

## **CONTACT INFORMATION**

<http://wv.kyschools.us>

### **WALTON-VERONA BOARD OF EDUCATION**

16 School Road  
Walton, Kentucky 41094  
859-485-4181 *option 4*  
Fax 859-485-1810

### **WALTON-VERONA HIGH SCHOOL**

30 School Road  
Walton, Kentucky 41094  
859-485-4181 *option 3*  
Fax 859-485-7739

### **WALTON-VERONA MIDDLE SCHOOL**

32 School Road  
Walton, Kentucky 41094  
859-485-4181 *option 2*  
Fax 859-485-7442

### **WALTON-VERONA ELEMENTARY**

15066 Porter Road  
Verona, Kentucky 41092  
859-485-4181 *option 1*  
Fax 859-485-1977

### **WALTON-VERONA EARLY CHILDHOOD CENTER**

18 School Road  
Walton, Kentucky 41094  
859-485-4181 *option 7*  
Fax 859-485-7739

## **WALTON-VERONA SCHOOLS 2020-2021**

Adam Nash, High School Principal  
Eric Morwessel, Middle School Principal  
Luke Patterson, Elementary School Principal

### **WELCOME TO THE WALTON-VERONA SCHOOL DISTRICT!**

Dear Students,

It is our pleasure to welcome you to Walton-Verona Schools. We hope this year will be the best year of your life. As you already know, being the best is no accident. It happens on purpose. We pledge to you that we, the staff of the Walton-Verona Elementary, Middle, and High School, will do our part in helping you become the best.

We have an outstanding program here at Walton-Verona. We expect each of you to take full advantage of it. This can only happen if you plan carefully. What classes do you expect to take when you are a senior? What do you plan to do after graduation? How much do you need to earn per hour to live the lifestyle that you plan to live? What are your goals? It is never too early to begin thinking about these things. Along with your parents, our staff is eager to assist you with these most important decisions.

Finally, let us remind you that all of you are leaders in one way or another, whether you choose to be or not. Never forget that. Your younger brothers and sisters, neighbors and relatives are looking up to you. Never forget that they may want to be just like you. Please take the lead and show them the proper way. It starts with graduating from high school. It starts with being the best. Best wishes for a successful year. If we can be of assistance to you, please do not hesitate in seeking our help. We are proud to be your principals.

*Have a great year!*



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## • ACADEMIC INTEGRITY

The Walton-Verona School District believes in cultivating an environment of academic honesty. We value truth and trust in all facets of education. It is our expectation that students take responsibility for their learning and experience the pride that accompanies academic achievement.

The Walton-Verona School District values academic integrity and does not permit any form of dishonesty or deception that unfairly enhances a grade. Plagiarism and cheating impede a student's academic integrity and compromises the trust between teacher and student. This trust is fundamental to the learning process and the mission of our schools. Penalties for these infractions outlined in the code of conduct are intended to promote growth in character, and not simply to punish students.

**Student Pledge: *I understand that academic integrity is a component of my personal integrity and honor. I have discussed these matters with my parents/guardians and agree to support the school's quest for academic integrity through my words and deeds.***

We are aware that new forms of dishonesty may arise; therefore, we expect every student to interpret the requirement of academic integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes dishonesty, ask a teacher before you do it!

**PARENTS AND STUDENTS SHOULD REFER TO THE EZ SHEET TO SIGN OFF ON THE ACADEMIC INTEGRITY DISCUSSED ABOVE.**

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## • SCHOOL SAFETY INFORMATION

In the event of an emergency at all Walton-Verona Schools the following procedures must be followed by parents/ guardians:

- Do not come to the school to pick up your child. (Coming to the school can block necessary emergency vehicles and equipment from being able to respond. It can also endanger your personal safety).
- Student's legal parent/ guardian will be notified through the local media by the superintendent, or designee, as to the time and location parent pick-up can occur for students.
- Upon pick-up, the student's legal parent/ guardian must present identification to the principal, or designee, in order to pick-up his or her child.

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## • **ROLE OF THE BOARD OF EDUCATION**

The Walton-Verona Board of Education is a policy making body that is responsible for the general control and management of the public schools within the Walton-Verona School District. The Board of Education has regularly scheduled meetings on the 4th Thursday of each month. Among the other more important duties of the board are the following:

- Establish schools, acquire sites, and erect buildings.
- Adopt courses of study.
- Provide necessary services to pupils.
- Manage all school funds and property.
- Make appropriate rules, regulations, and by-laws.
- Appoint the superintendent.
- Take necessary action to secure the levying of needed taxes.
- Assess student progress.
- Plan for future needs.

### **WALTON-VERONA BOARD OF EDUCATION:**

*Kyle Art  
Megan Jones  
David Turner  
Heather Stewart  
Stacey Thornberry*

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## • **ROLE OF THE SCHOOL-BASED DECISION MAKING COUNCILS**

It is the responsibility of the School-Based Decision Making Councils to set school policy consistent with district board policy which shall provide an environment to enhance students' achievements and help the school meet the goals established by Kentucky revised Statutes 158.645 and 158.6451. SBDM meeting dates, times and agendas are posted in each building.

*Please consult the district webpage, or call your individual school, for a list of School-Based Decision-Making members, bylaws, and policies.*

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## ● ALMA MATER

In these stately halls of learning,  
We have gathered in:  
Seeking truths in education,  
As have other men.  
Light and guidance, everlasting:  
Forward we must thrust,  
Leading onward toward honor  
We have placed our trust.

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## ● SCHOOL SONG

ONWARD BEARCATS, ONWARD BEARCATS,  
WIN THIS GAME TONIGHT.  
WE ARE HERE FOR, WE WILL CHEER FOR WALTON'S BLUE & WHITE  
**RAH! RAH! RAH!**  
ONWARD BEARCATS, ONWARD BEARCATS,  
WE WILL DO OUR BEST.  
WE ARE PROUD TO SAY THAT WE'RE FROM W.V.H.S!

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## ● ADMINISTRATION

### Walton-Verona District Office

Dr. Matt Baker – *Superintendent of Schools*  
Rob Hartman – *Director of Pupil Personnel*  
Caitlyn Sullivan – *Director of Special Ed*  
Michelle Gregg – *Director of Academics*

### Walton-Verona High School

Adam Nash – *Principal*  
Eric Fangman – *Assistant Principal*  
Sarah Hester – *Guidance Counselor*

### Walton-Verona Middle School

Eric Morwessel – *Principal*  
Troy Ridener – *Assistant Principal*  
Brianna Miller – *Guidance Counselor*

### Walton-Verona Elementary School

Lucas Patterson – *Principal*  
Colin Peterson – *Assistant Principal*  
Jessica Iles – *Guidance Counselor*

### Walton-Verona Early Childhood Center

Sinda Henson – *Coordinator*

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## • DISCIPLINE PHILOSOPHY STATEMENT

The Walton-Verona Schools believe that we must prepare students for their responsibilities as adults in a democratic society.

Therefore, the discipline code must facilitate the development of students' self-control and self-discipline. This must be accomplished without regard to race, color, sex and/or national origin.

An effective learning atmosphere may only be achieved through a strict disciplinary code, and when a student is in violation of this code, the learning atmosphere is disrupted. Therefore, disruptive behavior will be dealt with promptly and firmly. In addition, the Walton-Verona Schools will strive to provide a safe and positive learning environment for all students to accomplish this philosophy there must be respect, support and mutual trust among parents, teachers and student.

The student discipline code will be administered without regard to race, color, sex, and/or national origin. All students will be assured due process as guaranteed by the United States Constitution and its laws.

### **DEVELOPMENT**

This code was developed through the cooperative efforts of the individuals on the Code of Conduct Committee. The committee met as a group in a series of meetings in an effort to develop a code that reflects the community's standards and expectations for student behavior.

### **ANNUAL REVIEW**

The committee shall meet annually at the end of the school year to review the Code of Conduct to bring it up to date, and to consider any suggestions, comments, or other feedback from the school community for implementation.

### **ANNUAL ORIENTATION**

At the beginning of each school year, a copy of this code shall be sent home with each student for both the parent/guardian and the student to become familiar.

Class assemblies or video presentations will be completed within the first week of school to familiarize the students with the content. Students, teachers, administrators, parents/guardians, and other personnel who join the school system during the course of the school year shall receive copies upon entering the district.

The principal or assistant principal shall provide an overview of each section for the purpose of orientation to the discipline code.

Teachers will be familiarized with the code during the opening day orientation and in following in-service activities as necessary.

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## • RIGHTS & RESPONSIBILITIES

Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he/ she also exercises the self-discipline and care to afford all others the same rights and not allow his/her own actions to infringe upon the rights of others.

Local school districts have the responsibility to enforce the rules consistently and with equal treatment, regardless of race, color, sex, or national origin. Students, meanwhile, have the responsibility to obey the rules and regulations and to cooperate with those who must enforce them.

### **STUDENTS**

#### **STUDENTS HAVE THE *RIGHT* TO:**

- a. A system of public education which meets the needs of the individual students.
- b. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- c. Physical safety and protection of their personal property.
- d. Consultation with teachers, counselors, administrators, and other school personnel.
- e. Free election of their peers in student organizations in which students have the right to seek and hold office.
- f. Examination of their own personal school records as do their parents/guardians, or their authorized representatives.
- g. Involvement in school activities without being subject to discrimination on the basis of race, color, national origin, sex or disability.
- h. Respect from other students and school personnel.
- i. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

#### **EACH STUDENT HAS THE *RESPONSIBILITY* TO:**

- a. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
- b. Exhibit neatness, cleanliness, and proper personal dress and hygiene.
- c. Show respect for the education process by taking advantage of every opportunity to further his/her education.
- d. Practice self-control at all times.
- e. Follow the rules and regulations of the Board of Education and/or the school administration.
- f. Report to class with proper materials and complete all assignments on time and in good order.
- g. Follow the provisions as outlined in the Code of Conduct.
- h. Demonstrate respect for other students and all school personnel.



**PARENTS AND GUARDIANS**

**PARENTS/ GUARDIANS HAVE THE *RIGHT* TO:**

- a. Send their child to a school with an environment where learning is valued.
- b. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
- c. Enroll students in the Walton-Verona School District where they shall attend classes regularly and promptly with minimal interruptions.
- d. Expect the school to maintain high academic standards and to meet the individual learning needs of each student.
- e. Expect the school plant and/or facilities to meet the individual and physical needs of each student, (example: accommodating for the physically handicapped).
- f. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
- g. Address a question concerning their child to the proper authority and to receive a reply within a reasonable time period.

**PARENTS/ GUARDIANS HAVE THE *RESPONSIBILITY* TO:**

- a. Instill in their children the values of an education.
- b. Instill in their children a sense of responsibility.
- c. Instill in their children a sense of self-worth, self-respect, and self-control.
- d. Demonstrate respect for the teachers, administrators, and school personnel during school and at all school-related activities.
- e. See that their children attend school regularly and promptly. KRS 159.010.
- f. Be familiar with the educational program and its procedures.
- g. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students (Refer to the student Rights and Responsibilities).
- h. Inform children about the disciplinary procedures of the school and emphasize the importance of following the same.
- i. Check with the proper school officials regarding the facts of any situation that they might question.
- j. Support the efforts of school personnel.
- k. See that their children exhibit neatness and cleanliness in their personal attire and hygiene.
- l. See that their children have proper rest and nourishment to perform to the best of their ability.

## **TEACHERS**

### **TEACHERS HAVE THE *RIGHT* TO:**

- a. The support of co-workers, administrators, and parents/guardians.
- b. Work in an educational environment with a minimum of disruptions.
- c. Expect all assignments, including homework, to be completed and turned in as assigned.
- d. Remove any students from class whose behavior significantly disrupts a positive learning environment for no more than one class period during which time the students will be sent to the office.
- e. Safety from physical harm and freedom from verbal abuse.
- f. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g. Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

### **TEACHERS HAVE THE *RESPONSIBILITY* TO:**

- a. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
- b. Aid in planning a departmental curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. Assist in the administration and supervision of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- d. Evaluate students' assignments and return them as soon as possible.
- e. Exhibit exemplary behavior in action and speech.
- f. Exhibit neatness and cleanliness in personal dress and hygiene.
- g. Reward exemplary behavior or work of students.
- h. Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- i. Recommend for retention in a class any student who fails to meet the basic standards for such class.
- j. Maintain necessary records of student progress and attendance as accurately as possible.
- k. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l. Care for the equipment and physical facilities of the school.

## **PRINCIPALS**

### **PRINCIPALS HAVE THE *RIGHT* TO:**

- a. The support of students, parents/guardians, and teachers in carrying out the educational programs and policies established by the school system.
- b. Provide input for the establishment of procedures and regulations that relate to the school.
- c. Safety from physical harm and verbal abuse.
- d. Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- e. Suspend any student(s) whose conduct disrupts the educational process.
- f. Administer the school environment to provide the proper learning atmosphere.

### **PRINCIPALS HAVE THE *RESPONSIBILITY* TO:**

- a. Create and foster an atmosphere of mutual respect and consideration among pupils, staff members, and administration.
- b. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
- c. Exhibit exemplary behavior in action, dress, and speech.
- d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
- e. Direct a program of dissemination of information explaining the Code of Conduct to the school community.

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## • CODE OF CONDUCT

The enumerated inappropriate behaviors listed here are applicable at all times while students are: on school property, off school property at school activities, and on the way to/from school or school sponsored trips and activities unless otherwise specifically accepted herein (KRS 161.180 and 158.150).

### LEVEL 1 OFFENSE: TEACHER HANDLES

- N29**     **Tardy to Class** - Not being in an assigned class when the tardy bell rings or arriving to class after the designated time for class to start without a legitimate excuse.
- N19**     **Defiance**. Refusing to comply with reasonable requests by school personnel or refusal to obey classroom and school rules. Any action by a student that signifies a verbal or physical statement to refuse acceptance of a staff members attempt to hand down discipline.
- N08**     **Disrespectful Behavior** - Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting.
- N35**     **Violation of Personal Electronic / Telecommunication Device** - Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras and/or phones, ear buds and other personal electronic devices as described in board policy. The District shall not be responsible for loss, theft, damage or destruction of electronic devices brought onto school property.
- N09**     **Disruptive Behavior** - Causing an interruption in a class or activity. The disruption may include sustained loud talk, yelling, screaming, making noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.
- N01**     **Academic Cheating Plagiarism** – Academic Integrity Code of Conduct page 4.
- N21**     **Loitering** – Failure to be in assigned area at the proper time.
- N18**     **Gambling**– The act of betting either monetarily or otherwise or buying/selling items not approved by the building principal or designee. Examples include, but are not limited to, flipping cards/coins, playing cards, or rolling dice.
- N99**     **Possession of Food** – Food is not to be consumed outside of the cafeteria unless specifically authorized by the principal of their designee.
- N99**     **Chewing Gum** – Gum is prohibited in all buildings. *(this violation is based on principal discretion)*
- N23**     **Out of Area Violation** - student is intentionally not in assigned classroom or other school space.

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## • CODE OF CONDUCT

The information below outlines the range of options available to school personnel when addressing student behavior. The levels are provided to address both initial and repeat violations. WVUSD school staff shall also take into consideration the totality of the circumstances as they make discipline decisions and that into consideration mitigating circumstances such as age, developmental levels, disability, and other pertinent factors that may be relevant in addition to aggravating factors around the incident.

### **DISCIPLINARY ACTIONS FOR LEVEL I**

(Not listed in any order)

- Conference/reprimand
  - Parent/guardian Contact
  - Detention and/or written assignments
  - Office Referral
  - Time Out (Elementary School)
  - Loss of Privileges (Elementary School)
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**LEVEL 2: ADMINISTRATIVE REFERRAL**

- N01**     **Academic Cheating Plagiarism**— Copying or plagiarizing the work of others and submitting it as your own. This can include obtaining unauthorized and undocumented material from the internet, the use of cell phones for transmitting test items or answers, or other secured information; obtaining material or work from a teacher or another student in a dishonest or unauthorized way.
- N10**     **Dress Code Violation** - Inappropriately dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols; shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing; or violates the local district dress code policy is prohibited.
- N20**     **Leaving Campus** - Leaving the school building and/or campus without permission during regular school hours.
- N27**     **Skipping Class** - Being absent from his/her assigned class 10 minutes or longer after the tardy bell, or staying out of an entire class without permission.
- N28**     **Skipping School** - Being absent from school without valid permission.
- N29**     **Habitual Tardy to Class** – Repeated violation of Level 1 N29
- N32**     **Truancy** - Being intentionally absent from compulsory schooling for an excessive number of days (that number to be determined by district). Truancy describes unauthorized absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as those related to illness, medical conditions, or medical or approved appointments. See KRS 159.150
- N16**     **Forgery** - Writing the unauthorized signature of a parent or staff person on a note or form and submitting it as a legitimate signature.
- N30**     **Theft/Stealing** - Unlawfully taking, carrying, leaving, or riding away with property of another person without threat, violence, or bodily harm. This also includes the unauthorized possession, sale, or attempted sale of another's property. The school is not responsible for personal property brought onto school campuses. Any personal property or materials brought onto campus for classroom use is at the risk of the owner. Personal property could include, but is not limited to: wallets, purses, backpacks, clothing, collectibles, electronic devices such as cell phones, iPods, MP3 players, CD players, tablets, readers, laptops, etc.
- N19**     **Habitual Insubordination** – Repeated defiance violations of Level 1 N19.
- N08**     **Habitual Disrespectful Behavior** – Repeated violations of Level 1 N08.

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• **CODE OF CONDUCT**

- N34**      **Violation of District Acceptable Use Policy** - Inappropriate use of district or school technological resources, including district network systems and use of district/school equipment.
- N35**      **Habitual Violation of Personal Electronic / Telecommunication Device** – Repeated violation of Level 1 N35.
- N09**      **Habitual Disruptive Behavior** – Repeated violations of Level 1 N09.
- N04**      **Bus Rule Violation** - Causing a disruption on a school bus. The disruption may include sustained loud talk, yelling, screaming, making noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.
- N12**      **Failure to Attend Detention** - Failure to report to or be present in an assigned classroom/area during the time a student is assigned to serve detention.
- N15**      **Fighting – Student to Student (physical aggression)** - Using aggressive physical actions toward another student, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
- N25**      **Profanity or Vulgarity** - Using abusive verbal messages that include swearing, name calling, or the use of words in an inappropriate way.
- N99**      **Other** – Exhibiting problem behavior that is not listed in any other board policy violation code.
- N01**      **Habitual Academic Cheating Plagiarism**– Repeated violations of Level 1 N01
- N21**      **Habitual Loitering** – Repeated violations of Level 1 N21
- N18**      **Habitual Gambling**– Repeated violations of Level 1 N18
- N99**      **Habitual Chewing Gum** – Repeated violations of Level 1 N99 (Principal discretion)
- H07**      **Verbal Abuse**– Intentional or willful maligning or gross insult of another.
- N99**      **Reckless Driving** – Driving in an unsafe or reckless way in proximity of school. Examples include but not limited to “scratching off”, speeding, car surfing, playing chicken, or other violation.

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## • CODE OF CONDUCT

- N02**     **Attendance Policy Violation** as defined by policy.
- N99**     **Inappropriate Behavior at a School Function** – Students are accountable for appropriate behavior at school functions off campus as well as those on campus.
- N99**     **Lunchroom Misconduct** – Unacceptable behavior in the lunchroom, cafeteria or food service area. Examples include but not limited to leaving tray, making unnecessary messes, throwing food or other items, placing food on or about another person, yelling or screaming, entering or leaving the cafeteria without proper permission and other offenses that disrupt lunch/breakfast time.
- N99**     **Possession of Obscene Material** – Possession, display, or distribution of obscene materials, content or objects considered by local community standards to be obscene.
- N36**     **Mild Sexual Behavior**– Students are prohibited from publically displaying affection to other students. Examples include but not limited to excessive hugging, kissing, and caressing.
- N99**     **The unauthorized and/or inappropriate use of pictures or media**, as determined by the principal or their designee.
- N99**     **Over the Counter Drugs** – Possession, use, or distribution of over the counter drugs on school property is not allowed. All over the counter medication must be submitted and house in the school nurses' office with the proper consent form in accordance with school policy.
- N33**     **Vandalism** Willful or malicious destruction or defacement of property.

The information below outlines the range of options available to school personnel when addressing student behavior. The levels are provided to address both initial and repeat violations. WVISD school staff shall also take into consideration the totality of the circumstances as they make discipline decisions and that into consideration mitigating circumstances such as age, developmental levels, disability, and other pertinent factors that may be relevant in addition to aggravating factors around the incident.

### **DISCIPLINARY ACTIONS FOR LEVEL 2**

(Not listed in any order)

- Conference-parent/guardian notification
- Detention
- Suspension/or an alternative placement if available
- Work Assignment
- Loss of Activities and Related Privileges
- Student may be referred for a Risk Assessment, which could include evaluations, not to be paid for by the school district.
- Expulsion
- In School Removal
- Restitution
- Referral to local law enforcement/SRO



**LEVEL 3: SERIOUS OFFENSES THAT REQUIRE ADMINISTRATIVE ACTION, ATTENTION OF THE SCHOOL BOARD AND/OR APPROPRIATE LAW ENFORCEMENT OFFICIALS**

Note: To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA), regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 are followed. Non-IDEA students will be expelled for not less than one calendar year from their regular school setting in the Walton-Verona School system.

**N05**     **Dangerous Instruments Possession**- Using any foreign object as a weapon toward others with the intent of causing bodily harm or injury; throwing a foreign object toward another person that is heavy, sharp, or otherwise perceived to be harmful and/or with such velocity and force that is probable of causing harm or injury.

**N32**     **Habitual Truancy** – Repeated violations of Level 2 N32

**D02**     **Look-alike Drug Possession, Distribution** - The use, possession or distribution a look-alike or counterfeit drug as a substance that the student believes to be or represents to be illegal, or a substance where the student engaged in behavior that would cause a reasonable person to believe the drug was illegal.

**N14**     **Fighting – Student to Staff (physical aggression)** - Using aggressive physical actions toward a staff person or school representative, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

**N13**     **Fighting – Student to Other (physical aggression)** - Using aggressive physical actions toward a person not connected with the school, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

**N26**     **Self-Endangerment** - To expose danger or harm to one's self.

**N37**     **Sexual Behavior** - Exhibiting intimate physical contact in school or at any school related activity, on-site or off-site. This sexual contact can be consensual or unwanted.

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## • CODE OF CONDUCT

- H01**     **Bullying** - Using unwanted, aggressive behavior that involves a real or perceived power imbalance towards another person. The behavior is repeated, or has the potential to be repeated, over time. There are three types of bullying:
- ***Verbal Bullying*** is saying or writing mean things, such as teasing, name-calling, making inappropriate sexual comments, taunting, or threatening to cause harm.
  - ***Social/relational Bullying*** involves hurting someone's reputation or relationships, such as leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
  - ***Physical Bullying*** involves hurting a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- H03**     **Harassment** - Delivering disrespectful messages (verbal or gestural) to one or more people, which may include threats and intimidation, obscene gestures, pictures, or written notes. These messages may include negative comments based on race, religion, gender, age, and and/or national origin; and sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.
- H06**     **Threatening Staff** - Using verbal messages or physical actions toward a staff person or school representative that imply the threat of serious physical injury.
- H07**     **Verbal Abuse** - Using abusive and demeaning language: words that attack or injure an individual, words that cause one to believe an untrue statement, or words that speak falsely of an individual. This can include talking back, name calling, and/or creating socially rude interactions.
- H05**     **Threatening Another Student** - Any statement, communication, conduct or gesture, including those in written form, directed toward another student that causes reasonable apprehension of physical harm to person or property.
- T01**     **Tobacco Distribution** – distribution of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products (ex. Juuls) or other alternative nicotine products.
- T02**     **Tobacco Possession** – possession of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products (ex. Juuls) or other alternative nicotine products.
- T03**     **Tobacco Use** – under the influence of or use of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products (ex. Juuls) or other alternative nicotine products.

## LAW VIOLATIONS

- V11**     **Rape** – Includes forcible rape and statutory rape. A person is guilty of forcible rape when he/she engages in sexual intercourse or deviate sexual intercourse with another person by forcible compulsion; or he/she engages in sexual intercourse/deviate sexual intercourse with another person who is incapable of consent because they are physically helpless; or is less than twelve (12) years old. A person is guilty of statutory rape (in KY, rape in the second degree) when:(a) Being eighteen (18) years old or more, engages in sexual intercourse with another person less than fourteen (14) years old; or (b) He/she engages in sexual intercourse with another person who is mentally incapacitated; or (c) Being twenty-one (21) years old or more, engages in sexual intercourse with another person less than sixteen (16) years old.
- V12**     **Robbery/Theft** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force and/or putting the victim in fear. Includes robbery, larceny and motor vehicle theft.
- N03**     **Burglary** - A person is guilty of burglary when, with the intent to commit a crime, he knowingly enters or remains unlawfully in a building or vehicle.
- N06**     **Destruction of Property** - Intentionally or wantonly defacing, destroying or damaging any property of which the person has no authority.
- V06**     **Arson** - Any intentional burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, or motor vehicle.
- N31**     **Trespassing** - When a person knowingly enters or remains unlawfully in a dwelling, a building or upon premises.
- N24**     **Possession of stolen property** - Student receives, retains or disposes of property of another, knowing that it has been stolen, or having reason to believe that it has been stolen.
- N33**     **Vandalism** - The intentional destruction, injury, disfigurement, or defacement (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth) of any school property.
- W01**     **Weapon Possession** – possession of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
- W02**     **Weapon Distribution** – distribution of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
- W03**     **Weapon Use** – use of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

- V14      **Sexual Offense (non-touch)** - A person is guilty of indecent exposure when he or she intentionally exposes his or her genitals under circumstances in which he or she knows, or should know, that his or her conduct is likely to cause affront or alarm to another person on school grounds or at a school function.
- V13      **Sexual Assault** - A person is guilty of sexual assault when: (a) He/she subjects another person to sexual contact (touching intimate parts) by forcible compulsion; or (b) He/she subjects another person to sexual contact who is incapable of consent because he: is physically helpless; less than twelve (12) years old; or is mentally incapacitated.
- D01      **Drug Distribution** – *distribution of* a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish, methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs.
- D02      **Drug Possession** – *possession of* a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish, methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs.
- D03      **Drug Use** – *under the influence of* a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish, methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs.
- A01      **Alcohol Distribution** – *distribution of* alcohol as defined as liquor, brew or mixture containing alcohol
- A02      **Alcohol Possession** – *possession of* alcohol as defined as liquor, brew or mixture containing alcohol
- A03      **Alcohol Use** – *under the influence of* alcohol as defined as liquor, brew or mixture containing alcohol
- N07      **Disorderly Conduct** - Committing a breach of the peace. A person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof, he/she: (a) Engages in fighting or in violent, tumultuous or threatening behavior; or (b) Makes unreasonable noise; or (c) Refuses to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard or other emergency; or (d) Creates a hazardous or physically offensive condition by any act that serves no legitimate purpose.

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## • CODE OF CONDUCT

- N32**      **Habitual Truancy** – Any student reported truant two or more times under Kentucky School Educational Law.
- V05**      **Abuse of a Teacher** - Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know 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. (KRS 161.190)
- N99**      **Incorrigibility** – The persistent violation of the Code of Conduct as defined by KRS 158.150. Persistent bad conduct is judged by the administrative receipt of a minimum of 6 misconduct reports forms or after the second suspension for the same offense.
- V18**      **Wanton Endangerment** – Any behavior that endangers another person such as throwing objects, making unnecessary emergency calls, etc.
- N21**      **Loitering** - A person is guilty of loitering when he/she:
- a.      Loiters or remains in a public place for the purpose of gambling with cards, dice or other gambling paraphernalia, or
  - b.      Loiters or remains in a public place for the purpose of unlawfully using a controlled substance; or
  - c.      Loiters or remains in or about a school, college or university building or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or student or any other specific legitimate reason for being there, and not having written permission from anyone authorized to grant such permission.
- V01**      **1<sup>st</sup> Degree Assault**- complete definition found in KRS 508.010
- V02**      **2<sup>nd</sup> Degree Assault**- complete definition found in KRS 508.020
- V03**      **3<sup>rd</sup> Degree Assault**- complete definition found in KRS 508.025
- V04**      **4<sup>th</sup> Degree Assault**- complete definition found in KRS 508.030
- V15**      **Terroristic – Bomb** – bomb threat or threat of other explosive device
- V16**      **Terroristic Threat** – 1) intentionally making false statements about placing a weapon of mass destruction on school property; 2) intentionally placing a counterfeit weapon of mass destruction on school property; 3) intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff; 4) threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or 5) intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.

**V17**      **Terroristic – Chem/Bio/Nuc** – chemical, biological or nuclear threats

**H02**      **Harassing Communications** - A person is guilty of harassing communications when making statements in person or using any means of communication that intends to intimidate, harass, annoy, or alarm another person.

The information below outlines the range of options available to school personnel, in addition to the intervention based resolutions on the preceding page, when addressing student behavior. The levels are provided to address both initial and repeat violations. WVISD school staff have discretion to consider the totality of the circumstances as they make discipline decisions and that into consideration mitigating circumstances such as age, developmental levels, disability, and other pertinent factors which may be relevant in addition to aggravating factors around the incident. Violation of these rules may be so extremely serious that such behavior may warrant expulsion of the violator even for the first offense.

### **DISCIPLINARY ACTIONS FOR LEVEL 3 / LAW VIOLATIONS**

(Not listed in any order)

- Conference and notification of parent/guardian
- Suspension (long-term or short-term)
- Alternative placement
- Expulsion
- Notification of proper legal authorities
- Restitution
- Student may be referred for a Risk Assessment, which could include evaluations, not to be paid for by the school district.
- In School Resolution
- Referral to local law enforcement/SRO
- Pursuit of legal charges for 2<sup>nd</sup> degree felony terroristic threatening

## DEFINITIONS OF DISCIPLINARY ACTIONS

### **Detention:**

A time-period of supervised study designated by the building principal.

### **Thursday/Friday School:**

An extended detention period (of 3 hours) intended to serve as a last step before suspension for certain violations.

### **Out of School Suspension:**

Temporarily removes the student from the privilege of attending school and school activities. Before reinstatement may be made there must be a phone call or a written note from the parent stating that he or she is aware of and understands the reasons for the suspension.

### **In School Removal:**

Temporarily removes the student from the privilege of attending class and school activities. Before reinstatement may be made there must be a phone call or a written note from the parent stating that he or she is aware of and understands the reasons for the suspension.

*Suspensions are a disciplinary measure used by the common schools of Kentucky to discipline students for repeated and/or serious acts of misbehavior and/or disobedience. They are used when other forms of discipline have not yielded corrected behavior and/or the severity of the act necessitates removing a student from the educational environment.*

*While under an out of school suspension or all day in-school removal, the student may not participate or practice in any school activity, home or away, as a player or as a spectator. For Out of School Suspensions students are not permitted on school property. An Out of School Suspension is an unexcused absence. School work missed may not be made up for an Out of School Suspension. Readmission to school will, in every case, occur on the next school day after suspension has been served. All students returning from an Out of School Suspension must see either the principal or assistant principal (See Board Policy 09.123)*

## **BULLYING/HARRASSMENT**

(Per KRS 158.148) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. See Board Policy 9.422, 9.42811

**DEFINITIONS:**

A person is guilty of harassment when with intent to intimidate, harass, annoy, or alarm another person he or she:

- a. Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
- b. Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- c. In a public place-makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- d. Follows a person in or about a public place or places; or
- e. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- f. Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
  1. Damages or commits a theft of the property of another student;
  2. Substantially disrupts the operation of the school; or
  3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

**HARASSMENT, AS DEFINED IN THE PARAGRAPH OF THIS SECTION, IS A CLASS B MISDEMEANOR.**

A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she:

- a. Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or
- b. Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- c. Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication. ***HARASSING COMMUNICATIONS IS A CLASS B MISDEMEANOR***

Reference KRS 158.148, KRS 158.156, KRS 525.070, KRS 525.080

**Administrative Hearing:**

A meeting held with parents and / or custodial guardians, at the central office level, to discuss and recommend resolutions for a serious violation of the code of conduct.



**Expulsion:**

Expulsion denies the student attendance to school or school activities for the remainder of the school term, or a period of time prescribed by the Board of Education. Expulsions are made by the Board of Education upon recommendation of the principal and superintendent. Reinstatement can be made only by a formal meeting with the parent/guardian, student, and the school principal.

*Expulsion is a disciplinary measure used by the Board of Education when student misbehavior is of a serious nature, or when other methods of discipline have failed to correct repeated infractions.*

Record release information will comply with the requirements of Senate Bill 112, General Assembly, 1994-KRS 158.

**SEARCH AND SEIZURE**

- No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there is reasonable suspicion to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law of the state of Kentucky.
- Search of a pupil's person shall be conducted only with the express authority of the Principal/ Assistant Principal/Designee.
- When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness shall be present during the search.
- No search of a pupil shall be conducted in the presence of other students.
- Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.
- School property, such as lockers and desks, remain the property of the school and are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations.
- Illegal items (e.g., weapons, drugs, etc.), or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security, may be seized by school officials.
- Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.
- Items that are not claimed by the last day of school will be destroyed.
- School officials can use canines to conduct unannounced, random searches of student's personal property. Random search and seizure is a reasonable procedure to maintain the safety of students and school personnel. In such cases, students are required to be separated from their property to avoid potential embarrassment/ harassment, ensure students are not targeted by the canines, to decrease the possibility of dangerous interactions between canines and students.

**DUE PROCESS**

Before discipline actions for violation of school regulations, a pupil shall have the right of the following due process procedure:

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).
4. In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

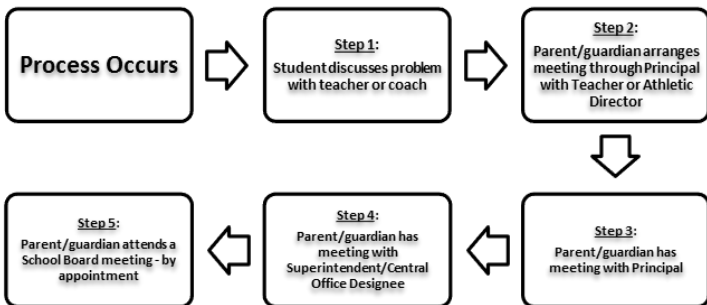
**GRIEVANCE PROCEDURE**

Parents/guardians desiring to question actions taken by school personnel should follow this procedure:

1. If the problem is related to the classroom, the parent/guardian will contact the principal/assistant principal to arrange a conference with the classroom teacher, as soon as possible to discuss the problem.
2. If the problem is not related to the classroom, the parent/guardian will contact the principal/assistant principal to arrange a conference with the involved parties as soon as possible to discuss the problem.

If this conference does not resolve the situation, the teacher and parent/guardian will arrange a conference with the principal/assistant principal or his/her designee with a minimum of delay.

3. If none of the above procedures results in a satisfactory solution to the problem, the parent/guardian shall state his/her complaint in writing and may request a conference with the Superintendent or his/her designee.
4. During any conference, either party may have present individuals having knowledge relative to factors involved. The other party shall be notified in advance if such persons are to be present.
5. The Superintendent or his/her designee will advise the parent/guardian in writing of the disposition within fourteen (14) days after the conference.
6. The parents/guardians may appeal in writing to the Superintendent who will arrange a meeting with the Board of Education if the parents/guardians are not satisfied with the decision of the Superintendent or his/her designee.



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## ● TERRORISTIC THREATENING REQUIRED NOTICE

Our most important function in the Walton-Verona Independent School District is to provide the safest learning environment possible for all of our students and staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In many of those cases, school and law enforcement officials were forced to close schools to investigate the threats that had been made. Consequently, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

### ***Terroristic Threatening in the second degree is defined in state law (KRS 508.078)***

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- Makes false statements by any means, including by electronic communication, for the purpose of:
  1. Causing evacuation of a school building, school property, or school-sanctioned activity;
  2. Causing cancellation of school classes or school-sanctioned activity; or
  3. Creating fear of serious bodily harm among students, parents, or school personnel

Such threats to our students and school staff will not be tolerated. As a result, the purpose of this is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) can/will pursue immediate legal charges for felony terroristic threatening in the second degree, against anyone who makes such threats.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student, as soon as possible. Please assist our schools by educating your child(ren) on the seriousness of its consequences. Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools.

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## ● CLOTHING AND APPEARANCE

We feel that dress is very important at the Walton-Verona Schools. It is the responsibility of the parent/guardian and student to make sure the student's clothing is proper for school. Students should dress in a manner that will not cause embarrassment to the school, faculty, or fellow students. We want to be flexible in the dress code, but still be dignified with our rules to ensure consistency.

### DRESS CODE

Pupils' dress or appearance should be such that it does not detract from the learning process. The dress code will be in effect for all events which are curricular in nature, including field trips, and other special ceremonies (unless otherwise indicated by the school administrator). **STUDENT ATTIRE SHOULD BE APPROPRIATE FOR SCHOOL SETTINGS.** This will be more fully discussed with students during class talks at the start of the school year.

- A. In instances involving hair, clothing and/or jewelry not specifically included in the below regulations, the principal and his/her designee shall render a decision.
- B. See-through mesh shirts or blouses, sleeveless shirts or dresses, low cut shirts or blouses, crop/halters and tube tops, and other clothing which are revealing are not permitted.
  - **ES** - *sleeveless shirts are acceptable;*
  - **MS/HS** - *no jackets worn below waist (trench coat) during the school day*
- C. Under normal circumstances, no hats, caps, bandanas, hoods, picks/combs, sunglasses, pajamas or gloves are to be worn in school.
- D. Students are to wear shoes at all times. House shoes/ slippers and blankets are not permitted.
- E. Tight fitting skirts, shorts, or body shirts are not permitted and proper under clothing must be worn.
- F. Skirts and dresses are permitted, as long as they are no more than 3 inches above the knee.
- G. Shorts are permitted, as long as they are no shorter than fingertip length all the way around the leg.
- H. Pants must be worn at the natural waistline. No underwear, undershorts, boxers, running shorts, or panties should be seen at any time while seated, standing or moving.
- I. No holes in shorts/pants above fingertip line.
- J. Shirts must cover cleavage, shoulders and the upper arm area. (Cold shoulder shirts are acceptable.)
- K. Blouses/shirts must meet skirts, slacks or pants and midriff must not show.
- L. Short-shorts, boxer shorts, biker's spandex-type shorts/pants, may not be worn during the instructional school day.
- M. Piercings may be in the ears only. "Posts" or "clear" piercings are also not permitted. Band-aides or other materials cannot be used to cover unauthorized piercings.
  - **HS** - *piercings are allowed in the ears and only stud or post type piercings are allowed in the nose only. Hoop or ring style piercings are not allowed in the nose.*
- N. Clothing and accessories (jewelry, hats, belt buckles, necklaces, etc.) with obscene, crude or rude pictures, sayings pertaining to drugs, alcohol, sex or gangs or sexually suggestive are not permitted.

Any student breaking the dress code will be asked to call home for a change of clothing and will see an administrator for disciplinary action. If the student leaves the school building without permission, it will be considered an unexcused absence.

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## ● PARKING OF AUTOMOBILES (FOR HIGH SCHOOL ONLY)

1. Students with a Kentucky Driver's License will be assigned a parking permit on a first-come first-served basis beginning with the seniors through an application process.
2. Students must park in their designated area and visually display the permit in the designated area of the vehicle.
3. Students must register their cars to park in the lot and must have liability insurance.
4. Students may not return to their cars during the day unless they have special permission.
5. Students should drive carefully and slowly on and around campus.
6. Students are expected to follow and obey all traffic laws.
7. *Unexcused Tardies to School:*
  - a. *Upon accumulating 4 unexcused tardies to school, the permit may be revoked for 1 week;*
  - b. *Upon the 5th tardy, the permit may be revoked for 2 weeks;*
  - c. *Upon the 6th tardy, the permit may be revoked permanently (application fee will not be returned)*
8. Students who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.
9. A parking permit may be canceled at the discretion of the school.
10. School officials have the right to search cars or personal property if the officials have reasonable suspicion that the student may be in possession of drugs, weapons or any item that violates school rules or endangers others. Searches will be used only when other techniques have been exhausted or when there is an immediate danger to life or safety. Cars parked on school property are subject to searches by law enforcement drug dogs. These searches will occur at random during the year.
11. All vehicles shall not be left in the parking lot overnight, unless permission is received from the principal or designee.
12. Failure to meet the above requirements will result in a loss of parking privileges and students may also face disciplinary, and/ or criminal actions.
13. The Walton-Verona Board of Education and its employees are in no way responsible for any damage or theft occurring on school property.

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## ● BUSES

1. Students are responsible to the bus driver while they are on the buses riding to and from school just as they are responsible to the teacher or principal while they are at school.
2. Students shall be required to get on and off buses at stops approved for them.
3. Students should be friendly and courteous along the bus route.
4. Students should give their cooperation in protection of school buses against all forms of vandalism, breakage, and damage caused by careless or willful acts, and such damage shall be paid for by parents or guardians of offending pupils.
5. Emergency doors are not to be used unless there is an emergency.
6. Failure to meet the above requirements may result in loss of bus privileges.
7. Students waiting for the second bus run must wait in areas specified by the building principal.
8. Students are governed by the Code of Conduct on all bus runs including extracurricular activities and field trips.
9. Cell phones, electronic games, and music players may only be used with permission from the bus driver.
10. Tape, balloons, window painting and other forms of bus decoration are not permitted.

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## • ATTENDANCE GUIDELINES

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).<sup>1</sup>

### **TRUANCY DEFINED**

- Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) events or more, or tardy without valid excuse on three (3) events or more, is a truant.
- Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more events, or tardy without valid excuse on three (3) or more events, is a truant.
- Any student who has been reported as a truant two (2) or more times is a habitual truant.
- For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

### **COMMUNICATION**

Parents, guardians, or custodians are requested to contact their child's school to report an absence on that day. When the student returns to school following the absence, signed documentation must be submitted to excuse the absence.

The child's school shall notify, in writing, the parent(s) of any student accumulating three (3) unexcused absences in one (1) school year. The student shall also be referred to the Superintendent, or designee.

After a student accumulates six (6) unexcused absences, the District may begin prosecution for habitual truancy. Every parent, guardian, or custodian of a child enrolled in the Walton-Verona Independent School District is legally responsible for any violation of KRS 159.010 to 159.170 by their child.

Parents, guardians, or custodians are encouraged to monitor their child's daily attendance. The school shall inform parents, guardians, or custodians of their child's attendance at the end of each grading period.

### **TARDINESS**

Students must be checked in or out of school by a parent, guardian, or authorized adult. Late arrivals or early dismissals will be counted as an absence or tardy according to the arrival/departure time. The process for determining whether tardiness to school is excused or unexcused is identical to that for excused and unexcused absences

The classroom teacher is asked to take care of all tardiness to his/ her class. The teacher may assign detention. Tardiness to school will be handled by the principal or designee.

### EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil;
3. Appointment with doctor or dentist; (with a note from medical provider). After the tenth (10<sup>th</sup>) note, the parent, guardian, or custodian of the child must have a Medical Excuse Form completed by the medical provider. Students with a chronic/ critical medical condition, as determined by a licensed health care professional, shall be addressed on an individual basis;
4. Driver's test (with prior approval by Principal);
5. Trip with parent/guardian (with prior approval by Principal);
6. Subpoenaed court appearance; (with a note from the court officer);
7. Authorized school activities;
8. Participation in 4-H activities;
9. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
10. \*Educational Enhancement Opportunity (EHO); or
11. Other absences as approved by the Principal.

A student may be excused from P.E. participation for one (1) day on the basis of a parent's/guardian note; however, beyond this, he/she must have a doctor's note to be excused.

*\*Educational Enhancement Opportunity (EHO) in accordance with KRS 159.035 (2), up to ten school days may be used to pursue an educational enhancement opportunity determined by the school principal to be of significant value. These opportunities may include but are not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in a core curriculum subject. To request an EHO, please request proper form from the school. Once completed, return it to the school principal for approval prior to the requested absence(s).*

### ELEMENTARY AND MIDDLE SCHOOL EXCUSED ABSENCES

Students shall be allowed **4 Parent Notes** and **2 Parent Excused Tardies** per semester. After four (4) absences in a semester, all subsequent absences shall be considered unexcused unless specified by a doctor's note or a note from the court.

One parent note excuse is applicable per missed day (example if a child misses Monday, Tuesday, Wednesday then that would utilize 3 Parent Notes (PN).

It is in the student's best interest to bring a doctor's note to school when a doctor's visit has been made.

Students shall not be allowed to make-up work missed due to unexcused absences.

## **HIGH SCHOOL EXCUSED ABSENCES**

High school students shall be allowed a maximum of **eight (8)** attendance events for personal reasons per school year with a parent note to excuse the attendance event. Additional attendance event must be excused by a doctor or court note. All attendance events must be approved by the principal, or designee.

## **UNEXCUSED ABSENCES**

All other absences shall be considered unexcused; and no make-up work shall be allowed for unexcused absences. However, for students with unexcused absences with reasons other than suspension from school, make-up work may be permitted if the principal (after consultation with the teacher) approves the make-up work.

## **WRITTEN DOCUMENTATION**

All absences must be documented by notes from parents or guardians in order to be considered for excused status. All notes must be presented to the school within five (5) days of the student returning to school in order to determine the excuse status of the absence. Parents/guardians are encouraged to acquire verification from a doctor, dentist or appropriate health professional to help avoid exhausting the allotment of parent/guardian notes. Unless otherwise approved by the Principal, or designee, verification from a doctor/dentist/other appropriate health professional shall be required for absences in excess of the number of parent documents presented. The principal, or their designee, shall determine the validity of all written excuses or statements.

All Medical Excuse forms received from a medical provider will be reviewed to determine if the information is adequate to justify an excused absence. It is not necessary to know the exact medical condition of the student, but simply that the doctor believes the student's medical condition warranted an absence from school. It is the parent, guardian, or custodian's responsibility to obtain the necessary documentation for review.

## **MAKE-UP WORK**

It is the students' or parents' responsibility to contact the school for make-up work. Students shall be allowed the same number of days to complete make-up work as they were absent, plus one (1).

Although pupils are not entitled, in general, to make up work missed for absences because of suspension from school, it is the goal of the District that every pupil succeed academically and that failures in any subject be avoided. Accordingly, students having absences because of suspensions from school are allowed to do the following:

1. Take major tests (e.g., finals or unit tests) for credit upon returning from a suspension;
2. Have homework checked for accuracy without credit; and
3. Hand in major projects or term papers, without loss of credit.

If a student is excusably absent for only one (1) day, he or she may secure a make-up assignment when he or she returns to school. (Parents who feel they have special circumstances may request assignments on the first day of absence.)

If a student is excusably absent for more than one (1) day and there is a desire to secure make-up assignments before the student returns to school, a request for assignments may be made by calling the principal's office or the counseling office within one (1) hour of the beginning of the school day



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## • ATTENDANCE GUIDELINES

on the day the student's parents wish to pick up the assignments. Personnel will endeavor to have the assignments available for pick up by the end of the school day.

If there is a special need, a message for a teacher to call the parent may be left with the principal or counselor.

### **PARTICIPATION IN EXTRACURRICULAR AND SPECIAL EVENTS**

Participation in Extracurricular and Special Events (Such as, but not limited to; Senior Graduation Ceremony, Prom, Homecoming, Senior Dinner Dance, club participation, Performing Art Events, and Athletic Participation) is a privilege, not a right, for students. Students who successfully demonstrate good attendance, behavior, academic performance, and are compliant with all school fees and lunch charges can earn the privilege of participation in these activities and events. Students must be present in attendance 50 % of the school day to be eligible to attend extracurricular events. Seniors will receive specific guidelines and expectation information for the Senior Graduation Ceremony.

### **ENROLLED IN HOME HOSPITAL**

A child or youth shall be provided home/hospital instruction if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by a signed statement in accordance with KRS 159.030(2). The Home/Hospital Review Committee shall accept and review applications to determine student eligibility for home/hospital services.

The students' academic schedules may be adjusted by home hospital review committee or Admissions and Release Committee (ARC). Eligibility for home/hospital instruction shall cease if the student works or participates in athletic activities.

#### **References:**

[1702 KAR 007:125](#), [704 KAR 7:120](#), [KRS 36.396](#), [KRS 38.470](#), [KRS 40.366](#), [KRS 159.030](#), [KRS 158.070](#), [KRS 158.183](#), [KRS 158.293](#), [KRS 158.294](#), [KRS 159.035](#), [KRS 159.140](#), [KRS 159.150](#), [KRS 159.180](#), [OAG 76-566](#), [OAG 79-68](#), [OAG 79-539](#), [OAG 91-79](#), [OAG 96-28](#)

#### **Related Policies:**

09.111, 09.122, 09.123, 09.4281

09.126 (requirements/exceptions for students from military families)

### **ILLNESS**

If a student becomes too ill to go to class, the student must report to the school nurse. The parent or guardian will be called to pick up the student, if deemed necessary by the nurse or designee. Any disease or condition that a student has should be noted on his/her registration. Parents/guardian shall notify the school of excessive absences (5 days or more) due to illness. Homebound Instruction may be available.

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## ● GENERAL INFORMATION

### **CHECK OUT PROCEDURE - EARLY DISMISSAL**

No student shall be dismissed early from school without permission from the principal or his/her designee. Any student who leaves the school grounds without permission from the principal shall be subject to appropriate disciplinary action. This includes assignment to detention or suspension/or an alternate placement if available.

No student shall be dismissed early from school without permission from the parent/guardian. If the student is to be picked up, the parent/guardian or parental designee, shall report to the principal's office. Emancipated students may sign for their own dismissal.

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent/guardian shall be notified immediately, or at the earliest opportunity. No student regardless of age may sign themselves out for early dismissals without parental consent.

### **VISITORS TO THE SCHOOLS**

The Board of Education encourages parents, professional educators, and others who have legitimate interests to visit the schools. All visitors must report immediately to the main office upon arrival to ensure that school personnel are aware of a visitor's presence (and identify themselves as well as declare their purposes for visiting). Those without photo ID must be screened by the principal/designee. All visitors are required to wear visitor's badges and return to the front office to check-out.

Please make all changes to normal transportation arrangements for your child prior to 1pm. Email, call or send in notes indicating changes. Changes requested after 1 pm will not be accepted.

Walton-Verona Elementary will not allow parents to sign their children out from the front office between 3:20 pm and when the final bus has left the bus loop. Regular daily student sign out occurs in the gym beginning at 3:35 pm. Parents should report to the entrance marked as 'gymnasium.'

The frequency of the visits must not interfere with the scheduled instructional program in the classroom. The teacher involved is notified in advance of the arrangement.

Personally owned recording devices are not to be used to create video or audio recording or take pictures unless approved by principal/designee and the affected individual(s). Such devices include, but are not limited to, personal cell phones and/or tablet, etc.

Parents, guardian, grandparents, or other immediate family members as approved by the principal/design may request to have lunch with their child/grandchild. Otherwise, except for authorized district personnel, each school shall observe a closed campus at lunch.

Professional educators and citizens from other communities who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance with the superintendent.

### **VOLUNTEER/CHAPERONE INFORMATION**

Walton-Verona School volunteers must have a criminal history background check according to the policy update. The background check shall be submitted thirty (30) days prior to the volunteer service/event to provide ample time for processing. This refers to those going on field trips and/or participating with students in programs and events as a volunteer.

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## • GENERAL INFORMATION

Volunteers must submit an authorization form (Youth Leader Request) for the background check to the Board of Education office. Authorization forms are available at each school and in the “*About > Support WV > Volunteering*” section of the Walton-Verona website. Results of each background screening will be received by the superintendent. The superintendent shall have the authority to disqualify any individual from participating in school and/or district programs as a volunteer.

Our successes in the Walton-Verona Schools are due to the support and involvement we have from our parents and community. We greatly appreciate all the hard work and dedication given to our schools by the volunteers/chaperones. If you are not sure if your name is on the list you can contact the Board of Education at 859-485-4181. Again, this policy was enacted to ensure a safe learning environment for all of our students.

### **USE OF SCHOOL FACILITIES BY NONCURRICULUM RELATED STUDENT GROUPS**

School facilities shall not be provided for non- curriculum-related secondary student-initiated groups during or outside of instructional time.

### **CLUBS, ORGANIZATION, AND INTRAMURALS**

Groups such as honor clubs, athletic clubs or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications, may restrict membership to pupils who qualify according to bylaws of the organization approved by the principal.

Students may be required to have athletic physicals before being permitted to participate.

Students may participate in programs as defined in SBDM Policy.

### **STUDENT SUPERVISION, BUILDING USE, ERRANDS**

Students will be under the supervision of a qualified adult at all times. Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

No employee shall send a student on an errand off school property without the prior approval of the principal.

Only those students who are involved in school activities and under the direct supervision of a faculty member or other approved school personnel shall be permitted in school buildings after school hours.

### **FORMS**

The following forms can be obtained from the Assistant Principal:

- Consent Form for Assisting with Medication at school
- College Visitation Request Form
- Denial of Permission to Release Student Contact Info to Military Recruiters
- Guest Pass Request
- EHO

**EARNING CREDIT FOR GRADUATION**

Please refer to the Course Guide for an exact definition and information.

**ASSESSMENTS**

All students as specified by state statute and Kentucky Department of Education Regulations are required to successfully complete all assessments for review. Failure to do so will result in suspension and a Board hearing for expulsion. Students may be transported by school bus off campus for assessment purposes. Parents/ guardians that wish to opt-out of this transportation method must notify the school principal in writing.

**WALTON-VERONA DIPLOMA RECIPIENTS**

Walton-Verona Diploma Recipients - All graduates of Walton-Verona High School must have the appropriate units of credit as specified by the Walton-Verona Board of Education. Graduates must also document four years of full-time enrollment (eight semesters) in a state approved education program in grades 9-12.

**GRADUATION WITH HONORS**

Any student with a grade point average of 3.6 or higher will be considered as graduating with honors and will be recognized by the Board of Education at the graduation ceremony. A “graduating senior” according to this policy shall be a student who has previously completed seven (7) high school semesters from a school accredited by the regional accrediting association and is currently completing the eighth (8<sup>th</sup>) high school semester at Walton-Verona High School.

The Board of Education will recognize seniors who have completed all state and Board requirements for graduation, have achieved a high level GPA, and taken AP or College Level courses as outlined below by identifying individual students as graduating Cum Laude, Magna Cum Laude, Maxima Cum Laude, or Summa Cum Laude.

Requirements for each of the Board’s recognition levels:

<b>Recognition</b>	<b>Weighted GPA Requirements</b>	<b>Required Courses (if any)</b>
Cum Laude	≥ 3.6	None
Magna Cum Laude	≥ 3.8	Two AP or College Level Courses
Maxima Cum Laude	≥3.97	Four AP or College Level Courses
Summa Cum Laude	=4.0	Four AP or College Level Courses

*The student(s) achieving the highest class rank based upon their numerical weighted average will be considered to have valedictorian status when requested by colleges and universities.*

**FERPA NOTICE FOR INDIVIDUAL LEARNING PLAN (ILP)**

The Individual Learning Plan (ILP) is a web based tool that the schools use with students and their parents / legal guardians. It is a comprehensive tool that allows students to compile information about their education while exploring careers and planning for their future. The ILP will contain personal data information, educational information similar to transcripts, and other related student information. This will be created while the student is at school although accessible off site. Under the Family Educational Rights and Privacy Act, a school district requires permission from the parents (until the student is 18 at which point the right belongs to the student), to share an educational file.

There are a few exceptions to this requirement. For example, the district is allowed to share the educational record with institutions, including postsecondary where a student seeks to enroll.

The Individual Learning Plan will make it possible for a student to choose to share some or all of the information with others, including educational institutions, even those where he or she may not be seeking to enroll, for a one-time viewing of student selected information. While technically the ILP is not part of the educational record, it will contain the data also found in the educational record. If you do not wish to have your child share his or her ILP with others, as parents (or an 18 year old student), you may opt out if you notify the principal in writing by August 15th.

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## • CAFETERIA

### **CHILD NUTRITION PROGRAM SERVICES**

Applications for free and reduced price meals are available at the schools, the district website and central office. ONLY ONE application for an entire family is to be submitted. Once eligibility is determined notifications will be sent to the household. Students will be allowed to eat based on the previous year's eligibility until a new application is processed. New applications must be filed within ten (10) days after the beginning of school.

### **HEALTHY/NUTRITIOUS MEALS**

Walton-Verona Independent Schools encourage parents who pack their children's lunch to make it a healthy and nutritious one. We discourage parents and friends from bringing food from any restaurant onto school property. At the elementary school, students may only purchase one \$ .50 snack per day with meal or packed lunch.

### **CHARGED MEALS**

It is the intent of the Walton-Verona Independent Board of Education to provide an opportunity for each child to eat a nutritious breakfast and lunch during the school day. It is also the policy of the Walton-Verona Independent Board of Education to comply with all federal program regulations pertaining to the National School Breakfast and Lunch Programs.

Program regulations do not allow for meal charges; therefore, it is the responsibility of the parent or guardian to pay for the meals a child purchases in advance or on a daily basis. FEDERAL REF: Code of Federal Regulations NSLP 7 CFR 210 Revised January 1, 1996.

The District has adopted a procedure to follow if charges are not paid in a timely manner. The procedures are on file in the Food Service Director's office and the middle and high school food service office. If parents refuse all remedies offered to them, they will have their information forwarded to the Director of Finance for one last attempt to work out a payment plan before the account is referred for collection.

The following procedures are as follows:

- The cashier or manager has the authority to charge three (3) student meals. This service is designed to cover the situation of a student losing or forgetting meal money. This service does NOT provide a credit service for continuous charges and collecting for student's charged meals.  
At this time, absolutely no extras/snacks or a la carte items are permitted to be charged or purchased.
- Only the Food Service Director and/or Principal has the authorization to approve charges for more than three (3) meals. This will be done only in severe hardship cases and only in writing by the Food Service Director/or principal.

- A charge letter will be mailed home and follow-up phone calls will be made to the parent/guardian.
- If no attempt to reconcile charges, students may be prohibited from attending and/or participating in extra-curricular activities/events.

All positive and negative lunch accounts carry over from one school year to the next and are always the responsibility of the parents/guardians.

***NO CHILD WILL EVER GO WITHOUT A MEAL.***

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## • **ATHLETICS**

### **WV ATHLETIC CODE OF CONDUCT**

In an effort to have our athletic program reflect the mission statement of the school, the athletic department will provide guidelines in order to understanding the roles of parents, coaches, and athletes involved in Walton-Verona athletics. All stakeholders are essential participants in the success of our athletic program, but more importantly, they are the key to the healthy development of each young student who chooses to participate in a sport at Walton-Verona Middle School and High School.

Athletic Participation/Physical Examination Form, Parental and Student Consent and Release, and other forms required by the KHSAA and/ or Walton-Verona Board of Education must be current and on file with the school before a student may participate in extra-curricular athletics.

### **KHSAA BYLAW 11. PRACTICE OF SPORTSMANSHIP**

It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest. It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport. Violations of this particular provision may result in penalization by the Commissioner in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 33, Penalties. Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by a member of the Commission prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

## **KHSAA DEAD PERIOD**

Students may not receive coaching or training from school personnel (either salaried or non-salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning with June 25, and going through July 9 (KHSAA Bylaw 26).

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## **● PROM GUIDELINES & PROCEDURES**

The Walton-Verona High School prom is a formal dance for current Walton-Verona High School Juniors and Seniors. This event is intended to be a memorable evening for the Walton-Verona High School Juniors and Seniors. Students are reminded that, while at prom and/or project prom, they are subject to the Walton-Verona Board of Education code of conduct and will be disciplined for inappropriate actions. Prom Guidelines and Procedures are reviewed with all 11th and 12th grade students during the first week of school and prior to prom ticket sales.

### **BOYS' FORMAL DRESS**

Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a turtle neck, a shirt, and may include a vest or cummerbund. Shirts are to be worn at all times. Dress shoes must be worn.

### **GIRLS' DRESS**

Dresses may be strapless or include spaghetti straps. Bare or open backs are acceptable. However, bare abdomens or bare midriffs are not permitted. Undergarments should not be visible. See-through apparel and dresses with slits that are above the mid-thigh are not permitted. Dress shoes must be worn.

### **ARRIVAL**

Students must arrive for Prom Night, 1 hour from start of Prom. Students who arrive after this time will not be permitted to attend the Prom without prior administrative approval. Students who attend Project Prom are to report immediately to Project Prom at the conclusion of Prom.

### **BEHAVIOR**

The Walton-Verona Board of Education Student Code of Conduct will be in effect at all times. The Junior/Senior Prom and Project Prom are open to members of the present Walton-Verona High School Junior and Senior classes. In the event a Junior or Senior wishes to bring a guest from another school, an underclassmen, or a non-student to the Walton-Verona High School Prom, then the Guest Pass Procedure must be followed. The present Walton-Verona High School Juniors and Seniors are responsible for his or her guest.

### **ATTENDANCE**

Students with poor attendance or an unexcused absence on the day of Prom will not be admitted to attend Prom or Project Prom. Staff, administrators and security personnel will monitor student behavior. Smoking, alcohol and drug use are prohibited by state law and school board policy at this function. Once a student leaves the activities' facility and/or grounds, he/she will not be permitted to re-enter. In case of an emergency, staff, security personnel, or administrators can accompany a student(s) to and from his/her car. Everyone must keep in mind that student safety is of primary importance.

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## • PROM/DANCE GUIDELINES & PROCEDURES

### GUEST PASS PROCEDURE

Guest passes must be submitted to the Principal, or designee, 15 calendar days prior to the Prom/Dance, any Junior or Senior who wishes to bring a guest from another school, an underclassman, or a non-student to the WVHS Prom/Dance must follow this procedure:

- Passes must be filled out completely, and guests must obtain appropriate signatures.
- Fifteen days prior to prom/dance, the principal, or designee, must sign the guest pass and will verify the information. The guest will either be approved or denied admittance to the prom/dance festivities.
- WVHS Juniors and Seniors must pick up approved passes from the Principal or designee 48 hours prior to the event.
- Along with the guest pass, the guest will present a home school photo ID at the door. If the guest is a non-student, a driver's license or other photo ID is to be presented for admission to the prom/dance.
- No junior high or elementary students will be permitted.
- The Principal must approve any adult over 21 years of age.
- Guests must adhere to the same dress, school policies, and eligibility as the WVHS students.
- The present Walton-Verona High School Juniors and Seniors are responsible for his or her guest.
- **IF CLEARANCE AT THE DOOR IS NOT VALID, THE COUPLE AND/OR GUEST MAY NOT BE ADMITTED TO THE PROM/DANCE.**

We wish the members of the junior and senior class a fun, safe, and memorable evening. If you have any concerns or questions, please contact one of the administrators or Junior Class Sponsors.



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## • STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

### **PURPOSE**

The computing resources at Walton-Verona Independent Schools support the educational, instructional, and administrative activities and the use of these resources is a privilege that is extended to students of the Walton-Verona Independent Schools. As a student user of these services and facilities, you have access to valuable resources, to sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. Use of networks or computing resources must comply with the rules and policies outlined in the Technology Acceptable Use Policy (TAUP). Reference board policy 08.2323. Violation of the following rules and policies can result in loss of network services including, but not limited to internet, and could eliminate future access or any other consequences as spelled out in the Code of Conduct. These policies and laws are subject to change as state and federal laws develop and change.

### **STUDENT ACCESS**

Access to district networks is filtered and monitored and all rules of the acceptable use policy are in force at all times.

Use of the computers, network, Internet and email requires a student and parent signature on the Enrollment EZ Sheet, be on file with the appropriate school personnel. Network, Internet and email accounts will not be activated until the signatures are on file.

Student use of Bring Your Own Device (BYOD) is optional. Students who do not participate in BYOD will not be penalized, and alternative modes of participation will be available. Each school has their own BYOD Agreement created and maintained by the schools School Based Decision Making (SBDM).

Student Bring Your Own Device (BYOD) may use personal devices as listed on the Approved Personal Devices list found at <http://wv.kyschools.us/departments/byod/> or contact the school for the list. Devices must be registered on the BearcatNet network and used in support of education and research, consistent with the conditions as specified on the devices list, and you have teacher permission.

Electronic mail and other network communication are not private. Communication relating to or in support of illegal activities or indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the proper authorities.

Teachers and sponsors may ask students to sign up for an account on blogs or social networking sites in order to participate in online instructional activities and discussions. Social networking sites may not be accessed unless access to such sites is for educational use and supports the educational objectives of the school district. Sites are directly supervised by a teacher or other staff member who is aware of your attempt to access such a site. Students may participate in social networking accounts if set up by a district employee for the purpose of supplementing classroom instruction or other school related activities.

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## • STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

### ACCEPTABLE USE POLICY

The use of your account must be in support of education and research and consistent with the educational objectives of the Walton-Verona Schools.

You may not use communications that are not directly related to instruction or sanctioned school activities. This includes subscription to mailing lists and social networking sites.

Do not harass, insult or attack others.

You may only access email and other communication services provided by the state or district.

You may not use anyone else's password or give your password to any other person. Change your password if you believe someone else knows your password.

You may not send, copy or display offensive text or graphics (e.g. pornographic or inappropriate images, etc.).

You may not damage computers, computer systems or computer networks including attempting to bypass or successfully bypassing any security measures implemented to limit access, or for any other reason. A student is responsible for any intentional damage he/she causes to technology equipment. Along with reimbursement for the equipment and/or, county authorities may be contacted depending on the amount of the damage.

Do not reveal any personal information, your email or postal address, or phone number or those of other students unless a parent or a teacher has coordinated the communication.

You may not reveal the personal identity or post an image of a student or teacher or their work on the Internet without prior consent from their parent/guardian or that teacher, excluding public events. You may not download, install or alter software on school computers without permission from the Director of Technology.

You may use only the computers, computer accounts, and computer files for which you have authorization.

You may not use another individual's account, or attempt to capture or guess other users' passwords. You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to the district for all use of such resources. As an authorized student user of resources, you may not enable unauthorized users to access the network by using a district computer or a personal computer that is connected to the district network.

The district is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.

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## • STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing districts network and computing resources.

You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.

You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

You must not use district computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.

On district network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.).

### **COMPLY WITH FEDERAL, STATE AND LOCAL LAWS**

As a student, you are expected to comply with federal, state and local law.

Abide by all federal, state, and local laws.

The district has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.

Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.

Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work.

### **CIPA COMPLIANCE**

Walton-Verona Schools enforces a policy of Internet safety for minors that includes monitoring the online activities of minors and the operation of a technology protection measure with respect to any of its devices with Internet access that protects against access through such devices to visual depictions that are obscene, child pornography, or harmful to minors. Walton-Verona Schools enforces the operation of such technology protection measure during any use of devices on the Walton-Verona networks.

Walton-Verona Schools are educating all minors about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms, cyberbullying awareness, and response.

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## ● STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

### INFINITE CAMPUS PORTAL

Walton-Verona Schools are offering Infinite Campus (IC) Portal access to students and parents as a means to enhance communication and to promote educational excellence. IC Portal allows you to view your school records online, anywhere and anytime.

Infinite Campus Parent Portal (website), Campus Parent app (for parents), and Campus Student app (for students) allows parents/guardians secure online access to accurate, current and confidential information about student's grades, schedules, assignments, attendance information and more. Each parent only needs one account to see all their children's information.

If you do not have a parent portal account, please send your legal name, phone number, email address and child's name to [wvportalsupport@wv.kyschools.us](mailto:wvportalsupport@wv.kyschools.us) and we will create an account for you.

In order to have access to the site, you are expected to act in a responsible, ethical and legal manner.

1. Do NOT share your Infinite Campus password with anyone.
2. Do not attempt to harm or destroy your data, the data of another user, the Walton-Verona Independent School or District network, Infinite Campus, or the Internet.
3. Do not use the IC Portal for any illegal activity, including violation of Data Privacy laws.
4. Do not access data of any account with ownership by another person.
5. If you identify a security problem with the IC Parent Portal notify the Walton-Verona Independent School District or your school immediately without demonstrating the problem to anyone else.
6. Students, who are identified as a security risk to the IC Portal or to Walton-Verona Independent School District computers or network, may be denied access to the Infinite Campus Portal.

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## ● SCHOOL SURVEILLANCE

Please be advised that anyone entering in or onto school property is subject to video/audio surveillance.

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## ● MEDIA RELEASE POLICY

Walton-Verona Schools are very proud of its students and their accomplishments throughout the school year. At times we would like to display student images and/or student projects on our district web site ([wv.kyschools.us](http://wv.kyschools.us)) and/or in our district publications. Students images may appear in media posted to the district web sites. Students may be identified in pictures in district publications; however, no names with images will appear on the web site.

In recognition that the provisions of the Family Educational Rights and Privacy Act do not specifically cover student identification in media (digital media), the Walton-Verona Board of Education has established a policy to govern the release of this media.

By virtue of enrollment in the Walton-Verona Independent School District, parents and guardians give consent for their child's image to be published on the district web site ([wv.kyschools.us](http://wv.kyschools.us)) and/or in our district publications without compensation or notification.

In the event a parent/ guardian DOES NOT wish his or her child's image to be published, the parent must notify the principal of the school in which his or her child attends in writing.

## **WHAT IS SECTION 504?**

Section 504 of the Rehabilitation Act is a civil rights act prohibiting discrimination based on disability. It was enacted to eliminate barriers that exclude persons with disabilities. Section 504 applies to all agencies that receive federal funds, including public schools, federal agencies, and places of public accommodation. In the Walton-Verona School System, all staff and administrators have the responsibility of insuring that all students with disabilities are identified, evaluated and provided with needed accommodations and services, resulting in a free appropriate public education (FAPE). Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights.

Public school districts have the duty to provide a free appropriate public education to all qualified disabled students. A FAPE must include an education designed to provide educational benefit despite the child's disability; it must be at no cost to the parent; and it must be provided in an environment that affords the greatest exposure to non-disabled peers.

Questions, complaints, or requests for additional information regarding the district's nondiscrimination policy should be forwarded to:

Director of Student Services  
Walton-Verona Independent School District  
16 School Rd.  
Walton, KY 41094

## **FAMILY RESOURCE YOUTH SERVICE CENTER**

The Walton-Verona Youth Service Center and the Walton-Verona Family Resource center (WVFRYSC) offer a unique blend of programs and services determined by the needs of the population being served, available resources, location and other local characteristics.

The FRYSC mission is to enhance students' abilities to succeed in school by developing and sustaining partnership that promote:

- Early learning and successful transition to school;
- Academic achievement and well-being;
- Graduation and transition into adult life.

## **GIFTED AND TALENTED PROGRAM**

According to 704 KAR 3:285, state regulations for gifted and talented programs, a gifted and/or talented child is one who is identified as possessing demonstrated or potential ability to perform at an exceptionally high level in one or more of the following areas:

- General Intellectual Aptitude
- Specific Academic Aptitude
- Creative or Divergent Thinking
- Psychosocial or Leadership Skills
- Visual or Performing Arts

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## • STUDENT SERVICES

This administrative regulation establishes the requirements for programs for gifted and talented students' primary – grade 12. The Primary Talent Pool is for highly capable students currently enrolled in the primary grades. Once students are selected for the PTP, they are in PTP until the end of their third grade year. Service options are evaluated annually based on student progress data and classroom performance. Service may include pull-out, cluster grouping and/or differentiation of classroom lessons and assignments to provide enrichment and differentiated opportunities (on an as-needed basis) to the selected students

Beginning in 4<sup>th</sup> grade, students may be formally identified as gifted in one or more of the five areas of giftedness. Once students are formally identified they are identified until the end of their 12<sup>th</sup> grade year. The screening process begins at the end of third grade, with formal identification and placement taking place beginning in fourth grade.

Students who qualify for Gifted Educational services will have the opportunity to participate in a variety of services offered by the Gifted and Talented Department at Walton-Verona Independent Schools. Parents and students are surveyed annually and Gifted Student Service Plans are developed to meet individual needs.

### **EDUCATIONAL RECORDS ANNUAL NOTIFICATION OF PARENTS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Walton-Verona School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent, that FERPA authorizes disclosure without consent. One exemption which permits disclosure without consent is disclosure

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## ● STUDENT SERVICES

to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- Parents of a pupil, who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children, may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such requests should be addressed in writing to the Superintendent of Schools.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

### **FERPA Notice for Directory Information**

FERPA, a Federal requires that the Walton-Verona School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Walton-Verona School District may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Walton-Verona School District to include specific types of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require Local Educational Agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following student information: names, addresses, and telephone listings. This information will be provided to military recruiters unless parents advise the District they do not want the Walton-Verona School District to disclose directory information from their child's educational record without their prior written consent, the parent must notify the district in writing.

The Walton-Verona School District has designated the following information as directory information:

- Students name, address, telephone number, school email address, photograph/picture, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.



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## • EVERY STUDENT SUCCEEDS ACT (ESSA)

### **PARENT'S RIGHT TO KNOW**

ESSA 1112 (e) (1) (A) and 34 C.F.R. Part 200.61 (EDGAR) state that at the beginning of the school year, an LEA must notify the parents of each student attending a Title I school that the parents may request, and the LEA will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by para-educators and, if so, their qualifications.

Participating Title I schools are required by ESSA 1112 (e) (1) (B) and 34 C.F.R Part 200.61 to provide each parent with the following:

- Information on the level of achievement of the parent's child in each of the State academic assessments required under 34 C.F.R. Part 200.2.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject who is not highly qualified.

### **HOMELESS CHILDREN AND YOUTH**

Homeless students are those who lack a fixed, regular and adequate nighttime residence. Please notify the District Homeless Coordinator at 859-485-4181 if you are aware of any students within the Walton-Verona School District boundaries whom meet this criteria.

### **CHILD ABUSE REPORTING**

State Law requires that anyone with a reasonable suspicion that a child is dependent, abused, or neglected is required to make a report to the Cabinet for Health and Family Services.

(KRS 620.030 (1). KY Child Protection Hot Line.....1-877-597-2331

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## • ANNUAL NOTIFICATION OF RIGHTS

Students, their families and employees/potential employees of the Walton-Verona School District, are hereby notified that the Walton-Verona School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, disability or genetic information, in employment programs, vocational programs, or activities set forth in compliance with federal and state statutes and regulations. The lack of English language skills is not a barrier to admission and participation in programs and activities including career and technical education.

Any person having inquiries concerning Walton-Verona Independent School's compliance with Title II, Title IV, Title VI, Title IX, Americans with Disabilities Act and/or Section 504 may contact:  
Walton-Verona Independent Schools, 16 School Rd. Walton, KY 41094

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- **SCHOOL COUNSELOR  
DISTRICT PSYCHOLOGIST  
SCHOOL NURSE**

### **THE ROLE OF SCHOOL COUNSELOR**

School counselors are trained to help with educational planning, career decisions, understanding test scores, and personal concerns. Certain information of a personal nature that a student shares with the counselor is confidential. Some exceptions to this that a counselor must report are: (1) child abuse (2) child neglect (3) sexual molestation (4) planned, attempted, or perpetrated criminal activity (5) situations involving a clear and present danger to the student and his/her parent/guardian. In addition, the counselor will have to testify or give information when ordered to do so by a court or when ordered to testify in any judicial or administrative hearing. Also, if the counselor makes a referral to a health care provider (physician, psychologist, etc.) some information will be given.

### **THE ROLE OF SCHOOL PSYCHOLOGIST**

Our District Psychologist services students at all levels from elementary to high school. They act along with school counselors as advocates for student's well-being, as well as, valuable resources for their educational and personal advancement. They help students in processing issues such as bullying, disabilities, low self-esteem, poor academic performance, problems with authority, and problems at home. These functions help parents, teachers and school work together for the benefit of the student.

### **THE SCHOOL NURSE**

Each school is staffed with nursing services and a trained licensed Health Technician as needed to meet the health needs of students. Nurses are a resource for families of students who may be dealing with a short term or long term student illness. They can work with the family and doctor to share resources available in our schools to reduce the impact and anxiety caused by missing classroom instruction.

We are looking forward to another successful year in the Walton -Verona Schools. In the recent past, the House of Representatives and the Senate passed new legislation requiring that middle & high schools must increase their staffs and student's awareness of suicide prevention. According to the 2009 Youth Risk Behavior Survey (a survey administered to high school students), nationally, 6.3% of students reported they have attempted suicide. In Kentucky, 8.8% of students surveyed reported they have attempted suicide.

### **WARNING SIGNS OF SUICIDE, WHAT CAN I DO?**

Everyone feels sad sometimes, we all have pressures with school, friends, and family and for the most part, those feelings will come and go and life goes on normally. Other times, those feelings don't go away and they begin to affect other aspects of a person's life. Sometimes these feelings become very overwhelming and a person may start to think about suicide.

According to the National Institute of Mental Health, suicide is the 3<sup>rd</sup> leading cause of death in 15 to 24 year olds. While females are more likely to attempt suicide, males are four times more likely to die from suicide.

What to watch for:

- Changes in eating/sleeping habits
- Loss of interest in usual activities/school work
- Boredom
- Neglect of personal hygiene/appearance
- Unnecessary risk taking
- May express bizarre thoughts or thoughts of death or dying
- Withdrawal from friends and family
- Threats of suicide
- Substance abuse

### **WHAT CAN YOU DO TO HELP?**

Friends should be willing to talk to one another. People often fear that if they ask a friend if they are thinking about hurting themselves, they may plant the idea of suicide. This is a myth that many people have come to believe. Most of the time, people are willing to talk about what is bothering them if someone asks them out of concern.

Once you ask a friend if he or she is okay you also have to be willing to listen. Offer your friend assurance that you will be supportive and that you won't leave them alone. Please don't judge another person's feelings. Your friend needs to know that no matter what, you'll be there with them and you won't leave them alone.

Lastly, you must tell an adult that you trust. Even if you've promised to keep your friend's secret, you still have to seek help. Secrets that could affect a person's safety and well-being are secrets that must be shared with an adult. Share your concerns with an adult as soon as possible! Do not try to help your friend on your own.

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## • SCHOOL RESOURCE OFFICER PROGRAM

Schools that have been found to be effective in achieving high levels of student achievement have the following characteristics:

- A safe and orderly environment
- High expectations for success
- A clear school mission
- Instructional leadership
- Frequent monitoring of student progress
- Home-school relations (partnerships with parents)

The mission of the School Resource Officer program is to develop a partnership among the Boone County Sheriff's Department, the Walton-Verona School System, and the community to prevent crime and delinquency and create a positive image of police in the minds of youth. This is achieved by placing an experienced deputy in the high school to serve as a resource for students, families, faculty, the school district, and community at large.

Although the School Resource Officer's (SRO) role in school is diverse, he or she is first and foremost a police officer, whose basic area of concern is centered on school safety and public law. The SRO is not responsible for enforcing school policies, but his presence on campus does serve to assist in maintaining order. The SRO works closely with school administrators to enforce criminal laws and district policies through counseling, crime prevention, investigation, and arrest, if necessary. A decision on a course of action for a student is made through a cooperative effort between school administrators and the SRO. Students become more accountable for their actions.

The presence of an SRO allows deputies to be more available and more responsive to student needs. The SRO assists teachers in instructing a variety of law enforcement topics, including career planning, criminal law, driver education, and crime prevention. The SRO is available to provide accurate legal information and to discuss specific legal questions that students may have of the criminal justice system.

The School Resource Officer Program represents a community based cooperative effort between the Walton-Verona Schools and the Boone County Sheriff's Department. Communication, cooperation, collaboration and relationship building are all hall-marks of this program.

*The SRO has authority as defined by KRS 610.200 and 610.220.*

### School Resource Officers Contact Information

**High School and Middle School**  
Officer Joe Gregory  
(859) 485-4181 ext 1325

**Elementary School**  
Officer Amy Schworer  
(859) 485-4181 ext 1640

## • COMMUNITY RESOURCE AGENCIES

Alcoholics Anonymous	
• Northern Kentucky Central Office.....	859-491-7181
Alcoholism Council-Cincinnati.....	513-281-7880
Boone County Alcohol Tip Line.....	859-261-1001
Awareness and Discovery Group.....	859-525-1487
Boone County Health Center.....	859-363-2060
Boone County Human Services.....	859-334-2116
Children's Advocacy Center.....	859-442-3200
KY Child Protection Hot Line.....	1-877-597-2331
Cincinnati Counseling Services.....	513-922-1660
Department Social Services	
• (Cabinet for Families and Children).....	859-371-8832
Family Nurturing Center.....	859-525-3200
4C's.....	859-781-3511
Mental Health Association of Northern Kentucky.....	859-431-1077
National Family Partnership.....	800-705-8997
NorthKey Community Care.....	859-578-3200
NorthKey Regional Prevention Center	
• Education of Adolescents and Adults.....	800-432-9337
PRIDE Youth Program	
• (Safe and Drug Free Youth).....	800-668-9277
St. Elizabeth Medical Center, South .....	859-301-2000
St. Elizabeth Medical Center, Behavior Health Center.....	859-578-5966
St. Elizabeth Hospital, West (Boone County).....	859-212-5200
SUN Behavioral.....	859-429-5188
United Way.....	211
Women's Crisis Center.....	859-647-2388
WVES Family Resource Center .....	859-485-4181 ext 1616
WVMS/WVHS Youth Service Center.....	859-485-4181 ext 1271