

*Uniting*



**THE NELSON COUNTY SCHOOLS**

**2022-2023 | CODE OF CONDUCT**

## NELSON COUNTY COMMUNITY STUDENTS & FAMILIES,

One of the first four counties created in Kentucky, Nelson County is a powerful story of **UNITING PEOPLE, PLACE, & PURPOSE**. Leading since 1784, Nelson Countians have served as economic, social, and agricultural pioneers for the State of Kentucky and the United States. This pioneering spirit brought people together to innovate & grow for the past 234 years. Nelson Countians have served as a model of community innovation and growth. This growth originated from a proud group of people that have been united together for their local, national, and global community. From bourbon entrepreneurs, industrial laborers, to wartime leaders, Nelson Countians have left a legacy of pride for us to live out today.



### WORKING TOGETHER STARTS WITH A SHARED PURPOSE

In The Nelson County Schools we believe that every community member has valuable gifts they must share with the world to live a happy, healthy, and empowered life. Nelson County Schools wants to create a culture of community centered learning experiences for all students and educators to share their gifts with the world.

### COMMUNITY VISION GOALS

Now, more than ever, schools and communities must work together to provide powerful educational experiences for all students. With the rise in technology the changing nature of the workforce, and the competitive nature of globalization, schools and communities must ensure that our most important resource; people, are working hand in hand to multiply our resources and intelligence to make decisions that will strengthen our community.

1. We want to ensure every students, family, and educator are respected, safe, and cared for everyday.
2. To build upon our rich history, uniting students, educators, and community through a shared sense of Nelson County Pride.



### PUTTING PEOPLE FIRST

The people in our schools are what make Nelson County Schools great. In order to create a more remarkable future we have to take CARE of people across our community. This includes committing time in school to ensure our students are socially, emotionally, and physically inspired to live an empowered life. We invest heavily in celebrating people, honoring each other's gifts, embracing annual traditions, and have a lot of fun together!

# NELSON COUNTY PRIDE

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WE BELIEVE EVERY PERSON IN OUR COMMUNITY IS *gifted* & IT'S OUR WORK TO HONOR AND EXCAVATE THOSE GIFTS.



WE BELIEVE THAT GROWTH IS DRIVEN BY CONTINUOUSLY *learning together, clarifying, & creating* OUR VISION FOR THE FUTURE.



WE BELIEVE THAT CHANGE IS CONSTANT & IS ESSENTIAL TO INDIVIDUAL & COMMUNITY *transformation.*



WE BELIEVE THAT WORKING TOGETHER, WITH OUR COMMUNITY, WE CAN EXCAVATE THE GIFTS OF *people, place, & purpose.*

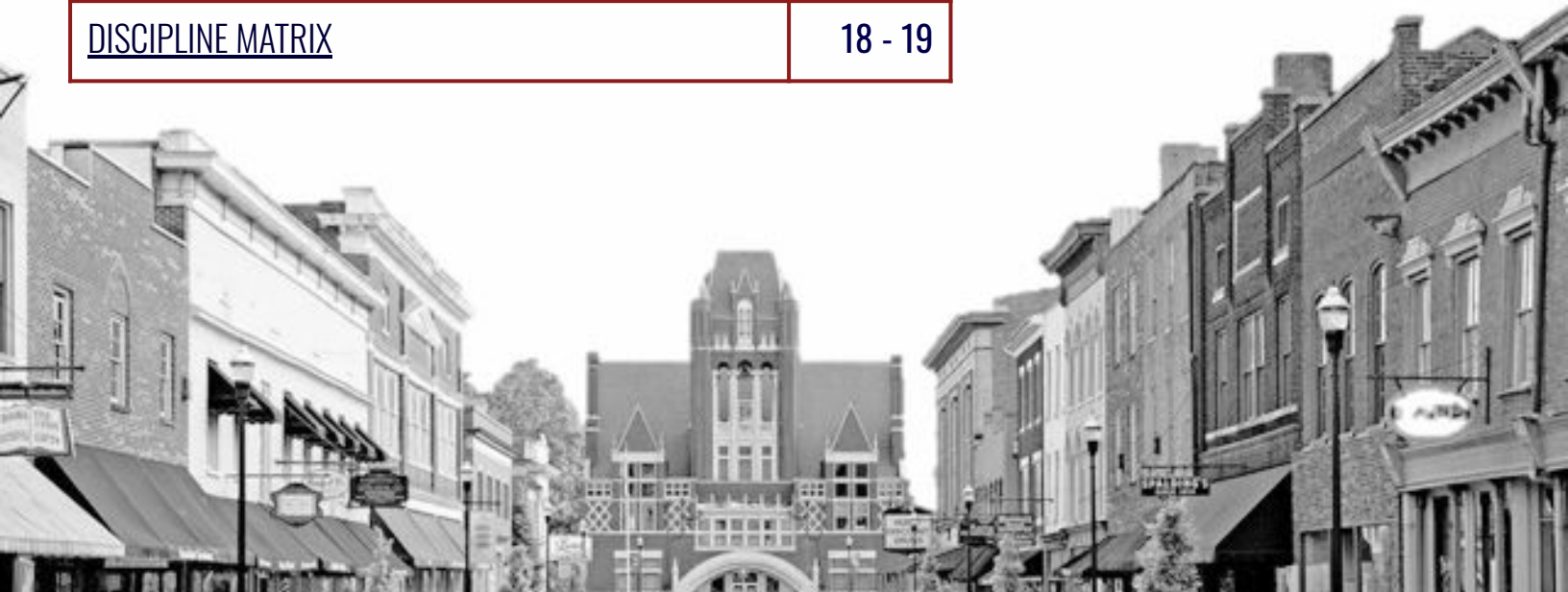
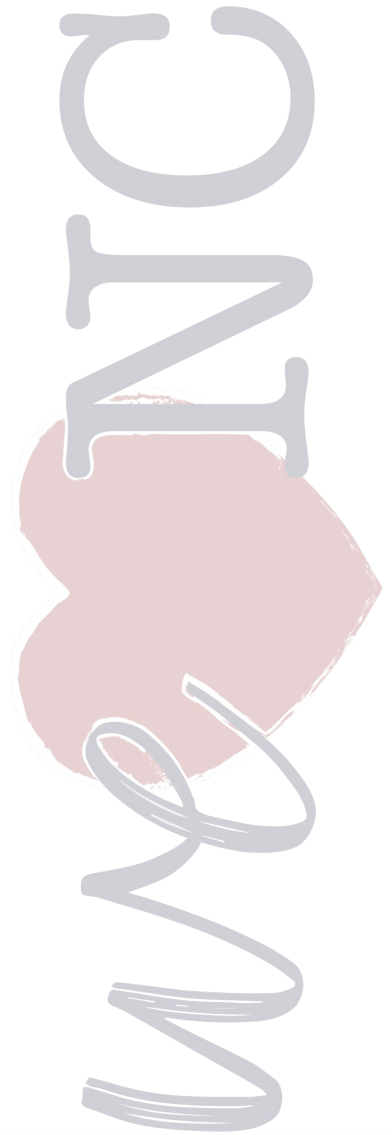


WE BELIEVE THAT WE MUST SHARE OUR *purpose, passion, & positivity* WITH THE WORLD TO NPOWER LIVES OF OTHERS.



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# DISTRICT DRESS CODE

## GRADES P-5

### SPECIFIC CLOTHING EXPECTATIONS

#### SHIRTS

Type: Shirts may be long or short sleeve (no sleeveless or sheer). Sleeves cannot extend below the wrist. Midriff: Front, back, or side may not be exposed at any time. District or school spirit t-shirt or sweatshirt. Collars are NOT required for students preschool through 5th grade.

All sweatshirts and sweaters/vests (V Neck, crew neck or cardigan) must be worn with dress code shirts. Attached hoods are acceptable, but must be removed from the head upon entering the building.

#### PANTS/SHORTS/OVERALLS

Type: Twill, chino, corduroy, denim, or cotton. Elastic waist pants may be worn. Pants are to be worn at the waist (no sagging or excessively tight pants). Overalls must be worn with shirts that have sleeves. Shorts must extend to the knee area.

#### SKIRTS/JUMPERS/DRESSES

Type: Twill, chino, corduroy, denim, or cotton. Must meet or extend to the knee. Slits may not be shorter than the knee. Shorts may be worn under the dress, skirt or jumper. Dresses must have sleeves and backs. Jumpers must be worn with dress code shirts that have sleeves.

#### HATS

Hats must be removed upon entering the building.

#### SHOES

All sandals or shoes must have a back.

### GENERAL EXPECTATIONS

- Students may not carry or wear anything that advertises drugs, alcohol, tobacco products or anything that promotes or suggests lewd, dangerous, or unacceptable messages.
- Clothing must not have holes or tears and must have finished hems. Pants and skirts must not drag the ground. No patches or visible leggings/ tights underneath or over top of holes and rips.
- While students are expected to dress appropriately at after-school functions, they are not required to follow the dress code.
- JROTC uniforms, profession based attire will be permitted for profession based experiences and extracurricular activity jackets may be worn on designated days.

*\*Schools reserve the right to increase dress code expectations beyond what is outlined in the district dress code.*

*\*Out of dress code days will be determined by the school administration. Student payment to participate will not be permitted.*



# DISTRICT DRESS CODE

## GRADES 6-12

### SPECIFIC CLOTHING EXPECTATIONS

District dress codes are in place to support academic focus. Understanding the appropriate clothing to wear in a given time and place is a career readiness skill and is important to developing future ready students. A district dress code helps to protect our community from unnecessary distractions that arise from clothing choices that are profane or unprofessional. Dressing professionally is viewed as being respectful of others. Students should reflect respect and care by wearing appropriate clothing for an academic context. Anything else can be a distraction to our community and takes away from educational experiences.

#### SHIRTS

Type: Polo shirt with visible fold-down collar, buttoned to avoid exposure; dress shirt with visible fold-down collar (no faux collars); visible turtleneck or mock turtleneck; district or school spirit t-shirt or sweatshirt.

Sleeve: Shirts may be long or short sleeve (no sleeveless or sheer). Sleeves cannot extend below the wrist.

Midriff: Front, back, or side may not be exposed at any time.

All sweatshirts and sweaters/vests (V Neck, crew neck or cardigan) must be worn with dress code shirts. Attached hoods are acceptable, but must be removed from the head upon entering the building.

#### PANTS/SHORTS/OVERALLS

Type: Twill, chino, corduroy, denim or jean. No sweat/nylon jogging, or yoga pants are allowed. Pants are to be worn at the waist (no sagging or excessively tight pants). Overalls may be worn with collared shirts that have sleeves. Shorts must extend to the knee area. No athletic shorts.

#### SKIRTS/JUMPERS/DRESSES

Type: Twill, chino, corduroy, denim or jean (no spandex/lycra or stretch material). Must meet or extend to the knee. Slits may not be shorter than the knee. Shorts may be worn under the dress, skirt or jumper. Dresses must have sleeves and backs. Jumpers must be worn with dress code shirts that have sleeves.

#### HATS

Hats must be removed upon entering the building.

#### SHOES

All sandals or shoes must have a back.

### GENERAL EXPECTATIONS

- Students may not carry or wear anything that advertises drugs, alcohol, tobacco products or anything that promotes or suggests lewd, dangerous, or unacceptable messages.
- Clothing must not have holes or tears and must have finished hems. Pants and skirts must not drag the ground. No patches or visible leggings/ tights underneath or over top of holes and rips.
- While students are expected to dress appropriately at after-school functions, they are not required to follow the dress code.
- JROTC uniforms, profession based attire will be permitted for profession based experiences and extracurricular activity jackets may be worn on designated days.



**2** *\*Schools reserve the right to increase dress code expectations beyond what is outlined in the district dress code.*

*\*Out of dress code days will be determined by the school administration. Student payment to participate will not be permitted.*



# SCHOOL CAMPUS

## GUIDELINES

### LEAVING SCHOOL CAMPUS

Students will need a note from their parent/guardian if they are to ride another bus or go home with another student at any time.

Upon arriving on the school campus, students are not to leave the campus unless they first secure permission to do so from the principal or designee. Students who obtain permission must sign out and upon return must sign in. If it is known in advance that the student must leave school, parents should send a written excuse for their child to leave.

PLEASE CLICK THE FOLLOWING LINK TO ACCESS INFORMATION ON [ATTENDANCE REQUIREMENTS & FAMILY EDUCATION RIGHTS \(FERPA\)](#).

### VISITORS ON SCHOOL CAMPUS

All visitors, including volunteers, parents, alumni, salespersons, and others, should enter through the front doors of all schools and proceed directly to the front administrative office to sign in and show identification. Visitors will be issued a visitor badge. The visitor badge shall be visible at all times while in the school and on school grounds. Visits by other students and children cannot be allowed. Upon request, all visitors must identify themselves to school authorities.

### SOCIAL SECURITY NUMBERS

Kentucky no longer requires a student possess or present a Social Security card for enrollment purposes. Parents have the right to not provide this information to schools. However, some Federal and State programs may require such information before certain benefits may be provided to your student. These benefits include, but not limited to, specific Food Service programs (e.g., reduced or free lunch program benefits), KEES (Kentucky Educational Excellence Scholarship) money, and driver's license verification (e.g. No Pass/No Drive law; KRS 159.051).

### PUNCTUALITY & TARDINESS

Preparing for future success demands discipline and responsibility. At school, being late suggests that your priorities are not aligned to academic success. When students are late, not only is the teacher distracted, but classmates are distracted. Lateness can send a message of disrespect and selfishness to a variety of audiences. Schools have structures in place to organize academic time and ensure safety. Lateness detracts from both.



# ATTENDANCE

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# POLICY

## WHAT IS EXCUSED?

- Death or severe illness in the student's immediate family
- Illness of the pupil (See parent notes)
- Medical, dental, or legal appointments that cannot be scheduled outside of school hours. (Times and dates shall be verified by the health professional or court officials) Students will be excused for a partial day absence only, unless the doctor or court specifically writes on the note that the student was required to be out of school all day.
- Religious holidays and practices
- One day for attendance at the Kentucky State Fair (per state law). (Proof of attendance must be provided)
- Two visits to colleges or universities
- Drivers test for permit or license. (A half (1/2) day may be allowed twice during the school year)
- One day for students with lice.- If the student is sent home, he/she will be excused for the remainder of that day
- Documented military leave
- One day prior to departure of parent/guardian called to active military duty
- One day upon the return of parent/guardian from active military duty
- Ten days for students attending basic training required by a branch of the United States Armed Forces; or 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
- Educational Enhancement Opportunities (see next slide)

## COLLECTION OF NOTES

Upon returning to school following an absence or tardy, a student has three (3) school days to turn in a note to the attendance office.

The note must be a signed and dated parent note, physician statement or court statement explaining the reason for every day the student was absent or tardy and a return to school date.

If a written statement verifying a valid reason for each day of absence or tardy is not received within three (3) schools days after the student returns to school, the absence or tardy will be recorded as unexcused.

Students in 6th-12th grades receive TWO parent notes per semester.

Students in K-5 receive FOUR parent notes per semester

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 (18<sup>th</sup>) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days 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 (21<sup>st</sup>) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. A student who has been reported as a truant two (2) or more times is an habitual truant. The class attendance requirements stated below do not in any way supersede or change the compulsory school attendance laws stated in KRS 159.010. When a student is declared a habitual truant, the parent may be notified by a certified letter and/or by a personal visit. If truancy continues, both parent(s) and student may be required to attend the Truancy Mediation Program. As a final recourse, court proceeding will be instituted if truancy continues.



# PROHIBITED ITEMS

## WEAPONS ON SCHOOL CAMPUS

Carrying, bringing, using, or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited. Possession of dangerous instruments such as pocket knives, tasers, hunting knives, fireworks, and pepper spray are also prohibited on school property including buses.

A firearm is defined as “any weapon which will expel a projectile by means of explosion” KRS 527.010(2). A deadly weapon means “any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged”; any “knife other than an ordinary pocket knife or hunting knife”; nightstick or club; blackjack or slapjack, karate sticks; shuriken or death star or artificial knuckles made from metal, plastic or other similar hard material KRS 500.080.

School officials may seize and destroy weapons determined by proper school authorities to be a threat.

Unlawful possession of a deadly weapon on school property is a class D felony, punishable by one to five years’ imprisonment and a fine of up to \$10,000. Possession of a firearm, deadly weapon, or dangerous instrument, including tasers by any student is grounds for immediate suspension and/or an expulsion hearing. The law requires school employees to report any student who is determined to have brought a firearm or deadly weapon to a school or school grounds, under the jurisdiction of this system, to the criminal justice or juvenile delinquency system.

## ILLEGAL SUBSTANCES

No student shall purchase, possess, use, be under the influence of, sell or transfer any alcoholic beverage, narcotic drug, controlled substance, mood altering substance (such as inhalants), over the counter medicines/drugs or drug paraphernalia, counterfeit, look-alike, or stimulated narcotics, drugs or controlled substances and/or assist another student purchase, possess, use, be under the influence of, sell or transfer any alcoholic beverage, narcotic drug, controlled substance, mood altering substance (such as inhalants), over the counter medicines/drugs or drug paraphernalia, counterfeit, look-alike, or stimulated narcotics, drugs or controlled substances on school property, in any vehicle, at any school sponsored event or school sanctioned activity or event, or en route to or between school campuses.

**PROHIBITED DRUGS** No student shall possess, use, be under the influence of, sell or transfer any controlled drug substance, or any substance which “looks like” a controlled substance, on or about school property, at any location of a school sponsored activity, or on the way to or from a school sponsored activity.

**CONTROLLED SUBSTANCES** means any substance or immediate precursor listed in Chapter 218a of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020;

### **SALE/DISTRIBUTION OF DRUGS, ALCOHOL, NICOTINE BASED PRODUCTS, SYNTHETIC COMPOUNDS/SUBSTANCES**

Passing of drugs, alcohol, nicotine based products, synthetic compounds/substances, and substances that “look like” controlled substances or alcohol (SEE BOARD POLICY 9.423);

**TOBACCO & ELECTRONIC CIGARETTE/VAPE** An electronic cigarette or vape is defined as a device containing a nicotine-based or illegal substance liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco or illegal substances: Both tobacco products, cigarettes, and vapes are prohibited on school grounds. Carrying, storing, or using nicotine products such as cigarettes, chewing tobacco, or any other processed tobacco product or other smoking paraphernalia in or on any school grounds or on buses is prohibited.

*AUTHORIZED MEDICATION-Authorized medication is not considered a prohibited item. For a medication to be considered authorized, it is defined as a drug authorized by and administered in accordance with a prescription from an authorized medical provider. Authorized medication shall not be considered in violation of the code of acceptable behavior and discipline unless distributed to others.*

# PROHIBITED ITEMS

## STUDENT SEARCH

No student's outer clothing, pockets, or his or her personal effects (handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law. A certified person directly responsible for the conduct of the student or the principal/designee of the school, which the student attends, shall conduct searches of a student's person or personal effects. When a pat-down search of the student's person is conducted, the person conducting the search shall be the same gender as the student, and a witness of the same gender as the student shall be present. No search will be conducted in the presence of other students. No strip searches are permitted.

Any vehicle entering Nelson County Schools property is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted for any reasonable purpose, without a warrant. Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspections of all such property on a regular basis. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

The Board of Education gives the Superintendent the authority to use trained dogs to locate controlled substances on school grounds. Illegal items (weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the student's safety or others' safety and security may be seized and destroyed by school officials. All criminal items which have been seized shall be turned over to the proper authorities.

A staff member may remove items, which may be used to disrupt or interfere with the educational process, from the pupil's possession. Contraband, including tobacco and electronic cigarette materials, may be destroyed by school administration or designee.

*School officials may seize and destroy illegal substances determined by proper school or legal authorities to be a prohibited.*



# SUBSTANCE ABUSE TESTING

## SUBSTANCE ABUSE TESTING

The policy applies to all students who drive a motor vehicle on to campus.

In order to accomplish the purpose of this policy, each student that wishes to drive a motor vehicle on to campus shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure (a) randomness of selection procedures, (b) proper student identification (c) that each specimen is identified with the appropriate student participant, and (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process, as well as the confidentiality of test results.

### First Violation:

The student participant shall be assigned to ten (10) to forty-five (45) days of attendance at the local district alternative school to include a treatment plan. At the conclusion, the student must submit to a new drug screen at the student's expense, administered in accordance with the same procedures utilized for random drug testing to be re-issued a parking permit. The testing laboratory currently under contract must conduct all subsequent drug tests. A positive result shall be treated as a second violation.

### Second Violation:

The student participant shall be assigned an additional forty-five (45) days of attendance at the local district alternative school to a treatment plan. At the conclusion of the additional forty-five days, the student must submit to a new drug screen at the student's expense, administered in accordance with the same procedures utilized for random drug testing to be re-issued a parking permit. The testing laboratory currently under contract must conduct all subsequent drug tests. A positive result shall be treated as a third violation.

### Third Violation:

The student will face expulsion charges with recommendations to seek inpatient substance abuse treatment from a residential facility.

The entire policy may be found at 09.423 in the Nelson County Board of Education Policies and Procedures.



# COMMUNITY RESPONSIVENESS

If classroom community restoration measures do not correct a student's misconduct, or if his or her behavior is a serious offense, the staff member may issue a written or electronic referral and refer to student to a school administrator.

The staff member describes the student's behavior and/or records the student's statements on a Pupil Disciplinary Referral Form or in Infinite Campus. The form is submitted to the appropriate administrator. Discipline records are kept by the administrator. The records are accessible to teachers, administrators, the student, and/or the parent/guardian, as required by the Family Educational Rights and Privacy Act. Discipline records become a part of the student's permanent record.

Students are entitled to due process. In Nelson County Schools due process is defined as follows: A student's right to be informed of charges and evidence, to be given the opportunity to present one's case, and to have the right to appeal a suspension in the case that procedural due process was not followed or the District Code of Conduct was not adhered to. Board policy 9.431 states that before students are disciplined at the school level with suspension for violation of school regulations, a student shall have the right to due process. Due process procedures will be held as soon as possible, not to exceed three (3) days;

The administrator:

- Reads the referral form to the student as a part of due process.
- Conducts an investigation, if necessary.
- Allows the student to respond to the accusations and evidence as part of due process.
- Decides what action to take, and records it on the form.
- Informs the student of the action to be taken and has the student sign the form.
- Personally notifies the parent/guardian of the issue, including action taken.
- Requires the student to take the form home to be signed by his or her parent/guardian and has the student return it, if necessary.
- Communicates the outcome of discipline issues to initiating staff as well as any other relevant staff members.





# COMMUNITY RESPONSIVENESS

## **APPEAL**

An urgent request for reconsideration of a decision made to respond to a violation of the code of acceptable behavior and discipline. Appeals may be made in writing through administrative channels to the board of education: school administration, superintendent, and the board of education. Further appeals concerning Title VI and IX, and section 504 may be addressed to the US Dept. of Education, Office for Civil Rights, Washington, D.C. 20202

## **SUSPENSION**

A temporary removal of a student from their community/campus for a defined number of days, except in the case of a pre-expulsion suspension; students serving suspensions may attend pre-arranged conferences or courses, attend any day or night school functions of the Nelson County Schools that contribute to the overall educational experience of the student, and ride the school bus with principal/designee approval. The principal/designee shall report the decision to suspend by telephone or mail to the student's parent/guardian as soon as they can be contacted following the disciplinary process;

## **VIOLATING CONDITIONS OF SUSPENSION**

Violating terms of suspension as set by school principal/designee. Violations of the conditions of suspension shall cause further disciplinary action to be taken which could include but not limited to legal action;

## **EXPULSION**

Removal or banning of a student from their school community/campus due to persistent violations of the Code of Acceptable Behavior and Discipline, or for a single offense of marked severity. If behavior warrants the initiation of the expulsion process, the following procedures will be initiated:

- a. The principal/designee convenes an informal hearing to determine the validity of the charge against the student
- b. If the evidence indicates the student has committed an expellable offense, the student is given a pre-expulsion suspension and is not permitted to be on any Nelson County Schools property.
- c. All documentation is forwarded to the Nelson County Board of Education. Refer to NCBE Policy 9.435 for expulsion procedures.

If you need to make an appeal of assigned discipline, please first reach out to the school administration. If you would like to file a formal appeal/ grievance, you may do so by completing the form on the district website.

## **DISRUPTION TO THE EDUCATIONAL PROCESS**

Per Board Policy, behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including but not limited to the ability to attend, participate in and benefit from instructional and extracurricular activities;
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

# COMMUNITY RESPONSIVENESS

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## DIVERSE LEARNING

The term Diverse Learning is synonymous with Special Education in The Nelson County Schools. Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

The behavior of diverse learning students and students who have been referred for evaluation for possible special education placement and/or related service should be considered during the initial Admission and Release Committee (ARC) meetings. Behavioral interventions, treatment, and consequences should become a part of the Individual Education Plan (IEP) for that student. Should this intervention prove unsuccessful, as evidenced by the misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program which might result in more appropriate behaviors.

### SUSPENSION

A diverse learning student may be suspended for up to ten (10) days during the school year without special education change of placement procedures. Before the student is removed for the eleventh day in any school year, and before any subsequent removals during the same school year, the building principal, and the Director of Diverse Learning, or designee, determine if the removal constitutes a change in educational placement. They must be in agreement that the removal is not an educational change in placement. If they do not so agree, the removal is treated as a change in educational placement. A manifestation determination shall be made within ten (10) days of a disciplinary action that resulted in a change of placement. (KRS 158.150 and OAG 78-637 outlines due process requirements which must be followed in the suspension of all children.)

### EXPULSION

A diverse learning student may be expelled as long as the appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a manifestation of the child's disability.

A diverse learning student will not be expelled if the committee determines that the child's disruptive behavior was a result of the child's disability or is a direct result of the school's failure to implement the IEP; if expelled, the child may be provided alternative services.

### SPECIAL CIRCUMSTANCES

School personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability if the child:

- (a) Carries a weapon to, or possesses a weapon at, school, on school premises, or to, or at, a school function under the jurisdiction of KDE or the NCS; ("Weapon" means dangerous weapon as defined in 18 U.S.C. 930 (g) (2).)
- (b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the KDE or the NCS; ("Controlled substance" means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)).) or
- (c) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of KDE or the NCS. ("Serious bodily injury" means bodily injury as defined in 18 U.S.C. Section 1365(h)(3).)

### REPORTING TO LAW ENFORCEMENT FOR STUDENTS WITH DISABILITIES

Notwithstanding any provisions of 707 KAR Chapter 1, an agency may report a crime committed by a child with a disability to appropriate authorities. If the District reports a crime committed by a child with a disability, the building principal, or designee, shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the extent the transmission is permitted by the Family Educational Rights and Privacy Act, 20 USC Section 1232g. The Director of Diverse Learning or designee shall be notified by the school administrator making the report

# GRIEVANCE = PROCEDURES

## GRIEVANCE CONDITIONS

All grievances are individual in nature and must be brought by the individual grievant. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon. The grievant shall be permitted to have not more than two (2) representatives. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

## TIME LIMITS

Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions. Days referred to in the grievance initiation form shall be school days. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

## PRINCIPAL'S SCHOOL COUNCIL'S INVOLVEMENT

When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

## SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent. The Superintendent reserves the right to redirect the communicator to the appropriate level.

## SUPERINTENDENT'S/DESIGNEE INVOLVEMENT

If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

# REPORTING VIOLATIONS

## DUTY TO DOCUMENT & REPORT MISDEMEANOR BEHAVIORS

KRS 158.155 requires the school records of any student expelled or subject to expulsion proceedings for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs to reflect the charges and the final disposition of the expulsion proceedings.

KRS 158.155 also requires any school employee to report to the local police department, sheriff, or Kentucky State Police:

- Any felony occurring on school property or
- Any misdemeanor or violation relating to carrying, possession, or use of a deadly weapon on school property or use, possession, or sale of controlled substances on school property.

## REPORTING CRIMINAL VIOLATIONS

Students are accountable to their school in their role as students, as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the Federal Government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local school board policy. Verified criminal misconduct may result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 185.150.

Schools shall report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is encouraged that the victim(s) press charges. A student charged with criminal misconduct will be given a full due process hearing before the Board of Education.

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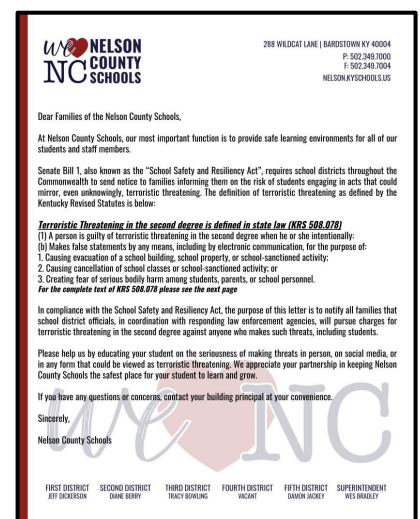
## TERRORISTIC THREATENING

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

A person is guilty of terroristic threatening in the second degree when he or she intentionally makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel.

*(For the complete text of KRS 508.078 please see linked document.)*



CLICK HERE TO ACCESS NOTIFICATION LETTER



# BULLYING & HARASSMENT

## BULLYING

Bullying is defined as actions which harm, intimidate, or coerce someone through an imbalance of power and repetition. In order for actions to be considered bullying, the behavior must be aggressive and include an imbalance of power, such as physical strength, access to embarrassing information, or popularity, and repetition, happening more than once.

## REPORTING BULLYING

KRS 158.148 sometimes referred to as the “Golden Rule Bill” or the “Bullying Bill”, was enacted during the 2008 legislative session. The legislation focuses on students who are victims of felony offenses as found in KRS Chapter 508.

Through the provisions of HB 91, it is possible for school and district employees to report serious safe-school incidents, including bullying that rises to the level of a felony offense, to the principal so that quick and effective actions can take place to ensure the safety and well-being of all students.

Bullying is defined as actions which harm, intimidate, or coerce someone through an imbalance of power and repetition. In order for actions to be considered bullying, the behavior must be aggressive and include an imbalance of power, such as physical strength, access to embarrassing information, or popularity, and repetition, happening more than once.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. (KRS 158.148)

School specific requirements for completion for HB 91 include the following:

- All school employees shall be informed of the requirements of the code as well as any necessary training.
- If encountered, any school employee shall report to the principal any suspected felony offense listed below:

First degree assault, Second degree assault, Third degree assault, Assault under extreme emotional disturbance , First degree wanton endangerment

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following district policy requirements for intervening and reporting to the principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or district. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Bullying is prohibited in the Nelson County Schools. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. Students should report it to a classroom teacher, who shall in turn make the school principal aware of the situation. In instances of peer-to-peer bullying, hazing, or harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The principal/designee shall investigate and address alleged incidents of such misbehavior.

In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the District's harassment/discrimination policies covering federally protected areas.

A full definition and explanation of KRS Chapter 508 felony offenses can be found at [www.lrc.ky.gov/KRS/508-00/CHAPTER.htm](http://www.lrc.ky.gov/KRS/508-00/CHAPTER.htm).

If the principal is in doubt if the offense under consideration is a felony, he/she will consult with local law enforcement and the Board attorney.

- Within 48 hours the principal files a written report to the local board of education through the superintendent. If, in the investigation the principal finds evidence of a felony offense, ONE of the following will be contacted: a local law enforcement agency, the Kentucky State Police, or the county attorney. (If a principal does not find evidence of a felony offense he/she does not have to file a report to the agencies listed, but school disciplinary measures may be taken.)
- The principal will notify parents/guardians of the alleged victim and alleged perpetrator.
- Law enforcement agencies receiving the principal's report will conduct an investigation.

# BULLYING & HARASSMENT

## HARASSMENT

Harassment is defined as conduct which annoys, threatens, intimidates, alarms or causes fear of a person's safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Criminal harassment as defined in KRS 525.070 and KRS 525.080 is a misdemeanor and thus is not part of the mandatory reporting requirement for school systems. The school retains the ability to take district disciplinary action for any misbehavior, even if the misbehavior does not rise to the level where a report to law enforcement is necessary. See page 22 for reporting processes.

## REPORTING HARASSMENT

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment or discrimination shall, as soon as reasonably practicable, report it. In each school building, the principal is the person responsible for receiving reports of harassment or discrimination at the building level. Otherwise, reports of harassment or discrimination may be made directly to the superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment or discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Without a report being made to the principal, superintendent, or Title IX/equity coordinator, the district shall not be deemed to have received a complaint of harassment or discrimination.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's principal, who shall immediately forward the information to the superintendent.

In applicable cases, employees must report harassment or discrimination to appropriate law enforcement authorities in accordance with law.

## HARASSING COMMUNICATION

Communication while enrolled as a student in a local school district with another student in any manner that would cause the other student to suffer from fear of physical harm, intimidation, humiliation, or embarrassment. This could include any harassing communication that takes place away from school property or via telecommunication networks that disrupts the educational process.

## SEXUAL HARASSMENT

Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances (SEE BOARD POLICY 9.42811)

## DISCRIMINATION

Unfair treatment of people and groups based on characteristics that include but are not limited to race, gender, age or sexual orientation

## HATE LANGUAGE

Public speech that expresses hate or encourages violence toward a person or group based on race, creed, color, national origin, gender, sexual orientation, disability, age, marital status, or religion;

# TECHNOLOGY = & SOCIAL MEDIA

Our community requires that we not only engage in meaningful conversation in person, but we also utilize the same principles with digital/ telecommunication avenues such as text, email, and social media.

If telecommunication that is harassing in nature takes place away from school property and or disrupts the educational process, schools reserve the right to use disciplinary measures.

Filming, promoting, or instigating violence is prohibited in nelson county schools. per board policy, telecommunication devices shall not be used in a manner that disrupts the educational process including but not limited to: academic dishonesty, violating confidentiality or privacy rights of another individual including but not limited to taking photographs, video, or audio without the permission of the principal/designess and the affected individuals, obscenity, promotion of illegal activity, or promoting, sending, sharing sexually explicit messages, photos, or images.

School officials may determine consequences in alignment with the responsible use policy.

\*Note: use of electronic communication to send photos sexual in nature is considered posession & distribution of child pornogrphay by law and will be terated as such by authorized authorities. including reporting it to police. [krs 158.165](#); [krs 525.080](#)

# THINK

BEFORE YOU POST, TEXT, OR SHARE

**BEFORE SENDING ELECTRONIC COMMUNICATION, POSTING, OR SHARING IT IS IMPORTANT MEMBERS OF OUR NELSON COUNTY SCHOOL COMMUNITY (STUDENTS & STAFF) ASK:**

- IS THIS TRUE?
- IS THIS HELPFUL?
- COULD SOMEONE FEEL DISRESPECTED OR HURT BY THIS COMMUNICATION?
- COULD THIS BE MISINTERPRETED?
- AM I SHOWING THE BEST SIDE OF MYSELF?
- DOES THE COMMUNICATION HELP OUR COMMUNITY GROW FORWARD?

PLEASE CLICK THE FOLLOWING LINKS TO ACCESS OUR [RESPONSIBLE USE POLICY](#) AND THE [CHROMEBOOK USER GUIDE](#).



# TRANSPORTATION

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## EXPECTATIONS



School bus transportation is authorized for students regularly enrolled in a public school in all grades. Nelson County provides school bus transportation within the county and is available to all students in grades preschool through 12th. School bus transportation is not a required service under state statute or regulations. Nelson County provides transportation to and from school as a courtesy to the parents and students in the district. Therefore, all students are expected to comply with all state regulations (702 KAR 5:090) and all Board of Education regulations, policies and procedures, in order to continue to enjoy this *privilege*.

Accommodations and supports will be provided in accordance with 707 KAR 1:270-1:380 for eligible students.

Student safety while in transit is a priority for our transportation team. Violations will be handled seriously due to the potential risk to lives while in transit.

### AT THE BUS STOP

- Be on time. Be at the bus stop five minutes before the bus is scheduled to arrive.
- Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver's signal.
- Do not run toward or run across the street in front of a school bus while it is in motion.
- Never stand in the road while waiting for the bus. Wait in an orderly line off-highway or street. Wait until the bus stops, watch for the driver's signal and then walk to the door and board the bus in an orderly manner. Do not push or shove.

### WHILE RIDING THE BUS

- Students shall comply with district posted bus rules: Observe the same conduct as in the classroom, be courteous, use no profane language, do not eat or drink on the bus, keep the bus clean, cooperate with the driver, do not be destructive, stay in your seat, keep head hands and feet inside the bus, & bus driver is authorized to assign seats.
- Students shall comply immediately with the driver's/monitor's instructions.
- Students shall respect all others on the bus.
- Students, while riding the bus, are subject to the same conduct conditions that exist in the classroom.
- Students shall only ride on their assigned bus and exit the bus at their designated stop.
- Students are expected to share seating space.
- Students shall not bring unapproved items on the bus. Any carry-on items should be able to be placed in a student's lap.
- Students shall not vandalize or damage any property. Restitution will be made and they will be disciplined according to the discipline procedure.
- Students shall not use profanity or participate in yelling or screaming.
- Students will be subject to removal from the bus should their actions endanger the safe operations of the bus or the wellbeing of others.
- Driver may assign seats to students.
- Students may sit up to 3 per seat due to bus capacity.



# TRANSPORTATION

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## EXPECTATIONS

### WHILE RIDING THE BUS (cont.)

- Students shall not participate in any activity that contributes to the unsafe operation of the bus.
- Students shall not block emergency exits with any item.
- Students will not take on a position of supervision over other students at any time unless they are approved by the board of education as a monitor. In the case of an emergency; however, an appointed student will fill this role in the driver's absence.
- All students are entitled to "due process" regarding disciplinary actions taken against them.

### BUS TRIP HOME

- Passengers are permitted to leave the bus only at the regular designated stop. Any change must be made with the parent's request in writing and approved by the signature of the school principal.
- If a student lives on the opposite side of the road from the bus stop, the student should go to the front of the bus and wait until the driver gives the signal to cross the road. Never cross the road in the rear of a stopped school bus.

### RESPONSIBILITY OF PARENTS

- Parents should see that their children are at the bus stop five minutes before the bus is scheduled to arrive.
- Parents should emphasize to their students the need to observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- Parents should emphasize the importance of observing all safety and conduct regulations established for the safe and efficient operation of the school bus.
- Parents should report any misconduct on school buses to the building principal.

### ADDITIONAL NOTES

Bus Transfer Locations: Students are expected to follow the same expectations at bus transfer locations. When students are at the bus transfer location, administrators at the connecting school reserve the right to give directions and disciplinary measures.

The school principal may decide additional consequences for bus misbehavior not limited to bus suspension.

\*All buses are monitored by video recording equipment.

## CLASSROOM MISCONDUCT - ADDRESSED BY THE TEACHER

Behavior	Description	1st Offense	2nd Offense	3rd Offense
Academic Dishonesty	Copying of work or using unauthorized materials; cheating, plagiarism	CARE FORM + LUNCH DETENTION		
Defiance (Minor)	Student doesn't comply w/ teacher's request/direction			
Disrespect (Minor)	Rude and discourteous behavior			
Profanity	Offensive language, obscenities			
Public Display of Affection	Absence of space when engaged in affection			

## PROCEDURAL MISCONDUCT - Student offense is minor in nature and deals with a student not completing a task and/or procedure

Behavior	Description	1st Offense	2nd Offense	3rd Offense
Bus Disturbance	Not following bus procedures or rules	Warning and/or 1-5 day bus suspension	1-10 day bus suspension	Up to removal for the semester/year
Fighting on Bus	Pursuing/ participating, attacking, and/or instigating a physical altercation on the bus	Up to 45 Days at ISS + 5 Day Bus Suspension		
Prohibited Items on the Bus	Use or possession of prohibited items including but not limited to tobacco/vaping products	Up to 45 Days at ISS + 5 Day Bus Suspension		
Dress Code Violation	Not following dress code violations from handbook	LUNCH DETENTION		
Electronic Media Violation	Violating electronic code of ethics	ISS 1-3 Days	ISS 3-5 Days	ISS 10 Days
Failure to Serve Detention	Not serving detention when told to	Saturday School	2 Days ISS	2 Days ISS
Parking Lot Violation	Vehicle = safety issue or disturbs functioning of lot	Loss of parking permit - 5 days	Loss of parking permit - 10 days	Loss of parking permit for the semester
Skipping	Missing class or leaving class w/o permission	Saturday School	2 Days ISS	3-5 Days ISS
Skipping	Leaving school ground w/o permission	1-5 Days ISS	5-10 Days ISS	10-15 Days ISS
Unexcused Tardiness to Class	A student in the hallway when the bell rings	LUNCH DETENTION		
Technology Device Violation	Using a cell phone or other tech. when unauthorized.	CARE FORM AND/OR LUNCH DETENTION	LUNCH DETENTION TO ISS 1-3 Days	ISS 1-3 Days

GROSS MISCONDUCT				
Behavior	Description	1st Offense	2nd Offense	3rd Offense
Teacher Disrespect	Derogatory words or expressions to a teacher	ISS 1-3 Days	ISS 3-5 Days	ISS 10 Days
Alcohol/Subs (Distribution)	The distribution or intent to distribute	45 Days		
Alcohol/Subs (Influence)	Under the influence of alcohol/banned substance	10-15 Days ACA	15-30 Days ACA	15-45 Days ACA
Alcohol/Subs. (Possession)	Possession of alcohol or a banned substance	10-15 Days ACA	15-30 Days ACA	15-45 Days ACA
Assault	Causing physical injury to another person by means of a deadly weapon, dangerous instrument, or physical abuse	45 Days w/Expulsion Hearing		
Bullying	A pattern or verbal or physical assault	ISS 1-3 Days	ISS 3-5 Days	ISS 10 Days
Defiance (Major)	Defiance to the point that class cannot continue	ISS 1-3 Days	ISS 3-5 Days	ISS 10 Days
Disrespect (Major)	Excessive disruptions or severely rude or offensive	ISS 1-3 Days	ISS 3-5 Days	ISS 10 Days
False Rep. of Emergency	Bomb threats, pulling a fire alarm, reporting a false emergency, etc.	45 Days w/Expulsion Hearing		
Fighting - Aggressor	Pursuing, attacking, and/or instigating a physical altercation	45 Days		
Fighting - Participant	Participating in a physical altercation	10-15 Days ACA	10-30 Days ACA	10-45 Days ACA
Forgery	Falsifying documents or signatures;			
Recording, Instigation, & Re-sharing	Unauthorized recording, recording of altercations, instigation of altercations, or resharing recordings of altercations.	ISS 1-5 Days	ISS 5-10 Days	ISS 45 Days
Harassment	Hostile remarks or action including discriminatory remarkss	ISS 1-3 Days	ISS 3-5 Days	ISS 10 Days
Inappropriate Sexual Behavior	Participation in sexual behavior exceeding PDA	ISS 3-5 Days	ISS 5-15 Days	ISS 45 Days
Possess. of Weapon	Guns, knives, or anything with intent to injure	45 Days w/ Expulsion Hearing		
Theft/Vandalism	Theft or destruction of property	ISS 1-3 Days	ISS 3-5 Days	ISS 10 Days
Tobacco/Vaping Violation	Using or having tobacco or vaping pens	5-15 Days ISS	10-20 Days ISS	15-30 Days ISS

### **Disclaimers**

*\*The principal reserves the right to modify any behavior consequences for behaviors not identified on the matrix or when the severity of the situation warrants additional consequences. Parents will always be notified for any disciplinary issues.*

*\*\*Elementary Schools reserve the right to include multiple warnings for offenses prior to discipline in an effort to teach appropriate behavior*

*\*\*\*Elementary Schools reserve the right to modify In-School Suspension to fit their local needs.*

*\*\*\*\*The Diverse Learning Discipline Protocol will be consulted before behavior consequences are determined for diverse learning students.*

# SUMMARY OF CHANGES

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## 2022-2023

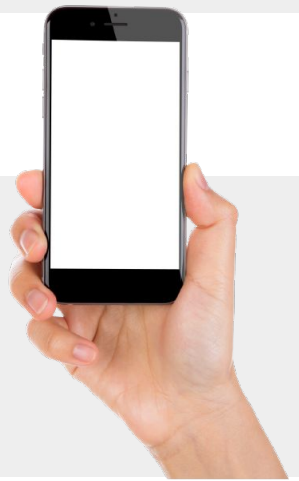


### DIFFERENTIATION OF DRESS CODE P-5 TO 6-12

- Collars are NOT required for students preschool through 5th grade.
- Elastic waist pants may be worn preschool through 5th grade.
- JROTC uniforms, profession based attire will be permitted for profession based experiences and extracurricular activity jackets may be worn on designated days.
- Culture of College & Career Readiness differentiates 6-12 dress code.

### USE OF TELECOMMUNICATION

- Filming, promoting, or instigating violence is prohibited in Nelson County Schools. per board policy, telecommunication devices shall not be used in a manner that disrupts the educational process.
- Unauthorized recording, recording of altercations, instigation of altercations, or resharing recordings of altercations results in up to 45 days ISS.
- School officials may determine consequences in alignment with the responsible use policy.



### BUS TRANSPORTATION

- Students may have (1) approved guest rider with an approved note from the guest parent and school administrator.
- When students are at the bus transfer location, administrators at the connecting school reserve the right to give directions and disciplinary measures.
- Physical altercations, use, or possession of prohibited items including but not limited to tobacco/vaping products on the bus may result in up to 45 Days ISS + 5 days bus suspension.

## NELSON COUNTY SCHOOLS CODE OF CONDUCT REVISION PROCESS STAGES

REVIEW & FEEDBACK PROCESS  
WITH LOCAL SCHOOLS

REVISION PROCESS

BOARD APPROVAL