

**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 VII: Rights and Responsibilities**

**INTRODUCTION:**

The behavior of students attending our schools shall reflect standards of good citizenship demanded by members of a democratic society. It is the parents' obligation, by teaching and by example, to develop in the student positive behavior habits as well as proper attitudes toward the school. Appropriate behaviors while attending school is, therefore, the joint responsibility of parents and students. Consequently, to insure student success, parents should check at regular intervals with school officials concerning their child's school conduct. The school expects that parents will work with the standards of acceptable conduct.

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Furthermore, there shall be communication among administrators and faculties within each level of education toward the goal of a more consistent discipline policy.

Administrators and staff will assure that appropriate interventions are planned to address a student who exhibits a pattern of misbehavior. Intervention teams will address/develop a behavior plan for the student and possible involvement of outside agencies if necessary.

**All students in the public schools shall be expected to follow the rules and regulations of the Rowan County Board of Education and school administration. Students are expected, therefore, to obey the Code of Acceptable Behavior and Discipline from the time they leave home in the morning until they return home in the afternoon. This includes students who walk to and from school as well as those who ride the school bus. All school-sponsored activities (athletic events/activities, club meetings, dances field trips, etc.) are included as a part of the Code of Acceptable Behavior and Discipline.**

**Students shall be required to observe the customary rules of courtesy and politeness which contribute to acceptable order as established by the acceptable standards of the school and community. The school principals shall be authorized to use their judgment in regard to what is to be interpreted as contributing to be acceptable order.**

The following sections list the specific rights and responsibilities of the members of the Rowan County School community which includes students, parents, teachers, and administrators.

**Student Rights**

Students have the right to:

- A school system that plans for and meets the needs of individual students;

- Freedom of speech and expression including, but not limited to, appearance, assembly, association, and circulation of petitions and literature (KRS 160.295);
- A written notification of school rules and regulations;
- Participation in decision making procedures affecting students;
- “Due process” in regard to major disciplinary action (KRS 160. 295);
- Protection of person and property to the fullest extent possible by the school;
- Participation in all school programs and activities within the limits of individual capabilities and established standards without regard to race, creed, or sex;
- Confidentiality of personal school records;
- Academic grades based only on academic performance;
- Freedom from abuse and threat by members of school faculty and administrative personnel (KRS 160.295).

### **Student Responsibilities**

Students have the responsibility to:

#### **Attend school regularly;**

- Be accountable for their own conduct;
- Show consideration for the rights and property of others;
- Refrain from obscene or damaging words or actions which might significantly disrupt the work of the school;
- Obey the rules and use established procedures for an explanation of those rules;
- Make suggestions in a positive, reasonable manner following established procedures, taking into careful consideration the welfare of all;
- Exercise courtesy and reason at all times;
- Accept just punishment;
- Avoid unreasonable appeals;
- Refrain from making false accusations for petty or vicious reasons;
- Refrain from acts or actions which would endanger self or others, including school property (School Board Policies 5.48, 9.425);
- Make the best possible contribution within their individual abilities to the activities of the school;
- Follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent;
- **Complete all academic work assigned;**
- Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### **Parent Rights**

Parents and guardians have the right to:

- Send their student to school with a positive education climate;

- Expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
- Expect their school to maintain high academic and accreditation standards;
- Review the student's academic progress in compliance with board policy 09.14;
- Address grievances to proper school authorities concerning their student and to receive a prompt reply regarding the specific grievances;
- Provide input in the formation of school policies;
- Request, and receive in a timely manner, information regarding the professional qualifications of a student's classroom teachers and teacher assistants.
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### **Parent Responsibilities**

Parents and guardians have the responsibility to:

- Instill in their child the value of an education;
- See that their child attends school regularly and promptly;
- Instill in their child a sense of responsibility;
- Instill in their child a sense of respect for self, peers, faculty, staff, and school;
- Understand that unnecessary interruptions in the school are detrimental to the educational program for all students;
- Become familiar with the educational policies of the Rowan County Board of Education and the rules and regulations of the schools;
- Aid their child in understanding the disciplinary procedures of the schools;
- Check with the proper school officials regarding the facts of any situation that they might question (see grievance procedure);
- Support the efforts of the school;
- Inform school officials of concerns pertaining to disciplinary procedures;
- Instill in their children the need for proper and appropriate student attire and hygiene;
- Periodically check with school officials concerning their children's behavior as well as academic progress and be involved in planning for their children's needs.

### **Teacher Rights**

Teachers have the right to:

- Work in a positive educational environment with a minimum of disruption;
- Expect the support of students, co-workers, administrators, parents, and the community at large;
- Expect all assignments, including homework, to be completed as assigned and turned in on time;
- Remove any student from class whose behavior significantly disrupts a positive learning environment;
- Freedom from verbal abuse and safety from physical harm;
- Provide input in the formulation of school policies;
- Proceed as necessary in emergencies to protect persons or property.

### **Teacher Responsibilities**

Teachers have the responsibility to:

- Present the educational materials and experiences appropriate to their course or grade level;
- Inform students and parents/guardians of classroom rules, achievement, progress, and/or problems;
- Aid in planning a flexible curriculum which meets the needs of all students;
- Administer such disciplinary measures as outlined in this Code of Acceptable Behavior and Discipline in order to maintain a positive learning environment;
- Evaluate students' assignments and return them as soon as possible;
- Exhibit exemplary behavior in terms of dress, actions, and speech;
- Reward and encourage superior student work and/or classroom behavior;
- Maintain a classroom atmosphere conducive to good behavior;
- Exhibit an attitude of respect for students;
- Address and plan interventions for students who are failing and presenting behavior difficulties.

### **Administrator Rights**

Principals and designated administrators have the right to:

- \* Receive the support and respect of students, parents, and teachers in carrying out the educational programs and policies established by the school system;
- Provide input for the establishment of procedures and regulations that relate to the school;
- Expect safety from physical harm and verbal abuse;
- Take necessary action in emergencies to protect their own person or property or the persons or property of those in their care;
- Follow due process when suspending any student whose behavior violates the discipline code;
- Administer the school environment to provide the proper learning atmosphere.

### **Administrator Responsibilities**

Principals or designated administrators have the responsibility to:

- Create and encourage an atmosphere of mutual respect and consideration among pupils, staff members, and the community at large;
- Administer corrective responses fairly and equally following the guidelines set forth herein;
- Exhibit exemplary behavior in action, dress, and speech;
- Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulation, procedures, or laws of the district, state, and nation;
- Evaluate the effectiveness of the discipline policies at their individual schools and initiate alternative possibilities.

### **ABUSE OF A TEACHER (KRS161.190)**

Abuse of a teacher is prohibited and shall be enforced. KRS161.190: It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such a person knows or should have known that the speech or conduct will disrupt or interfere with

normal school activities or will nullify or undermine the good order and discipline of the school.

- Incidents will be dealt with on a case-by-case basis
- ISS, suspension, alternative placement, expulsion, and/or notification of law enforcement officials

## **Professional Code of Ethics**

### **Job Responsibilities**

Every employee is assigned an immediate supervisor. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate with investigations conducted by the District as authorized by policy or applicable law. **03.133/03.233**

**Certified Employees:** All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

### **Confidentiality**

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

#### *Access to be Limited*

Employees may only access student record information in which they have a legitimate educational interest. **09.14/09.43**

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis. **03.111/03.211**

### **Hours of Duty**

All employees are expected to be prompt in attendance and maintain working hours in keeping with the schedule established in compliance with Board policy. Employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor.

### **Employee Conduct**

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must inform their immediate supervisor as soon as possible.

### **Health, Safety and Security**

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. In addition, employees are required to notify their supervisor immediately after sustaining a work-

related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

### **Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets. For exceptions, see Board Policies **03.13214/03.23214**.

### **Copyrighted Materials**

In keeping with Board policy and administrative procedure, employees must utilize copyrighted materials only for educational purposes and within the generally accepted uses delineated by applicable law. **08.2321**

### **Acceptable Use of Technology**

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by Board policy and related procedures, which apply to all parties who use District technology. Electronic media encompasses access to information through computer-based means. This may include local area networks, wide area networks, the Internet, electronic mail (e-mail), commercial online services, or private or government funded online services. Faculty and staff of schools and district personnel may only access the system if they have signed 08.2323 AP.21/District Acceptable Use Agreement Form, which will be kept on file. Violations of the Board's acceptable use policy or procedures or refusal to sign the required acceptable use documents may result in loss of access to school or District online communications. Additional penalties may be imposed against staff, including possible termination of employment. Employees should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

Although 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, such use shall be in keeping with requirements of Board policy and related procedures. 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. **08.2323**

### **Child Abuse**

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is a dependent, abused or neglected child **shall immediately make a report** to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030. After making the report, the employee **shall notify the Principal** of the suspected abuse, who then **shall also promptly make a report to the proper authorities for investigation**. If the Principal is suspected of child abuse, the employee **shall notify the Superintendent/designee** who shall also promptly report to the proper authorities for investigation.

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators,

certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter (09.227).

Any employee who fails to report suspected abuse of a student shall be subject to disciplinary action, including termination. This requirement does not alter or amend the reporting requirements of KRS 620.030 of any person to report abused children to the appropriate law enforcement agency.

### **Harassment/Discrimination**

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice. Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentions above shall be subject to disciplinary action including but not limited to termination of employment (03.162/03.262).

### **Use of Physical Restraint and Seclusion**

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers (09.212). Physical Restraint means a personal restriction that immobilized or reduces the ability of a student to move the student's torso, arms, legs, or head freely. Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevent from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

### **Civility**

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs. Persons coming onto District property shall be under the jurisdiction of the site administrator or designee. District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

- Cursing and use of obscenities,
- Disrupting or threatening to disrupt school or office operations,
- Acting in an unsafe manner that could threaten the health or safety of others,
- Verbal or written statements or gestures indicating intent to harm an individual or property, and
- Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal. As soon as possible after any an incident of incivility, employees should submit a written summary of the occurrence to their immediate supervisor. **10.21**

***This booklet does not contain a comprehensive listing of ALL student misbehavior and district personnel's corrective responses. The Rowan County Board of Education, each school's***

*administration and the site-based council reserve the right to administer other appropriate corrective responses for offenses listed and others that may occur. Variations from responses listed in this Code of Acceptable Behavior and Discipline will be based on the severity of the incident and the number of times a student has had disciplinary referrals.*