

## **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 859-485-7739

### **WALTON-VERONA ELEMENTARY & PRE-SCHOOL**

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

## **WALTON-VERONA SCHOOLS 2017-2018**

Joanne Nesmith, High School Principal  
Eric Morwessel, Middle School Principal  
Rob Hartman, 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!*

Mrs. Nesmith, Mr. Morwessel and Mr. Hartman

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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:

*Megan Jones*  
*Paula Jolley*  
*Susan Smith*  
*Heather Stewart*  
*David Turner*

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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. The WVES Council meets on the 3rd Monday of each month at 4:00 PM in the WVES conference room. The WVMS Council meets on the 1st Monday of each month at 3:00 PM in the WVMS Conference Room. The WVHS Council meets on the 3rd Tuesday of each month at 3:00 PM in the WVHS Library. SBDM meeting dates, times and agendas are posted in each building.

*Please consult the district webpage for a list of Site-Based Decision-Making members or call your individual school.*

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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

Robert Storer – *Superintendent of Schools*

Mark Krummen – *Assistant Superintendent*

Kim Chevalier – *Assistant Superintendent/DOSE/Student Services*

Kim Lake – *Director of Academics*

### Walton-Verona High School

Joanne Estenfelder – *Principal*

Adam Nash – *Assistant Principal*

Sarah Hester – *Guidance Counselor*

### Walton-Verona Middle School

Eric Morwessel – *Principal*

Troy Ridener – *Assistant Principal*

Jane Stout – *Guidance Counselor*

### Walton-Verona Elementary School

Rob Hartman – *Principal*

Michelle Gregg – *Assistant Principal*

Jessica Iles – *Guidance Counselor*

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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.

An orientation for parents will be scheduled in the early fall for familiarization with the discipline code (PTSA meeting). 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.

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).

Violation of these rules may be so extremely serious that such behavior may warrant expulsion of the violator even for the first offense.

### **LEVEL 1 OFFENSE: TEACHER HANDLES**

- 1.1006** **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.
- 1.1010** **Failure to Follow Staff Instructions** - Refusing to comply with reasonable requests by school personnel or refusal to obey classroom and school rules. The defiance may be verbal, symbolic, or physical; confronting with resistance or challenging the authority of school officials; failing to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to the authority of school officials.
- 1.1011** **Disrespectful Behavior** - Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting.
- 1.1013** **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 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.
- 1.2001** **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.
- 1.998.1** **Violation of Academic Integrity** – Academic Integrity Code of Conduct page 5.
- 1.998.2** **Loitering** – Failure to be in assigned area at the proper time.
- 1.998.3** **Gambling, Selling or Trading** – 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.
- 1.998.4** **Possession of Food** – Food is not to be consumed outside of the cafeteria unless specifically authorized by the principal of their designee.
- 1.998.5** **Chewing Gum** – Gum is prohibited in all buildings.

## 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)

## LEVEL 2: ADMINISTRATIVE REFERRAL

- 2.1001** **Cheating** - 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.
- 2.1002** **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.
- 2.1003** **Leaving Campus** - Leaving the school building and/or campus without permission during regular school hours.
- 2.1004** **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.
- 2.1005** **Skipping School** - Being absent from school without valid permission.
- 2.1006** **Habitual Tardy to Class** – Repeated violations of 1.1006
- 2.1007** **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.
- 2.1008** **Signing Parent / Staff Note** - Writing the unauthorized signature of a parent or staff person on a note or form and submitting it as a legitimate signature.
- 2.1009** **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.

- 2.1010 **Habitual failure to follow staff instructions** – Repeated violations of 1.1010
- 2.1011 **Habitual Disrespectful Behavior** – Repeated violations of 1.1011
- 2.1012 **Inappropriate use of District/School Technology** - Inappropriate use of district or school technological resources, including district network systems and use of district/school equipment.
- 2.1013 **Habitual Violation of Personal Electronic / Telecommunication Device** – Repeated violation of 1.1013
- 2.2001 **Habitual Disruptive Behavior** – Repeated violations of 1.2001
- 2.2002 **Bus Disturbance** - 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.
- 2.40 **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.
- 2.5001 **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.).
- 2.70 **Profanity or Vulgarity** - Using abusive verbal messages that include swearing, name calling, or the use of words in an inappropriate way.
- 2.998 **Other** – Exhibiting problem behavior that is not listed in any other board policy violation code.
- 2.998.1 **Habitual Violation of Academic Integrity** – Repeated violations of 1.998.1
- 2.998.2 **Habitual Loitering** – Repeated violations of 1.998.2
- 2.998.3 **Habitual Gambling, Selling or Trading** – Repeated violations of 1.998.3
- 2.998.4 **Habitual Chewing Gum** – Repeated violations of 1.998.5
- 2.998.5 **Verbal Abuse and or threats** – Intentional or willful maligning or gross insult of another.
- 2.998.6 **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.

- 2.998.7 Refusing to Accept Discipline** – Any action by a student that signifies a verbal or physical statement to refuse acceptance of a staff members attempt to hand down discipline.
- 2.998.8 Failure to Comply with Attendance Procedures** as defined by policy.
- 2.998.9 Inappropriate Behavior at School Function** – Students are accountable for appropriate behavior at school functions off campus as well as those on campus.
- 2.998.10 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.
- 2.998.11 Possession of Obscene Material** – Possession, display, or distribution of obscene materials, content or objects considered by local community standards to be obscene.
- 2.998.12 Public Display of Affection** – Students are prohibited from publically displaying affection to other students. Examples include but not limited to hugging, kissing, and caressing.
- 2.998.13 The unauthorized and/or inappropriate use of pictures or media**, as determined by the principal or their designee.
- 2.998.14 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.
- 2.998.15 Vandalism of Property** – Willful or malicious destruction or defacement of property.

## **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
- Medical and/or psychological evaluation at the student's expense by a board designated professional, to be mutually agreed upon if possible.
- Expulsion
- In School Removal
- Restitution

**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.

**3.110 Dangerous Instruments (carry or use)** - 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.

**3.1007 Habitual Truancy** – Repeated violations of 2.1007.

**3.1014 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.

**3.5002 Fight 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.).

**3.5003 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.).

**3.5004 Self Endangerment** - To expose danger or harm to one's self.

**3.60 Inappropriate 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.

**3.8001 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.

- 3.8002** **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.
- 3.8003** **Threatening Staff** - Using verbal messages or physical actions toward a staff person or school representative that imply the threat of serious physical injury.
- 3.8004** **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.
- 3.8006** **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.
- 3.9001** **Smoking** - The use or possession by students of tobacco products that require lighting and smoking is prohibited inside school buildings, school buses, vans, or other vehicles that are owned by, leased by, or under the control of a school district; also tobacco use or possession on property owned by, leased by, or under the control of a school district. This code specifically includes cigarette and cigar products.
- 3.9002** **Chewing** - The use or possession by students of tobacco products that don't involve smoking is prohibited in school buildings, school buses or buses, vans or other vehicles that are owned by, leased by, or under the control of a school district; tobacco use or possession on school property owned by, leased by, or under the control of a school district. This code specifically includes chewing tobacco.
- 3.9003** **Tobacco Other** - The use or possession by students of tobacco products that don't involve smoking is prohibited in school buildings, school buses or buses, vans or other vehicles that are owned by, leased by or under the control of a school district; tobacco use or possession on school property owned by, leased by or under the control of a school district. This code specifically includes snuff, or any kind of smokeless tobacco.
- 3.9004** **Alternative Nicotine Product** - The use or possession of an alternative nicotine product, which means noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by other means.
- 3.9005** **Vapor Product** - The use or possession of a vapor product, which includes but is not limited to any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

**3.998.1 Commission of a Sexual Act** – The commission or attempted commission of sexual intercourse or sexual act with consent.

### **DISCIPLINARY ACTIONS FOR LEVEL 3**

(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
- Medical and/or psychological evaluation at the student's expense by a board designated professional, to be mutually agreed upon if possible.
- In School Resolution

### **LAW VIOLATIONS**

- L3.20 Forcible 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.
- L3.30 Robbery** - 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.
- L3.50 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.
- L3.60 Larceny or Theft** - The intentional taking of the property of another.
- L3.80 Destruction of Property** - Intentionally or wantonly defacing, destroying or damaging any property of which the person has no authority.
- L3.90 Arson** - Any intentional burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, or motor vehicle.
- L3.95 Trespassing** - When a person knowingly enters or remains unlawfully in a dwelling, a building or upon premises.
- L3.130 Buying, receiving, or possessing stolen property.**
- L3.140 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.

- L3.150 Possession of a Weapon** – Possession, sale or use of any object, weapon or look-alike on school property that could do harm to someone including but not limited to a gun, knife, BB pellet gun, baton or artificial knuckles. (151, 152, 153, 154). [KRS 527.070 exclusion.]
- L3.171 Indecent Exposure** - 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.
- L3.171 Statutory Rape** - 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.
- L3.174 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.
- L3.1800 Possession, Use, or Distribution of Drugs, Alcohol, paraphernalia or other controlled substances** including but not limited to Alcohol, Marijuana, Hallucinogenic, Amphetamines, Barbiturates, Heroin, Crack, Prescription drugs, Inhalants, Cold/Cough medicines Spice or Bath Salts.
- L3.230 Includes all offenses of intoxication** including but not limited to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance, or other intoxicating substance.
- L3.240 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.

**L3.260 All offenses not included in another code the current list of law violations.**

**L3.260.1 Habitual Truancy** – Any student reported truant two or more times under Kentucky School Educational Law.

**L3.260.2 Gross 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)

**L3.260.3 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.

**L3.260.4 Endangering the Safety of Others** – Any behavior that endangers another person such as throwing objects, making unnecessary emergency calls, etc.

**L3.280 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.

**L3.300 Assault** - A person is guilty of assault when he/she:

- a. Intentionally causes serious physical injury to another person; or
- b. Intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument; or
- c. Wantonly causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument.

**L3.310 Terroristic Threatening** – Threatening to commit any act likely to result in death or serious physical injury to a person or persons. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation. This includes intentionally making false statements for the purpose of causing evacuation of a building.

**L3.350 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.

## **DEFINITIONS OF DISCIPLINARY ACTIONS**

### **Detention:**

A period of supervised study before or after regular scheduled classes.

### **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)*

### **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 schools 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.
- Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school in which the student attends.
- 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. A single desk or locker may be searched if reasonable suspicion exists to believe that evidence of a violation of the law of the state of Kentucky or a school rule is violated.
- 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.
- All items which have been seized shall be turned over to the proper authorities or returned to the true owner.
- 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.

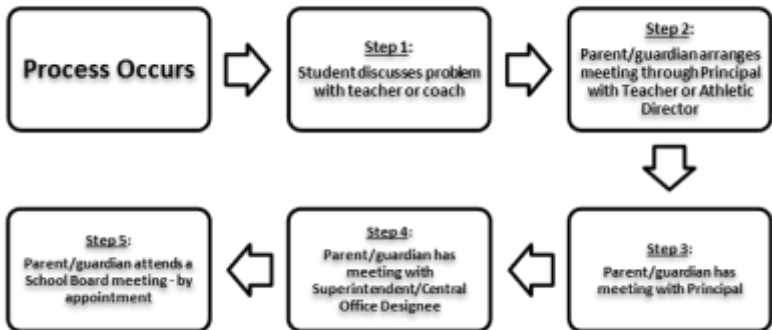
## GRIEVANCE PROCEDURE

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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## 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. (WVES- sleeveless shirts OK; WVMS/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 are not permitted.
- E. Tight fitting clothing (skirts, shorts, or body shirts) is not permitted and proper under clothing must be worn. (HS will allow yoga pants as long as the front and back side of pants are covered with a long sweater.)
- F. Skirts/dresses are permitted, as long as they are no more than 3 inches above the knee. Shorts are permitted if no shorter than fingertip length.
- G. Pants must be worn at the natural waistline. No underwear, undershorts, boxers or panties should be seen at any time while seated, standing or moving.
- H. No holes in clothing above the knee.
- I. Shirts must cover cleavage, shoulders and the upper arm area.
- J. Blouses or shirts must meet skirts, slacks or pants and midriff must not show.
- K. Short-shorts, boxer shorts, biker's spandex-type shorts, may not be worn during the instructional school day.
- L. 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.
- M. 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 will 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. 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.

## **ELEMENTARY AND MIDDLE SCHOOL EXCUSED ABSENCES**

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)).

After five (5) absences in a semester, all subsequent absences shall be considered unexcused unless specified by a doctor's note or a note from the court.

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 ten (10) 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 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.

### **ENROLLED IN HOME HOSPITAL**

Students enrolled in home hospital instruction are not permitted to attend extra-curricular events/activities. The students' academic schedules may be adjusted by home hospital review committee or Admissions and Release Committee (ARC).

#### **References:**

[1702 KAR 007:125](#)

[KRS 36.396](#), [KRS 38.470](#), [KRS 40.366](#)

[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)

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## **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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## **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.

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 individuals(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/designee 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.

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 "Parent" 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
- Absence Request Form
- College Visitation Request Form
- Denial of Permission to Release Student Contact Info to Military Recruiters
- Guest Pass Request (for the Prom)

## **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. Seniors will receive specific guidelines and expectation information for the Senior Graduation Ceremony.

## **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	≥ 3.99	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.

## **CAREER AND TECHNICAL EDUCATION PROGRAMS**

Walton-Verona Independent School offers the following career and technical education programs for all students regardless of race, color, national origin. Including those with limited English proficiency, sex or disability in grades 9-12: students across the district:

**Family and Consumer Sciences**  
**Housing and Interiors**  
**Hospitality Services**  
**Office/Clerical Services**  
**Accounting Services**  
**\*Computer Maintenance**  
**\*Agriculture Production**  
**\*Computer Aided Drafting**

**Textiles and Apparel**  
**Business Management**  
**Family Services**  
**Information Technology**  
**Administrative Support Services**  
**\*Horticulture**  
**\*Animal Science**

*\*not offered at all high schools. Each CTE course topic listed above has several classes in each category. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:*

Walton-Verona High School  
30 School Rd. Walton, KY 41094 (859) 485-4181 opt. 3  
Monday-Friday 8:00am – 4:00pm

### **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.***

### **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 by 9:15 PM. Students who arrive after this time will not be permitted to attend the Prom without prior administrative approval. Doors open at 8:00 PM and close at 12:00 mid-night. 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.

## **GUEST PASS PROCEDURE**

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

- Passes must be filled out completely, and guests must obtain appropriate signatures.
- Fifteen days prior to prom, 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 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.
- 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.

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

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.

Reliability – The Walton-Verona Board of Education will not be responsible for any damages including, but not limited to, loss of data, delays, non-deliveries, or service interruptions.

**Note: The following regulations are identified as they relate to the nine elements of digital citizenship.**

**1. Digital Access**

- 1.1. 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.
- 1.2. Students may use devices as listed on the Approved Personal Devices list found at [http://wv.kyschools.us/departments/byod\\_information](http://wv.kyschools.us/departments/byod_information) (or contact the school for the list) on the BearcatNet network as long as the access is in support of education and research, consistent with the conditions as specified on the devices list, and you have teacher permission.
- 1.3. Access to the BearcatNet network is filtered and monitored and all rules of the acceptable use policy are in force at all times.

**2. Digital Commerce**

**3. Digital Communication**

**4. Digital Literacy**

- 4.1. The use of your account must be in support of education and research and consistent with the educational objectives of the Walton-Verona Schools.
- 4.2. You may not use obscene or inappropriate language.
- 4.3. Do not harass, insult or attack others.
- 4.4. You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. This includes subscription to mailing lists and social networking sites.

**5. Digital Etiquette**

- 5.1. Be polite.
- 5.2. Do not create, send, or participate in any chain email.

**6. Digital Law**

- 6.1. Comply with all copyright laws and Fair Use guidelines.
- 6.2. Using the network for commercial purposes is strictly prohibited.
- 6.3. 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.

7. **Digital Rights and Responsibilities**

- 7.1. You may not bypass or search for sites to bypass the school internet filtering
- 7.2. Do not create or share computer viruses.
- 7.3. Do not trespass in or destroy any other's directories, work or files. (Knowingly and willingly accessing or attempting to access a computer system, data stored on a computer, or a network to alter, damage, or destroy data or technology.)
- 7.4. Streaming audio/video files are permitted when in support of education and research but **not** for entertainment.
- 7.5. Do not monopolize resources by such things as running large programs and applications over the network, excessive printing, sending massive amounts of mail to others or using systems resources for games. You may not use multi-user games on the networks or access online games.
- 7.6. You may only access email, instant messaging and other communication services provided by the state or district.
- 7.7. 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.
- 7.8. 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.
- 7.9. Use of other services (Google Drive, Dropbox, etc.) are permitted.
- 7.10. Any dad from any storage source accessed at school should be related to school projects and be appropriate for use at school.
- 7.11. You may not access another users email account.
- 7.12. You may not send electronic messages anonymously.
- 7.13. Do not utilize Out of Office messages without written permission from the Director of Technology.
- 7.14. Use appropriate email signatures.
- 7.15. You may not download, install or alter software on school computers without permission from the Director of Technology.
- 7.16. You may not alter computer settings such as the display settings, etc.
- 7.17. As a user of this educational system, users should notify an administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously. Do not demonstrate the problem to others.

8. **Digital Health and Wellness**

9. **Digital Security**

- 9.1. 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.
- 9.2. You may not send, copy or display offensive text or graphics (e.g. pornographic or inappropriate images, etc.).
- 9.3. 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.

- 9.4. 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.
- 9.5. 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.

### **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.

### **INFINITE CAMPUS PORTAL**

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

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## STUDENT SERVICES

### **WHAT IS SECTION 504?**

Section 504 of the Rehabilitation Act is a civil right 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

## **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

This administrative regulation establishes the requirements for programs for gifted and talented students' primary – grade12. 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 12th 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**

1. 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.
2. 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 he 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.

3. 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 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.
  
4. 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

Note: In addition, a school may want to include its directory information public notice, as required by S99.37 of the regulations, with its annual notification of rights under FERPA.

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.

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## • NO CHILD LEFT BEHIND

Students from low-income families who attend Title I schools that do not make AYP for at least three years are eligible to receive additional academic help called “supplemental educational services.” These services include tutoring and after-school services from agencies and organizations that have been approved by the state. The district will provide annual notice to parents about the availability of supplemental services for eligible students and information on state approved providers.

### **TEACHER QUALIFICATIONS**

No Child Left Behind requires that all teachers hired to teach core academic subjects in a Title I school or program after the first day of the 2002-2003 school year meet certain requirements. Core subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. In general, teachers must have full certification, a bachelor’s degree and demonstrated competence in subject knowledge and teaching. Parents of students in Title I schools are guaranteed annual notification of their “right to know” about teacher qualifications by the school district. This means parents may request and receive from the school district information regarding the professional qualifications of their child’s classroom teacher(s).

All teachers within the district teaching core academic subjects must meet these requirements by the end of the 2005-2006 school year.

### **WHAT SCHOOLS RECEIVE FUNDS FROM NCLB?**

Each year, the district determines which schools are eligible to receive Title I NCLB funds. Priority is given to schools with enrollment of 35% or more students from low-income families. Schools with enrollment of 40% or more students are eligible to operate a school wide Title I program. Schools that have school wide Title I programs must involve parents in developing plans designed to the achievement of low-achieving students by improving instruction throughout the entire school (thus using Title I funds to benefit all children).

### **PARENT INVOLVEMENT**

Research overwhelmingly demonstrates the positive effect that parent involvement has on their children’s academic achievement. In the event a Title I school is identified as needing improvement, corrective action or restructuring, the district will notify parents and explain to them how they can become involved in school improvement efforts.

In addition, NCLB has other specific requirements for parent involvement that include:

- planning at the district and school levels
- writing policies/plans on parent involvement at the district and school levels
- planning and holding annual meetings with parents
- training
- coordinating parent involvement strategies among various federal education programs

**PARENT NOTIFICATION**

Throughout the year, notices will be sent to parents of children attending Title I schools. In addition, information will be made available to the community regarding progress each school and the district is making toward achieving high academic standards established by the district and state.

If at any time, you have questions regarding these notices or information, please contact your child’s school for clarification assistance. Your active participation in your child’s education and school is important and encouraged.

**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.

• **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:

Director of Student Services  
Walton-Verona Independent Schools  
16 School Rd.  
Walton, KY 41094  
859-485-4181  
Monday-Friday 8:00am – 4:00pm

**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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- **SCHOOL COUNSELOR  
DISTRICT PSYCHOLOGIST**

### **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.

### **BULLYING/HARRASSMENT**

House Bill 91 (the "Golden Rule" or "Bullying Bill") was enacted during the 2008 legislative session. It states that any school employee who has reasonable cause to believe that a student has been the victim of a felony offense, under KRS chapter 508, by another student shall immediately make an oral or written report to the principal of the school attended by the victim. Anyone acting upon reasonable cause in the making of a report required under the section in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. After receiving the initial report and determining that it is a reportable incident, the principal must notify the parents, legal guardians, or other persons with custodial control of the student involved in the incident. If the principal determines there is a reportable incident, he/she shall file a written report within 48 hours of the original report. The written report will be filed with the local Board of Education (through the superintendent) and one of the three state agencies.

The provisions of this bill will be shared with all stakeholders through our district code of conduct and website, annual orientations and class talks, and staff opening days and monthly faculty meetings.

**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***

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 staff's 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.***

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## ● 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
Behavior Health Center	
St. Elizabeth Hospital, West (Boone County).....	859-212-5200
Women's Crisis Center.....	859-647-2388
Suicide Prevention Lifeline.....	1-800-273-TALK (8255)