paint, glue, white out, or stimulants in pill or powder form such as caffeine pills or powders, "synthetic compounds/substances"

5. Prescription drugs for the purpose of sale or distribution.

**4.32 Tobacco/Vaping (09.4232)**

Tobacco/Vaping use 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 nicotine products. This provision applies to all nicotine or alternative nicotine products.

**4.33 Look Alikes (09.423 AP.1)**

A student in possession of, attempting to sell or transmit a substance represented as or looking like an illegal or controlled substance may be treated as if it is such a substance, even if it is later found to be a look-alike. The student may be suspended and referred for a student pre-hearing expulsion with the Director of Pupil Personnel. The pre-hearing expulsion may result in a recommendation to the superintendent and expulsion proceeding with the Board. Due process procedures for suspension and expulsion shall apply.

**4.34 Prescription Drugs (09.423 AP.1)**

Use of a drug authorized by and administered in accordance with a prescription from a physician, dentist or other health professional shall not be considered a violation of this policy. Prescription drugs are to be possessed only by the person named on the prescription and shall be used in accordance with the prescription for medicinal purposes.

1. If the Principal or Assistant Principal determines that prescription drugs were used in an unauthorized way or transmitted for use by another student this shall constitute a reason for disciplinary action of up to a three day suspension. Due process procedures for suspension shall apply.
2. If the Principal or Assistant Principal determines that prescription drugs were transmitted or used for the purpose of obtaining a mood-altering effect or transmitted or used in an amount that exceeds the labeled dosage, this shall constitute reason for disciplinary action under the procedures outlined in the first offenses section for use of Alcohol, Drugs, and Other Controlled Substances.
3. If the Principal or Assistant Principal determines that prescription drugs were sold to another student, both students involved in the transaction may be suspended and referred for a student pre-hearing expulsion with the Director of Pupil Personnel. The pre-hearing expulsion may result in an expulsion proceeding with the Board. Due process procedures for suspension and expulsion shall apply.

4. If state or federal law requires reporting of the substance involved in a violation, a juvenile petition may be filed with the Court Designated Worker or a complaint filed with the County Attorney.
5. If a student has a second behavioral violation involving prescription drugs, this shall constitute reason for disciplinary action under procedures outlined in the first offense section for use of Alcohol, Drugs, and Other Controlled Substances.

### 4.35 Over-the-Counter Medications (09.423 AP.1)

Over the counter medications are not to be sold or transmitted by students. If the Principal or designee determines that over the counter medications were sold, transmitted or used for the purpose of obtaining a mood-altering effect (i.e. mini-thins, diet pills, products containing ephedrine) or in an amount that exceeds the labeled dosage, this shall constitute reason for disciplinary action up to and including suspension, or expulsion. The student may be suspended and referred for a student pre-hearing expulsion with the Director of Pupil Personnel. The pre-hearing expulsion may result in a recommendation to the superintendent for expulsion proceeding with the Board. Due process procedures for suspension and expulsion shall apply. If state or federal law requires reporting of the substance involved in a violation, a juvenile petition may be filed with the Court Designated Worker or a complaint filed with the County Attorney. The Title IV Coordinator will be notified.

### 4.36 Inhalants (09.423 AP.1)

The inhaling of substances for the purpose of obtaining a mood altering effect is prohibited (e.g. butane, nitrous oxide, glues, whiteout, gasoline, etc.).

1. If the Principal or designee determines that a substance was inhaled for the purpose of obtaining a mood-altering effect, this shall constitute reason for disciplinary action up to and including suspension or expulsion. The student may be suspended and referred for a student pre-hearing expulsion with the Director of Pupil Personnel. The pre-hearing expulsion may result in an expulsion proceeding with the Board. Due process for suspension or expulsion shall apply. If state or federal law requires reporting possession of the substance involved as a criminal violation, a juvenile petition may be filed with the Court Designated Worker or a complaint filed with the County Attorney. The Title IV Coordinator will be notified.
2. If a student has a second behavioral violation involving inhalants, this shall constitute reason for disciplinary action under procedures outlined in the First Offense Section for Use of Alcohol, Drugs, and Other Prohibited Substances. The Title IV Coordinator will be notified. After completing the procedures outlined in the First Offense Section, if the student has another inhalant violation, the student may be suspended and referred for a student pre-hearing expulsion with the Director of Pupil Personnel. The pre-hearing expulsion may result in an expulsion proceeding with the Board. The pre-hearing expulsion may result in an expulsion proceeding before the Board. Due process procedures for suspension and expulsion shall apply.

## 4.4 HARASSMENT AND DISCRIMINATION (09.42811)

The Franklin County Board of Education intends that the program shall be in full compliance with the Title IX (sex discrimination), Title VI (race, color, and national origin discrimination) ,and with the provisions of

all Disability-related Education Acts. The Franklin County 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 the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions. Harassment/Discrimination may involve intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice are objectively offensive, and that negatively affect 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, 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 obvious 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.

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.

## 4.5 FIGHTING (PHYSICAL AGGRESSION)

### 4.51 Impulsive Aggression

Emotional or affective aggression, stems directly from emotions you experience in the moment, seems to come from nowhere.

### 4.52 Instrumental Aggression

Calculated and purposeful, no loss of control. Willful engagement in physical contact for the purpose of inflicting harm.

**4.53 Active Aggression**

Any student who threatens, physically assaults, batters or abuses another student. Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

## 4.6 TERRORISTIC THREATENING (KRS 508.078) (09.425 AP.22)

**KRS 508.078** (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally: (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur; (b) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

**KRS 532.060 Sentencing for Class D Felony Offenses**

(1) A sentence of imprisonment for a felony shall be an indeterminate sentence, the maximum of which shall be fixed within the limits provided by subsection (2), and subject to modification by the trial judge pursuant to KRS 532.070. (2) Unless otherwise provided by law, the authorized maximum terms of imprisonment for felonies are: (a) For a Class A felony, not less than twenty (20) years nor more than fifty (50) years, or life imprisonment; (b) For a Class B felony, not less than ten (10) years nor more than twenty (20) years; (c) For a Class C felony, not less than five (5) years nor more than ten (10) years; and (d) For a Class D felony, not less than one (1) year nor more than five (5) years.

Note: Other threatening words or conduct are also prohibited, even if it does not specifically meet the definition of the criminal act of "terroristic threatening."

## 4.7 TELECOMMUNICATION DEVICES (09.4261)

A telecommunication device means a device that is able to transmit telephonic, electronic, digital, cellular, or radio communications; or a part of a device that is able to transmit telephonic, electronic, digital, cellular, or radio communications, regardless of whether the part itself is able to transmit. This provision includes all cell phones, smart phones, tablets, or similar devices, even if cellular service or wi-fi access is not enabled. These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

**4.71 Responsible Use Policy (08.2323)**

Prior to being granted independent access privileges, the Responsible Use Policy Agreement Form must be completed for each user. Signature of a parent or guardian is required for direct network access for all students, who should read and review each section below with a parent or guardian. Students over eighteen (18) years of age are responsible for their access.

**Understandings:**

- The Franklin County Public Schools Educational Network (FCSNet) is provided to conduct research, communicate, and compose/organize electronic files for educational purposes.
- There is a state-mandated proxy internet filtering system that is designed and maintained by the District and the Kentucky Department of Education.
- All files, e-mail communications, Internet access, and network utilization are monitored by the District.
- All files and communications are property of the District.
- Monitoring and filtering software is currently in use on the District network.
- All utilization of the District network is public record.
- The District Chief Information Officer may read and review files, e-mail communications, Internet access records, and network utilization reports to maintain system integrity and to ensure that all users are using the system responsibly.
- Administrators will document and take appropriate disciplinary action on all inappropriate behaviors on FCPSNet and will report them to the District Chief Information Officer. Violations may result in loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved. Improper utilization may impact terms of employment.
- Devices deemed to be lost or stolen may be located using IP Addresses, GPS location services, web camera data and screenshots.
- Parents/Guardians are responsible for any expense incurred if their child purchases items via the Internet.

## 4.8 WEAPONS (05.48)

Except where expressly and specifically permitted by Kentucky Revised Statutes knowingly carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, personal vehicle or at any school sponsored activity is prohibited. Such weapons or dangerous instruments include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; chains, slingshot; bludgeon; booby trap device; brass knuckles or artificial knuckles of any kind; knife which is readily capable of causing death or serious physical injury or any other object that is carried for the purpose of or potential of inflicting injury on another. Weapons implicating the need to report to law enforcement are described in Board Policy 05.48. This policy applies to students, staff members, and visitors to the school.

**Exceptions** An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

**Posting** The Superintendent and/or a 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 agencies. Employees of the District shall promptly make a report to the Principal; and 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 that the principal, based on knowledge or 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 promptly by the Principal through the Superintendent.

## 5.0 BEHAVIOR MANAGEMENT OPTIONS

### 5.1 BEHAVIOR CONTRACT

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 principal or assistant principal in consultation with teachers and/or school psychologist. 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, in-school suspension, suspension from school, suspension from participating in, or attending, extra-curricular activities, or an alternative school 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, if the student is under the age of 18 years of age, or notation that the opportunity was provided, and the principal/assistant principal. A copy of the contract will be maintained in the principal's office. Contracts become part of a student's discipline record.

### 5.2 Loss of Privilege

Behavior may be considered when determining eligibility for non-instructional participation in school activities including, but not limited to, athletics, dances, prom, award ceremonies, graduation ceremony, etc.

**5.3 DRIVER'S LICENSE REVOCATION (NO PASS/NO DRIVE)** (09.4294)

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 (09.4294)**

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.

**5.4 DETENTION/EXTENDED DETENTION (09.432)**

Detention/Extended Detention is a disciplinary program where students are kept for a period of time before, during or after school. This program is intended to provide constructive and meaningful disciplinary action. The hours of Detention/Extended Detention will be determined by SBDM policy at each school. Detention/Extended Detention may be utilized as a disciplinary action by the principals or may be assigned by a teacher or team. Students entering Detention/Extended Detention are required to bring appropriate school assignments and materials.

**5.5 IN SCHOOL REMOVAL (INSR)**

Placement in an INSR room may be used as a disciplinary action. Assignment of the INSR room will be made only by principals and assistant principals. The student in INSR may only talk with the INSR teacher or another school official. The student may not talk with any other student in INSR.

The student in INSR may not participate in or attend any group function before or during school hours on a day the student spends in INSR. Lunch will be eaten in the INSR room.

The INSR room is to be equipped with an individual study area to help students focus on classroom assignments. Regular classroom teachers will send assignments to the INSR room. Work completed will count toward course credit.

Inappropriate student behavior in the INSR room may result in additional time or the student being suspended. Refusal to serve INSR will be considered as insubordination and may result in the student being suspended, after which the student may be required to serve in INSR as assigned.

## 5.6 SUSPENSION (09.434)

The Principal or Assistant Principal may suspend a pupil up to a maximum of five (5) days per incident. School work missed by a student during a suspension is not allowed to be made up. However, in the event that a major assessment (unit test, final exam, paper or project due date, etc.) falls on a suspension day it may be rescheduled for a different day.

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

The Superintendent may suspend a pupil up to a maximum of ten (10) days per incident or until the hearing before the Board of Education is held with the provision of supplemental due process, consisting of a further review of the facts and consideration of any mitigating factors offered by or on behalf of the student.

## 5.7 Physical Restraint and Seclusion

School authorities may use reasonable physical force to restrain a student whenever it is necessary for self-defense, to protect people or property, or to keep order in the school.

### Physical Restraint

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 circumstances. In such situations, staff who have not had core training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In 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.

### 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.

Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training). The Superintendent shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system
2. Notice to parents
3. A process for the parent or emancipated youth to request a debriefing session

### 5.8 CORPORAL PUNISHMENT (09.433)

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. Corporal punishment is prohibited.

### 5.9 SEARCH AND SEIZURE

Because of the obligation to protect the health, safety, and welfare of students, a 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 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 Franklin County Board of Education. In regulating and supervising locker use, school administrators act as agents of the owners, the Franklin County 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.

### 5.10 EXPULSION (09.435)

Expulsion shall mean that the pupil is excluded from school from the date of the violation or for a specified period which may be longer than one school year. In the case of a student bringing a weapon as described in KRS 158.150 (2) to school without meeting one of the authorized exceptions in KRS 527.070, expulsion means exclusion from school for a minimum of one calendar year, subject to modification by the Board on a case by case basis.

## 6.0 BEHAVIOR MANAGEMENT PROCEDURES

### 6.1 DUE PROCESS (SUSPENSIONS) (09.431)

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 his/her 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 constitute 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.

### 6.2 DUE PROCESS (EXPULSIONS)

Action to expel a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board. Based on the Superintendent's recommendation, the Board chair may request the presence of an attorney to represent the Board, as appropriate. The student/parent may also be represented at the hearing by an attorney at the parent's expense.

## 7.0 GRIEVANCES AND APPEALS (09.4281)

### 7.1 GRIEVANCE PROCEDURES

The Franklin County 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 written 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. However, the Board of Education's authority on individual student matters is limited.

**Exception** Sexual harassment allegations under Title IX shall be governed by Policy 09.428111. See Harassment and Discrimination.

1. The student or parent shall discuss the issue with the teacher. The teacher shall make a decision and give that written 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:

   Whitney Allison
   Director of Student Services
   Franklin County Schools
   652 Chamberlin Ave
   Frankfort, Kentucky 40601
   502-695-6700

5. The decision of the Director of Student Services may be appealed by filing a formal written complaint with an Assistant Superintendent within (5) school days of receipt of the decision.

6. The decision of the Assistant Superintendent may be appealed by filing a formal written complaint with the Superintendent within five (5) school days of receipt of decision.

   At each level of the above procedure, the designated administrator shall notify the student or parent of the 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 the decision at the end of the meeting.

7. 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) school days prior to the meeting date. Otherwise, the appeal will be heard at the next Board meeting following the conclusion of the five (5) school day period.

Equal opportunities shall be provided to all persons throughout Franklin County School District with access to and participation in the educational programs. Participation will not be limited or denied based on race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions(03.162)

## 8.0 COMMUNITY SERVICES AND WELLNESS

### 8.1 MENTAL HEALTH

School counselors, school social workers, and family/youth service center providers support all students daily to aid in academic and behavioral success. Consent by the legal guardian gives permission for school counselors, social workers, and family/youth service center providers to see your student upon student request or referral by staff for all the following areas: anxiety, depression, emotion regulation, peer conflict, family issues, behavior concerns, conflict resolution, making responsible decisions, executive functioning, bullying/victimization, social skills, grief, coping skills, hygiene, substance abuse. In addition, upon student request in middle and high school issues related to human sexuality, family planning, and/or contraception may be brought to the counseling staff. At the beginning of each year guardians are asked to mark their consent wishes during online registration. At any time this consent may be changed if issued in writing to school staff.

### 8.2 SUICIDE PREVENTION (09.22)

All employees with job duties requiring direct contact with students in grades six (6) through twelve (12) shall annually complete a minimum one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Such training shall be in-person, by live streaming, or via video recording and may be included in the four (4) days of professional development required by statute. The District shall provide suicide prevention materials for review by any employee subject to training hired during a year in which the in-person, live streaming, or video recording training is not required.

## 8.3 COMMUNITY AGENCIES

### 8.41 SCHOOL RESOURCE OFFICER (02.31)

The School Resource Officer (SRO) program exists through a mutual partnership of the Franklin County Sheriff's Department. The mission of the SRO program is to provide a safe environment for students and staff through the following objectives and to maintain a positive relationship with students, parents and staff of Franklin County Schools. SROs will:

(1 Work with small group intervention, athletics and/or other youth mentoring programs for students as needed.

a) The SRO shall coordinate his or her activities with their administrator/supervisor and staff members as to allow for an orderly educational process.

(2) Become familiar with and assist in making referrals to community agencies/programs which offer assistance to students and their families.

(3) Assist the school and district administration in developing plans and strategies to prevent and/or minimize dangerous situations including assisting in developing, coordinating, and making recommendations for emergency plans, drills, procedures and compliance with all applicable safety laws, i.e. Kentucky Senate Bill 1 (2019) "School Safety and Resiliency Act".

(4) Take appropriate law enforcement action as necessary or required by law including conducting formal police interviews with students while adhering to FCS Board Policy, City of Frankfort Police Department Policy, Kentucky Revised Statutes, and other legal requirements with regard to any law enforcement action.

(5) Be requested to participate in and/or attend school functions as needed.

(6) Become familiar with the FCS Student Code of Conduct and relevant school handbooks as well as share information with school personnel which may aid in the determination of a Code of Conduct violation; while SRO's may assist in determining if such disciplinary violation occurred, they shall not take administrative action, which is the responsibility of school administrative staff.

(7) Shall be advised by school administrative staff of incidents possibly giving rise to criminal or juvenile violations. The SRO with assistance from the principal or their designee shall determine whether law enforcement or school administrative action is needed.

## II. FIRE - POLICE CRIMINAL ACCORD (09.4361)

It is noted that any child is subject to the Local, State and National Penal Codes in addition to the appropriate behaviors set forth in the Code of Acceptable Behavior and Discipline. When appropriate, a child will be referred

to the civil authorities for investigation.

All alleged felony charges shall be reported to local civil authorities (Police).

A report to a school resource officer satisfies any statutory duty to make a report to local law enforcement.

Final prosecution shall rest with the authorities making the investigation.

All investigations shall be made with the knowledge of parents or legal guardians.

In case of bomb threats or fire alarms, the local fire department shall be notified, regardless of the number of times. The Fire Chief or his/her designee shall take charge of the building upon arrival. Building Administrators shall cooperate fully with the Fire Chief or his/her designee. The police or fire department shall notify the school administrator when it is safe for students to return to the building.

Every effort should be made to keep open communications between the schools and local civil authorities.

**CABINET FOR HEALTH AND FAMILY SERVICES—INTERVIEWING PROCEDURES**

**The School District is obligated to cooperate with CHFS/DCBS investigations, and these procedures may be modified by CHFS/DCBS investigators on a case-by-case basis."**

## 9.0 ANNUAL STATEMENTS AND NOTICES

### 9.01 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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. KY Attorney General recognizes student's records as open records request with a response within five business (5) days.***

   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 arrange 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 inspect and review logs documenting disclosures of the student's educational records.***
   Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent of an eligible student who for tax purposes is still a dependent, FERPA regulations require the District to record the disclosure.

3) ***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.

4) ***The right to provide written consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

   Exceptions that permit disclosure without consent include:

   a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his/her professional responsibility to the District. This may include contractors, consultants, volunteers and other parties to whom the District has outsourced services or functions.

b. Upon request, disclosure of educational records without parent/eligible student notice consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

d. Disclosure to state and local educational authorities and accrediting organizations subject to requirements of FERPA regulations.
Designated Kentucky State agencies may be permitted access to student record information, which shall depend on the authority granted to their particular agency.

5) ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parent/eligible students.***

To exercise this right**,** parents/eligible students shall notify the District by the deadline designated by the District.

***6) 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 and institutions of higher education.***

Unless the parent or student, who has reached age 18, 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 and institutions of higher education upon their request.

***7) 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***

Approved "directory information" shall be: the student's name, address, telephone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent institution attended by the student. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

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

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.

## 9.02 PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• *Consent* before students are required to submit to a survey that concerns one 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 (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Franklin County Schools developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Franklin County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Franklin County Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Franklin County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

In addition to the PPRA, KRS 158.191(6) states:
Prior to a well-being questionnaire or assessment, or a health screening form being given to a child for research purposes, a school district shall provide the student's parent with access to review the material and shall obtain parental consent. Parental consent shall not be a general consent to these assessments or forms but shall be required for each assessment or form. A parent's refusal to consent shall not be an indicator of having a belief regarding the topic of the assessment or form.

## 9.03 HARASSMENT/NON -DISCRIMINATION

The Franklin County 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, national origin, economic status, marital or parental status, political beliefs, 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, 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.

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 Franklin County 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.

## 9.04 SPECIAL EDUCATION AND CHILD FIND

**Franklin County Schools (FCS) have an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education services or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.**

**FCS will make sure any child enrolled in its district who qualifies for Special Education services or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child. Parents, relatives, public and private agency employees, and concerned citizens are urged to help the FCS find any child who may have a disability and need Special Education or 504 services. FCS needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if Special Education or 504 is needed.**

## 9.05 USE OF PUBLIC BENEFITS OR INSURANCE (MEDICAID)

**The Franklin County School District is pleased to provide your child with special education and related services as stated in his or her Individualized Education Program (IEP) or your child who qualifies for basic medical necessity through Expanded Access. Your child is entitled to free services, which means at no cost to you.**

**State and federal laws allow school districts to be Medicaid service providers for children with disabilities who are eligible under the Individuals with Disabilities Education Act (IDEA) or students who require medical services and their districts participates in Expanded Access; both are enfolded in the Medicaid program. This means that our school district can bill theDepartment of Medicaid for related health services stated in your child's IEP or for children who qualify for essential medical services.**

**Our school district is approved by the Kentucky Department for Medicaid Services to participate in the Medicaid School-Based Health Services Program. School claims for Medicaid payment for these services will not affect your child's receipt of health services from your family physician or other health providers in any way.**

**Our school district cannot submit claims to Medicaid for your child's services if you do not want us to do so. Our district billing Medicaid for these services will not change your child's IEP services or your right to receive Medicaid services if your son or daughter continues to be eligible for Medicaid services.**

**If you wish to deny the district's access to reimbursement from Medicaid for health services in your child's IEP or necessary medical services, you should do so in writing. Our school district will continue to bill Medicaid for special services unless you notify us in writing that you wish us to stop. We will remind you once a year.**

**If you wish to stop the district from submitting claims to Medicaid for your child, send a written statement to the district's Medicaid Liaison. If you have any questions or concerns about your child's Medicaid coverage, please contact Franklin County Schools at 502-675-6700.**

**If we do not hear from you, we will begin or continue to submit claims to Medicaid for your child's services. I want to thank you for your support of our efforts.**

## 9.06 RIGHT TO REQUEST TEACHER QUALIFICATION

The educators in Franklin County Schools are committed to providing a quality instructional program for your child. This notice is just one of the ways of keeping you informed of the educational commitment of our schools and district.

Our district receives federal funds from the Title I, II, III, and IV programs as part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state and federal requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;

2. Whether the teacher is teaching under emergency or other provisional statues through which state qualification of licensing criteria have been waived;

3. The college major and any other graduate certification or degree held by teacher, and the field of discipline of the certification or degree; and

4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Cassandra Adams by phone at 502-695-6700 or by email at cassandra.adams@franklin.kyschools.us. Please include your child's name, the name of the school your child attends, and the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,
Cassandra Adams, Ed.S.
Director of Federal Programs

## APPENDIX A

## CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

### Development

In accordance with KRS 158.148, the Board shall develop a student discipline code which shall be posted at each school, referenced in all school handbooks, and provided to school employees and parents. The code shall establish standards of acceptable student behavior and discipline and may include district-wide standards of behavior for students who participate in extracurricular and co curricular activities.

Students are responsible for complying with this Code even if they have not read or signed the Code. Nothing in this Code is intended to create any student or parent rights which do not already exist under applicable constitutional provisions, statutes, regulations, or Board policies and procedures. This Code is not a contract and does not create any contractual rights for students, parents, or employees. Exigent circumstances may warrant a deviation from the standards and protocols set forth in this Code.

### Distribution

At the beginning of the school year, students may receive a copy of and an orientation to the Code of Acceptable Behavior and Discipline. Orientation may include, but not be limited to, assembly programs and classroom instruction. When they initially enroll, new students shall receive a copy of the Code of Acceptable Behavior and Discipline as well as an explanation of its contents.

Copies of the Code of Acceptable Behavior and Discipline shall be forwarded to parents by the students. Teachers shall receive copies and updates to the Code of Acceptable Behavior and Discipline.

### Annual Review

At the end of each school year, the superintendent/designee shall utilize an advisory groupto review the Code of Acceptable Behavior and Discipline and to propose revisions as needed. The advisory group shall present its recommendations to the Board. Any revisions to the Code of Acceptable Behavior and Discipline shall be annually distributed as specified above to students, parents and teachers.

## APPENDIX B

## SAMPLE PROCEDURES IN HANDLING DISCIPLINARY CASES

**A. Guidelines for Classroom Teachers - Temporary Dismissal**

1. A teacher may remove a student from the classroom for referral to the administration.
2. The teacher must:
   (a) Instruct the student to leave the classroom or area.
   (b) Tell the student where he/she should report.
   (c) Notify the administration

**B. Guidelines for the Principal - Suspension**

1. The principal may suspend a student, which is an unexcused absence, from all portions of the school program for a period of up to five (5) school days for each individual offense
2. The principal or his/her designee must:
   (a) Investigate the incident.
   (b) Suspend the student.
   (c) Notify the parent or guardian within twenty-four (24) hours the terms of Suspension and the misconduct of the student when possible.
   (d) Send a copy of the written notice to the superintendent or his/her designee as well as to the parent/legal guardian.
   (e) Make arrangements for a conference if requested by the parent/guardian.

**C. Guidelines for Expulsion and Exclusion**

In the event the principal is faced with a situation warranting expulsion or exclusion of a student, he/she:

1. May suspend the student using suspension procedure previously outlined.
2. Must notify the superintendent or his/her designee of his/her request to exclude or expel the student.
3. Must notify in writing the parent or guardian within twenty-four (24) hours relating the specific acts which the student has done constituting a cause for probable expulsion or the conditions prompting considered exclusion and citing these acts as the reason for the suspension, which the Principal is imposing.

**D. Guidelines for the Superintendent and/or designee**

1. The Superintendent, after reviewing the charges and requests submitted by the principal, will set a hearing before the school board no later than ten (10) days after student suspension.

**APPENDIX C**

# Discipline Event and Resolution Levels

Due process shall be given at each level.

| LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 |
|---|---|---|---|
| **Description:**<br>Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.<br><br>**Procedures:**<br>Teacher/staff intervention and redirection. Event and resolution are maintained by teacher either formally or informally. | **Description:**<br>More frequent or severe behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.<br><br>**Procedures:**<br>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. | **Description:**<br>Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others.<br><br>**Procedures:**<br>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. | **Description:**<br>Behaviors which result in violence to another person or property, or pose a direct threat to the health or safety of others.<br><br>**Procedures:**<br>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. |
| ***BEHAVIOR EVENT EXAMPLES*** | ***BEHAVIOR EVENT EXAMPLES***<br>**(and continued Level 1 behaviors)** | ***BEHAVIOR EVENT EXAMPLES***<br>**(continued Level 1 and 2 behaviors)** | ***BEHAVIOR EVENT EXAMPLES***<br>**(continued Level 1, 2 and 3 ehaviors)** |
| Tardy to class<br>Dress code violation<br>Failure to complete assignments<br>Disruptive behavior<br>Failure to follow staff instructions<br>Electronics/Cell phone infraction<br>Inappropriate displays of affection<br>Verbal harassment<br>Violation of Student Acceptable Use Policy<br>Violation of Personally Owned Device Policy<br>Bullying/Cyberbullying | Bus disturbance<br>Bullying/Cyberbullying<br>Harassment<br>Hazing<br>Insubordination<br>Harassing Communications<br>Cheating<br>Disruptive Behavior<br>Failure to follow staff instructions<br>Electronics, Cell phone infraction<br>Inappropriate Behavior<br>Leaving Campus<br>Signing parent/staff note Skipping School<br>Truancy (4th School tardy or 4thUnexcused absence )<br>Tobacco/Vaping—use | *Fighting (1st offense)<br>Vandalism (less than $100)<br>Stealing,Theft (less than $100)<br>Profanity or Vulgarity<br>Inappropriate sexual behavior<br>Cheating<br>Failure to serve extended detention<br>**Assault-Felony<br>Assault-Misdemeanor<br>**Drug Possession/Use/Sell/ Distribution<br>Includes alcohol, controlled substances, inhalants nonprescription look alike drugs, "synthetic compounds/substances"<br>Bullying/Cyberbullying | *Fighting (2nd offense and over)<br>**Assault-Felony<br>Assault-Misdemeanor<br>**Terroristic Threatening<br>Bomb Threat,Arson,False Alarms<br>**Vandalism (more than $100)<br>**Stealing,Theft (more than $100)<br>**Arson<br>**Weapons or Dangerous Instruments possession/ use/transfer<br>**Fraud or falsely reporting an incident<br>**Drug Possession/Use/Sell/ Distribution<br>Bullying/Cyberbullying |
| ***BEHAVIOR RESOLUTION OPTIONS***<br>**(by an administrator)** | ***BEHAVIOR RESOLUTION OPTIONS***<br>**(by an administrator)** | ***BEHAVIOR RESOLUTION OPTIONS***<br>**(by an administrator)** | ***BEHAVIOR RESOLUTION OPTIONS***<br>**(by an administrator)** |
| **Consequences**<br>Verbal redirection<br>Privileges withheld<br>Special seating<br>Behavior charting<br>Conference with student<br>Team conference with student<br>Parent contact/conference<br>Detention/Extended Detention | **Consequences**<br>Bus privilege revoked<br>Warning<br>Conference<br>Parent contact<br>Counseling<br>Schedule change<br>Referral to outside agency<br>Peer Counseling<br>Driving privileges revoked<br>Detention/Extended Detention<br>Restricted activity<br>STEP<br>Behavior contract<br>Suspension<br>Alternative Placement | **Consequences**<br>Bus privilege revoked<br>Conference<br>Parent contact<br>Counseling<br>Schedule change<br>Referral to outside agency<br>Peer Counseling<br>Driving privileges revoked<br>Detention/Extended Detention<br>Restricted activity<br>STEP<br>In-School Suspension<br>Behavior contract<br>Restitution<br>Out of school Suspension<br>Alternative Placement<br>Referral to Law Enforcement | **Consequences**<br>Bus privilege revoked<br>Parent contact<br>Counseling<br>Schedule change<br>Referral to outside agency<br>Peer Counseling<br>Driving privileges revoked<br>Detention/Extended Detention<br>Restricted activity<br>STEP<br>In-School Suspension<br>Behavior contract<br>Restitution<br>Out of school Suspension<br>Alternative Placement<br>Referral to Law Enforcement<br>Expulsion |

**APPENDIX D**

**Absentee Forms - Medical Excuse Form**

*This form is required ONLY after ten (10) medically excused absences or tardies.

**Student Name: _____ Date of Appointment: _____**

**I hereby authorize this health care provider to release the information requested on this form for my child listed above.**

**_____**

**Parent/Guardian Signature**

**Time of Appointment: _____ Time in: _____ Time out: _____**

**Reason for Appointment (check only one)**

- ☐ **Routine Visit (Vision, Hearing,etc.)**
- ☐ **Follow-up Visit**
- ☐ **Orthodontic/Dental**
- ☐ **Emergency**
- ☐ **Tests**

1. **Was it medically necessary for this student to be absent the entire day on the date of appointment?**
   - ☐ **Yes**
   - ☐ **No**

2. **If no, would student have missed all day due to office locations, etc?**
   - ☐ **Yes**
   - ☐ **No**
3. **Will the student need to be absent more than one (1) day?**
   - ☐ **Yes, If yes, how long? _____**
   - ☐ **No**

**If the student is to be absent six consecutive days or more, please complete the home hospital application on the Franklin County Schools Website, found under the Student Services Department.**

**The Student may return to school on _____ Health Care Provider_____**

**Date _____**

**Physician/APRN/Provider Signature_____Date_____**

## APPENDIX E

## GLOSSARY OF TERMS

**Terms used in this Code which may also have definitions in the Penal Code are not strictly interpreted consistent with the Penal Code definition. Behavior is subject to discipline even if it does not rise to the level of a criminal act.**

**504 Plan**—a written plan for students with a disability as defined by Section 504 of the Rehabilitation Act of 1973

**Absence**—is defined as any accumulating amount of time during a school day in which more than 35% of that day is missed.

**Administrator**—staff members designated to enforce the Student Code of Acceptable Behavior and Discipline including, but not limited to, the Superintendent, Chief Operating Officer, Chief Academic Officer, Directors, Principals, and Associate Principals

**Alternative School**—A smaller educational setting where students may apply to attend or be placed through an Administrative Hearing or Placement Committee. Exit from the alternative school is determined by student progress.

**Appeal**—to challenge any action or decision made by a teacher or administrator that the student or parent/guardian believes to be unfair or an inequitable application of the Code of Acceptable Behavior and Discipline

**ARC—**a committee that is responsible for the development, implementation, and monitoring of the IEP (Individual Education Plan) for identified students

**Arson**—intentionally damaging property by starting a fire or by causing an explosion**.** Arson with staff/students present is a behavior violation that could be an alternative placement.

**Assault—**intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person.

**Bomb Threat**—a statement that an explosive device has been/will be placed on school property or at a school sponsored event

**Canine Search**—a search by a trained dog, with or without prior notice, authorized by the Superintendent. A canine search may include a search of school lockers, parking lots, and all other school property.

**Cheating**—a student acting deceptively or dishonestly; including copying another's work and using it as his/her own

**Co-Curricular Activities**— those activities that normally take place outside of the regular curriculum, but complementing that regular curriculum

**Code or Code of Conduct—**refers to the Code of Acceptable Behavior and Discipline

**Corporal Punishment**—any type of physical punishment through the intentional infliction of pain/discomfort by striking a student. Corporal punishment is prohibited by the Board of Education.

**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 an individual or group, which is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information which can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying.

**Dangerous Instrument**—any object or substance capable of causing serious injury that is used, attempted to be used, or threatened to be used to harm another person

**Deadly Weapon**—an object that has no normal purpose other than to hurt or kill people. This includes any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged. This also includes any knife (other than an ordinary pocketknife), billy club, nightstick, club, blackjack, nunchaku karate sticks, artificial knuckles, shuriken or death star.

**Detention**—A disciplinary program where students are kept for a period of time before or after school

**Disability**—a mental or physical limitation requiring a 504 Accommodation Plan or special education services

**Disciplinary Referral Form**—a written report of a behavioral violation that is submitted to a principal for a decision of disciplinary action

**Discrimination—**the expression of hatred, contempt, or prejudice toward an individual

**Disruption**—any deliberate action by the student that interferes with the educational process

**Distribution**—selling or giving anything against the law or the rules of the school district to another student

**Drug**—a prescription drug or controlled substance as defined by law

**Due Process**—telling a student what he/she has done wrong, giving him/her the opportunity to answer the

charge(s), and ensuring the right to appeal any disciplinary action.

**Entry/Exit Log**—an official document kept in the school office used for students to sign when late to school or when leaving early from school

**Excused Absence—**when a student is not present in school for reasons of illness, visits to a physician or dentist, death in the immediate family, religious holidays, or other reasons approved by the school principal. A student may make up work missed with an excused absence.

**Expulsion**—the removal of a student from school by the Board of Education for a period to be determined by the Board of Education, which may exceed one (1) school year.

**Explosive**—a device or object that is likely to explode

**Extortion**—the obtaining of money or property from an unwilling person by intimidation or physical force

**Extracurricular Activities**—those activities that normally take place outside the regular instructional day, may not be related to the regular curriculum (e.g. athletics), are under the supervision of an assigned certified employee, and usually carry no academic credit

**Forgery**—falsifying documents or signatures

**Gambling**—betting money or property on the outcome of any event

**Grievance Procedure—**a step-by-step approach to address complaints and concerns through the school system

**Habitual Truant—**being truant two (2) or more times [having a total of six (6) unexcused absences]

**Harassment/Discrimination**—is the creation of a climate of hostility or intimidation, by threats or physical violence; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual

**Harassing Communications**— involves communication, anonymously or otherwise, with the intent to intimidate, harass, annoy, or alarm another person and which has no legitimate purpose, by telephone, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances would know would cause the other person to suffer fear of physical harm, intimidation, or embarrassment

**Hazing**—involves behavior used as a way of initiating new members into a group, usually of a ritualistic nature where new members are required to perform a task or a series of tasks intended to be demeaning, degrading, harmful, or embarrassing to the new member or require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing.

**Hearing**—an opportunity to present one's side of a case in a formal setting

**Individual Education Plan (IEP)—**a written document developed by a committee (teachers, principals, parents, etc.), which specifies the regular education, special education, and related services needed to meet the needs of a student identified with disabilities

**Intimidation**—preventing or attempting to prevent school personnel or students from performing their



responsibilities through threats, violence, verbal/physical harassment, sexual harassment, or inappropriate exposure of body parts

**Immediate Family**—for these purposes, immediate family is defined as spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law, sons-in-law, brothers, sisters, brothers-in-law, sisters in-law, parents, spouse's parents, grandparents, and spouse's grandparents and any other blood relative who resides in the home.

**"In loco parentis"**— in the position or place of a parent

**Look-alike drug**—any substance that can be reasonably mistaken for a controlled substance is considered a look alike drug. This includes nonalcoholic beer and wine. Any student who uses, distributes, or represents a look-alike drug as authentic will be disciplined.

**Look-alike weapon**—any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one will be considered a look-alike weapon. Any student who represents a look-alike weapon to a staff member or another student as a real weapon and/or uses it to intimidate, threaten, or harass someone will be disciplined.

**Menacing**—involves words or actions used to intentionally place another person in reasonable apprehension of imminent physical injury exemplified by the raising or drawing back of a hand or fist in order to make the other individual believe (s)he is 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 hand in anticipation of being struck.

**Make-Up Work**—academic assignments completed by students to fulfill missed class work assigned during an excused absence or excused tardy.

**Physical Restraint**—School authorities may use reasonable physical force to restrain a student whenever it is necessary for self-defense, to protect people or property, or to keep order in the school.

**Plagiarism**—the practice of literary or intellectual theft; presenting as new and original an idea or product derived from an existing source, to steal or pass off the ideas or words of another as one's own

**Possession**—having property in one's control without regard to ownership. This includes any item that is illegal or prohibited by law or prohibited by the school's handbook or the District's Code of Acceptable Behavior and Discipline.

**Reasonable Suspicion—**although students have the right to freedom from unreasonable search and seizure, school officials have the right, under the law, to search students or their property whenever there is reason to believe that they have something that violates school rules or endangers others

**Refusal to follow directives**—the willful refusal by a student to respond appropriately to reasonable directions from authorized school personnel (including failure to identify oneself) or to accept in-school disciplinary measures

**Robbery**—theft involving the use of physical force, deadly weapons, or dangerous instruments

**Saturday School**—a disciplinary program where students are required to attend school on Saturday mornings

**Searches**—to go through or look carefully and thoroughly to find or discover something. School officials have the right to search students or their property whenever there is reasonable suspicion that they have something that violates school rules or endangers others

**Sexual assault**—sexual contact by force or intimidation

**Sexual harassment**—includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature

**Stalking**—involves intentional conduct directed at a specific person(s) which seriously alarms, annoys, intimidates, or harasses the person(s) to suffer substantial mental distress and includes an express or implied threat of harm.

**Suspension**—removal of a student from class attendance or school attendance by authorized school personnel for a period not to exceed ten (10) days unless extended by the Superintendent

**Tardy—**is defined as missing any portion of the school day that is less than or equal to a total of 60 minutes.

**Telecommunications Device**—a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor

**Terroristic Threatening**—making a statement of intention to commit a crime (no matter the method) likely to

cause death, physical injury, or substantial property loss

**Theft**—taking property belonging to the school or another person without permission

**Truant**—being absent or tardy from school without valid excuse for three (3) or more days.

**Unexcused absence**—occurs when a student is not present in school and does not have a valid excuse. A student with an unexcused absence is not entitled to make up missed work.

**Use of tobacco products**—use of products made from tobacco for smoking, chewing, or snuffing

**Vandalism**—intentionally damaging or defacing the property of the school or another person

**Vape** -a device used for inhaling vapor containing nicotine and flavoring or other substances

**Weapon**—any object (e.g. as a club, knife, or gun) that is used to hurt or intimidate another person. This includes dangerous instruments and deadly weapons as defined by law