

Perry County Schools
Code of Conduct Handbook
2017-2018



Vision

The vision of Perry County Schools is to ensure student success, as measured by college and career readiness, through the building and sustaining of appropriate systems for continuous academic achievement and lifelong endeavors.

Mission

Perry County students raising the standard for lifelong learning

TABLE OF CONTENTS

- Letter from Superintendent.....3
- School Board Member Registry..... 4
- Perry County Schools Contact List..... 5
- Non-Discriminatory Assurance.....6
- School Calendar.....7
- Behavior Expectations..... 8
- Expected Behaviors.....9
- Transportation and Bus Behavior Expectations.....11
- Expectations Related to Medication, Drugs, Alcohol, and Tobacco.....14
- Office Discipline Referral Major/Minor Problem Definitions.....15
- Continuum of Behavior Consequences.....18
- Dress Codes, Criminal Violations, Disciplinary Measures, etc..... 19
- PBIS Matrix (Schools Listed Alphabetically)..... 23
- Office Discipline Form.....31
- Access to Electronic Media.....32
- BYOD Policy.....38
- Personal Device Agreement Form.....39
- District Code of Acceptable Behavior and Discipline.....41
- Electronic Access/User agreement form.....42
- Transportation Code Verification Form.....43

Purpose of Handbook

The purpose of the Perry County Code of Acceptable Conduct and Behavior is to summarize and publish the expectations for the appropriate behavior of students. This document has been provided annually and is updated and approved each year after review for necessary changes and compliance with current Board policy. The Board policy document is available in the office of the Superintendent and in the office of each school Principal. Every student receives a copy of the *Code of Conduct* upon enrollment annually and parents are requested to submit a signed statement that they have read it. A digital copy of the handbook is available on the District website and extra copies are available at each school and the District office.

Letter from Superintendent

Dear Students/ Parents:

Welcome to the 2017-2018 academic school year! It is my honor to serve as Superintendent for the Perry County School District and look forward to a long and mutually rewarding partnership.

I know the value of setting clear expectations early on to ensure success. It is my belief that we are responsible for providing educational opportunities that will contribute to all students' social emotional growth and academic achievement. As a District, we are charged with creating and providing a school climate where students and staff feel safe in an atmosphere of mutual caring, respect, and responsibility. We cannot accomplish this objective without the support of our parents and students.

The purpose of the Student/Parent Handbook is to communicate the expectations, policies, procedures, and practices for the school year for all of our students and families. The handbook represents only a snapshot of the policies and administrative regulations. The expectations outlined in these documents are enforced while students are on the school campus and at times and place where staff and school administrators are responsible for students. These times and places include, but are not limited to, educational services, field trips, athletic events, and community based activities. I also ask that you talk to your children to ensure they are aware of what is expected of them in school and at school sponsored events. By working together, our students will continue to strive and learn in a safe and healthy environment.

I am personally confident that you will find the Perry County School District to be a supportive, positive school culture with a commitment to student growth and success. On behalf of the Perry County School District, I sincerely thank you for your support of our students and schools.

It is with pride that I welcome you to the new school year!

Sincerely,

Jonathan Jett

Superintendent



Perry County School Board Members

District 1



Mr. Denny Ray Combs

District 2



**Mrs. Debbie
McIntosh**

District 3



Mr. James Moscrip

District 4



Mr. Lloyd Engle

*District 5
Chairman of the Board*



Mr. John C. Combs



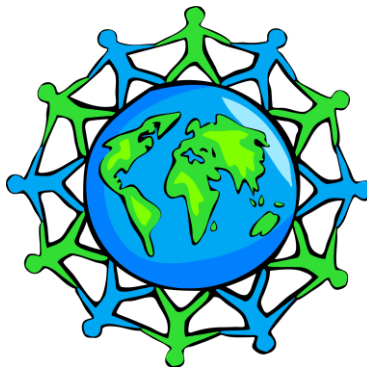
Perry County Schools Contact List

<u>School</u>	<u>Principal</u>	<u>Finance</u>	<u>Address</u>	<u>Phone</u>	<u>Fax</u>
Buckhorn School	Tim Wooton	Norma Eversole	18392 Ky. Highway 28 Buckhorn, KY 41721	398-7176	398-7930
East Perry Elementary School	Clifford McIntyre	Donna Fugate	301 Perry Circle Road	436-3423	439-3353
Leatherwood Elementary School	Kenny Roark	Jessica Brashear	7777 KY. Highway 669 Leatherwood, KY 41731	675-4431	675-6888
Perry County Central High School	Michelle Ritchie	Patti Combs	305 Park Avenue Hazard, KY 41701	439-5888	439-2825
Robinson Elementary School	Jamie Fugate	Peggy Conway	3311 Pigeon Roost Road Ary, KY 41712	378-7761	378-4350
R.W. Combs Elementary School	Josh Baker	Kelsey White	9165 South KY. Highway 15 Happy, KY 41746	476-2518	476-8502
Viper Elementary School	Kent Campbell	Kristi Minks	20 Eddington Lane Viper, KY 41774	436-3837	436-0426
West Perry Elementary School	Regina Meehan/Jody Campbell	Karen Eversole	72 Miss Edna Lane Hazard, KY 41701	TBA	TBA

<u>Central Office Departments</u>	<u>Supervisor</u>	<u>Finance</u>	<u>Address</u>	<u>Phone</u>	<u>Fax</u>
Perry Co. Schools Central Office	Jonathan Jett	Jody Maggard	315 Park Ave. Hazard, KY 41701	439-5813	439-2512
Perry Co. Schools Maintenance	Jonathan Jett	Angie Slone	93 Indian Bend Drive Hazard, KY 41701	439-0959	N/A
Perry Co. Schools Transportation	Steve Dixon	Sherry Amis	315 Park Ave. Hazard, KY 41701	436.6152	N/A



Non-Discriminatory Assurance



Students their parents, and employees of the Perry County School System are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in educational programs or activities or in employment as set forth in Title V, Title IX, and Section 504. Any person having inquiries concerning Perry County School System compliance with Title V, Title VI, Title IX, and Section 504 is directed to contact the ADA Coordinator or Title IX Coordinator; Located at the Perry County Board of Education, 315 Park Avenue, Hazard, KY 41701.

This code is part of the Board's policy on student behavior and discipline. After this code is distributed for the school year, changes to Board policy, including those affecting provisions of the Code may be necessary due to new/revised statutes and regulations and case law. A complete copy of the policy manual is available for inspection at the Central Office.

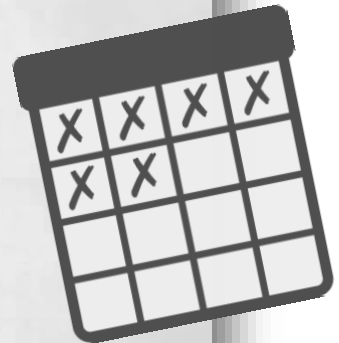
This handbook is designed as a general guide to help you understand policies that are in place to help make your students experience in our school a pleasant one. It is important to note that each school in the Perry County School District operates under Site Based Decision Making Policy that may differ somewhat from school to school and from what is listed in this handbook. Consult your student's school administrator for further information.

PERRY COUNTY SCHOOLS
2017/2018 SCHOOL CALENDAR

(PD) MANDATORY	MONDAY, AUGUST 7
(PD)	TUESDAY, AUGUST 8
OPENING DAY	WEDNESDAY, AUGUST 9
FIRST DAY FOR STUDENTS	THURSDAY, AUGUST 10
FIRST DAY FOR PRESCHOOL	MONDAY, AUGUST 21
LABOR DAY (H)	MONDAY, SEPTEMBER 4
BLACK GOLD (PD)	FRIDAY, SEPTEMBER 15
FALL BREAK (PD)	THURSDAY, OCTOBER 12
FALL BREAK (X)	FRIDAY, OCTOBER 13
ELECTION DAY (X)	TUESDAY, NOVEMBER 7
THANKSGIVING BREAK (H)	THURSDAY, NOVEMBER 23
THANKSGIVING BREAK (X)	FRIDAY, NOVEMBER 24
CHRISTMAS DAY (H)	MONDAY, DECEMBER 25
NEW YEAR (H)	MONDAY, JANUARY 1

CHRISTMAS BREAK BEGINS ON MONDAY, DECEMBER 18. LAST DAY FOR STUDENTS IS FRIDAY, DECEMBER 15. STUDENTS WILL RETURN TO SCHOOL TUESDAY, JANUARY 2.

MARTIN L. KING (X)	MONDAY, JANUARY 15
LAST DAY FOR STUDENTS	TUESDAY, MAY 1
CLOSING DAY	WEDNESDAY, MAY 2



<u>MONTH</u>	<u>BEGINS-ENDS</u>	<u>DISTRIBUTION OF DAYS</u>	<u>TOTAL</u>
1	AUGUST 7-SEPTEMBER 1	17 MEMBERSHIP 1 OPENING 2 PD	20
2	SEPTEMBER 4-SEPTEMBER 29	18 MEMBERSHIP 1 HOLIDAY 1 PD	20
3	OCTOBER 2-OCTOBER 30	19 MEMBERSHIP 1 PD	20
4	OCTOBER 31-NOVEMBER 29	19 MEMBERSHIP 1 HOLIDAY	20
5	NOVEMBER 30-JANUARY 9	18 MEMBERSHIP 2 HOLIDAYS	20
6	JANUARY 10-FEBRUARY 7	20 MEMBERSHIP	20
7	FEBRUARY 8-MARCH 7	20 MEMBERSHIP	20
8	MARCH 8-APRIL 4	20 MEMBERSHIP	20
9	APRIL 5-MAY 2	19 MEMBERSHIP 1 CLOSING	20
10	MAY 3-MAY 11	7 PLANNING	<u>7</u>
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Behavior Expectations

Positive Behavioral Interventions & Supports (PBIS)

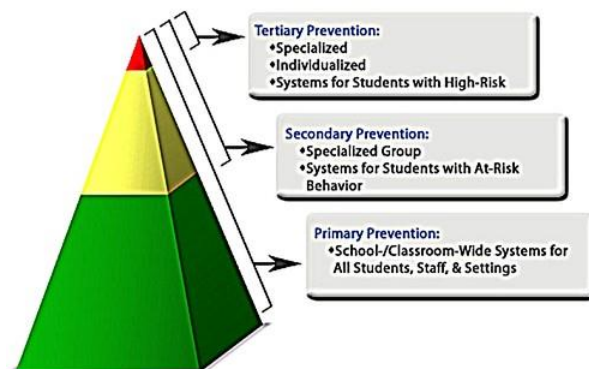
The Perry County School District facilitates the Positive Behavior Intervention and Supports (PBIS) framework, which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered system of support to enhance student learning. Students often need encouragement and new skills to improve behaviors and assistance in learning to do so. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions. (Center for Positive Behavior Interventions Supports, University of Oregon)

The Perry County School District has embraced Positive Behavior Intervention & Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school wide behavior referrals to make decisions and solve problems based on their individual school needs. Parents and student(s) will notice PBIS in our schools when they see and hear each school's clearly defined expectations for all school setting and by the rewards student(s) can obtain by meeting these expectations.

Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve supports for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students.

PBIS schools organize their evidence-based behavior practices and systems into an integrated collection or continuum in which student's experience supports based on their behavior intervention. A prevention logic students receive universal or with the Framework. If students is not intensive are provided, in



responsiveness to three-tiered requires that all supports at the primary tier aligned Danielson the behavior of some responsive, more behavioral supports the form of a group

contingency, RTI, (selected or secondary tier) or a highly individualized plan (intensive or tertiary tier).

Expected Behaviors

We believe every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

I WILL SHOW RESPECT FOR....

MYSELF BY:

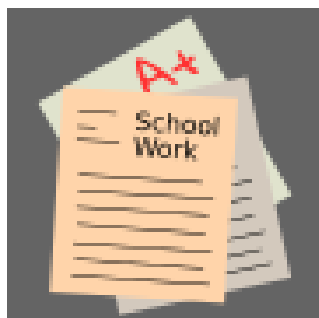
- Attending school regularly and being on time.
- Following rules and directions of adults.
- Doing my schoolwork and homework neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Accepting consequences of my own behavior.
- Learning from consequences of my behavior.
- Choosing not to bring tobacco, alcohol, other drugs or weapons to school.
- Dressing in a way that is appropriate for the learning environment.

OTHERS BY:

- Being understanding of other's feelings.
- Using positive words with others (no put downs).
- Treating others like I want to be treated.
- Not bullying or threatening.
- Being honest by telling the truth, and admitting to things that I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me.

LEARNING BY:

- Following school rules and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities, projects, and discussions.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and tests.



PROPERTY BY:

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things, such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc...
- Using materials or a classmate's materials for their intended purpose.
- Using technology as directed by adults.
- Following rules about safety.
- Refraining from touching a fire alarm unless there is an emergency.
- Refraining from making threats about bombs or blowing something up.
- Using playground equipment in a safe manner.
- Keeping technology devices off and out of sight during school hours and on the school bus except with permission from school staff.

When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.

Transportation and Bus Behavior Expectations

The privilege of riding a school bus will depend upon students following expectations, rules, and procedures in accordance with Perry County Schools Board Policy and 702 KAR 5:090:

We believe every student deserves a safe, supportive, and orderly bus ride to/from school. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to have a safe bus ride experience.

AT THE BUS STOP I WILL...

- Arrive at the bus stop five (5) minutes before bus pickup.
- Wait in a quiet and orderly manner.
- Be respectful of traffic.
- Respect private property



THE BUS ARRIVES, I WILL...

- Remain at the waiting area until the bus comes to a complete stop.
- Check traffic from all directions, and then check again.
- Walk from the waiting area to the entrance of the bus making certain all traffic in all directions has stopped.
- Board the bus promptly.
- Make sure I can see the bus driver's eyes when in the vicinity of the school bus.
- Cross in front of the bus only when the driver signals it is safe.
- Proceed directly to an available or assigned seat, upon entering the bus.

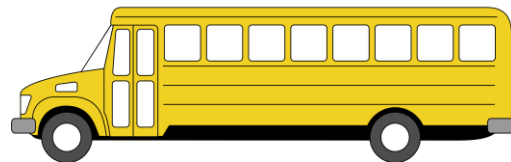
Student who violate the bus expectations are subject to disciplinary action per the Code of Conduct.

ON THE BUS, I WILL...

- Respect all people.
- Keep the bus neat and clean.
- Not eat or drink on the bus.
- Talk quietly and politely.
- Sit in assigned seat, if assigned to you by bus or school personnel. Not interfering with the vision of the driver.
- Stay in the seat; keeping aisles and exits clear.
- Limit carry-ons to those that can be held in my lap (including musical instruments). No hazardous materials, or animals are permitted on the bus except for personal service animals.
- Not extending head, arms, or objects out of bus windows.
- Use technology as outlined in the district's Acceptable Use Policy.
- Remember that school rules and expectations apply to the school bus.
- Avoid unnecessary conversations with the bus personnel.
- Not damage the bus and report any damage to the bus personnel.

EXITING THE BUS, I WILL...

- Remain seated until the bus comes to a complete stop.
- Exit the bus at the bus stop area in an orderly manner and at my assigned stop.
- Make certain that all traffic in all directions has stopped before exiting the bus.
- Exit when it is safe.
- Cross the street promptly after checking that all traffic in all directions has stopped.
- Cross in front of the bus only after the driver signals it is safe.



Summary of Bus Behavior

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver may stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child. Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

Students are to wait at assigned Stop	Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
Students are to cross the roadway on driver's signal	Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver
Students are to cross in driver's vision	When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order to be seen by the bus driver.
Students are to proceed to assigned seat	When pupils enter the bus, they shall proceed directly to a seat.
Students are to stay seated until complete stop	Pupils shall remain seated until the bus has come to a complete stop.
No item or part of the body is to protrude from window or be thrown from a window or door	Pupils shall not extend their arms, legs, or heads out of the bus windows or throw items from the bus at any time.
Changing seats while the bus is in motion is prohibited	Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
Students must not create noise that will distract the bus driver	Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

Expectations Related to Medication, Drugs, Alcohol, and Tobacco

I. Alcohol, Drugs, and other prohibited substances

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

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

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

II. Tobacco

Students shall not be permitted to use or possess any tobacco product on school property, inside Board-owned, leased or operated vehicles, on the way to and from school, or during school-sponsored trips/activities. This includes alternative products or vapor products.

III. Use of Medication at School

The use of medication at school by students must conform to all state and federal laws as well as local school board about policies and procedures.

Prescriptions, with the label intact, may be given to school personnel for appropriate storage and dispensing by the school nurse or trained unlicensed personnel. Only prescription medication and dietary supplements authorized by a physician and parent/guardian will be dispensed.

Over the counter medication will be accepted when sent to school in the original container and a Medication Administration Consent form has been completed by the parent/guardian. Note that no medications will be returned to students to take home.

Students may be permitted to carry medication for certain conditions (such as inhaler or asthma or Epi-Pen for allergic reactions) and there is a prior physician, parent or guardian authorization, and school personnel aware the student is carrying it.

Students who violate these policies are subject to disciplinary action per the Code of Conduct.

Office Discipline Referral Major Problem Definitions

<i>Abusive Language/ Inappropriate Language/ Profanity</i>	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
<i>Defiance/Disrespect/ Insubordination/Non- Compliance</i>	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions with the lawful directive or order of a school employee.
<i>Fight/Physical Aggression (harmful to self or other)</i>	Student engages in actions involving serious physical contact, which could result in injury, and there is intent to injure (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
<i>Theft</i>	Student is in possession of, having passed on, or is responsible for removing the property of another person or school property without that person's permission.
<i>Harassment/Bullying</i>	Student delivers disrespectful messages (verbal, gestural, written, electronic or online media) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. A threat is defined as: intentional and unlawful threat by word or act to do violence to another person or property or doing any act which creates a well-founded fear within the other person.
<i>Inappropriate Display of Affection</i>	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. Less serious offenses may be listed as "other" in the minor category.

<i>Property Damage/Vandalism</i>	Student participates in an activity that results in destruction or disfigurement of another person's personal property or school property.
<i>Skipping</i>	Leaving the school grounds, during the designated school day, or failure to attend class without first obtaining permission of the principal or other designated authority figure. See district attendance policy.
<i>Use of Alcohol/Possession of Alcohol</i>	Student is in possession of or is using alcohol on school property or at any school sponsored event.
<i>Use and /or Possession of Drugs</i>	Student is in possession of or is using illegal drugs/substances or imitations (ex. E-cigarettes) on school property or at any school sponsored event. Includes unauthorized use, possession, and distribution of over the counter drugs.
<i>Use of Tobacco</i>	Student is in possession or using tobacco on school property or at any school sponsored event.
<i>Use/Possession of Weapons</i>	Possession of or using any weapon which will expel a projectile by the act of an explosion or the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.
<i>Commission of Sexual Acts</i>	The commission, or attempt thereof, of any act of sexual or carnal nature including, but not limited to, sexual intercourse, rape or sodomy of any kind. Indecent exposure of any part of the body is an offense within the meaning of this statute.
<i>Other/ Major</i>	Any other behavior that impedes teaching/learning or puts individuals at-risk of injury or harm. (Ex. Taunting, encouraging or contributing to altercations, bomb threats, arson, possessing combustibles)



Minor Behaviors Defined	
<i>Defiance/Disrespect/Non-Compliance</i>	Student engages in brief or low-intensity failure to follow directions or delivers socially rude or dismissive messages to adults or students.
<i>Disruption</i>	Student engages in low-intensity, inappropriate disruption.
<i>Dress Code Violation</i>	Student wears clothing that is near, but not within the dress code guidelines defined by the school/district.
<i>Inappropriate Language</i>	Student engages in low-intensity instance of inappropriate language.
<i>Property Misuse</i>	<i>Student engages in low-intensity misuse of property.</i>
<i>Technology Violation</i>	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, tablet, computer or other electronic device.
<i>Other</i>	Student engages in any other minor problem behaviors that do not fall within the above categories.

Office Discipline Referral Possible Motivation Definitions	
<i>Obtain peer attention</i>	Student engages in problem behavior to gain attention of peers.
<i>Avoid task/activities/class/work</i>	Student engages in problem behavior to avoid/escape tasks and or activities.
<i>Obtain adult attention</i>	Student engages in problem behavior to gain attention of adults.
<i>Avoid interaction</i>	Student engages in problem behavior to escape interacting with a group or individual
<i>Obtain item/activities</i>	Student engages in problem behaviors gain items/activities
<i>Avoid peers</i>	Student engages in problem to get away from peers.
<i>Unknown</i>	The motivation for student's behavior is unclear.

<i>Other</i>	Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.
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Continuum of Behavior Consequences

Level 1 Minor	Behavior did not result in office intervention.
Level 2 Major	Behavior resulted in office referral with consequences imposed by principal or designee. Parents are notified.
Level 3 Emergency	Behavior required physical intervention by staff or behavior required police or ambulance to resolve or assistance was utilized by outside agency/support. Parents are contacted.

Minor violations will be handled through informal and in-school disciplinary measures in each classroom. The principal or designee will handle major offenses. More serious major offenses may also involve the Superintendent and Board of Education and may result in suspension or expulsion from school. Students may be responsible for the restitution of damaged or destroyed property. Emergency behavior situations may require assistance from outside agencies including the police, Courts, or emergency responders. The board requires high standards of personal conduct from all administrative procedure of the school district and the laws of the community and state. The school district will not tolerate behavior by students, staff or visitors that insults, degrades or stereotypes any race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin or religion. In addition, any person who comes onto a school campus or other school facility and there is reasonable cause to believe that their conduct has willfully disrupted the orderly operation of such campus/facility is subject to having their permission to remain withdrawn by the chief administrator or subject to arrest. Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children. In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy. Any student against whom disciplinary action has been taken has the right to be represented by an attorney at his/her expense. The Office Discipline Referral (ODR) form will be used to document discipline violations.

Closed Campus

All students are to be restricted to the school grounds during the hours that school is in session, including the lunch period, unless students have written permission signed by the parent and approved by the principal or his designee.

Dress Codes, Criminal Violations, Disciplinary Measures, etc.

Dress Code

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Each school/council in the district may choose to develop a dress code. Students whose appearance does not conform to school rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.

Violations

Students may be charged with criminal violations. Prosecution and court proceedings of criminal violations may proceed simultaneously with school sanctions for the same violations. When they have reasonable belief that certain violations have taken place, principals are required by law to immediately report them to law enforcement officials. Violations on school property or at school functions requiring a report to the law enforcement officials include, but are not limited to:

- Assault resulting in serious physical injury
 - A sexual offense
 - Kidnapping
 - Assault involving the use of a weapon
 - Possession of a firearm in violation of the law
 - Possession of a controlled substance in violation of the law
 - Criminal damage to school property
- KRS 158-154, KRS 158,156

Drugs, Alcohol, Tobacco, and Intoxicating Substances

The Perry County Board of Education is committed to the prevention of alcohol, tobacco, and other drug use. No person may use, possess, sell or distribute, alcohol or other drugs, nor may use or possess drug paraphernalia on the school grounds. Nor shall they use tobacco products of any kind including alternative nicotine products or vapor products (E-Cigarettes) in the school buildings or on the school grounds. A physician prescribes the only drugs allowed. The inappropriate use of prescription and over-the-counter drugs is substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

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

Prohibited substances include:

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

Violations related to drugs, alcohol, tobacco, and intoxicating substances shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school sponsored activities. Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report law enforcement officials when an act has occurred on school property or at a school sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Discipline Regarding Possession, Use, Distribution, and/or Being Under The Influence Of Alcohol, Drugs, And Other Prohibited Substances

Students found to be in violation of district policy regarding possession, use, distribution, or being under the influence of alcohol, drugs, or other prohibited substances could be subject to the following:

- Suspension from school
- Notification of Law Enforcement Officials
- Referral to drug/alcohol counselor
- Referral to substance abuse treatment program
- Dismissal or suspension from athletic teams and/or other school sponsored activities
- Placement in Alternative Education Program Type-2
- Expulsion from school

Offences Against School Personnel

No student shall assault, batter or physically or verbally abuse school district personnel or steal or willfully or wantonly deface, destroy, or damage the personal property of school

personnel on school property, off school property, or at school activities (See KRS 158.150 [1] [b].)

Police Officers

School officials shall cooperate with law enforcement agencies and Perry County Resource Officers in cases involving students (i.e., serving subpoenas, juvenile petitions or warrants, or taking students into custody). As soon as possible, officials shall endeavor to notify the parents of students who are arrested. Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s). Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school supported activity, to maintain the educational environment, and to maintain or restore order and prevent injury of persons of property.

Suspension and Expulsion

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. There are two kinds of suspension—on campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests, which will be made available to them through an intermediary. The Superintendent, Principal, or Assistant Principal may suspend a pupil. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or immediately to the parent/guardian of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition may be that the student’s parent/guardian shall be required to attend a conference with school officials prior to the student’s re-admission to school. In cases that involve students with disabilities, the procedures mandated by Federal and State law for students with disabilities shall be followed.

Expulsion, as ordered by the Board of Education, is the removal of a student from all school in the Perry County School District. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion. The district has long maintained a “zero tolerance” policy that is supported by state law. State law mandates the Board of Education expel students for: possession, sale, or furnishing of a firearm; the sale of drugs; committing or attempting to commit sexual assault or battery; and possession of an explosive. State law requires a school administrator to recommend another person except in self-defense; unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana; robbery or extortion; and/or assault or battery upon a school employee. The expulsion of

a student may require services provided through Home/Hospital Services [Homebound].
KRS 158-150, 09.434, 09.435

Threats of Violence & Assaults

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion. School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not limited to:

- Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
- Physical attack by students so as to intentionally inflict harm to themselves, others or property.

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Weapons

Students are never to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. The penalty for bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The Gun Free School Act of 1994 and KRS 158.150)

Additional References:

KRS 158.150, KRS 158.155

Individuals with Disabilities Education Improvement Act of 2004;

707 Chapter 1; Section 504 of the Rehabilitation Act of 1973 as Amended, Honig V. Doe, 108 S.C.T. 592 (1988)

OAG 78-673, KRS 160.290, KRS 160.290, KRS 161.80, KRS 158.153, KRS 160.290, KRS 160.340, KRS 160.345, KRS 161.180, KRS 610.345, P.L. 105-17



707 Chapter 1; Honig V. Doe, 108 S.C.T 592 (1988), OAG 77-419; OAG 77-427, OAG 77-547, OAG 78-392; OAG 78-673 Goss v. Lopez, 419 US 565 (1975), KRS 158.444; KRS 158.148; KRS 158.153; KRS 158.165; KRS 160.295; KRS 525.070; KRS 525.080; 704 KAR 007:050

Related Policies:

09.2211, 09.3, 09.42, 09.421, 09.1231 (Legal Ref. KRS 157.200, 156.070, 156.160, 160.295, and 167.305)

PBIS Matrix by School

(Listed in Alphabetical order)

 Buckhorn School Students Behavior Expectations Character, Attitude, Toughness = Success Cats are Clawing our way to the Top! 								
School Behavior & Expectations	Classroom	Hallway	Bathroom	Cafeteria	Gym Bus Unloading	Playground	Bus	
Character	*Keep area clean & tidy. *Come prepared for class/bring your behavior card.	*Walk quietly.	*Leave bathroom neat.	*Appropriate behaviors at all times (lunch line, lunch tables). *Always clean your area.	*Line up using hallway rules.	*Keep hands to yourself.	*Keep hands to yourself.	
Attitude	*Be Respectful. *Technology only when appropriate.	*Walk in a single file line.	*Flush toilet. *Wash hands.	*Don't get up without permission. *Stay in line and no running coming or leaving.	*Stay in assigned section.	*Use equipment appropriately & safely.	*Stay in seat (assigned seats). *Do not stand on bus until it has completely stopped.	
Toughness	*No food or drink during instructional time.	*Walk on the right side of the hallway.	*Take nothing into the bathroom.	*Only cellphones (No toys, tablets, pencils or paper).	*Stay off gym floor/equipment.	*Stay away from track & cars.	*No food or drink.	



East Perry Elementary



PBIS Behavior Matrix

	<i>Hallway</i>	<i>Playground</i>	<i>Cafeteria</i>	<i>Bus</i>	<i>Classroom</i>
Safe	<ul style="list-style-type: none"> Walk at all times Stay in your line. Keep your backpack zipped and on your back (hands to self) 	<ul style="list-style-type: none"> Follow safety rules. Stay within boundaries. 	<ul style="list-style-type: none"> Eat your own food. Have a calm body while waiting in line and eating. Seat until you are dismissed. 	<ul style="list-style-type: none"> Back to back. Seat to seat. Backpack in lap. Feet on floor. Stay in your personal place. Follow safety rules. 	<ul style="list-style-type: none"> Stay in your personal space. Walk. Use materials or equipment appropriately.
Responsible	<ul style="list-style-type: none"> Go directly to where you need to be. Follow directions. Stay to the right on the stairs. 	<ul style="list-style-type: none"> Dress appropriately for the weather. Be a problem solver. Tell an adult if you see an unsafe choice. Line up when the signal is given and use a voice level 1. Follow directions. 	<ul style="list-style-type: none"> Make room for all of your friends at the table. Be a problem solver. Clean up your space. Follow directions. 	<ul style="list-style-type: none"> Get on and off bus carefully. Follow directions. Be a problem solver. 	<ul style="list-style-type: none"> Clean up after yourself. Follow directions and classroom routines. Do quality work. Be a problem solver.
Respectful	<ul style="list-style-type: none"> Enjoy the artwork; look with your eyes only. Stay in your personal space. Voice level 0 or 1. 	<ul style="list-style-type: none"> Use kind language. Take turns. Be a good sport. Respect nature. Follow game rules Voice level 0-3. 	<ul style="list-style-type: none"> Use good manners. Raise your hand if you need an adult's help. Wait patiently and quietly in line. Voice level 0 or 1. 	<ul style="list-style-type: none"> Use kind language. Voice level 0 or 1. 	<ul style="list-style-type: none"> Work cooperatively. Listen carefully while others speak. Be considerate. Show kindness to others. Voice level 0, 1 or 2.

Voice level 0= Silent Voice level 1= whisper Voice level 2= normal voice Voice level 3= outside voice



Leatherwood Elementary

Schoolwide “CATS” Expectations



School Behavior Expectations	Classroom	Gym	Hallway	Bathroom	Cafeteria	Bus	Playground
Care for yourself and others	I will be prepared with all my materials.	I will respect the space of others.	I will respect the space of others.	I will respect the privacy of others.	I will wait patiently for my turn in line.	I will be respectful to others.	I will always take turns when playing a game.
Act Responsibly	I will stay seated. I will raise my hand.	I will return all equipment to its proper place.	I will stay in line.	I will go, flush, wash, leave.	I will stay seated.	I will stay seated until the bus stops at my stop.	I will use playground equipment as it is intended to be used.
Teamwork	I will keep my hands & feet to myself.	I will stay with my class.	I will walk on the right side of the hallway.	I will put all of my trash in its proper place.	I will clean up my area.	I will keep my noise level down while on the bus.	I will keep my hands & feet to myself.
Strive for Excellence	I will do my best on my assignments.	I will follow the rules of the game when I am participating.	I will use my quiet voice.	I will use my quiet voice.	I will use my table manners.	I will follow all safety rules.	I will follow all safety rules.

“WE ARE LEATHERWOOD!!!”

Perry County School District Commodores are Respectful, Responsible and Safe!



PERRY CENTRAL HIGH SCHOOL PBIS EXPECTATIONS MATRIX


	Classroom	Cafeteria	Bathrooms	Hallways	Buses	Computer Lab/Library	School Grounds
Respect	<ul style="list-style-type: none"> Follow directions Use appropriate language Use an appropriate tone Keep your hands & feet to yourself 	<ul style="list-style-type: none"> Follow directions Listen to adults Exhibit good table manners Keep food on your plate or in your mouth Keep food in cafeteria 	<ul style="list-style-type: none"> Respect the privacy of others Keep the facilities clean 	<ul style="list-style-type: none"> Keep hands & feet to yourself Observe personal space Listen to adults in hallway Use appropriate voice level 	<ul style="list-style-type: none"> Follow directions Wait in line Listen to the bus driver Share seats Use appropriate language 	<ul style="list-style-type: none"> Follow directions Use appropriate voice level Raise your hand to be recognized 	<ul style="list-style-type: none"> Follow adult directions Use appropriate language Obey fire drill procedures
Responsibility	<ul style="list-style-type: none"> Employ active listening Participate actively 	<ul style="list-style-type: none"> Stay in designated area Clean up your eating area 	<ul style="list-style-type: none"> Do your business & leave Flush the toilet Throw trash in appropriate receptacles Wash hands 	<ul style="list-style-type: none"> Carry a valid hall pass/escort Go straight to your destination Use your own locker Pick up litter 	<ul style="list-style-type: none"> Stay seated while the bus is moving Keep your body and belongings inside the bus 	<ul style="list-style-type: none"> Follow teacher and computer lab rules Use equipment correctly Access only appropriate websites 	<ul style="list-style-type: none"> Dispose of trash in appropriate receptacles Use equipment correctly
Safety	<ul style="list-style-type: none"> Keep your hands & feet to yourself Remain in assigned location 	<ul style="list-style-type: none"> Wait in line for your turn 	<ul style="list-style-type: none"> Report problems, vandalism, etc. 	<ul style="list-style-type: none"> Walk on the right side Keep hands & feet to yourself 	<ul style="list-style-type: none"> Enter and exit in an orderly fashion Stay in your seat Report any incidents 	<ul style="list-style-type: none"> Stay in your seat Report any inappropriate use Use equipment correctly 	<ul style="list-style-type: none"> Keep your hands & feet to yourself Report problems, vandalism, etc.

Robinson Elementary School Bluejays Behavior Expectations								
Bluejays are responsible, respectful, ready and proud								
School Behavior Expectations	Classroom	Hallway	Bathroom	Cafeteria	Arrival/ Cafeteria	Playground	Assembly	Bus
Respect	<ul style="list-style-type: none"> * I will pay full attention to the speaker * I will respect individual differences * I will follow adult directions 	<ul style="list-style-type: none"> * I will keep my place in line * I will walk quietly keeping my hands and feet to myself 	<ul style="list-style-type: none"> * I will honor person's space * I will clean up my mess * I will use the facility as intended 	<ul style="list-style-type: none"> * I will use good table manners * I will stand in line in an orderly manner * I will follow directions given the first time 	<ul style="list-style-type: none"> * I will use the proper voice level in each area of the building * I will follow teacher directions * I will honor personal space 	<ul style="list-style-type: none"> * I will follow directions first time given * I will welcome others to play 	<ul style="list-style-type: none"> * I will give full attention to the speaker * I will clap at the appropriate times * I will sit quietly 	<ul style="list-style-type: none"> * I will follow the directions of the adults in charge * I will take proper care of school property
Responsible	<ul style="list-style-type: none"> * I will actively participate in my learning * I will be accountable for choices I make * I will be prepared with all necessary items for class 	<ul style="list-style-type: none"> * I will use my locker quietly * I will keep my locker and area neat * I will walk directly to my destination 	<ul style="list-style-type: none"> * I will report problems to adults in charge * I will wash my hands when finished 	<ul style="list-style-type: none"> * I will clean up my mess including items that I have dropped on the floor 	<ul style="list-style-type: none"> * I will go directly to designated area * I will leave prepared with materials to do homework 	<ul style="list-style-type: none"> * I will stay in designated area * I will report problems to adults in charge * I will avoid harmful physical contact 	<ul style="list-style-type: none"> * I will listen attentively * I will keep my hands and feet to myself 	<ul style="list-style-type: none"> * I will keep my hands and feet to myself * I will stay seated * I will use appropriate voice level
Ready	<ul style="list-style-type: none"> * I will be on time, leave on time and be prepared 	<ul style="list-style-type: none"> * I will only visit my locker at designated times 	<ul style="list-style-type: none"> * I will take care of business and return to class in a timely manner 	<ul style="list-style-type: none"> * I will get all needed items to eat lunch from the line or my locker before entering the cafeteria 	<ul style="list-style-type: none"> * I will arrive on time and leave on time 	<ul style="list-style-type: none"> * I will be aware of the teacher at all times * I will be aware of others 	<ul style="list-style-type: none"> * I will be aware of adult signals * I will remain seated at all times 	<ul style="list-style-type: none"> * I will be watchful for my stop * I will be prepared to exit the bus

R.W. Combs PBIS Teaching Matrix

		SETTING						
		All Settings	Hallways	Playgrounds	Cafeteria	Library/ Computer Lab	Assembly	Bus
EXPECTATION	Be a Learner	Be on task. Give your best effort. Be prepared.	Walk. Say, "Excuse me" when necessary	Look out for yourself and others.	Eat all your food. Select healthy foods.	Study, read, compute.	Sit in one spot and focus.	Listen to teachers on duty and your bus driver. Watch for your stop.
	Be Respectful	Be kind. Hands/feet to self. Help/share with others.	Use normal voice volume. Walk to right.	Play safe. Include others. Share equipment.	Practice good table manners	Inside voices. Return books on time.	Listen/watch. Use appropriate applause.	Use a quiet voice. Stay in your seat.
	Be Responsible	Don't make a mess. Clean up after yourself.	Pick up trash. Maintain physical space.	Use equipment properly. Put trash in garbage can.	Replace trays & utensils. Clean up eating area.	Push in chairs. Treat books carefully.	Stay in your space.	Sit in your assigned seat. Sit appropriately.

Viper Elementary

	Hallway	Playground	Cafeteria	Bus	Classroom
Responsible	Single file block from the wall Keep hands to self Voice level 0	Line up when signals given Follow directions Be good sport	Follow rules posted Pay attention to directions	Get on and off bus carefully Follow safety rules Follow directions	Follow directions Turn in work on time Help partner during group work Finish work on time
Respectful	Stay in your space Pay attention to directions	Use kind words Take turns Follow game rules Stay in assigned area	Be kind to lunchroom staff Follow directions	Use kind words Voice level 1 Follow directions	Listen to your teacher and classmates Use appropriate voice level 0 or 1 Work cooperatively
Well-Care	Keep hallways clean	Be kind to others	Report bad behavior Clean up at your table	Help keep the bus clean	Be kind to fellow class mates and teacher Keep your desk etc. clean

?

West Perry Elementary School

Does student have IEP? _____
 Case manager: _____
 Notified: _____

**Perry County Schools
 Office Discipline Referral (ODR)**

Office Use Only
 Date into IC: _____
 Date into SWIS: _____

Student Name: _____ School: _____

Day: _____ Date: _____ Time: _____ Referring Staff: _____

Date/Types of Previous Interventions	Behavior	Possible Motivation
Previous Teacher Interventions/Actions: <input type="checkbox"/> Reminder of expectations <input type="checkbox"/> Positive reinforcement <input type="checkbox"/> Proximity Cues <input type="checkbox"/> Preferential Seating (teacher discretion) <input type="checkbox"/> Student Warning <input type="checkbox"/> Parent/guardian contact (type) _____ <input type="checkbox"/> Modify the task <input type="checkbox"/> Individual Behavior Plan <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time out/take a break in the classroom <input type="checkbox"/> Referral to outside services Other: (specify) _____	MINORS: (minor incident reports must be attached) <input type="checkbox"/> 3-5 repeat minor incident reports <input type="checkbox"/> 8-10 combined minor incident reports <input type="checkbox"/> Defiance/Disrespect/Non-Compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Phys Contact/Aggression (non-serious) <input type="checkbox"/> Property Misuse <input type="checkbox"/> Technology Violation Other: (specify) _____	Possible Motivation for Incident: <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Avoid Task/Activity/Class/Work <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Avoid Interaction <input type="checkbox"/> Obtain Item/Activity <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Unknown/Unclear Other (specify): _____
Others Involved <input type="checkbox"/> None <input type="checkbox"/> Peer <input type="checkbox"/> Staff <input type="checkbox"/> Substitute <input type="checkbox"/> Teacher <input type="checkbox"/> Other	MAJORS: (Automatic Office Referral) <input type="checkbox"/> Abusive Lang/Profanity (Excessive) Episodes: <input type="checkbox"/> Defiance/Disrespect/Non-Compliance (Multiple Episodes) <input type="checkbox"/> Fight/Phys Aggression (harmful to self/others) <input type="checkbox"/> Theft <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Excessive Skipping <input type="checkbox"/> Tardy (excessive) <input type="checkbox"/> Use of Alcohol/Possession of Alcohol <input type="checkbox"/> Use and/or Possession of Drugs <input type="checkbox"/> Use/Possession of Tobacco <input type="checkbox"/> Use/Possession of Weapons Other (specify): _____ KY STATE SCHOOL VIOLATION: (specify) _____ _____	<div style="border: 1px solid black; padding: 5px;"> Resolution (To be completed by office staff) RESOLUTION: Given by Administration: <input type="checkbox"/> Conference with Child <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact _____ <input type="checkbox"/> Restitution (Apology, Letter written) <input type="checkbox"/> Restitution (Compensation for Damages) <input type="checkbox"/> After School Detention <input type="checkbox"/> Time in Office <input type="checkbox"/> Out-of-School Suspension <input type="checkbox"/> In-School Suspension <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Expulsion (Pending Board Approval) <input type="checkbox"/> Other Administrative Decision _____ _____ _____ </div>
Location of Incident <input type="checkbox"/> Bus <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Hall/Locker <input type="checkbox"/> Library <input type="checkbox"/> Off Campus <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Stairway <input type="checkbox"/> Other: _____		

Details of Behavior and/or Consequences:

Referring Staff Signature: _____ Principal Signature: _____

Student Signature: _____ Parent/Guardian Signature: _____

Parent contacted by Teacher/principal? _____ Date: _____ Time: _____

Access to Electronic Media

(ACCEPTABLE USE) 08.2323

Use

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

Safety Procedures and Guidelines

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

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

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

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

The Board's designee may disable a technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

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

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

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

Permission/Agreement Form

A written parental request shall be required prior to a student's being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student.

This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Principal with a written request.

Employee Use

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

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

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

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

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

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

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

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

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

Community Use

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

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the

District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Disregard of Rules

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

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

Responsibility for Damages

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

Responding to Concerns

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

Audit of Use

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

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

Teacher and Student Owned Devices

The District appreciates the fact that employees are willing to bring in personally owned devices to be used for school work and student use. However, several items must be addressed when connecting a non-KETS standard device to the District's network:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student or staff member who brings privately owned devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Loss or damage to the equipment is the responsibility of the individual.

Software residing on privately owned devices must be personally owned. All computers must include anti-virus software.

District technicians will not service or repair any device not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software or applications that are deemed by the District technology department to be for personal use will be supported by District level personnel. If personal software or an application interferes with the District network software or hardware, a technician may remove the personal software or application from the device. Any damage caused by use in the District is the responsibility of the owner.

Purchasing perishable supplies to be used in equipment not owned by the District is the owner's responsibility.

The District retains the right to determine where and when privately owned equipment may access the network. The student or staff member is responsible for the security of the equipment when it is not being used. The District will monitor all activity on privately owned devices. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

The District retains the right to determine where and when privately owned equipment may access the network. The student/staff member is responsible for the security of the equipment when it is not being used. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

A privately owned device can be connected to the District's network, including access to the Internet, under the following conditions:

1. The user has successfully completed a course in digital citizenship.
2. The connection has been approved and performed by the District technology department.
3. Use of the device adheres to the District Acceptable Use Policy.
4. File storage on the network from privately owned devices is limited to schoolwork only.
5. The individual must supply all necessary hardware/software and cabling to connect to the network.
6. Privately owned computing devices must be running virus detection software prior to accessing the network or Internet.

For privately owned devices being used in District facilities, the District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the device are consistent with this policy.
3. Allot network use and monitor storage disk space utilized by such users.
4. Deem what is appropriate use.
5. Remove the user's access to the network and suspend the right to use the privately owned device in District facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating this policy.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

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

REFERENCES:

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

RELATED POLICIES:

03.1325/03.2325; 03.17/03.27
04.32, 05.2, 05.22
08.1353, 08.2321, 08.2322
09.14, 09.421, 09.422, 09.425, 09.426

Adopted/Amended: 6/4/2013
Order #: 15



BYOD Policy

(Bring your own device)

Parents/Guardians and Students,

The Perry County School District has recently adopted a Bring Your Own Device (BYOD) policy. The Site Based Decision Making Council at your school has the option to adopt this policy as well. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, Kindles, netbooks, and cell phones with browsing capabilities for educational purposes only. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

This notification is to inform and guide you through this new opportunity.

Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instructional process. Perry County School District Schools will not be responsible for any financial obligations resulting from standard messaging or data charges incurred by students who choose to bring their own device.

Expectations:

Students wishing to bring their personal technology devices to school will complete the Digital Driver's License course and successfully pass Level 1 and Level 2 assessments with 80% accuracy.

Once the device is accepted and added to the network:

- Students will only use appropriate technology at their teachers' discretions.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).

- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day unless directed by school staff.
- Students are permitted to access only the school's network through personal devices. Students may not access private or cellular networks while on school grounds.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for an appropriate period of time to be determined by the school principal

We look forward to the educational opportunities that BYOD will bring to our students and staff and understand that there will be some challenges with full implementation of the policy along the way.



Personal Device Agreement Form

(Return to school technician)

Student's name (printed First/MI/Last):

School: _____

Grade: _____

Student Network Username:

Parent/Guardian's name (printed):

Up to three personal devices may be registered per student:

Name of Device # 1

Serial#

MAC Address

Name of Device #2

Serial #

MAC Address

Name of Device #3

Serial #

MAC Address

**I understand and will abide by the District Acceptable Use Policy. I further understand that any violation will result in the loss of network and/or device privileges as well as other disciplinary action.

Student signature _____

Date _____

As a parent I understand that my child will be responsible for abiding by the District Acceptable Use Policy regarding personal devices. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Parent/Guardian's Signature: _____

Date: _____



District Code of Acceptable Behavior and Discipline

I agree that I have received a copy of the Perry County School District Code of Acceptable Behavior and Discipline for the 2016-2017 School year.

I have read the code and agree to abide by its content.

Name of School _____

Date Form Received by School _____

Parent Signature

Student Signature

****Please print this form and return to school***



08.2323 AP.21

Electronic Access/User Agreement Form

User's Name _____		_____
<i>Last Name</i>		<i>Middle Initial</i>
User's Address _____		_____
<i>City</i>		<i>State</i> <i>Zip Code</i>
User's Age _____ Date of Birth _____		_____ School _____
If applicable, User's Grade _____		

Please check if you are a student certified employee classified employee member of the community.

As a user of the _____ District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Signature _____

_____ *Date*

Prior to the student's being granted independent access privileges, the following section must be completed for students under 18 years of age:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) _____

_____ _____

Signature of Parent/Guardian *Date*

Daytime Phone Number: _____ Evening Phone Number: _____

NOTE: Federal law requires the District to monitor online activities of minors.
Review/Revised: 6/4/16

Transportation Code Verification Form

The Perry County Board of Education is updating student transportation records. Parents or guardians, complete this form for each student and return it to the students teacher. (Example: You will need to complete this form twice, if you have two students attending school this year.)

***If not completed, a school official may interview student and complete this form.**

Students Full Name: _____

School: _____

Date: _____

Physical Address: _____

Mailing Address (if different than above) _____

Home Telephone # _____ Cell Phone # _____

If student is Dropped off AND Picked up from school. Ignore remaining questions!!

Circle Yes or No for the following questions

1. Student rides bus in Morning? (Yes No)
2. Student rides bus in the Evening? (Yes No)
3. Student rides bus more than 1 mile going to school? (Yes No)
4. Student rides bus more than 1 mile going home? (Yes No)
5. Bus # that Picks up student for School _____
6. Bus # that Drops off student at Home _____

For school use only: T-Code assigned in IC _____

Notes (Document any changes through school year):
