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## **Mission Statement**

The mission of the Wayne County School district is to teach for learning by all students in an environment that nurtures that process and assures equity and quality for all.

## **Philosophy**

The Wayne County School System has the responsibility to provide public education for students until they graduate or reach the age of 21. In order to fulfill this responsibility, school authorities, parents and students must work together to provide an environment in the schools which will be conducive to a good learning process. According to several surveys in recent years, non-discipline is the area that disrupts the learning process more than any other factor.

The United States Constitution and the Kentucky State Laws grant freedoms and rights to citizens in and out of school. These laws also carry responsibilities, which become very evident in the learning process.

To facilitate discipline in the Wayne County Schools, mutual trust and respect must be maintained between student, teacher, administrator and parent. The Wayne County Board of Education has developed a discipline code, which reflects the desires of all groups, which are affected, by the code.

It is the basic belief of our committee that this code has become, and will continue to be, an integral and effective tool in the maintenance of an effective learning environment.

## **Code of Conduct, School Policy, and Related Documents**

This Code of Conduct is supplemented by documents governing the operation of the Wayne county School system. Other documents are available at the Central Office upon proper request at reasonable times and include Board of Education Policies, the District Safety Plan, Council policies, school handbook, student record information and the district Special Education Policy and Procedures Manual. The Code of Conduct is further subject to and supplemented by the Kentucky Revised Statutes and Administrative Regulations.

# RIGHTS AND RESPONSIBILITIES

## Participant Rights

The United States Constitution, Kentucky Revised Statutes, Kentucky Administrative Regulation, and Wayne County Board of Education adopted policies provide for the protection and safeguards of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following paragraphs outline both the rights and responsibilities of all participants. All rights and responsibilities must be within the framework of federal and state laws, Kentucky Administrative Regulations, Wayne County Board policies and procedures, and Site Based Council policies and procedures.

### **A. Student Rights. Students have the right:**

1. to an appropriate public education which maintains high educational standards.
2. to notification of information pertaining to regulations and policies, which pertain to their public schooling experiences.
3. to reasonable physical protection and safety of their personal property.
4. to consultation with teachers, counselors, administrators and other school personnel.
5. to parents/guardians or their authorized representatives to examine personal school records.
6. to involvement in school activities without being subject to any form of discrimination, in compliance with federal and state law; school policies and procedures, and activity rules as defined by school personnel.
7. to participation in school activities which require competition on an equal basis.
8. to respect from other students and school personnel.
9. to presentation of complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

## **B. Teacher Rights. Teachers have the right:**

1. to expect the support of their fellow teachers and the administrators.
2. to work in a positive school climate with a minimum of disruptions.
3. to expect all students' assignments to be completed as requested.
4. to remove and temporarily transfer to the principal or his/her designee the responsibility for any student whose behavior significantly disrupts the positive school climate.
5. to be safe from physical harm.
6. to be free from verbal abuse.
7. to provide input to communities designated with the responsibility of drafting policies that relate to their relationships with the students and school personnel.
8. to take action necessary in emergencies pertaining to the protection of persons or property.

## **C. Classified Staff Rights. Classified Staff have the right:**

1. to expect the support of their fellow teachers and the administrators.
2. to work in a positive school climate with a minimum of disruptions.
3. to be safe from physical harm
4. to be free from verbal abuse
5. to take action necessary in emergencies pertaining to the protection of persons or property.

## **D. Parent/Guardian Rights. Parents/Guardians have the right:**

1. to send their child to a school with a positive educational climate.
2. to expect disruptive behavior to be dealt with fairly and firmly.
3. to enroll their child in regularly scheduled classes with minimal interruptions.

4. to expect their school to maintain high academic and accreditation standards.
5. to examine their child's personal school records until age 18. After the age 18, records may be viewed only with child's written permission.
6. to address grievances (in writing) to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances. Generally, the building principal/designated administrator, or assistant principal is the proper school authority.

## **E. Principal/Designated Administrator Rights.**

### **Principals/Designated Administrators have the rights:**

1. to expect all participants in the school process to comply with school and board of education policy.
2. to use appropriate discipline with any student who disrupts the educational environment.
3. to expect respect from students, parents/guardians and the school staff.

## **RIGHTS AND RESPONSIBILITIES**

### **Participant Responsibilities**

### **A. Student Responsibilities**

Students have the legal and inherent responsibility to exercise self-discipline and care to afford all others the equal rights and not to allow his actions to infringe upon the rights of others.

### **Students have the responsibility:**

1. to maintain acceptable conduct at all times
2. to display consideration for the rights and property of others.
3. to dress in a manner that is not a detriment to the normal school progress and orderly operation of the school.
4. to maintain proper hygiene at all times.
5. to abstain from the possession and/or use of illegal substances, including alcoholic beverages.

6. to abstain from the possession and/or use of weapons dangerous instruments, (knives, razorblades, etc.), fireworks & other incendiary devices.
7. to abstain from physically attacking any school employee.
8. to refrain from physically attacking classmates.
9. to refrain from persistent violation of school regulations.
10. to be in attendance at all regularly scheduled classes.
11. to refrain from acts of truancy, such as being absent without permission from school and/or class.
12. to show respect for school authority by avoiding all acts of defiance.
13. to abstain from gambling, extortion, theft, or any unlawful activity.
14. to abstain from use or possession of tobacco products.
15. to complete all homework/classwork in accordance with the teacher's instructions.
16. to represent the truth in all school matters.
17. to refrain from cheating on all academic and/or athletic activities.
18. to avoid the use of verbal abuse with all persons within the school setting.
19. to refrain from the harassment of fellow students and/or school personnel.
20. to exhibit respect for other opinions by refraining from rudeness or inappropriate language.
21. to abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
22. to practice proper safety procedures while using the building facilities.
23. to show respect for the educational process by taking advantage of every opportunity to further their education.
24. to refrain from habitual tardiness.
25. to practice self-control in terms of voice and limbs.
26. to refrain from leaving school grounds prior to dismissal for the day.
27. to abstain from any form of disruptive classroom behavior.
28. to abstain from any individual or group activities which disrupt the educational process.

## **B. Teacher Responsibilities.**

Teachers have the responsibility to provide public education for all students and to enforce the Code of Conduct consistently and with equal treatment regardless of religion, race, sex, or national origin.

### **Teachers have the responsibility:**

1. to present the educational materials and experiences appropriate to their course or grade level
2. to inform students and parent/guardians of achievement and progress
3. to plan a flexible course of study, which meets requirements of the local board policies, Site Based Management Council, when applicable and the Kentucky State Department of Education Program of Studies.
4. to maintain high standard of academic achievement.
5. to administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
6. to provide feedback to students on assignments as soon as possible.
7. to exhibit acceptable behavior in terms of dress, action and voice.
8. to inform parents/guardians of their child's progress on a regular basis.
9. to reward exemplary student work and/or classroom behavior.
10. to exhibit respect for all students and staff.
11. to maintain a classroom atmosphere conducive to good behavior.
12. to follow the rules, regulations, and policies of the Wayne County Board of Education and the local school.



## **C. Classified Staff Responsibilities.**

Classified staff along with certified staff has the responsibility to provide public education for all students and to enforce the Code of Conduct consistently and with equal treatment regardless of religion, race, sex, or national origin.

### **Classified Staff have the responsibility:**

1. to present the educational materials and experiences appropriate to their course or grade level.
2. to exhibit acceptable behavior in terms of dress, action, and voice.
3. to exhibit respect for all students and staff.
4. to follow the rules and regulations of the board of education and the local school.

## **D. Parents/Guardians Responsibilities.**

1. The major goal of any public school is to give a free and equal education opportunity to the youth of our country. To accomplish this goal, there must be respect between student, parent and teacher. As the parent, legal guardian or custodian of a child, it becomes the inherent responsibility to provide the necessary means to comply with and support all disciplinary actions and responses, which the schools deems necessary to maintain an effective learning environment.

### **Parents/Guardians Responsibilities:**

1. to instill in their child the need for an education.
2. to instill in their child a sense of responsibility.
3. to assist their child in understanding the need for a safe and positive school learning environment.
4. to become familiar with the education policies and programs of the board of education.
5. to aid their child in understanding the disciplinary procedures of the school.
6. to require their child to follow all school policies.

7. to see that their child is regular in attendance.
8. to inform school officials of any long term illness affecting their child.
9. to demonstrate respect for all students, staff and public at school and related activities.
10. to inform school officials of concerns pertaining to disciplinary procedures.
11. to instill in their child the need for proper and appropriate student attire and hygiene.
12. to exhibit concern for the process and grade of their child.

### **E. Principal/Designated Administrator Responsibilities.**

Principals have the responsibility to provide public education for all students and to enforce the Code of Conduct consistently and with equal treatment regardless of religion, race, color, sex, national origin, marital status, age, and disability.

#### **Principle/Administrator Responsibilities:**

1. to help create and maintain a safe atmosphere which respects the rights of all participants in the schooling process.
2. to administer discipline measures fairly in accordance with this conduct code.
3. to exhibit acceptable behavior in terms of action, dress and speech.
4. to direct the school staff in developing a program, which communicates this code of conduct to the school community.

## CORPORAL PUNISHMENT

The Board authorizes the use of corporal punishment as a disciplinary measure, under guidelines set out in this policy.

Definition - Corporal punishment shall refer to the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a punishment or penalty for misbehavior. (\*)

Application - Corporal punishment shall be administered by striking the student's buttocks with a paddle. No other form of corporal punishment may be administered.

Parental Notification - Within one (1) school day of the occurrence, the Principal or designee shall notify the student's parents in writing that corporal punishment has been administered on their child.

Who Can Administer - Corporal punishment may be administered by a certified staff member, but only in the presence of another certified employee(s).

The certified staff member who administers corporal punishment shall be the same gender as the student being punished, except when a staff member of the appropriate gender is not assigned to the school.

Reason - Prior to punishment, and in the presence of the witness, the student shall be informed of the reason for the punishment and permitted to give his/her account of the incident or infraction.

Other Pupils Not Present - Corporal punishment shall not be administered in the presence of other students.

Last Resort - Corporal punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that the misbehavior could result in corporal punishment.

Not Excessive - Corporal punishment shall not be excessive or unreasonable. Among the factors to be considered shall be the age, size, and health of the student.

Excused on Request - At the parent's written request, a student shall be excused from corporal punishment. When parents request that it not be used with their child, other appropriate punishment, including suspension, shall be administered in lieu of corporal punishment.

Required Records- Each use of corporal punishment shall be documented by a written record that includes the student's name and age; the name and gender of person administering the punishment; and the names and gender of the witness(es).

The written record shall also include a complete description of the circumstances requiring this punishment, including the misbehaviors for which the punishment was administered and the severity of the punishment recorded by the number of strikes administered. The certified employee who administered the punishment, as well as the official witness(es), shall provide written verification of this information.

Each school shall maintain all corporal punishment records that may be required by law.

Students With Disabilities - In cases, which involve students with disabilities, the procedures, mandated by federal and state law shall be followed. (\*\*)  
References: (\*) OAG 78-04; OAG 69-534; OAF 75-693 KRS 160.290; KRS 160.340; KRS 161.180; KRS 503.110 9880 P. L. 101-476; 707 KAR 1:051 Ingraham v. Wright, 430 U. S. 651 (1977)

Related Policies: 09.43, 09.431

In addition to the aforementioned guidelines Wayne County Schools will make a reasonable effort to contact all parents/guardians before corporal punishment is administered to any student.

### **Non-Resident Agreement:**

In order to educate the youth of this area, the Wayne County School District has nonresident contracts with all school districts in the area.

The enrollment of any non-resident student is a privilege and such student attending the Wayne County School System shall be expected to abide by certain academic, attendance, and behavior standards to wit:

- A. That such students attending the Wayne County School System pursuant to this agreement shall have no failing grades in any subject.
- B. That such students attending the Wayne County School System shall have no disciplinary matters that will entail in school or out of school suspension.
- C. That such student attending the Wayne County School System pursuant to this agreement shall be truant from school for no more than three (3) total days.

Any violation of standards may result in the loss of enrollment privileges in the Wayne County School System and a return to the school district of residency.

Students are expected to be self-disciplined, responsible citizens. Prompt attendance, appropriate behavior, and classroom participation are student's first responsibility. As a district we are looking forward to working with you during the 2013-2014 school year.

## DISCIPLINARY ACTION

The principal shall provide leadership for the total school staff in enforcing this student conduct code. Teachers shall be responsible for the conduct of students in the classroom, on the playground, in the halls or off school premises at school related activities while under their supervision. Students shall be expected to display proper conduct.

Good discipline consists of originality, common sense, and good judgment using acceptable techniques that deter inappropriate behavior.

A. The following are acceptable teacher initiated actions.

1. Teaching the appropriate behavior.
2. Verbal correction
3. Parent conference or contracts
4. Reasonable additional work
5. Isolation and/or separation (in class or in school)
6. Reasonable physical activity
7. Restitution where applicable
8. Referral to principal or his/her designee
9. Corporal punishment (as procedures are outline on page 11).
10. Assignment to after school detention following the directions of the principal.

B. In addition to the above, the following are acceptable administrative initiated actions.

1. Alternative classroom placement
2. Suspension
3. Referral for expulsion (board action)
4. In school detention
5. Other acceptable alternatives
6. Corporal punishment

C. The following are unacceptable disciplinary actions.

1. Excessive repetitive writing
2. Publicly demeaning a student
3. Punishment that requires repeating for inappropriate behavior
4. Excessive physical exertion
5. Excessive extra academic work assignments
6. Improper form of corporal punishment
7. Reduction of academic grades due to behavior, unless the behavior is academic dishonesty.

Excessive is that degree of punishment based on good reasonable professional judgment that exceeds an individual student's academic or physical limitations.

#### **D. Incurrible Behavior**

Students that are constantly displaying improper conduct after being corrected. Students that are not manageable in the school setting.

Once a student has accumulated excessive events or office referrals the school will follow a continuum of behavior modifications.

This type of behavior will hopefully be corrected by use of the following behavior modifications: (ISS) In School Suspension, Attempted Parent Conferencing, Student Contract, (OSS) Out of School Suspension, Filing of KRS 600.020(4) "Beyond The Control of the School ", Long Term ISS, and or Expulsion.

### **THREATENING**

The Wayne County School System will not tolerate threats made against fellow students, teachers, personnel, or against the property of the school system. Any student who makes a threat to harm any other individual with a weapon or explosive, or who threatens to do property damage to any building connected with the Wayne County School System by fire, explosive or any other destructive means may be subject to immediate suspension and/or referral for expulsion.

Any student who knows of or hears of a fellow student, teacher or personnel making any such threat shall report it to the building principal. Any student making such report may request that his or her name remain anonymous and not be used in an investigation of said threats. Any student who knows of or is aware of such threats and who fails to report it shall be likewise subject to disciplinary procedures. Any student who threatens any other individual with harm involving the use of any weapon, or who threatens to harm the building or structures of the Wayne County School System by use of fire, explosive or other means upon the Internet or via any other communicative device shall be likewise subject to immediate suspension and referral for expulsion. Threats may be conveyed by gestures, drawings, and writing as well as orally.

## **BULLYING POLICY**

Students have the right to learn in a safe environment, free from emotional and/or physical bullying. Bullying is defined as: the unprovoked, repeated and aggressive actions or threats of action by someone perceived to have more power in order to cause fear, distress, humiliation or harm. It is important for students and adults to differentiate between normal conflict and patterns of bullying. Disciplinary action for bullying will be determined by the teacher, assistant principal, or principal depending on the severity of the offense. If the school's principal deems the behavior to be bullying then school requirements for compliance with HB 91 procedures will be followed.

## **APPEARANCE**

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibility concerning this matter. Parents may be contacted when a student's appearance is considered a possible detriment to the normal school progress and orderly operation of the school.

## **SUSPENSION OR EXPULSION OF STUDENTS**

All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or the administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing, or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school sponsored activities, constitutes cause for the suspension or expulsion from school. (KRS 158.150). It should be noted that the possession of any dangerous instrument should be considered as a serious violation of policy. The intent of such possession cannot be fully determined by school officials. Therefore serious consequences may occur.

Principals/designated administrators and assistant principals are authorized to suspend students. Two types of suspension are practiced with the school district. These two types of suspension represent two levels of severity. Principals/designated administrators and assistant principals will administer suspension in accordance with the intent of these graduated types. In all cases of suspension due process procedures will apply. The reader should consult the section pertaining to due process procedures.

1. Out-of-school suspension. An out-of-school suspension may be as short as one (1) day or as long as ten (10) days. Further, the length of suspension is at the discretion of the principal or assistant principal.
2. Suspension Pending Expulsion Hearing. Should an offense occur which warrants expulsion, a suspension will be issued until the local board of education meets and confers on the expulsion.

## DISCIPLINARY RESPONSE PROCEDURE (LEVELS)

LEVEL OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTION
<p>Misbehavior on the part of the student which impedes orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p> <p><b>Internet/Electronic Rules Violation</b></p>	<p>Classroom disturbances Classroom tardiness Abusive language Non-defiant failure to complete assignments or carry out directions Using forged notes or excuses Absences Tardiness Cutting class</p>	<p>There is intervention by staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior may require a parent / teacher conference, conference with the counselor and / or administrator.</p> <p>A proper and accurate record of offenses and disciplinary action is maintained by the staff member.</p>	<p>Teach appropriate behavior Verbal reprimand Special assignment Behavioral contract Counseling Withdrawal of privileges Strict supervised study Demerits Detention Corporal punishment (provided the teacher has on file a written record of behavioral modification techniques applied prior to the use of corporal punishment) In School Suspension</p>
<p>Misbehavior whose frequency of seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel if the execution of Level I disciplinary options has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p> <p><b>Internet/Electronic Rules Violation</b></p>	<p>Continuation of unmodified Level I misbehavior Truancy Use of tobacco products in unauthorized areas Disruptive classroom behavior Cutting class Leaving school without permission Abusive language to students Harassment (minor) Sexual offenses (minor)</p>	<p>The student is referred to the administrator for appropriate disciplinary action or initiated by the administrator without referral. The administrator meets with the student and/or teacher and effects the most appropriate responses.</p> <p>The referring person may be informed of the administrator's action.</p> <p>A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.</p> <p>A parent conference may be held.</p>	<p>Modified day Social probation Peer counseling Referral to outside agency Corporal punishment In School Suspension/ Alternative Classroom Temporary removal from Class by principal Transfer Student schedule change Loss of Internet/Electronic Privileges</p>

I.

II.



LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTION
<p>Acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. The extent of the schools resources may determine the corrective action taken for the best interest of all students.</p> <p>Internet/Electronic Rules Violation</p>	<p>Continuation of unmodified Level II</p> <p>Fighting (simple)</p> <p>Vandalism (minor)</p> <p>Possession / use of unauthorized substances</p> <p>Stealing</p> <p>Threats to others</p> <p>Sexual activity</p> <p>Individual or group activities which disrupt the educational process</p> <p>Abusive language to staff</p> <p>Unauthorized use or transaction of network or internet</p> <p>Harassment (major or excessive)</p>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and may confer with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p>	<p>Temporary removal from class</p> <p>In School Suspension/ Alternative Classroom Suspension</p> <p>Loss of Internet/Electronic Privileges</p> <p>Possible charges filed</p>
<p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities or action by the school board.</p> <p><b>Internet/Electronic Rules Violation</b></p> <p>Beyond School Control</p>	<p>Continuation of unmodified Level III misbehavior</p> <p>Extortion</p> <p>Bomb threat or other terroristic threatening</p> <p>Possession/use/transfer of dangerous weapons or replicas</p> <p>Assault/battery</p> <p>Vandalism</p> <p>Theft/possession/sale of stolen property</p> <p>Arson</p> <p>Furnishing/sealing/possession of unauthorized substance</p> <p>Sexual offenses (major)</p>	<p>The administrator verifies the offense confers with staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials shall contact law enforcement agency and assist in prosecuting offender.</p> <p>A complete and accurate report is submitted to the superintendent for board action</p> <p>In case of student referral to the board of education, the student will be given a due process hearing before the board as granted by law.</p>	<p>Alternative Program Placement</p> <p>Expulsion</p> <p>Other board action which result in appropriate placement (see discussion of expulsion issue)</p> <p>Loss of Internet/Electronic Privileges</p> <p>In School Suspension/ Alternative Classroom and Possible police referral</p> <p>Possible charges filed</p>

III.

IV.

The disciplinary response procedure and/or response option for any level does not bar the use of lesser disciplinary response procedure and/or response. The examples listed for any level of misconduct are not meant to be all inclusive.

## APPENDIX A

The use of illicit drugs or prescription drugs, which are being used in a manner contrary to the intended use, and unlawful possession and use of alcohol is wrong and harmful. Therefore, if it is obvious to the principal and/or faculty members that either a girl(s) or a boy(s) is under the influence of drugs which have been used illegally, or has such aforementioned substances in his/her possession, the following steps shall be taken:

1. FIRST OFFENSE- The principal shall contact the parents, if possible and request them to come and get the pupil immediately. If parents can't be contacted keep pupil(s) at school for the remainder of the day. The pupil(s) may be suspended, at the discretion of the principal, from school for as many as ten (10) days for the first offense. A conference shall be arranged and completed with the parents before the pupil shall re-enter school after the suspension. Following the investigation and disciplinary action the principal shall:

- a. Refer the student to the school counselor for drug counseling.
- b. Refer the parents to the school counselor who will provide them with information about any available drug and alcohol counseling performed by outside agencies.
- c. Possible suspension and/or expulsion, possible charges will be filed with the court system.

2. SECOND OFFENSE- Same procedure as outlined in Item No. 1., above except the pupil(s) may be suspended at the discretion of the principal, for as many as ten (10) days or refer pupil (s) to the Wayne County Board of Education to decide whether or not the pupil should be expelled for the remainder of either the semester or the school year. Following the investigation and disciplinary action the principal shall:

- a. Refer the student to the school counselor for drug counseling.
- b. Refer the parents to the school counselor who will provide them with information about any available drug and alcohol counseling performed by outside agencies.

3. "PROVIDERS"- Those, who sell drugs to other pupils, shall be treated in the same manner as those who are guilty of drug abuse.

4. EXCEPTION- If any pupil(s) who is apparently under the influence of drugs becomes belligerent to the extent that he or she may do physical harm to another person or whose language is so profane as to shock the conscience of those present: local law enforcement officials shall be called and the pupil(s) shall be released to their custody. Also, at the discretion of the principal, any pupil(s) whether either under the influence of drugs, a "pusher" or one who possesses drugs, may be turned over to the local law authorities. In this exception, the penalties of either Item 1 or Item 2, above, whichever is applicable, shall be applied plus a conference with the parents.

5. POSSESSION- Possession of illegal drugs shall carry the penalties as described in Item 1 and 2 above.

6. ILLEGAL DRUGS- Shall include marijuana plant leaves and/or seeds, alcoholic beverages, and all other drugs in any form (pills, capsules, powders, liquid, etc.) which are being used in a manner contrary to the intended use. Drugs used as prescribed by a physician shall not be considered as drug abuse.

*\* Please note that for the safety and security of everyone on campus, the use of trained detection canines and metal detectors may be used to enforce school policy.*

In the event that it becomes necessary for a school official to destroy a controlled substance of any nature, the official shall carry out such duties in the presence of (2) two reliable witnesses using the following procedures:

1. Document the date and time.
2. Describe the method used to destroy the substance.
3. Have witnesses sign documentation summary along with the school officials' signature.

## DUE PROCESS PROCEDURES

Due process refers to the steps required by law, which allows students and/or parent involvement in school decisions pertaining to discipline or special education placement.

The following procedures shall be taken when conducting a hearing concerning possible suspension or expulsion.

- A. Suspension of Students: A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided.
  1. The pupil has been given oral or written notice of the charge or charges against him which constitutes cause for suspension.
  2. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them.
  3. The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges. (KRS 158.150).

The parent of guardian shall be notified of the reasons for the suspension when a student is suspended.

The student may be reinstated in school after a parent or legal guardian has a conference with the principal and a satisfactory agreement to correct the original problem is reached.

The principal/designated administrator shall immediately notify the superintendent in writing when a student is suspended, giving the reasons for the suspension.

- B. Expulsion of Students: In cases where expulsion has been recommended the same procedures as outlined under the suspension regulations must be adhered to. In addition:
  1. The hearing must be held before the board of education and must precede the expulsion.
  2. Reasonable notice of the hearing will be given before it is held.
  3. Any person chosen may represent the student at the hearing by the student or parent.
  4. The decision of the board of education is final.

## **PROCEDURES PERTAINING TO SPECIAL EDUCATION STUDENTS**

- A. Special Education Exceptions: The behavioral program of a more severely involved special education student may include disciplinary actions not specified in this Code of Student Conduct. If this is the case, the student's Individual Education Plan (IEP) should reflect the type of behavioral/disciplinary program that is to be followed.
  
- B. Suspension/Expulsion Procedures for Exceptional Students: In cases where disciplinary action involves exceptional (special) education students and students who have been referred for evaluation for possible special education placement and/or related services, the following procedures shall be followed:
  - 1. If suspension is essential to protect person or property or to avoid disruption of the ongoing educational process, then:
    - a. The Student must first be granted an informal hearing and then may be suspended. Guidelines as stipulated in KRS 158.150 (6) (a) must be followed.
    - b. Before the 11th day of removal an AARC (Administrative Admissions and Release Committee) must be convened to determine whether the discipline problem is related to the student's disability. This committee should consist of the superintendent or his designee, parent, or legal guardian, special education director, and possible support persons. Guidelines as stipulated in the Wayne Co. Sp. Ed. Policies and Procedures, section 12 & 13, must be followed.
    - c. If the discipline problem is determined related to the child's disability.
      - 1. The suspension is immediately lifted.
      - 2. The AARC must consider the appropriateness of the placement and/or the IEP.
    - d. If the problem is determined to be unrelated to the child's disability, then the student will be disciplined according to the Uniform Code of Student Conduct.
    - e. Even if the child is expelled through the appropriate procedures, there must not be a cessation of educational services. Therefore, if a child with a disability is expelled, alternative services such as homebound instruction must be provided.

## **LOWERING GRADES FOR MISCONDUCT**

The grade for a student in a subject shall not be lowered because the student has created discipline problems, unless the behavior is academic dishonesty.

## **CLOSED CAMPUS**

All students are to be confined 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.

## **SEARCH AND SEIZURE**

Lockers are property of the school and are subject to the board's regulation and supervision. Locker inspections and searches are not conducted as a harassment technique but as a duty when the health, safety, or welfare of students is involved. In a search and seizure situation the following procedures shall be followed.

- A. A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
- B. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and other's safety or security may be seized by school officials.
- C. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by that staff member or through the office.
- D. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections items which is school property may be collected. (Example: overdue library books).
- E. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless:
  - E1. For the safety and security of everyone on campus, the use of trained detection canines and metal detectors may be used to enforce school policy.
  - E2. Unless the student is absent from school.
  - E3. Unless school authorities decide that the student's presence could endanger his or her health and safety.

## SCHOOL BUS SAFETY RULES AND PRACTICES

For the safety of all students each teacher shall spend a specific amount of time on these rules and practices during the first part of the school year. They should also be reviewed periodically during the school year.

Students should be taught the following safety rules and practices:

- A. Students will obey and respect the requests of the driver.
- B. No part of the body is to be extended outside the bus at any time.
- C. Students should always cross the road in front of the bus and look both ways before crossing. Wait for the drivers signal to cross.
- D. Students should help the driver to keep the bus neat and clean.
- E. Students should conduct themselves properly at all times and not do anything that would distract the driver.
- F. No pets or animals are allowed on the bus.
- G. Objects that are large enough to take up seating space are not allowed on the bus.
- H. Students should be ready to get on the bus when it arrives at their particular stop.
- I. Students should take their seats when available and not change seats after the bus is in motion.
- J. Students are not to change their regular pattern of riding and stops without a request from home and approval of the school principal.
- K. Students are never to leave the bus by the emergency door except in case of emergency or emergency evacuation exercises.
- L. Inflated balloons and water filled glass vases are not allowed on the bus.
- M. No throwing of objects that might endanger the safety of students or staff.

The following acts of serious misconduct on the bus may result in automatic bus suspensions of a minimum of three (3) days:

- A. Damage to bus property
- B. Fighting
- C. Use of tobacco
- D. Profanity
- E. Other acts at discretion of the principal

Chronic bus offenders shall be considered for long-term bus suspensions. **The parent will be responsible for getting the student to and from school during any bus suspension.**

**“DON’T LOSE YOUR RIDING PRIVILEGE!” - Follow these rules:**

1. Observe same conduct as in the classroom.
2. Be courteous. Use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.



## **A STUDENT WAITING FOR THE SCHOOL BUS SHOULD:**

1. Arrive before time for his/her bus to arrive. The bus driver cannot wait.
2. Wait away from the street or road.
3. Wait on the side of the street on which the student(s) lives. The student(s) should not cross the street until the bus arrives and stops traffic. The student shall cross in front of the bus at a distance of approximately ten (10) to fifteen (15) feet in order that the driver may see him/her.
4. Respect other peoples' property; avoid walking on grass, throwing trash down, picking flowers or damaging shrubs.
5. Keep belongings out of roadway.
6. Avoid loud behavior. Fighting will not be tolerated.
7. Line up in a single line, away from the street, when bus is sighted. At least two big steps back from the curb.
8. Approach the bus after it stops and board in an orderly manner using the handrail.
9. Go immediately to his/her seat and sit down facing forward. The bus driver cannot start the bus until everyone is seated.

## **Use of Physical Restraint and Seclusion in Public Schools**

Wayne County employees will follow the statutory authority of KRS 156.160(1)(h). Employees may use, within scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

# Computer, Internet and Email Policy for Students

## Rules and Regulations

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network services are given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege – not a right.

Individual users of the district computer network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals using the network.

Network storage areas may be treated like school lockers. Network administrators may review the files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that email or files stored on district drives will always be private.

Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as books, periodicals, television, movies, telephones, radio and other potentially offensive media. Wayne County Board of Education does not have control of the information on the Internet, nor does it provide 100% filtering to users accessing the full range of information available.

### **The following are not permitted:**

- Using any other person's password or account;
- Using obscene, abusive or sexually explicit language;
- Violating copyright laws
- Using the Network for commercial purposes;
- Vandalizing/Damaging computer hardware or software
- Circumventing security measures of the computer or the Network. This includes using a proxy redirect website or program to access web pages that have been blocked by the Wayne County Schools technology department;
- Promoting any illegal conduct or the use of drugs, alcohol, or tobacco;
- Harassing, threatening, insulting or attacking others
- Sending or displaying offensive messages or pictures
- Trespassing in another's folder, work or files

**Violations may result in loss of access as well as other disciplinary or legal action.**

## **MISUSE OF PERSONAL CELL PHONES, PDA's, MP3's, IPOD's OR ANY RECORDING DEVICES (VIDEO OR AUDIO)**

Misuse of these items could result in school disciplinary consequences, or court filings. Examples could be, but not limited to; videotaping without permission, text messaging, and any use that disrupts/impedes the learning process within the classroom and school environment. **We strongly discourage the bringing of this type of personal items to school. If a student brings such a device then they are responsible for keeping up with this device. The district or the school shall NOT be responsible for the loss, theft, or destruction of devices brought on school property.**

## **LOSS OF DRIVER'S LICENSE BY STUDENTS FOR ACADEMIC DEFICIENCY or For "DROPPING OUT" OF SCHOOL (Excessive Absences)**

It is the intent of Wayne County Schools to implement No Pass/No Drive Law (HB32), which has been enacted into law by the Kentucky legislature on August 1, 2007. The law limits the privilege on high school dropouts, truants and students who are academically deficient to drive a motor vehicle and to retain a driver's license.

Section one of the law reads as follows:

When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when has had not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, part-time programs.

In summary of the above section it is stated that the school administrator (principal) or his designee shall report to the superintendent, at the end of each semester, those students sixteen (16) or seventeen (17) years of age who drop out or are academically deficient. The superintendent or designee will then notify the Transportation Cabinet, which will follow the necessary steps to revoke the student's driver license.

A dropout has been defined as:

- a. Left school without transferring.
- b. Accumulated nine (9) or more unexcused absences per semester (absences due to suspension are considered unexcused).
- c. Not in home school.
- d. Traditional Dropout

An academically deficient student has been defined as:

A student who is passing less than 66% of their courses (per semester). In the Wayne County Schools, a student must pass at least 4 out of 5 classes.

## **ATTENDANCE**

The progress of a student at school depends greatly on the punctuality and regularity of attendance. It is desirable that every student should be in the designated area five minutes prior to the beginning of school. Also, each student should be in class on time.

We firmly believe that attendance is a student-parent/guardian responsibility. The intent of this attendance procedure for the Wayne County Public Schools is to provide a structure within which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefits from the discussions. All students are expected to attend class every day that school is in session.

Teacher may refer student to Principal, Asst. Principal, Counselor, or Family Service Center for absenteeism.

### **A. Local Attendance Procedures**

When a student must be absent from school for illness, death in the family, communicable diseases, injury, quarantine, or other unforeseeable emergency, it is the responsibility of the parent/guardian to provide a Doctor's statement or parent note to the school (within (3) days after the student returns to school).

The written parent/guardian excuse or doctor's statement should include the full name of the student, date or dates of the absence, and the full signature of the parent/guardian. If, due to an illness or injury, it is believed by the principal, assistant principal, teacher, counselor, or parent that a student will be absent from school for a week or more, the school should be **notified immediately** so that efforts may be made to place the student on homebound instruction. Homebound referral forms, to be completed by the attending medical authority, will be provided to the parent/guardian or custodian of the student by the school or by the director of pupil personnel.

## B. Kentucky Compulsory Attendance Laws

KRS 159.010 mandates that the parent/guardian or custodian shall send his/her child to school, although there are age limits for compulsory attendance. Except as provided in KRS. 159.030, each parent/guardian or other person residing in the state and having custody or charge of any child between the ages of six (6) and sixteen (16) shall send the child to a regular public school for the full term that the public school of the district in which the child resides is in session. Every child who is an actual resident of this state is subject to the laws relating to compulsory attendance.

## C. Absences

Pupils are required to attend regularly and punctually the school in which they are enrolled. Any pupil who has been absent from school without valid excuse for three (3) days or more or tardy for three (3) days or more is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. Once a student becomes habitually truant it will be necessary to proceed against you in court for truancy.

## D. Early Dismissals/Pick-up List

The parents/guardians shall provide a list of those persons who may pick up their child(ren) from school. Each authorized person must present proper identification before the child will be permitted to leave with him/her.

# **STUDENT INSURANCE COVERAGE**

The Wayne County Board of Education contracted with Roberts Insurance to provide accident insurance for all Wayne County students and athletes. This contract is not a required service, but the Wayne County Board of Education had decided that our students need the best coverage that resources will allow.

## **BASIC PROCEDURE FOR SUBMITTING CLAIM**

1. Anyone that is filing a claim must have been seen by a doctor within (60) days after the injury.
2. A school official will complete their portion and then give the claim form to the student's parent(s)/guardian for completion.
3. The student's parent(s)/guardian will complete their portion of the form, and return it to the school official.
4. The school official will detach the form from the instruction page, attach the other insurance questionnaire and any medical bills and explanation of benefits (from family insurance) and forward to the insurance company.

## TO THE STUDENT OR PARENT/GUARDIAN

Attach current itemized physician, hospital, or other provider's bills for accident medical expenses being claimed as well as the primary carrier's Explanation of Benefits showing their payments and denials. These bills must show the patient's names, condition (diagnosis), type of treatment given, date the expense was incurred and the charges made. **PAYMENT WILL NOT BE MADE UNTIL THE PAPER WORK IS COMPLETED.**

### COVERAGE OUTLINE

Benefits of 100% of reasonable charges, customary and medically necessary covered expenses resulting from an Accident which occurs (1) while participating in a covered event; or (2) during covered travel; or (3) during a temporary stay at the location of a covered event held away from the location of the participating school; and (4) while coverage is in force.

The policy covers each Eligible Person during the policy period while he or she is:

- A. Participating in school related activities; 1) sponsored by the Plan Sponsor; and 2) on the premises designated and supervised by the Policyholder; or b) traveling with a group in connection with the activities under the direct supervision of the Policyholder; c) while participating as a member of a team in intramural, club or inter-scholastic competitive sports activities sponsored and supervised by the Policyholder.

Athletics Activities Covered Event means an interscholastic competition governed by the state high school athletic/activities authority or which is authorized, sanctioned or scheduled by the Proposed Participant, including school supervised practice, game related activities and related Covered Travel as defined in the policy.

For both Student and Athletic Activities, the benefit limit is \$25,000 of expenses incurred during the first year following the accident.

For Student Activities, if expenses exceed \$25,000 of expenses incurred during the first year, an additional benefit of \$5,000,000 is available for expenses incurred during the lifetime of the insured person.

**All benefits are secondary to benefits of other plans.**

**Around the Clock Plan** coverage for after school hours is available for all students at a reasonable price. If you are interested in this coverage, please contact your school for the price and enrollment information.

## **Title VI- Title IX Section 504-ADA Student Grievance Procedure**

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in the Wayne County School System have the right to file an informal and/or formal complaint as follows: (180 days for filing unless extended by the agency for a good reason)

### **GRIEVANCE COORDINATOR**

NAME	John T. Dalton, Superintendent
ADDRESS	1025 South Main St., Monticello, KY 42633
PHONE	(606) 348-8484

### **INFORMAL GRIEVANCE PROCEDURE**

#### Step 1.

If a complainant feels that he/she has been discriminated against, the student must first bring the problem to the attention of the coordinator within five (5) days of the knowledge or alleged cause for grievance occurs.

#### Step 2.

The complainant, coordinator, and other involved parties will work informally to negotiate a solution within five (5) days or a total of ten (10) school days from the filing a grievance.

#### Step 3.

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance within five (5) school days or a total of fifteen (15) school days from filing a grievance.

Step 4.

A formal grievance may be filed within fifteen (15) days of starting the informal Grievance Process by completing the Formal Grievance form which is available from your Title VI, Title IX, Section 504, and ADA Coordinator.

Step 5.

At the time that a formal grievance has been filed, the grievance coordinator will explain the steps that the formal process will incur and the individual rights in the process.

Note: In the following Formal steps, reference to Coordinator is the person assigned the duties of Title VI, Title IX, Section 504, and ADA coordinator at various levels in the procedure.

## **FORMAL GRIEVANCE PROCEDURE**

Step 1.

The student will notify in writing the person designated as Coordinator within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violation, the date the violation occurred, and be signed and dated by the person making the complaint. The designated Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken or within a total of twenty (20) school days from the initiation of the Formal Grievance Process.

Step 2.

In the event that the complainant is still not satisfied with the action taken, the complainant may write to the Director of the Office of Civil Rights, Region VII Office in Kansas City, Missouri.



Note:

1. If appeals are not made, it is assumed the decision at any level is accepted.
2. A student, at any point in the grievance process, has the right to contact the Office of Civil Rights.
3. If a student has a complaint other than discrimination based upon race, color national origin, sex and disability, follow the same grievance procedure except contacting the Office of Civil Rights.
4. At least once a year, school authorities are responsible for informing all students, staff, and parents of the school coordinator's name, address, and telephone number.

Grievances should be addressed to John T. Dalton, Superintendent, Wayne County Board of Education, 1025 S. Main St., Monticello, Kentucky 42633.

Further assistance in regard to your rights:

**FEDERAL**

Office for Civil Rights  
55 Erie View Plaza, Room 300  
Cleveland, Ohio 44114  
(216) 522-7636 or  
(216) 522-4970

**STATE**

Protection and Advocacy  
100 Fair Oaks Lane  
3rd Floor  
Frankfort, KY. 40601  
1-800-372-2988

**STATEMENT OF JURISDICTION**

This code of Student Conduct supersedes and takes precedence over any previous policy that may be in conflict.

**NON-DISCRIMINATION POLICY**

The Wayne County Schools does not discriminate on the basis of race, color, national origin, sex disability, age, religion, and marital status in its educational programs and/or activities in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1990. For more information contact Superintendent John T. Dalton, 1025 South Main Street, Wayne County Board of Education, Monticello, KY 42633. Telephone: (606) 348-8484.

## CERTIFICATION

1. The Wayne County Board Attorney, Mr. Gordon T. Germain reviewed this document on June 13, 2013.
2. The Wayne County Board of Education approved this document on June 13, 2013.
3. The Discipline Code will be revised each year following the end of school.
4. All students will be issued a copy of the Discipline Code each year and each principal will orient the students to the code.
5. Allowances have been made in the Code to allow flexibility and review to allow for extenuating circumstances.
6. The Wayne County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicapping condition in employment, educational programs or activities. Inquiries regarding compliance may be directed to Superintendent, John T. Dalton, 1025 South Main St., Monticello, Kentucky 42633.



John T. Dalton, Superintendent



Gordon T. Germain, Board Attorney

Date: \_\_\_\_\_

*As parent, guardian or custodian of \_\_\_\_\_ Child,  
I have read in its entirety the Code of Conduct and Discipline Code  
which has been adopted by the Wayne County Board of Education.*

*By signing this document, I give permission for my son or daughter  
to appear on video and to have pictures made for school use only.  
I also give my permission for my child to access the Internet and to  
use student E-Mail.*

\_\_\_\_\_  
*Signed (Parent, Guardian, or Custodian)*

*Please sign this document and return this page to your child's school  
as soon as possible.*

**Computer/E-mail/Internet Student Agreement and Parent/Guardian  
Permission Form**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_

The Wayne County Board of Education is pleased to offer students of the Wayne County School District access to the district computer network for Internet, storage and other applications. The network is provided for students to conduct research and improve communications. Access to network services is given to students and teachers who agree to act in a considerate and responsible manner. Parent permission is required and access is a privilege – not a right.

**Student Agreement**

As a user of the Wayne County Schools computer system, I hereby agree to comply with the Student Internet Policy and Acceptable-Use Procedures and to communicate in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of this policy 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.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Agreement**

*As the parent/legal guardian of the student signing above, I give my permission for my child to access the Internet and to use student e-mail.*

**I understand that:**

- Internet access is intended for education purposes, and some materials may be inappropriate or objectionable and I accept full 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. Wayne County Schools does not have control of the information on the Internet, nor does it provide 100% filtering to users accessing the full range of information available and I will not hold Wayne County Schools responsible for materials my child may acquire on the Internet.
- The Outlook Live e-mail solution is provided to my child by the district as part of the Live@edu service from Microsoft. I accept and agree that my child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. The windows Live ID provided to my child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before my child can use those Microsoft services, he/she must accept the windows Live Service Agreement and, in certain cases, obtain my consent.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_