

# KSD Code of Conduct 2018-19

## **ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES**

The Kentucky School for the Deaf concurs with research findings that students will function at school with greater effectiveness if they are not under the influence of alcohol and/ or drugs. The school also believes that chemical dependency is a disease of major proportion in our society, and that such disease is chronic, fatal, progressive, and treatable. Based upon this premise the school also believes that prevention and elimination of chemical dependency and abuse is an appropriate activity for our school. Students shall be taught that the unlawful possession/sale/purchase/use of alcohol, drugs, inhalants, and other controlled substances is wrong and harmful.

**Definitions:** Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law. Prohibited substances include:

1. All prescription drugs obtained without authorization.
2. All prohibited substances regardless of ingestion method, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for and abusive and/or intoxicating purpose. For possession, use or being under the influence of alcoholic beverages, inhalants, narcotics, drugs, counterfeit controlled substances or look-alikes and/or possession of drug paraphernalia while at school, on school grounds, or at school sponsored events on or away from school grounds. The student will receive a five day suspension and/or alternative placement and/or a combination, and will be recommended to seek chemical dependency counseling for a first offense. An additional five days of suspension may be added at the discretion of the Principal. Appropriate parents/guardians of juveniles and police authorities will be immediately notified when laws governing possession or sale of alcohol or other controlled substances have been violated. During the due process procedure the principal or assistant principal will determine whether the offense was a violation of the Alcohol, Drugs and Other Controlled Substances Policy or the Dispensing Medication Policy.

## **ASSURANCE OF NON-DISCRIMINATION**

Kentucky School for the Deaf hereby assures students, their parents, and employees, that this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex / gender identity, or disability in employment, educational programs, or activities set forth in Title IX (1972), Title VI (1964), and Section 504 (1973) and Americans with Disabilities Act or ADA (1990). Any person having inquiries concerning the Kentucky School for the Deaf's compliance with Title IX, Title VI and ADA, or regarding Section 504, is directed to contact the Commissioner of Education, Kentucky Department of Education, Frankfort, KY.

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## Attendance Requirements

### COMPULSORY ATTENDANCE

All children enrolled at KSB/KSD who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall remain enrolled and be in regular attendance in the schools to which they are assigned.<sup>1</sup>

Per [704 KAR 005:060](#), any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months. At the end of such trial period a child shall be considered irrevocably entered into the primary school program for purposes of [KRS 159.010](#) and [KRS 159.020](#).

### PHYSICIAN'S STATEMENT REQUIRED

KSB/KSD in conjunction with the LEA, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.<sup>2</sup>

### EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,<sup>2</sup> or court-ordered instruction in another setting.
2. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.<sup>3</sup>
3. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.<sup>3</sup>
4. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.<sup>3</sup>
5. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.<sup>4</sup>
6. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.<sup>5</sup>

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7. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with [704 KAR 003:305](#), and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.<sup>4 & 6</sup>
8. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.<sup>3</sup>

### REFERENCES:

<sup>1</sup>[KRS 159.010](#); [OAG 85-55](#)

<sup>2</sup>[KRS 159.030](#)

<sup>3</sup>[702 KAR 007:125](#)

<sup>4</sup>[KRS 158.240](#)

<sup>5</sup>[KRS 158.070](#)

<sup>6</sup>[704 KAR 003:305](#)

[KRS 158.030](#); [KRS 158.143](#); [KRS 159.020](#); [KRS 159.180](#); [KRS 159.990](#)

[704 KAR 005:060](#)

[OAG 79-68](#); [OAG 79-539](#); [OAG 87-40](#); [OAG 97-26](#)

### RELATED POLICIES:

08.131; 08.1312

09.111; 09.121; 09.123; 09.36

Adopted/Amended: 8/3/2017

### Make-up Work

Students with excused and unexcused absences are required to make up missed class work (assignments, quizzes, tests, etc.). Students are responsible for contacting their teachers concerning make-up work upon their return to school. Make up work must be completed within 3 school days unless an extension has been granted due to extenuating circumstances. Class work that is not made up receives a grade of zero.

**Please make all needed appointments for your child (unless due to illness) on Fridays or during breaks to reduce unexcused absences.**

Students are permitted 5 parent notes within the school year. All other excused notes, must be a doctor's note or other previously stated, exception.

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## DISCIPLINE CODE FOR STUDENTS WITH DISABILITIES

Any student who creates a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short term suspension (generally no longer than 10 days) are the same for all students and are outlined in KRS 158.150. KRS 158.150 states a change in educational placement occurs, if due to a suspension, a special education student is removed for more than 10 consecutive days during a school year, or the child is subjected to a series of removals that constitute a pattern because of the number of days the child is removed or other factors. Federal law applies the same change of placement definition to Section 504 students. Federal law and KRS 158.150 also prohibit educational services from being terminated for a special education student during periods of expulsion or suspension exceeding 10 cumulative days during a school year. The behavior of students with disabilities and students who have been referred for evaluation for possible special education or Section 504 services should be considered during Admissions and Release Committee (ARC) meetings or Section 504 meetings. Behavioral interventions, treatment and consequences should become a part of the Individual Education Plan (IEP), or Section 504 Plan for those students. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC or Section 504 Team to make changes in the student's program which might result in more appropriate behaviors. Since disabled students' behaviors may be related to or caused by the disabling condition, the role of services for the disabled includes the instruction of appropriate behavior. For students whom the ARC or Section 504 Team determine behavioral interventions that are implemented with all children would be unsuccessful, the committee should designate positive Behavioral Interventions in the Individual Education Program or Section 504 Plan for those students.

## Dress Standard Guidelines

Kentucky School for the Deaf expects that all students – elementary, middle and high school – will come to school dressed appropriately. Proper attire is essential to success on the job and in school. Student's dress should be conducive to a positive school environment, not disturbing others or attracting unnecessary attention. KSD school administrators reserve the right to make final decisions based on dress standards and resolutions for violations.

Parents/guardians are responsible for ensuring their children are dressed appropriately and/or pack appropriate clothing conducive to a positive learning environment. Student Life (Dorm) staff are responsible for ensuring that residential students arrive to school in acceptable attire daily.

Some examples of unacceptable items that might interfere with the educational process include, but are not limited to:

- Halter, tank tops, muscle shirts.
- Net / see-through shirts (unless worn over another shirt)
- Low-cut tops
- Cut off tops (which do not cover navel)
- Sagging pants / shorts / skirts
- Shorts / skirts with hem above mid-thigh
- Rips / tears / holes in pants / shorts above mid-thigh.
- Hats and other head gear worn inside.
- Sunglasses worn inside during school day.
- Clothing items that have profane/vulgar words/emblems written or printed on them.
- Clothing items promoting drugs, tobacco, alcohol, weapons, violence, hate, sex, etc.

KSD may not have clothing to loan students who do not arrive to school dressed appropriately.

Residential students arriving to school in violation of the dress standards will not be allowed to return to the dorm to change, unless a change of clothes is necessary and the school cannot provide any alternative.

Parents/guardians will be contacted to bring appropriate attire for day students who arrive to school in violation of the dress standards, and the school cannot provide any alternative. KSD school administrators reserve the right to make final decisions based on dress standards violations, as well as standards themselves.

## **MAINSTREAM GUIDELINES**

Consideration for a KSD student's placement into any public school's regular education (mainstream) class shall adhere to the following guidelines and expectations, and may be the talking points at an ARC (Admissions and Release Committee) meeting:

- Any approval for placement of a student into a mainstream class assumes that the student is both capable and willing to participate in a regular education setting. KSD students must be in good academic standing and demonstrate appropriate behavior to be eligible for mainstreaming.
- Students partaking in mainstreaming will not receive Specially Designed Instruction (SDI) for the class. Students shall be provided an interpreter by the LEA or KSD. Minutes spent in the mainstream setting will be documented on the student's IEP as REGULAR EDUCATION.
- Options for courses are limited to those provided by the partner schools.
- Assignments to classes are dependent on space and allowance from the partner school.
- Mainstream classes shall not interfere with ANY required content (English, Math, Science, Social Studies) class at KSD.
- Placement in a mainstream setting shall not exceed 51% of KSD's school day.
- Placement in a mainstream setting shall not be in a class offered at KSD.
- Teachers providing regular education instruction at a partner school shall not be required to attend the student's ARC meeting, except in cases where the student's progress may require intervention and possible removal from the Regular Education setting.
- In cases where KSD school calendar ends prior to the end of the partner school/district classes, students may have to continue to attend classes until the end of the partner school calendar. In this case, an ARC may be called to address transportation, which may be provided by the parent and/or the LEA.
- Students must attend all classes at mainstream school, even those offered on Fridays; alternative transportation would need to be arranged by the student.
- In cases where student displays behavior or code of conduct violation, an ARC will be called to determine possible barriers to success. Mainstream could be canceled.
- In cases where students experience academic struggles, an ARC will be called to determine possible barriers to success, placement will be reevaluated, and may be canceled as determined by the ARC.
- The student cannot miss their mainstream class for a KSD field trip or activity, unless that field trip or activity is related to the student's career choice. (Example: student wants to go into a science/math field and the trip is related to exactly that)
- The student cannot attend a mainstream field trip unless the trip is related specifically to the class they are mainstreamed for at the public school.
- The student is responsible for informing the mainstream teacher if they will be absent, and the student is also responsible for getting their missed work ahead of time.
- Once the student begins the class, they cannot quit the class after one week of attendance.

### **MAINSTREAM PROCESS**

1. Return the Family Discussion Guide and Mainstream Request Form to KSD Mainstream Coordinator.
2. Mainstream Coordinator will review grades and behavior records to determine eligibility.
3. If student (and requested class) meet guidelines, Mainstream Coordinator will communicate with partner schools.
4. If approved, IEP (Individual Education Plan), placement, and special education minutes will be amended during an ARC meeting.

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Kentucky School for the Deaf

## **REQUIRED EXPECTATIONS**

**The Kentucky Department of Education expects employees, students, parents/guardians and others associated with Kentucky School for the Deaf to apply the following standards in a reasonable and fair manner:** To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires **all employees to make supervision of all students at all school activities a top priority** among their assigned duties. The younger the child, the greater the need for adult guidance and protection.

**A professionally planned and positive school atmosphere** is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

- Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex / gender identity, or disability.
- Insubordination (disobedient or defiant behavior)
- Sale of items without prior approval of the Superintendent or Principal
- Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety.

**Regular and punctual school attendance** is both a privilege and a responsibility of the student and parent. Good attendance is necessary for satisfactory progress and high academic achievement. Examples of attendance violations include, but are not limited to:

- Absence from school without valid excuse
- Tardy without valid excuse

**Students shall exercise self-control** as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom / dorm setting. In addition, a student may be barred from participating in extracurricular activities, pending investigation that s/he has violated either the Board's behavior standards or the school's criteria for participation. Examples of prohibited behaviors include, but are not limited to:

- Fighting and physical attacks
- Possession of a weapon or look-a-like
- Threats by verbal or written statements or gestures with intent to harm or demean others.
- Use of alcohol or prohibited drugs
- Use of prohibited tobacco products

**School property belongs to the state.** It must be protected and preserved for educational and use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students
- Abuse of school or personal property to include intentional or careless damage or destruction
- Extortion of money or property
- Prohibited use of electronic media and other District technological resources.
- Littering

**Students shall work cooperatively and productively with each other and with school personnel** in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding race, gender / gender identity, disability, religion or nationality
- Use of profanity
- Lying
- Cheating
- Ignoring or breaking rules and procedures established to maintain order
- Otherwise behaving in a manner disrespectful of others

**\*Other behaviors not included in the above examples may also be prohibited.**

## **SPECIAL EDUCATION**

The school will maintain a Special Education Due Process File for each student. The school will destroy this file 3 years from the date the student no longer receives special education and related services. This notification of destruction will be given to those students who leave the school. It is noted that portions of these records may be needed by the student, parent or guardian for future services or benefits. A record of the student's name, his or her grades, classes attended, grade level completed, and year will be kept permanently.

During the 2018 – 2019 school year, the **KSD Crisis Management Plan**, which was in place for the 2017-2018 school year, is still in effect, as follows:

The plan has four recognized phases of emergency management:

- Mitigation and Prevention – KSD takes steps to identify potential hazards and reduce the potential damage that these hazards can cause.
- Preparedness – KSD develops plans and protocols to prepare for the possibility that the identified hazards or emergencies will occur.
- Response – KSD works closely with their colleagues in law enforcement, emergency management, and the health fields to design protocols that outline responses that will be taken when an emergency or disaster strikes in or around our campus.
- Recovery – KSD works with other stakeholders to, as quickly as possible, restore a safe learning and living environment for our campus.

During an emergency, KSD will use three primary responses:

1. Evacuation
2. Lock-down
3. Shelter-in-place (severe weather such as tornado or earthquake)

KSD will do various drills throughout the school year, such as fire, tornado and lock-down drills, to prepare the students to be ready for possible emergencies.

Please take some time this summer and support the KSD Safety Plan, by talking with your child and explaining how important it is to cooperate with KSD staff members and emergency responders. Although most actions will be practice drills, a real emergency could arise at any time, and it is vital that your child understand the importance of their cooperation with, and knowledge of, KSD emergency procedures.

KSD has also entered a Safety Coalition with other area schools and law enforcement agencies to enhance safety in the Danville Community. The two main collaborative activities are:

1. Drug searches with trained police dogs will be conducted during the year. This is a tremendous deterrent to drugs on campus.
2. Police officers will come to KSD intermittently to establish an awareness of their role as protectors in our schools and community. Officers may also advise/counsel students at times during their visits.

Please contact KSD at any time with questions or concerns regarding safety issues or our Emergency Response and Crisis Management Plan. Our goal is to have the safest campus possible for our students.

***AMY ISHAM HURST***

School Safety

Kentucky School for the Deaf

Director of Student Life

859-936-6682 (Voice)

859-439-0176 (VP)



### **Field Trips**

KSD provides students with many experiences outside the classroom activities. These field trip experiences assist our students with learning about their community, developing language skills and enhancing our curriculum work. With each of these experiences, parents/guardians will be asked to complete a permission form in order for your child to attend the field trip. Please assist the classroom teacher by completing these forms when requested so your child can experience these supplemental educational opportunities. If you have any questions, do not hesitate to contact your child's teacher.

**(The following is a copy of a field trip permission slip. Please watch for them through the year! It does not need to be returned.)**