

**CODE OF ACCEPTABLE BEHAVIOR
AND DISCIPLINE
2018-2019 SCHOOL YEAR**

ROWAN COUNTY SCHOOLS

**John Maxey, Superintendent
415 West Sun Street
Morehead, Kentucky 40351**

“Together We Can”

**Education is a joint effort of
family, school, and community.**

Rowan County School District Mission Statement

The Mission of the Rowan County School District is to provide individuals with sufficient knowledge and skills to allow for lifelong learning, to have respect for themselves and others, and to become productive citizens in an atmosphere that encourages creativity, physical, and emotional well-being through joint effort of the family, school, and community.

Section III: Attendance Policy and Important School Information
Administrative Procedures for Truancy

The Rowan District Court has ordered the Director of Pupil Personnel to enforce the compulsory attendance laws using the definition of habitual truancy as found in the Unified Juvenile Code and shown here:

Truancy Defined (KRS 159.150)

Any student who has attained the age of six (6) but has not reached his/her eighteenth (18) birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse on three (3) or more days, is a truant.

Any student enrolled in a public school who has attained the age of eighteen(18) years, but has not reached his/her twenty-first (21) birthday, who has been absent from school for three (3) or more days, or tardy without a valid excuse on three (3) or more days, is a truant.

Any pupil who been reported two (2) or more times is a habitual truant. Habitual truants, along with their parents or guardians, shall be subject to court action.

Persons designated by the building principal shall keep a record of the absences of all children, contact made with the parent or guardian, and reasons for absences on each child. The Director of Pupil Personnel shall be notified of all students as defined above.

It is important for parents or guardians to be aware that a referral may be made after six (6) unexcused absences or six (6) unexcused tardies. A final notice will be issued before criminal or juvenile charges are filed with the District Court.

The attendance policy approved by the Board of Education shall:

- (1) Be published in the Code of Acceptable Behavior and Discipline and given to each student upon enrollment. Students will sign a form verifying receipt.
- (2) Be explained fully to each student upon enrollment.
- (3) Be sent to parents or guardians with a statement to be signed and returned indicating they have received and read the policy.

ROWAN COUNTY SCHOOLS ATTENDANCE POLICY

It is the intent of this policy to encourage the regular and punctual attendance of all students enrolled in the Rowan County School System. It is the responsibility of parents and students to ensure regular and punctual attendance. It is the policy of the Rowan County Board of Education to make a unified effort with the Rowan County District Court and community agencies to keep students in regular attendance. For the purpose of this policy, the number of absences shall be based on the cumulative number of days of unexcused absences rather than the number of absent incidents. However, the number of tardies shall be based on the number of tardy incidents. A student's attendance record is cumulative during a school year and requires that when a student transfers to a new school, his/her attendance records from the previous school shall be used in the determination of the student's status as a truant.

Excused absences:

A **maximum** of four (4) accumulated day's absences for the year may be excused by a note from the student's parent/guardian. A student **MUST** bring in a parent note with the date the student was absent from school. "Standing doctor notes" are not acceptable. **Parent and medical notes must be brought in to the attendance clerk within five (5) school days of the absence or it will be counted as an unexcused absence.** After (5) school days from date of absence, if student/parent does not submit "parent note", attendance clerk will mark "excused-parent note" until all (4) parent notes are used. When each student uses their allotted four (4) parent notes per year, all excused absences (either full or partial day) will require a medical excuse, court excuse or must be approved by the principal/designee. **Please be aware that the Principal does have the right to approve or deny any request.**

Any parent/guardian that completes On-Line Registration will be given one additional Excuse Parent Note per child to use for the 2018-2019 school year

Absences exceeding four (4) days per year may be excused by a physician's statement. However, if a student is absent from school for a consecutive five (5) day period or longer with a doctor's note, parents of such students should contact Carol Blair, Director of Pupil Personnel at 784-8928 for consideration for Home/Hospital Instruction.

Listed below are the only reasons accepted for excused absences or tardies with a parent note:

- Death in the pupil's immediate family, including brothers, sisters, parents, grandparents, aunts, uncles, and cousins.
- Illness of the student ONLY.
- School-related or other educational activities with prior approval from the Principal.
- One (1) day attendance at the Kentucky State Fair with verification for the fair.
- Other valid reasons **PRE-APPROVED** by the Principal.
- Student court appearance (only for the student summoned and for the portion of the day required). Documentation from the court must be presented to the school's attendance clerk.
- Student doctor or dentist appointment (only for the portion of the day required and with documentation from the physician, dentist, or other appropriate health official).

- Student driver's permit or license tests (only for the portion of the day required and with documentation from the examiner).
- Health services (such as physical therapy, occupational therapy, counseling etc.) those are not available after the school day. Documentation must be presented to the school's attendance clerk.
- Treatment for lice – See Lice/Nits section in this Code of Acceptable Behavior and Discipline.
- Religious holidays and practices as **pre-arranged** with the Principal.
- If the principal, school nurse, or designee sends the student home, the student may be excused for multiple days.
- Documented Military Leave (1 day prior to departure of parent/guardian called to active duty and 1 day granted upon return from duty).
- Visitation for up to ten (10) days with the student's parent, defacto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
- Seniors may use a maximum of 3 days for college visits. Students **MUST** pick up a college visit form from the guidance office. This form must be completed by the university and returned to the attendance clerk within 5 school days of the visit.

Exceptions to Presence at School:

Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

Tardies:

Tardies accumulate for both late entry and early sign-outs from school. Students will be given four (4) parent notes per year to use for late entry or early sign outs. Listed in the excused absence section are the reasons for excused parent notes for tardies. After (5) school days from date of tardy, if student/parent does not submit "parent tardy note", attendance clerk will mark "excused-tardy parent note" until all (4) parent tardy parent notes have been used. Everything else will be considered an unexcused tardy unless a doctor's note is presented to the attendance clerk or the tardy has been pre-approved by the principal. Start times vary at each school. Make sure you check the school for the particular start and end time.

Please be aware that a referral to the courts may be made after six (6) unexcused tardies per year.

Appeals Committee:

1. The principal in each school shall establish an appeals committee in the school, which consists of the principal/assistant principal, attendance monitor, and counselor. At the high school level, a student will be included on the appeals committee.
2. Within five (5) school days of notification that an absence is unexcused, the student and/or parents may appeal to the committee by advising the principal that an appeal is desired.

3. The appeals committee will hear the appeal in an informal hearing with the student and parent/guardian present. The student and parent/guardian will be notified within five (5) days of the committee's decision.

Make-up Work:

Make up work for excused/unexcused absences will be determined by the district board policy 08.221.

Educational Enhancement:

A student may be approved for up to ten (10) days of absences per year for the purpose of education enhancement. The principal will use his/her good judgment to determine if the activity meets guidelines. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g., art programs, dance programs, state fair activities, workshops that are educational in nature, college visits, etc.) To request an absence to attend or participate in an education activity, the educational enhancement opportunity request form must be completed and returned to your school principal at least five (5) days prior to the absence. Such an absence as requested by the signed application and approved by the school principal will be considered an excused absence. Students who are granted an absence under this law will be allowed to make up all school work. It is the student's responsibility to make up missed class work according to school policy. The principal has the right to deny any request made. Decisions may be appealed to the Superintendent and then to the Board of Education.

Perfect Attendance:

District-wide *Perfect Attendance* will be determined based upon zero absences/events (this does not include Educational Enhancement Opportunities and field trips) and excluding "principal excused" tardies.

Punctual and Regular Attendance (Near Perfect)

District-wide *Punctual and Regular Attendance (Near Perfect)* will be determined based upon a student not having more than 3 (three) total excused tardies OR 3 (three) excused full days or excused events or any combination of excused full days, excused events or excused tardies.(excluding Educational Enhancement Opportunities and field trips).

Testing:

Testing window dates for this coming school year are the last fourteen (14) days of school. Please make every effort to attend school during this important time.

References:

KRS 158.070, KRS 159.150, KRS 159.051, 702 KAR 7:050, 704 KAR 3:390, OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, KRS 159.180.

Important School Information
School Facilities/Site-Based Councils in the Rowan County Schools
WWW.ROWAN.KYSCHOOLS.US

Bluegrass Discovery Academy High

415 West Sun Street
Morehead, KY 40351
Telephone: (606) 780-9992
Fax: (606) 784-6167
Principal: Carver, Brandy

Bluegrass Discovery Academy Middle

415 West Sun Street
Morehead, KY 40351
Telephone: (606) 780-9992
Fax: (606) 784-6167
Principal: Padula, Jay

Clearfield Elementary School

460 McBrayer Road, Clearfield, KY 40351
Telephone: (606) 784-5792
Fax: (606) 783-0557
Principal: Litton, Misty

Site Based Council Members:

Andrews (Hartzel), Mandy----Teacher
Burton, Kim-----Teacher
Glover, Sandy-----Parent
Mains, Danielle-----Parent
Perkins, April-----Parent
White, Maria-----Teacher

McBrayer Elementary School

550 Viking Drive
Morehead, KY 40351
Telephone: (606) 784-1204
Fax: (606) 784-3567
Principal: Banks, Rhonda

Site Based Council Members:

Cornett, Niki-----Teacher
Hall, Casey-----Teacher
Harrod, Kelly-----Teacher
Lewis, Aida-----Parent
Mays, Chelsea-----Teacher
Terry, PJ-----Parent
Trent, Danielle-----Parent

Morehead Youth Development

495 Forest Hills Drive
Morehead, KY 40351
Telephone: (606) 784-8575
Adm: Mays, Julie

Rodburn Elementary School

91 Christy Creek
Morehead, KY 40351
Telephone: (606) 784-3000
Fax: (606) 783-7264
Principal: Murray, Andrea

Site Based Council Members:

Ford, Raven-----Parent
Meitzler, Paula-----Teacher
Pratt, Sanchia-----Teacher
Sturgill, Melissa-----Parent
Taulbee, Bridgett-----Teacher

Rowan County Board Education

415 West Sun Street
Morehead, KY 40351
Telephone: (606) 784-8928
Fax: (606) 783-1011
Superintendent: Maxey, John

Rowan County Middle School

555 Viking Drive
Morehead, KY 40351
Telephone: (606) 784-8911
Fax: (606) 784-5579
Principal: Padula, Jay

Asst. Prin: Harris, Joseph

Site Based Council Members:

Curry, John-----Parent
Hood, James-----Teacher
Mason, Amanda-----Teacher
May, Stacy-----Teacher
Watkins, Denise-----Parent

Rowan County Preschool/Early Ed Center

455 West Sun Street
Morehead, KY 40351
Telephone: (606) 784-7721
Fax: (606) 783-9994
Director: Anderson, Shirley

Rowan County School Bus Garage

Route 32 West
Morehead, KY 40351
Telephone: (606) 784-4908
Fax: (606) 784-3167

Contacts: Davenport, Janie
Griffin, Guy

Rowan County Senior High School

499 Viking Drive
Morehead, KY 40351
Telephone: (606) 784-8956
Fax: (606) 784-1067
Principal: Carver, Brandy
Asst. Prin: _____
Asst. Prin: Jones, Ed

Site Based Council Members

Cantrell, Anthony-----Parent
Gardner, Toby-----Parent
Lewis, Terry-----Teacher
McKinney, Brad-----Teacher
Peyton, Sara-----Teacher

Sunrise Children's Services

2495 Cranston Road
Morehead, KY 40351
Telephone: (606) 784-5882
Adm: Mays, Julie

Tilden Hogge Elementary

5955 Cranston Road
Morehead, KY 40351
Telephone: (606) 784-4604
Fax: (606) 784-2456
Principal: Breeze, Brandy

Site Based Council Members:

Elliott, Jessica-----Teacher
Kappes, Kirby_-----Parent
Lewis, Lyndsey-----Teacher
Mason, Sam-----Parent
O'Hair, Melody-----Teacher

Homeschool/Private School Information:

Private Schools (Homeschools) are governed by KRS 159.040. For parents who explore the option of homeschooling, please be advised of the following requirements if/when your child returns to the Rowan County Public Schools pursuant to 704 KAR 3:307:

- (1) The local school district shall be responsible for the appropriate assignment of a student transferring from a non-accredited secondary school to the class or grade best suited for the student. Previous credit earned by a student in a non-accredited secondary school shall be awarded by the local school district by one (1) of the two (2) following methods:

(a) Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis; or

(b) Successful performance of the student in a higher level of the course when the courses are sequential in nature such as English, mathematics, history, and science. Successful performance shall consist of achieving at least a C grade in the course by the 12th week of school.

(2) The courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements in the local school district.

(3). A student desiring recognition of previous credits toward graduation upon entering a public secondary school without a properly certified transcript, and for whom a properly certified transcript cannot reasonably be obtained, shall be placed and awarded credit as outlined in

Section 2 of this administrative regulation (7 KY.R. 698; eff. 4-1-81; Am. 17 KY.R. 2050; eff. 2-7-91.)

For additional information on homeschooling, please contact Carol Blair, Director of Pupil Personnel for the Rowan County Public Schools at 784-8928.

****When parents/guardian/eligible students decide to homeschool, students forfeit their eligibility to participate in extracurricular activities or course offerings at all Rowan County Public Schools****

Home/Hospital Instruction (08.1312)

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than five (5) consecutive school days.

Home/Hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child’s attendance in school for five (5) days.¹ Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2), one (1)-hour visits per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

ELIGIBILITY - DETERMINATION OF A STUDENT’S ELIGIBILITY AND PROVISION OF SERVICES FOR HOME/HOSPITAL INSTRUCTION SHALL BE MADE IN COMPLIANCE WITH APPLICABLE STATUTES AND REGULATIONS. IN ACCORDANCE WITH KRS 159.030(2), THE BOARD SHALL REQUIRE EVIDENCE FOR STUDENTS EXEMPTED FROM SCHOOL ATTENDANCE MORE THAN SIX (6) MONTHS. AN EXEMPTION SHALL BE REVIEWED ANNUALLY.

At any time based on changes in the student’s condition, the home/hospital review committee may schedule a review of the student’s continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine implementation of the IEP in the home setting for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

SECONDARY STUDENTS - A HIGH SCHOOL STUDENT PLACED ON HOME/HOSPITAL INSTRUCTION FOR EXTENDED PERIODS MAY CARRY ALL APPROPRIATE CREDITS DURING THE FIRST SEMESTER OF PLACEMENT. EXCEPT FOR STUDENTS WITH AN INDIVIDUAL EDUCATION PLAN (IEP) OR A 504 PLAN, THE NUMBER OF CREDITS TO BE CARRIED DURING ALL SUBSEQUENT SEMESTERS OF PLACEMENT SHALL BE DETERMINED ON A CASE-BY-CASE BASIS BY THE REVIEW COMMITTEE, BASED ON THE FOLLOWING CRITERIA:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky Academic Standards. When considering the student's condition, should s/he take a full or reduced course load? If a reduced course load is appropriate, the committee shall determine the number of courses the student takes.

STUDENTS WITH DISABILITIES

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of homebound services for a student, including the number of credits a student at the secondary level will be permitted to earn while on home/hospital instruction.

Closings/Notifications:

When inclement weather is forecast, please tune into the following radio/TV stations for school closings and delays or you may call the Rowan County Board of Education at 784-8928.

We will be utilizing the *School Messenger* notification line that will notify students and their families via a telephone call of upcoming events, closing or delays due to weather and other important announcements. Be sure that your school has accurate and up-to-date contact information for your student.

In the event of an emergency disaster, our Emergency Operations Center will be activated. We will be linked to local fire, police, and medical personnel. Because of the nature of some disasters, it is important that parents are aware of the following guidelines:

- a. Do not call your child on a cell phone.
- b. For information, first listen or watch local radio and television stations for updates; if questions are not answered, then call the district office at 606-784-8928. We will make every effort to have individuals available to answer your questions. (In the event phones are not operating, information will be broadcasted through local radio and TV stations.)
- c. Information updates will be broadcasted at regular determined intervals not more than every three hours.
- d. We will determine, with local emergencies agencies, the safest course of action for your child's well-being. Sometimes, it is not safe or feasible to pick up your child where you usually pick them up.
- e. Please be aware that for the safety of your child, we will take precautions to make sure that your child is released with proper identification and documentation.
- f. Please make sure to keep your child's emergency information up to date.

- g. We will use the new *School Messenger* program, if available, to contact parent via telephone with updated messages.

In case of emergency, civic disaster or natural event such as a power outage that might affect the operations of our schools, tune to local radio and TV stations for the most current information.

TV Stations

- WLEX-TV 18- Lexington
- WKYT-TV 27- Lexington
- WTVQ-TV 36- Lexington
- WSAZ-TV 3- Huntington
- WOWK-TV 13- Huntington
- WCHS-TV 8- Charleston
- Fox 56- Lexington

Radio Stations

- WQXX 106 FM- Morehead/West Liberty
- WKCA 107.7 FM- Owingsville
- WMKY 90.3 FM- Morehead State Univ.
- WGOH 1370 AM- Grayson
- WIVY 96.3 FM-Morehead

ON-LINE REGISTRATION/Parent Portal

Rowan County Schools are offering Infinite Campus (IC) Portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. IC Portal allows parents/guardians to view their own child's school records online, anywhere and anytime. It will also allow parents to participate in Online Registration. In order to have access to the site, every parent/guardian is expected to act in a responsible, ethical and legal manner. The IC Portal is available to every parent/guardian of a student enrolled in the Rowan County School District.

Parents/guardians are required to adhere to the following guidelines:

- Parents/guardians will NOT share their password with anyone.
- Parents/guardians will not attempt to change or destroy data of their own children, of another user, a Rowan County School district network, Infinite Campus, or the Internet.
- Parents/guardians will not use the IC Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
- Parents/guardians will not access data of any account with ownership by another parent/custodial guardian.
- Parents/guardians who identify a security problem with the IC Parent Portal must notify the Rowan County School District or their child's school immediately without demonstrating the problem to anyone else.
- Parents/guardians, who are identified as a security risk to the IC Portal or to Rowan County School District computers or network, may be denied access to the Infinite Campus Portal.

Any parent/guardian that completes On-Line Registration will be given one additional Excuse Parent Note to use for the 2018-2019 school year