

**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 IV**  
**Specific Disciplinary Procedures**

Effective July 1, 1991, no person employed by the Rowan County School District shall inflict or cause to be inflicted corporal punishment upon a pupil attending any school or institution in this district. However, any such person may, within the scope of his employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the pupil, or others from physical injury to obtain possession of a weapon or other dangerous objects within control of the pupil, or to protect property from serious harm.

**Search and Seizure**

The following is a summary of Rowan County Schools search and seizure policy based on KRS 161.180, OAG 79-168, New Jersey vs. T.L.O., 105 S. Ct. 773 (1985)

A student in the Rowan County School System has the constitutional right to be secure in his or her person from all unreasonable searches and seizures. A search of a student by school officials is considered reasonable if it bears a rational relationship to a legitimate educational interest and is based upon reasonable suspicion. Places which may be searched based upon a reasonable suspicion that prohibited articles or materials are being stored include, but are not limited to school desks, books, notebooks, lockers, cubbies, satchels, purses, clothing, and cars. Search of public properties, such as desks and lockers, do not require a student's consent; however, search of personal property requires student consent unless prohibited articles that would pose a danger to others are suspected.

**Random Searches**

In an effort to ensure the safety of all children, there may be canine drug searches at both the middle and high school during the school year on a frequent and regular basis. Backpacks, satchels, cars, etc. will be searched as well. All searches random and can occur in all schools.

**Suspension (KRS 158.150)**

The superintendent, principal, or assistant principal shall thoroughly investigate the complaint against the student to determine the validity of the accusation.

The student shall be given oral and written notice of the charge or charges, which may constitute cause for suspension. If the student denies the charges against him, he shall be given an explanation of the evidence against him. The student shall be given an opportunity to present his/her own version of what happened.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow suspension as soon as possible but no later than three (3) school days after the suspension.

The administrator will contact parents, when possible, before the suspension. When a student is suspended, the administrator shall report such action in writing immediately to the superintendent and parent, guardian, or other person having legal custody of the student. Written notice shall be mailed to the parent or guardian and a copy shall be given to the student. Before readmission, one or both parents are requested to confer with an administrator of the school.

A student who is suspended from school may not be on school grounds during the term of the suspension without the consent and permission of the principal. A student who is suspended may not participate in any school sponsored or school related activity. The suspension begins when the student is officially notified by the administrator and ends at the time when the student is scheduled to be readmitted to class.

### **Expulsion**

Each local board of education shall adopt a policy requiring the expulsion from school for a period of not less than one (1) year for a student who has been determined by the board to have brought a weapon to school under the jurisdiction of the local board, except that the board may modify the expulsion for students on a case by case basis. A local board of education that has expelled a student from the student's regular school setting may provide educational services to the student in an alternative program or setting. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of "unlawful possession of a weapon on school property" as stated in KRS 527.070.

Expulsion is the most serious penalty that a board of education can impose and should only be used as a last resort. Clearly, some conduct, especially which proves a serious or immediate threat to the safety of students and staff, requires the removal of the offender from the school. When removing a student from school, every precaution shall be taken to safeguard the rights of all concerned.

The principal shall thoroughly investigate and document all evidence in a possible expulsion case. If expulsion is deemed necessary, the principal shall recommend expulsion to the superintendent.

The superintendent may recommend expulsion to the board of education.

### **Grievance Procedures 09.4281**

Any student or group of students who wish to express a school-related concern or grievance may request a meeting with the Principal who shall designate a time and place. One (1) faculty member of the student's choice may be present at the meeting.

If the Principal and Superintendent cannot successfully resolve grievances, the student may appeal to the Board. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

PROCEDURES-GRIEVANCE PROCEDURES SHALL ADDRESS, BUT NOT BE LIMITED TO, THE CONDITIONS FOR FILING A GRIEVANCE, TIME LIMITATIONS FOR THE FILING AND THE APPEAL OF A GRIEVANCE, AND A PROCESS FOR THE ORDERLY REVIEW AND APPEAL OF EACH INDIVIDUAL GRIEVANCE.

EXCEPTION-FEDERAL LAW REQUIRES THE DISTRICT TO IMPLEMENT SEPARATE AND SPECIFIC PROCESSES FOR RESPONDING TO COMPLAINTS/GRIEVANCES ABOUT TITLE I PROGRAMS AND TO THOSE ALLEGING DISCRIMINATION IN THE DELIVERY OF BENEFITS OR SERVICES IN THE DISTRICT'S SCHOOL NUTRITION PROGRAM.

**RELATED POLICIES: 07.1 - 08.13451- 09.42811 -10.2**

**GRIEVANCE PROCEDURE 10.5 AP .24--COMMUNITY RELATIONS  
WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE FORM**

THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICTS TO HAVE A COMPLAINT PROCESS REGARDING WEBSITE ACCESSIBILITY. THIS NEW FORM MEETS THAT REQUIREMENT. SEE SECTION VI THIS BOOKLET.

**Possession of Knives (including pocket knives)**

Students are prohibited from bringing knives (including pocket knives) to school or having them in their possession on school property. Knives (including pocket knives) will be confiscated by school personnel, **forfeited to the school district and may be returned at the school's discretion.**

**Electronic Devices (KRS 158.165)**

Electronic devices shall not be used during the school day without permission from the teacher or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school. Guidelines will be posted in classrooms, halls and cafeteria.

While on school property or while attending school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law (cellular phones, pagers, CB's, walkie-talkies, walkmans, I-Pods, or any other electronic device) provided they adhere to Rowan County Schools district policy 09.4261 and the following:

1. Any violation of the acceptable policy will result with device being confiscated by school personnel. **This policy is effective once the child is on campus property in the morning to begin their regular instructional day until the end of the instructional day in the afternoon. When students are on field trips, athletic events, or all other school sponsored activities away from the school campuses beyond the instructional day, enforcement of this policy will be at the discretion of the coach/sponsor of the activity.**
2. **STUDENTS ARE RESPONSIBLE** FOR KEEPING UP WITH DEVICES THEY BRING TO SCHOOL. **THE DISTRICT IS NOT RESPONSIBLE** FOR LOSS, THEFT, OR DESTRUCTION OF DEVICES BROUGHT ONTO SCHOOL PROPERTY. SCHOOL PERSONNEL IS NOT RESPONSIBLE FOR THE INVESTIGATION OF INCIDENTS.
3. If an electronic device is used for cheating, inappropriate picture taking and/or cyber bullying it will be confiscated on site and sent to the Rowan County Board of Education and not returned until the end of the school year. This is a violation of privacy and could be subject to legal action. Using electronic devices to possess, send, and/or receive nude or semi-nude images (sexting) of someone underage is a felony, no matter the age of the person who sent it.
4. Electronic devices shall not be used during the school day without permission from the staff or bus driver overseeing the students' behavior at the time the electronic device is being

used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school at the end of the school day.

## **ALERT PROCEDURES (09.22)**

**Alert Situation:** An alert situation is any paper, spoken comment, or other action which leads a staff member to suspect that a student is in a life-threatening situation or might be thinking about harming himself/herself or another person. The student might indicate, directly or indirectly, that he/she is dealing with one of the following problems: abuse, depression, suicide, or violence against another person.

**Alert Situation Procedure:** If a staff member is concerned that a student is in an alert situation, the staff member should take the following steps:

1. The paper or incident should be taken to the school counselor and/or Principal for a second opinion.
2. The Principal and counselor should then take the following steps:
  - a. Make copy of paper or notes relating to the situation and place it in an alert situation file.
  - a. Contact the Department of Social Services.
  - b. Contact the student's parents or guardian.
  - c. Alert the Superintendent.
  - d. Require feedback from the parents or guardian and Social Services as to the student's special needs.
  - e. Monitor the student's activities while he/she is attending school.

