



Code of Acceptable Behavior & Discipline

Statement of Rights and Responsibilities

August 2012

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DISTRICT PHONE NUMBERS

Christian County Public Schools
P.O. Box 609 / 200 Glass Avenue
Hopkinsville, KY 42241
270-887-7000

School	Address	Phone
ACE	210 Glass Ave., Hopkinsville, KY 42240	270-887-7049
Alternative	4400 LaFayette Rd., Hopkinsville, KY 42240	270-887-7380
Belmont Elementary	814 Belmont St., Hopkinsville, KY 42240	270-887-7170
Career & Technical Center	705 N. Elm St., Hopkinsville, KY 42240	270-887-7030
Christian County High	220 Glass Ave., Hopkinsville, KY 42240	270-887-7050
Christian County Middle	215 Glass Ave., Hopkinsville, KY 42240	270-887-7070
Crofton Elementary	12145 S. Madisonville Rd., Crofton, KY 42217	270-887-7190
Cumberland Hall School	270 Walton Way, Hopkinsville, KY 42240	270-889-2177
Day Treatment Center	210 Glass Ave., Hopkinsville, KY 42240	270-887-7390
Hopkinsville High	430 Koffman Dr., Hopkinsville, KY 42240	270-887-7110
Hopkinsville Middle	434 Koffman Dr., Hopkinsville, KY 42240	270-887-7130
Holiday Elementary	3910 Nassau Circle, Hopkinsville, KY 42240	270-887-7210
Indian Hills Elementary	313 Blane Dr., Hopkinsville, KY 42240	270-887-7230
Lacy Elementary	12015 Greenville Rd., Hopkinsville, KY 42240	270-887-7250
Martin Luther King Elem.	14405 Martin L. King, Jr. Way, Hopkinsville, KY 42240	270-887-7310
Millbrooke Elementary	415 Millbrooke Dr., Hopkinsville, KY 42240	270-887-7270
North Drive Middle	831 North Dr., Hopkinsville, KY 42240	270-887-7150
Optional High	210 Glass Ave., Hopkinsville, KY 42240	270-887-7036
Pembroke Elementary	1600 Pembroke-Oak Grove Rd., Pembroke, KY 42266	270-887-7290
Sinking Fork Elementary	5005 Princeton Rd., Hopkinsville, KY 42240	270-887-7330
South Christian Elem.	12340 Herndon-Oak Grove Rd., Herndon, KY 42236	270-887-7350

HOTLINE NUMBERS

Pennyroyal Respond Line
 270-881-9551

Abuse Hotline
 1-800-662-4357

Cumberland Hall (24 hour service)
 270-887-1919

Department of Community Based Services
 270-889-6503

Christian County Sheriff's Department
 270-887-4142

School Closing Hotline
 270-887-7100

Students or their family members who are experiencing thoughts of suicide are encouraged to contact the guidance counselor for assistance, call the National Suicide Prevention Hotline at 1-800-273-TALK (8255) or contact the local community mental health agency at 1-877-4-RESPOND (1-877-473-7766).

Message from the Christian County Board of Education

In the Christian County Public Schools, students have rights and privileges as well as responsibilities. Our school system is committed to providing a quality education for all students. We believe a safe and orderly environment must be maintained for this process to be effective. High standards have been set for students to conduct themselves in a way that is respectful and helps to build an essential climate necessary for learning. Students should expect school staff to reinforce positive behaviors.

Students, parents, teachers, school administrators and a board member have developed this Code of Acceptable Behavior & Discipline. The purpose of this handbook is:

- ❖ To illustrate expected appropriate and respectful student behaviors.
- ❖ To describe violations of the Code of Acceptable Behavior & Discipline and associated consequences that may be enforced.
- ❖ To outline student rights, privileges, and responsibilities.
- ❖ To provide information on appeal requests, processes, procedures, and resources available from school system personnel. This handbook also includes a glossary of terms used throughout the document.

Each member of this community plays a vital role in our success. We will make every effort to provide a safe learning environment for you to reach your academic and social potential. We encourage you to come to school each day with an open mind and a positive attitude.

A successful year is possible through the talents and efforts of students like you, the dedication and passion of our teachers, administrators and other essential employees, and the support and encouragement of parents and community members. We look forward to a great school year.

Sincerely,

Christian County Board of Education

Barry Cornelius, Chairman

Shelia Cottrell

Mary DeBow

Betsy Glover

Linda Keller

Christian County Public Schools

.....Where learning is our purpose, proficiency is demanded, and every student graduates.

Expected Student Behaviors

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

I will show Respect for...

Myself by:	Others by:	Learning by:	Property by:
Attending school regularly and being on time.	Being understanding of other's feelings	Following school rules and school staff directions.	Taking care of things in my school grounds.
Following rules and directions of adults.	Using positive words with others (no putdowns).	Keeping focused on my work.	Not bringing dangerous or distracting things, such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc.
Doing my schoolwork and homework neatly and completely.	Treating others like I want to be treated.	Coming to school prepared to work.	Using school materials or a classmate's materials for their intended purpose. <ul style="list-style-type: none"> ➤ Using computers as directed by adults.
Practicing positive behavior choices.	Not bullying or threatening.	Participating in class activities and discussions.	Following rules about safety: <ul style="list-style-type: none"> ➤ Refraining from touching a fire alarm unless there is an emergency. ➤ Refraining from making threats about bombs or blowing something up. ➤ Using playground equipment in a safe manner.
Remaining on school grounds unless I have permission to leave school.	Being honest by telling the truth, and admitting to things I have done.	Completing my own schoolwork and homework.	Keeping cell phones off and out of sight during school hours except with permission from school staff.
Learning from consequences of my behavior.	Working with others in positive ways.	Keeping my eyes on my own paper when taking quizzes and tests.	
Choosing not to bring tobacco, alcohol, other drugs, or weapons to school.	Keeping my hands to myself.		
Dressing in a way that is appropriate for the learning environment.	Refraining from using profanity in school.		
	Working together and/or with adults to manage negative behaviors and emotions.		
	Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.		
	Listening when others are speaking to me.		

When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.

GETTING HELP WITH A PROBLEM

SCHOOL PROBLEMS

If students have a problem related to discipline, security, personal safety or welfare, or vandalism, the student should:

1. Tell the nearest teacher or adult staff member. Tell him/her exactly what has happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
2. Talk to the principal or assistant principal right away.
3. Express feelings. It is natural to feel worried and upset. Talk to someone who will listen and understand – perhaps a teacher, school counselor, school psychologist, or an adult mentor. It is important to talk to a trusted adult.
4. Ask to talk to a school counselor or a school psychologist who can help students learn ways to deal with problems so that they may feel safer and more comfortable when faced with similar problems in the future.
5. In addition to alerting school personnel, a student should tell his/her parents about the problem. They will want to know.

It is important for students to know that when a report is made to the school about an incident of this nature, every effort will be made to keep the information and identity confidential.

PERSONAL PROBLEMS

For help with personal problems which may affect a student's school life or activities:

1. If possible, discuss the problem with parents/guardians.
2. If a student and his/her parents/guardians cannot solve the problem, there are a number of people in the school who may be able to offer additional help. The student may speak to a teacher with whom he/she feels comfortable.
3. School counselors and school psychologists at the school are trained to offer help with personal problems.
4. The assistant principal and the principal will also be able to discuss the problem with the student and attempt to work on a solution. If they are unable to do so, they will seek assistance.

ACADEMIC PROBLEMS

For help with an academic problem, the student should:

1. See the teacher who teaches the subject. Students may seek out the teachers on a personal basis. Teachers routinely work with individual students who are having academic problems. The teacher may recommend help sessions or mentoring, or may make a referral for additional assistance. The teacher may ask for a conference with the student and his/her parents/guardians.
2. If the teacher is unable to help the student resolve the problem to the student's satisfaction, the student should go next to the department chairperson or lead teacher.

3. Further help can be obtained through the school counselor.
4. For problems that are still not resolved after the student has talked with the school counselor, the student should discuss the matter with his/her parents/guardians and with the principal or assistant principal. Parents/guardians may wish to join the student in discussions with the principal.
5. Solving an academic problem requires the student's help, along with the help from teachers and sometimes parents/guardians, school counselor, and other school professionals.

EXTRACURRICULAR ACTIVITIES

For help with problems involving extracurricular activities, the student should:

1. See the advisor assigned to the activity at a time when he/she can give you his/her undivided attention. Try not to discuss the problem during the activity period itself.
2. If the activity involves athletics or cheerleading, see the athletic director of your school.
3. If the student does not know who is assigned as advisor to the activity, the student should see an administrator.
4. If the student is unable to get help in solving the problem by doing the above, discuss the matter with parents/guardians and with the principal. Parents/guardians may wish to join the student in discussions with the principal.

GROUP PROBLEMS

For help with a group problem related to discipline, security, personal safety, or welfare:

- If a group of students feels it shares a common problem, the best way to seek assistance is for the group to send two or three representatives to the teacher or administrator involved and presents the group's point of view on the matter. Communication between one or two people and a large group is extremely difficult and is an ineffective approach to problem-solving. The most effective approach is one that involves communication between representatives of the group involved.

WHERE TO GET HELP

You may seek assistance through the following staff members or programs:

- ❖ Youth Service Center
- ❖ School Resource Officers
- ❖ School Nurses
- ❖ School Psychologists
- ❖ Teachers
- ❖ School Counselors
- ❖ Tutors/Mentors
- ❖ School Administrators
- ❖ Pupil Personnel
- ❖ Community Services (see Hotline Numbers)

ATTENDANCE

COMPULSORY ATTENDANCE

The state Compulsory Attendance Laws, KRS 159.010 and KRS 159.180, state that the parent/ guardian is responsible for keeping his/her child in regular school attendance.

Valid Reasons for Excused Absences:

1. Illness of pupil
2. Illness in home
3. Death in the family
4. Appointment with a health professional (for student only)
5. Driver's test (A statement from driver's test administrator must be presented for the student to be excused for a reasonable amount of time.)
6. Court order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
7. One day for the attendance of the Kentucky State Fair.
8. Other valid reasons as determined by the principal.

Absences Grades K-5

Notes from parents/guardians shall be accepted, and absences shall be excused for up to seven (7) days **only** for the eight (8) valid reasons listed above. Illness accompanied by a health professional's statement will not be counted as one of the seven (7) days.

Absences Grades 6-12

Notes from parents/guardians shall be accepted, and absences shall be excused for up to five (5) days **only** for the eight (8) valid reasons listed above. Illness accompanied by a health professional's statement will not be counted as one of the five (5) days.

Procedures for Student Absences

1. Parent or guardian should call the school as early as possible on the day of their child's absence/tardy. If parents call before the school office is open, they may leave a message on the voice mail system.
2. A student who is absent must bring a note signed by his/her parent/guardian or a health professional stating the reason for the absence.
3. A student who is absent must provide a note within a time period not to exceed two (2) days from the date the student returns to school or the absence will be unexcused.
4. A health professional's statement will be accepted for the student's personal illness only, not for illness of any member of his/her family.
5. Students on school-sponsored trips are counted present and are responsible for make-up work.
6. Court appearances are excused if signed by the judge or the clerk of the court.
7. Request for an excused absence other than that stated in this provision of the Code of Acceptable Behavior must be made in advance to the principal.
8. When the school notifies a parent/guardian that a student is sick and should be picked up, the parent/guardian shall send a note for the absence to be excused when the student returns to school.

Make-up Time

Students who miss more than ten (10) total days of school will be required to make up that time hour for hour for absences above the ten (10) day threshold. Failure to complete make-up time for these days may result in a student being retained in the elementary or middle school grades and a loss of credits may occur at the high school. Make-up time will be administered according to the following procedures:

1. Actual time is based on a six (6) hour academic day.
2. Time may be made up only in ESS, after-school detention, Saturday School, and other designated times as approved by the principal.
3. All make-up time must be completed before the final day of classes for students.

Make-up Work

1. All work missed shall be made up by the student when he/she is absent from school.
2. Students are responsible for meeting due dates on all long-term projects or assignments unless an exception is approved due to an emergency or extenuating circumstances.
3. Students placed on home suspension shall be required to make up any work missed during the suspension.
4. Each SBDM council shall adopt a policy to address credit for missed assignments.

Student Check-out Procedures

1. Students may not check themselves out of school if the student is less than eighteen (18) years of age.
2. Students checking out for any reason other than the eight (8) valid reasons for absence will be unexcused, unless special permission has been granted by the school's administration.
3. A student may be allowed to leave school only with the direct knowledge of the student's parent/guardian. Photo ID's will be required and any other person checking out a student must have advance authorization.
4. A student who checks out must bring a note signed by his/her parent/guardian or a health professional stating the reason for the absence(s).

College or Career Days

Requests for college or career days must be made ten (10) days in advance to the principal. Students will be counted present for one day and responsible for make-up work.

Medical Records Requirement

If medical records that are required by Kentucky law are not given to the schools by the mandated dates, the student may not be allowed to attend school until required documents are provided. These absences will be counted as unexcused absences that could eventually lead to truancy being filed against the parent/guardian.

Lice Policy

Christian County has a "no live lice" policy. If the student has chronic/reoccurring head lice, any days missed after the first time the student is sent home will be unexcused. The principal may use discretion when making a decision concerning absences.

Military Leave

1. **Armed Force Day (AFD)**

If a student's parent, de facto custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National guard or a Reserve component called to federal active duty, a public school principal shall give the student an excused absence for one day when the member is deployed and an additional excused absence for one day when the service member returns from deployment.

2. **Armed Forces Rest and Relaxation (AFR)**

A public school principal shall give the student excused absences for up to ten days for visitation when the member is stationed out of the country and is granted rest and recuperation leave.

Parent(s)/Guardian shall complete the proper documentation prior to the absence. Documentation shall be on file for students taking an AFD day(s) and AFR day(s). If no documentation exists, student must be marked absent.

Educational Enhancement Opportunities (EHO)

KRS 159.035 (s)

A student may be allowed up to ten (10) days per school year to participate in an educational enhancement opportunity that the principal determines to be of significant educational value. Participation in an educational foreign exchange program or an intensive instructional program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts could be considered an educational enhancement opportunity. Days on which students have been approved by the principal to participate in such an opportunity will be included in aggregate daily attendance. During an Attendance Review, KDE staff will request documentation that shows principal approval of EHO days.

TRUANCY

HB 72 ENFORCEMENT OF TRUANCY LAWS (3/25/05)

Identify any public school student, who has not reached his/her twenty-first birthday, who has been absent from school without a valid excuse for 3 or more days or tardy without a valid excuse on three or more days as truant; identify as a habitual truant a student who has been reported as truant two or more times; hold a public school student who has attained the age of eighteen, but who has not reached his/her twenty-first birthday, accountable if the student fails to comply with truancy laws; **hold the parent, guardian, custodian of a public school student who has not reached his/her eighteenth birthday accountable if the student fails to comply with school truancy laws**; hold the court-appointed guardian of a public school student who has not reached his/her twenty-first birthday, accountable if the student fails to comply with school truancy laws; require school district personnel to inform students, parents, guardians, and custodians of the penalties for violating school truancy laws; identify as a habitual truant a student who has been reported as truant two or more times.

Any child who has been absent from school without a valid excuse for three (3) days, or tardy to school on three (3) or more days, is a truant. Any child who has been reported as truant **two (2)** or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. **Three (3)** unexcused tardies are equal to one (1) unexcused absence. An absence will be calculated on an exact percentage of the day rather than in half-day or whole-day increments. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day.

PROCEDURES FOR HANDLING TRUANCY AND HABITUAL TRUANCY FOR STUDENTS EIGHTEEN YEARS OF AGE AND OLDER

A student who has reached his/her eighteenth (18th) birthday is, by law, considered an adult, and is, therefore, no longer under the jurisdiction of the laws pertaining to juveniles. A student who has reached his eighteenth (18th) birthday who misses more than **three (3)** days without valid cause will be referred to the Director of Pupil Personnel.

PROCEDURES FOR HANDLING TRUANCY AND HABITUAL TRUANCY FOR STUDENTS AGES SIX THROUGH SEVENTEEN

Principals or their designee shall follow these procedures regarding truancy:

1. **Step One**—After the **second** unexcused absence:
 - ❖ Designated school personnel shall have a conference with the student and document it.
 - ❖ Parent/guardian shall be notified by telephone or in writing. A record of this notification shall be kept on file.
2. **Step Two**—After the **fourth** unexcused absence:
 - ❖ Designated school personnel shall notify the Attendance Specialist in writing with all the information required in step one.
 - ❖ The Attendance Specialist shall contact the parent/guardian and schedule a conference.
 - ❖ If the parent/guardian fails to attend the first scheduled conference, a second conference will be scheduled. Interventions will be provided for the parent/guardian.
 - ❖ If the parent/guardian fails to attend the second scheduled conference, the Director of Pupil Personnel or designee shall initiate a legal petition against parent/guardian and/or student for habitual truancy as required by law (KRS 159.150, KRS 159.180) when six (6) unexcused absences occur.
3. **Step Three**—When **six (6)** unexcused absences occur:
 - ❖ Parent/guardian and student shall be involved in the Kentucky Court of Justice Truancy Diversion Program.

DRIVER'S LICENSE REVOCATION

Students who are academically deficient, drop-out of school, or accumulate nine (9) or more unexcused absences in the preceding semester, will have their driver's license revoked. Academic and attendance deficiencies for students sixteen (16) or seventeen (17) enrolled in regular, alternative, optional, DTC, part-time, and special education shall be defined as followed:

- They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
- They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Courses Per Semester	Courses Students Need to Pass
4	3
5	4
6	4
7	5
8	6

*The above chart indicates the number of classes that must be passed to keep/obtain a driver's license/permit.

THE DISCIPLINE PROCESS

The Christian County Public Schools will utilize a positive, proactive approach which involves student supervision, interaction, counseling, and positive reinforcement as the primary tool for establishing a safe and civil learning environment. The desirable behavior of students is a responsibility that must be shared by the students, parents, guardians, teachers, administrative staff, and all school system personnel. Each school must review its individual site council policies concerning discipline and present it for Board approval.

A. GENERAL PROVISIONS

The Discipline Process, as provided for in this Code of Acceptable Behavior, shall apply to student behavior for the following:

1. In the school building and on the school grounds before, during, and after school hours
2. Off the school grounds at an educational function or at any event sponsored by the school system
3. In route to or from school or educational functions on school buses or other school system-sponsored transportation
4. Assault, battery, or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities (KRS 158.150)
5. On or off school property, in speech or conduct toward a 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 or whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of public school system (KRS 161.190)
6. On or off school property which is of a nature to be classified as a serious assault, robbery, homicide, rape, and/or other such behaviors which undermine the good order and discipline of the school including, but not limited to, the sale of controlled substances

In addition to those actions specifically provided in this Code of Acceptable Behavior, the superintendent, principal, other administrator, teacher, or any other school personnel shall have the right to take any action which is then reasonably necessary to carry out or to prevent interference with the educational function of which he/she is in charge.

B. DETENTION / ICE-SAFE ROOM / SATURDAY SCHOOL

A policy for the procedure of applying detention as a possible consequence shall be promulgated by each school. The school is not responsible for transportation.

There are circumstances when it may be necessary to temporarily remove school privileges from students and temporarily separate, under supervision, a student from the presence of other students.

For grades K-5, the option may be:

- Safety and Failure Elimination (SAFE) room. This alternative provides supervised instruction in a classroom setting.
- Saturday School for students is for the purpose of offering an alternative discipline measure in lieu of suspension.

For grades 6-12, there are several programs available:

- In-school suspension or Isolated Classroom Environment (ICE) is available in middle and high schools (grades 6-12). This alternative is a classroom setting for some students who would otherwise be suspended outside school, or placed in some other alternate setting. For special education students, the IEP will be followed in this environment.
- Saturday School for students (grades 6-12) is for the purpose of offering an alternative discipline measure in lieu of suspension.

C. CORPORAL PUNISHMENT

- Corporal punishment shall not be used by school personnel in Christian County Public Schools.
- Parents shall not issue corporal punishment on school property.

D. USE OF REASONABLE PHYSICAL FORCE BY STAFF

School personnel may, under the authorization of the Code of Acceptable Behavior, and KRS 161.180, use reasonable physical force to restrain a student whenever immediate action is essential for self-defense, preservation of order, or for protection of other persons or property.

503.110 Use of force by person with responsibility for care, discipline, or safety of others.

1. The use of physical force by a defendant upon another person is justifiable when the defendant is a parent, guardian, or other person entrusted with the care and supervision of a minor or an incompetent person or when the defendant is a teacher or other person entrusted with the care and supervision of a minor, for a special purpose, and:
 - a) The defendant believes that the force used is necessary to promote the welfare of a minor or mentally disabled person or, if the defendant's responsibility for the minor or mentally disabled person is for a special purpose, to further that special purpose or maintain reasonable discipline in a school, class, or other group; and
 - b) The force that is used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress.
2. The use of physical force by a defendant upon another person is justifiable when the defendant is a warden or other authorized official of a correctional institution, and:
 - a) The defendant believes that the force used is necessary for the purpose of enforcing the lawful rules of the institution;
 - b) The degree of force used is not forbidden by any statute governing the administration of the institution; and
 - c) If deadly force is used, its use is otherwise justifiable under this code.
3. The use of physical force by a defendant upon another person is justifiable when the defendant is a person responsible for the operation of or the maintenance of order in a vehicle or other carrier of passengers and the defendant believes that such force is necessary to prevent interference with its operation or to maintain order in the vehicle or other carrier, except that deadly physical force may be used only when the defendant believes it necessary to prevent death or serious physical injury.
4. The use of physical force by a defendant upon another person is justifiable when the defendant is a doctor or other therapist or a person assisting him at his direction, and:
 - a) The force is used for the purpose of administering a recognized form of treatment which the defendant believes to be adapted to promoting the physical or mental health of the patient; and
 - b) The treatment is administered with the consent of the patient or, if the patient is a minor or a mentally disable person, with the consent of the parent, guardian, or other person legally competent to consent in his behalf, or the treatment is administered in an emergency when the defendant believes that on one competent to consent can be consulted and that a reasonable person, wishing to safeguard the welfare of the patient, would consent.

Effective: July 1, 1982

History: Amended 1982 Ky. Acts ch. 141, sec. 135, effective July 1, 1982 – Created 1974 Ky. Acts ch. 406, sec. 36, effective January 1, 1975.

E. SUSPENSION—DUE PROCESS

KRS 158.150 (1) (a) states in part: All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools.

The following constitutes cause for suspension:

- ❖ Willful disobedience or defiance of the authority of the teachers or administrators
- ❖ Use of profanity or vulgarity
- ❖ Assault or battery
- ❖ Threat of force or violence
- ❖ Use or possession of alcohol or drugs
- ❖ Stealing
- ❖ Abuse of other students
- ❖ Destruction or defacing of school property
- ❖ Destruction or defacing personal property of students
- ❖ Carrying or use of weapons or dangerous instruments
- ❖ Other incorrigible bad conduct on school property or off school property at school-sponsored activities
- ❖ Other conduct that violates this Code for which this Code authorizes suspension

Suspensions cannot be appealed at the district level. The building principal is the only person who can change a suspension.

Procedures for suspension:

1. Due process shall be given before a suspension unless immediate suspension is required to protect persons or property.
2. The administrator shall send a written statement to the superintendent /designee and to the student's parent/guardian describing the student's conduct or violation within 24 hours, or such additional time as is reasonably necessary following the suspension.
3. The administrator shall hold a conference or speak via the phone with the parent/guardian before or at the time the student returns to school.
4. Suspensions by an administrator shall not exceed ten (10) school days.
5. A suspended student shall not be allowed to enter any Christian County Public School buildings or grounds or participate in any school program or function during or after school.
6. Breaking the conditions of the suspension shall risk further disciplinary action.
7. Suspension of exceptional children shall be considered a change of educational placement if:
 - ❖ The child is removed for more than ten (10) consecutive days during a school year.
 - ❖ The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another. (KRS 158.150 (7) (9); KRS 157.200)

F. EXPULSION PROCEDURES—DUE PROCESS

Pursuant to the authority set forth KRS 158.150 and other applicable authority, the board of education may expel a pupil for misconduct for which expulsion is authorized by KRS 158.150 or by this Code of Acceptable Behavior. The Board shall not expel a pupil until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the Board. The action of the Board shall be final.

The following additional procedures shall be followed in all cases involving the consideration of student expulsion:

1. If, according to the provisions of the Code of Acceptable Behavior, the principal/designee recommends expulsion from school, he/she will submit a recommendation to the Superintendent of Schools/designee and send a notice to the parent/guardian by certified mail within two (2) school days of the date the incident is discovered by or is reported to the principal/designee. The recommendation should include:
 - A description of the incident
 - The specific standard of the Code that has been violated
 - The recommended length of the expulsion
2. A student may be suspended pending a hearing on his/her expulsion or exclusion for a period not to exceed ten (10) school days. In the event the student is suspended pending a hearing for expulsion, his/her parent/guardian shall have the right as soon as is reasonably possible after the charge is brought against the student, to a preliminary conference with the principal to persuade the principal that there is a compelling reason why the student should not be suspended pending a hearing.
3. Within ten (10) school days following the school disciplinary action for the incident, the Board of Education shall hold a hearing to determine whether the student will be expelled and, if so, the length of such expulsion. If the Board of Education determines that the student should be expelled, the Board of Education will then provide or assure that educational services are provided to the student in an appropriate program or setting, unless the Board had determined, on the record, supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed into a state funded program.
4. The Board of Education will follow these procedures:
 - The parent/guardian will be notified that expulsion will be recommended to the Christian County Board of Education at a hearing on a specific date and time.
 - The notice shall be sent by certified mail.
 - The notice shall inform the parent/guardian of the hearing before the Board.
 - The superintendent may continue the principal's suspension of the student until the hearing before the Board.

NOTE: The Board of Education shall notify the parent/guardian in writing of its final decision regarding the expulsion.

In cases where expulsion involves students with disabilities (special education) and/or students who have been referred for evaluation for possible special education placement and/or related services, the following procedures shall be followed:

1. As soon as practicable, the Admissions and Release Committee (ARC) must be convened to determine whether the discipline problems related to the student's disability.
2. If the discipline problems are determined to be related to the handicapping condition, then the ARC must consider appropriateness of the placement and/or the Individual Education Plan (IEP).
3. If the problems are determined to be unrelated to the handicapping condition, the student will be disciplined according to the provisions of the Code of Acceptable Behavior.

G. ALTERNATIVE SCHOOL-DUE PROCESS

Procedures shall be followed in all cases of a student being referred to the Alternative School:

1. An Alternative School referral shall be made solely after the principal/assistant principal/designee has:
 - Made an investigation of the incident
 - Notified the student of the changes
 - Explained to the student the evidence against him/her
 - Determined that such placement is necessary
 - Given the student an opportunity to present his/her own version of the facts relating to the charge or charges
2. Within 24 hours, or such additional time as is reasonably necessary following the referral, the principal/assistant principal/designee shall send a written statement to the superintendent/designee and to the student's parent/guardian describing the student's conduct or violation of any provision of the Code of Acceptable Behavior and the reasons for the action taken.
3. The principal/assistant principal/designee shall hold a conference or speak via the phone with the parent/guardian before or at the time the student is referred to the Alternative School.
4. **Referrals to the Alternative School cannot be appealed at the district level. The building principal is the only person who can change a referral.**
5. Alternative School placement of special education students:

KRS 158.150 (7) (a) states in part: Suspension of exceptional children, as defined in KRS 157.200, shall be considered a change of education placement if:

 - The child is removed for more than ten (10) consecutive days during a school year.
 - The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.

The Alternative School program will be operated under the following regulations:

- Placement in the Alternative School is an option, not a right.
- Students enrolled in the Alternative School Program are expected to attend regularly and to comply strictly with the Code of Acceptable Behavior.
- There will be additional rules and regulations that may be necessary for the proper management of an alternative classroom.
- Students are expected to demonstrate a level of academic performance in accordance with their ability.
- Students are expected to demonstrate respect for and cooperation with Alternative School teachers and staff.
- A student in the Alternative School may not leave the campus of the school for other school functions. Students may not attend vocational school, community college, or other school functions.
- Students may not attend any school-related or school-sponsored event or activity. This includes dances, athletic event, practices, etc. These exclusions do not pertain to participation in an appropriately supervised lunch program on a school campus in the district.
- A student may be required to provide his/her own transportation to and from the Alternative School if the student's behavioral offense was transportation related.
- Length of stay at the Alternative School shall be determined by the principal/designee. The Alternative School administrator may conference with the school administration to alter the length of stay. It is strongly recommended that students return to their home school at the end of the grading period.
- Students shall schedule a conference with the principal/designee of the school the student will be attending prior to enrollment.

A student may be placed in ICE prior to being sent to the Alternative School. The days in ICE **DO NOT** count towards his/her assigned days at the Alternative School. If a student appeals the referral to the Alternative School to the building principal, he/she may stay in ICE until the building principal has made a decision. A student has 3 days to appeal a referral to the Alternative School. The decision of the building principal is the final decision. A student who is sent to the Alternative School for possession of drugs shall attend drug counseling sessions paid for by the parent/guardian. A student cannot return to his/her regular school until counseling has been completed and proof has been shown to the head teacher at the AS.

SPECIAL EDUCATION—Change of placement regulations requires an entrance/exit ARC meeting and the head teacher or special education teacher from the AS must be invited to all manifestation meetings for referrals to the AS.

H. CHRISTIAN COUNTY DAY TREATMENT CENTER

The Christian County Day Treatment is a community-based treatment/educational program for teenagers who have been identified by the court and/or community caseworkers as having exhibited behavioral and delinquent patterns that indicate the need for their involvement in an intensive behavior modification/multidisciplinary treatment program.

- It is strongly recommended that students released from the DTC enroll at the Alternative School to promote a successful transition back to their home school.
- It is strongly recommended that students are released from the DTC at the end of a grading period.
- The student shall schedule a conference with the building administrator of the school the student will be attending prior to enrollment.

I. 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. Many behavior violations are, by law, criminal offenses. In addition to any disciplinary action taken by the school, these violations may result in law enforcement involvement.

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charges criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident. Data collected in a reportable incident shall be placed in the student's disciplinary record.

J. WEAPONS/DANGEROUS INSTRUMENTS:

Prohibitions against Weapon and Dangerous Instruments:

(1) Firearms, Deadly Weapons, Destructive Devices or Booby Traps. No student shall knowingly deposit, possess, carry, or use, whether openly or concealed, for purposes other than school-sanctioned purposes (e.g., JROTC) any firearm or other deadly weapon, destructive device, booby trap device, or weapon of mass destruction in any school building or bus, on any school campus, grounds, recreation area, athletic field, or any other property owned, used, or operated by any board of education or school., or at any school district or school sponsored function or event wherever said

function or event may occur. Any student who has been determined by the board of education to have violated this prohibition shall be expelled from school for a period of not less than one (1) calendar year. The board may modify the expulsion requirement for students on a case-by-case basis.

(2) Dangerous Instruments. No student shall knowingly deposit, possess, carry, or use, whether openly or concealed, for purposes other than school-sanctioned purposes, any dangerous instrument in any school building or bus, on any school campus, grounds, recreation area, athletic field, or any other property owned, used, or operated by any board of education or school., or at any school district or school sponsored function or event wherever said function or event may occur. Any student violating this prohibition is subject to discipline.

(3) Students with Disabilities. To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the students to which the IDEA applies may only be expelled for behavior unrelated to their respective disabilities and consistent with the procedural safeguards required by the IDEA and KRS 158.150.

NOTE REGARDING PELLET GUNS: LOCAL LAW ENFORCEMENT HAS DETERMINED THAT MOST PELLET GUNS/BB GUNS ARE DEADLY WEAPONS. ACCORDINGLY, ANY STUDENT WHO IS FOUND TO BE IN POSSESSION OF A PELLET GUN /BB GUN WILL BE REFERRED TO THE BOARD FOR EXPULSION.

K. EMPLOYEES' DUTY TO REPORT TO LAW ENFORCEMENT AND OTHER AUTHORITIES:

Employee reports of criminal activity:

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.154 – Principal's Duty to Report Certain Acts to Local Law Enforcement Agency

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

KRS 158.155 – All Employees' Duty to Report Specified Incidents of Student Conduct

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - Carrying, possession, or use of a deadly weapon; or
 - Use, possession, or sale of controlled substances; or
 - b. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156 – All Employees' Duty to Report a Felony Offense Against a Student

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

KRS 620.030 – All Persons' Duty to Report Dependency, Neglect or Abuse

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

L. USE OR POSSESSION OF UNAUTHORIZED / PROHIBITED SUBSTANCES / SIMULATED SUBSTANCES / SELLING/BUYING

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, produce, manufacture, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia;
3. Substances that "look like" a controlled substance. (There must be evidence of the student's intent to pass off the item as a controlled substance);
4. Anabolic steroids;
5. Synthetic cannabinoid or piperazines;
6. Synthetic cathinones;
7. Synthetic drugs;
8. Prescription drugs (without a prescription);
9. Cocaine;
10. Marijuana;
11. Hazardous chemical substance;
12. Prohibited volatile substances;
13. Methamphetamine (or precursor);
14. Narcotic drug (without a prescription); or
15. Other substance, possession, trafficking, selling, manufacturing, or producing is prohibited by federal or state law.

*In addition, students shall not possess prescription or narcotic drugs for the purpose of sale or distribution, even if the student has a valid prescription for said drug.

*In addition, students shall not take, use, possess any drug or other substances, including but not limited to any of the above listed substances, over-the-counter drugs, and volatile substances (see KRS 217.900) for an abusive and/or intoxicating purpose.

M. USE OR POSSESSION OF TOBACCO PRODUCTS

Possession or the use of tobacco products by students shall be prohibited on school property or at any school function at all grade levels (K-12). If there is reasonable cause/suspicion based on some fact, an administrator can search a student's pocket, purse, jacket, back-pack, etc.

N. PRANKS / VANDALISM

Pranks tend to be costly and destructible behaviors at high schools. Students who participate in the pranks will be held accountable for any damages that may result. Disciplinary action, which shall be implemented by the principal/designee, shall include, but is not limited to the following:

- Suspension
- Restitution
- Community Service
- Prohibited from participating in graduation activities which include Baccalaureate/Awards' Night, Graduation, and Project Graduation

O. STUDENT SEARCHES

Students have legitimate expectations of privacy; therefore, they are protected by the Fourth Amendment's protection against unreasonable searches and seizures. However, because of the school's equally legitimate need to maintain a suitable learning environment, school officials are subject to less strict requirements than are other public authorities. School officials do not need to obtain a search warrant prior to any search. Also, school officials are not subject to the requirement that probable cause must exist that something violative of the law will be found before a search can take place. School officials can legitimately search a student, his/her locker, or his/her personal belongings if all the circumstances of the search are reasonable. However, the method of the search must be reasonably related to the objectives of the search and must not be excessive, taking into consideration the student's age, sex, and the nature of the infraction. Lockers, as school property, may be subject to random searches. In addition, the use of video cameras/closed circuit television is authorized in areas of the building. Video equipment will be not used in dressing room or restrooms unless limited to areas that would not compromise the privacy of students. Properly trained dogs sniffing of cars and lockers do not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable suspicion for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently present. Trained dogs sniffing of individual students shall not be authorized. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

STRIP SEARCHES OF STUDENTS BY EMPLOYEES OF THE CHRISTIAN COUNTY PUBLIC SCHOOLS ARE EXPRESSLY PROHIBITED.

Use of Metal Detectors

- A. The presence of weapons is inherently dangerous to all persons in the school setting and will not be tolerated. The administration is authorized to use metal detectors to enforce this policy.
- B. Students will receive annual notice that metal detectors are authorized for use in the schools. Such notice will be made in the student handbook, assembly, or other similar means.
- C. When it becomes necessary to use metal detectors, they may be used in these basic ways. Individuals will be screened as follows:
 - On an individual basis-when there is reasonable cause to believe that a particular individual has a weapon
 - Continuous-when it is necessary to screen all individuals in or entering the school
 - Random-when it is feasible to screen a statistical sample of the student body. Each individual in the school has equal probability of being included in the sample, but through this process not every individual is screened (i.e., every 10th or 25th individual).
- D. Only those person authorized by the administration may conduct a metal detector search. If the detector activates, the student will be asked to remove metal objects and anything that might be a weapon from his/her person and be scanned a second time. If the detector sounds a second alarm, the same process will be followed. If the alarm is sounded a third time, the individual should be taken to a room out of view of others where the normal procedures of search and seizure will be applicable.

P. STUDENT GANGS

All gang related activities are prohibited.

- Clothing which promotes gang affiliation
- Gang-related clothing (clothing that display gang-affiliated writing, drawing, or symbols), jewelry, tattoos or uncovered body art that expresses gang-relationship
- Exposed gang-related tattoos or other body art that causes a clear and substantial distraction to the educational process
- Any other item of dress including, but not limited to, worn or carried bandanas that may be interpreted by the principal/designee to be gang-related.

Q. TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC DEVICES

Possession and Use:

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices as defined by law, and other related electronic devices, provided they observe the following conditions:

- 1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. When students violate this prohibition, they may be subject to disciplinary action.
- 2. Students are responsible for keeping up with devices they bring to school. Neither the district nor the school shall be responsible for loss, theft, or destruction of devices brought onto school property.
- 3. Students shall comply with rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- 4. Students shall not utilize a telecommunication device or a similar electronic device in a manner that would violate the district's Code of Acceptable Behavior & Discipline or the school's SBDM policy.

R. BULLYING/HARASSMENT/DISCRIMINATION

Bullying and cyber-bullying, harassment and intimidation, hazing, and bias behaviors are unsafe and do not reflect respect for others as defined by the Code of Acceptable Behavior and Discipline. If you or someone you know is a target of one of these behaviors, you can report it by using the *Bullying, Harassment, or Intimidation Reporting Form*, enclosed in this Code of Acceptable Behavior and Discipline packet, or on the district website, or from the main office of the school, or the school counseling office. You can also tell a staff member, who will respond quickly and provide a practical, private, and safe place to report.

If you are being bullied:

- Tell someone – a parent, teacher, or counselor
- Try not to show anger or fear
- Calmly tell the student to stop...or say nothing and walk away
- Try to avoid situation where bullying is likely

If you know someone who is being bullied:

- If you feel safe, tell the bully to stop
- If you do not feel safe...say kind words to the student being bullied. Be a friend!
- Do not encourage the bully by laughing or joining in.
- Tell other bystanders how to help stop bullying
- Tell an adult
- Encourage the bullied student to talk to someone

District staff shall provide for a prompt and equitable resolution of complaints concerning bullying, harassment, or discrimination within twenty four (24) hours of receiving a serious allegation of bullying, harassment or discrimination. District personnel shall attempt to notify parents of both student victims and students who have been accused of bullying, harassment or discrimination.

S. DRESS AND APPEARANCE

Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school. School personnel will enforce this dress code:

Headwear

- Only for health, safety, or religious reasons

Shoes

- No bare feet or house shoes

Clothing

- Cannot show profanity, obscenity, violence, or symbols of hate
- Cannot promote alcohol, tobacco, or drugs
- Cannot promote gang colors or gang related signs
- Cannot show underwear or sag. All pants and shorts shall be worn with a belt at the hip or above
- Cannot show bare skin between upper chest and mid thigh

Piercings

- Cannot have any facial piercings disruptive to the educational process and would create a safety concern.

Examples of inappropriate dress:

- Baseball caps
- Hats
- Tobacco or alcohol brand T-shirts
- Tank tops
- House shoes
- Pajamas or any type of sleepwear
- Leggings (unless under a dress or skirt)
- Biker shorts
- Wallets with chains
- Piercing chains

Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. The decision of the school administrator shall be final.

T. SCHOOL TRANSPORTATION & EXPECTATIONS

When we have large, heavy vehicles moving through traffic with many people on board, the thought of an accident brings many frightening pictures to mind; therefore, we need to be aware of ways to help create a safe environment. A great start is to know and obey the posted rules. The school bus is an extension of the school and classroom. Expectations at school and as outlined in the Code of Acceptable Behavior apply anytime students are on a bus. If the driver can spend less time watching and listening to riders, he/she can observe the road and hear sounds that alert us to danger.

Students shall have no expectation of the right of privacy while on said bus, and video cameras will be utilized from time to time to record the activities of all passengers on buses for the protection and safety of other passengers, as well as the maintenance of orderly conduct of passengers while riding on school buses. Students are on notice that they may be, at any time, subject to being recorded by video transcription while passengers on a Christian County school bus. School personnel may use videotapes as evidence in disciplinary cases.

Expectations Posted on the Bus

- Remain seated at all times
- Use appropriate voice levels
- Be courteous and respectful
- Follow all directions given by the driver
- Keep hands, feet, and objects to self
- Use of telecommunications devices are not allowed
- Capped water bottles only – no food allowed



Bus Disciplinary Procedures

The principal/designee of the school is responsible by law for the conduct of the pupils on the bus and for a disciplinary action when necessary.

- If a pupil does not cooperate with the driver, the driver shall report this to the principal/designee of the school where the pupil attends.
- If a student is acting in such an extremely violent manner as to make it unsafe for the bus to continue, the driver shall report this to the bus garage and in turn they will notify the principal. A decision will be made on whether to take the student back to school or to have a police officer come to the bus.
- Parent/guardian is responsible for providing transportation when a student is suspended from the bus. Any absence/tardy is considered unexcused.
- Students who repeatedly violate bus regulations may be suspended by the principal/designee from riding.

Violations of Bus Rules

If a student's behavior is not corrected by a reminder from the driver or monitor or if the behavior is dangerous or disruptive, a misconduct notice is given.

WRITTEN WARNING for misconduct requires the bus driver to turn in the notice to the dispatcher at the bus garage and contact the parent/guardian by phone or in person.

ADDITIONAL MISCONDUCT NOTICES: The driver delivers the discipline form to the school administrator with a copy of the previous written warning attached. Punishment shall be at the discretion of the principal.

U. TECHNOLOGY

Christian County Public Schools offers access to and use of Technology, the Internet, and E-mail as part of the instructional process. Students must sign a student Acceptable use Policy agreement before district access to Technology, the Internet, or teacher directed electronic mail would be provided. Written parental consent shall be required before any student is given direct, hands-on access to Technology, the Internet or to teacher directed electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand disciplinary action may be taken.

Local Technology Resources

- The use of your account must be in support of education and research and consistent with the educational objectives of the Christian County Public Schools.
- You may not give your password to anyone.
- You may not transmit obscene, abusive, threatening, or sexually explicit language.
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not damage or destroy any technology or related devices.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of the Christian County Public Schools Network by such things as running large programs and applications over the network, sending massive amounts of e-mail to other users, or using system resource for games.
- You may not break or attempt to break into other computer networks.
- You may not use MUD (multi-user games) via the network.
- You are not permitted to get from or put onto the network copyrighted material (including software, or threatening or sexually explicit material. Copyrights must be respected.

Internet Regulations

- Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications.
- Teachers, Library Media Specialists, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials of the Internet.
- You may not offer Internet access to any individual via your Christian County Public Schools account.
- Purposefully annoying other Internet users, on or off the Christian County Public Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name or personal information to or establish relationships with "strangers" on the internet, unless a parent or teacher has coordinated the communication.
- The school should never reveal a student's personal identity or post a picture of the student or student's work on the Internet with personally identifiable information unless the parent has given written consent.
- A student who does not have a signed Acceptable Use Policy on file may not share access with another student.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

Electronic Mail Regulations

Students and employees of Christian County Public Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.

- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing, pornographic, obscene, threatening, or sexually explicit material.
- You may not access, copy or transmit another user's messages without permission.
- Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages using another person's name or account.
- You may not send electronic messages anonymously.
- Do not create, send or participate in chain e-mail.
- The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- We are pleased to offer students of the Christian County Schools access to the district computer network and technology resources. To gain access to any technology resources, students must obtain parental or legal guardian permission, which must be signed and returned to the school.

Access to technology resources, e-mail, and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Christian County Public Schools support and respect each family's right to decide whether or not to apply for access.

District Network Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers, school servers, and or workstations will always be private. Within reason, freedom of speech and access to information will be honored. During school, classroom teachers will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on curriculum and instruction (policy No 08.2323) copies of which are available in school offices, **students will NOT:**

- Attempt to damage/alter/remove hardware/software/network files/computer systems or networks;
- Attempt to access another's folders, work, or files;
- Attempt to gain unauthorized access to technology resources or waste technology resources;
- Copy/distribute software owned/licensed to any facility of the Christian County Board of Education
- Attempt to transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene language or materials, including sexually explicit materials;
- Attempt to use CCBOE network for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- Attempt to use unauthorized games, interactive messaging, or internet-based email accounts;
- Attempt to use unauthorized software products or Internet resources, which affect computer/network performance.
- Remove Assets Tags or name plates from technology equipment.

A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

"Bullying/hazing" extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY/AND OR OTHER LEGAL ACTION.

DISCIPLINE CONSEQUENCE OPTIONS AND GUIDELINES

Prior to taking any disciplinary action, a student shall receive due process. The principal/designee shall review a student's past discipline record and the full circumstances of the particular incident involved. (Reference: Clark County Board of Education versus Jones, October 2, 1981, Kentucky Court of Appeal) **The principal/designee may determine, in his/her professional judgment, that disciplinary action more or less severe than indicated by the Code of Acceptable Behavior & Discipline XX reference is more appropriate.** The severity of the offense, past discipline, and the full circumstances of the incident will determine the specific disciplinary action and where in the discipline process the action will begin. Each of the following three charts (elementary, middle, and high school) indicates specific consequences for each specific offense and the consequences that will occur if there are repeated violations. The consequences for each violation hold the student progressively more responsible for his/her behavior as he/she moves toward the culmination of his /her education in the public schools. **(Corporal punishment shall not be used by school personnel nor shall parents issue corporal punishment on school property.)** Any student who is arrested while on a school-sponsored event/activity will be subject to disciplinary action. In very extreme cases where other methods of discipline have proven ineffective or inappropriate, expulsion may be necessary. Suspension of primary students (grades K-3) is for safety purposes only.

ELEMENTARY SCHOOL K-5 CONSEQUENCES: STRATEGIES TO CHANGE BEHAVIOR

For all Elementary Schools		ACTIONS					
EXPECTED BEHAVIOR	BEHAVIOR VIOLATIONS GRADES K-5	*Law Violation	Board Policy Number	In-School Discipline	Parent/Guardian Conference	Suspension	Expulsion
Demonstrate civil and lawful behavior	Assault 1 st Degree (See Glossary for definition)	X	09.425			XX	XX
Demonstrate civil and lawful behavior	Assault 2 nd Degree (See Glossary for definition)	X	09.425			XX	XX
Demonstrate civil and lawful behavior	Assault 3 rd Degree (See Glossary for definition)	X	09.425	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Assault 4 th Degree (See Glossary for definition)		09.425	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Arson	X	09.426			XX	XX
Demonstrate respectful behavior	Biting		09.425	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Bomb Threat	X	09.421			XX	XX
Demonstrate respectful behavior	Bullying		09.422 09.425	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Burglary	X	09.42			XX	XX
Be honest	Cheating		09.4293	XX	XX	XX	XX
Obey classroom rules	Classroom Rules		09.426	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Criminal Homicide	X	09.4				XX
Demonstrate civil and lawful behavior	Dangerous Instruments		05.48	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Deadly Weapon	X	05.48				XX
Obey classroom rules	Deliberate Classroom Disruption		09.426	XX	XX	XX	XX
Demonstrate respectful behavior	Disorderly Conduct		09.426	XX	XX	XX	XX
Dress appropriately	Dress Code Violation		09.427	XX	XX	XX	XX
Obey school rules	Failure to Attend Detention		09.42	XX	XX	XX	XX
Obey school rules	Failure to Attend Saturday School		09.42	XX	XX	XX	XX
Demonstrate respectful behavior	Failure to Follow Directives		09.426	XX	XX	XX	XX
Be respectful to adults	Failure to Identify Oneself		09.4	XX	XX	XX	XX
Demonstrate civil and lawful behavior	False Fire Alarm / Tampering with Fire & Safety Equipment		09.426	XX	XX	XX	XX
Be honest	Falsifying Note		09.426	XX	XX	XX	XX
Demonstrate respectful behavior	Fighting		09.425	XX	XX	XX	XX
Be honest	Forgery	X	09.42	XX	XX	XX	XX
Demonstrate lawful behavior	Gambling / Possession of Paraphernalia		09.4292	XX	XX	XX	XX
Demonstrate respectful behavior	Gang Activity		09.425	XX	XX	XX	XX
Be respectful to others	Harassment		09.42811	XX	XX	XX	XX
Demonstrate respectful behavior	Hitting		09.425	XX	XX	XX	XX
Be respectful to others	Indecent Exposure		09.422	XX	XX	XX	XX
Be respectful to others	Intimidation		09.425	XX	XX	XX	XX
Respect others/ school property	Larceny / Theft		09.4	XX	XX	XX	XX

For all Elementary Schools				ACTIONS			
EXPECTED BEHAVIOR	BEHAVIOR VIOLATIONS GRADES K-5	*Law Violation	Board Policy Number	In-School Discipline	Parent/Guardian Conference	Suspension	Expulsion
Obey classroom rules	Leaving Class without Permission		09.42	XX	XX	XX	XX
Remain on school property	Leaving School Grounds Without Permission		09.42	XX	XX	XX	XX
Obey school rules	Out of Assigned Area		09.42	XX	XX	XX	XX
Practice lawful behavior	Possession of Alcohol		09.423	XX	XX	XX	XX
Practice lawful behavior	Under the Influence		09.423	XX	XX	XX	XX
Practice lawful behavior	Possession of Illegal Drugs/Paraphernalia	X	09.423	XX	XX	XX	XX
Practice lawful behavior	Transaction / Sale of Drugs	X	09.423			XX	XX
Practice lawful behavior	Unauthorized Possession of Prescription Drugs	X	09.423	XX	XX	XX	XX
Practice lawful behavior	Possession of Simulated Substance	X	09.423	XX	XX	XX	XX
Practice lawful behavior	Transaction / Sale of Simulated Substance	X	09.423			XX	XX
Practice lawful behavior	Possession of Bomb / Explosives	X	05.48				XX
Practice lawful behavior	Use of Bomb / Explosives	X	05.48				XX
Practice lawful behavior	Possession of Fireworks		05.48	XX	XX	XX	XX
Practice lawful behavior	Use of Fireworks		05.48	XX	XX	XX	XX
Practice lawful behavior	Possession of Handgun	X	05.48				XX
Practice lawful behavior	Possession of All Other Firearms	X	05.48				XX
Follow school rules	Possession of Tobacco Smoking /Smokeless Product		09.4232	XX	XX	XX	XX
Follow school rules	Use of Tobacco Smoking / Smokeless Product		09.4232	XX	XX	XX	XX
Use appropriate civil language	Profanity / Vulgarity/ Pornography			XX	XX	XX	XX
Be respectful to others	Pushing / Shoving		09.425	XX	XX	XX	XX
Follow directives	Refusal to Leave Class		09.426	XX	XX	XX	XX
Practice lawful behavior	Sexual Assault	X	09.422			XX	XX
Be respectful to others	Sexual Harassment		09.422	XX	XX	XX	XX
Demonstrate lawful behavior	Sexual Misconduct	X	09.426	XX	XX	XX	XX
Attend all classes	Skipping Class		09.42	XX	XX	XX	XX
Be attentive	Sleeping		09.42	XX	XX	XX	XX
Demonstrate lawful behavior	Stolen Property			XX	XX	XX	XX
Respect others / school property	Theft		09.4	XX	XX	XX	XX
Be respectful to others	Threat of Student		09.42811	XX	XX	XX	XX
Be respectful to others	Threatening		09.42811	XX	XX	XX	XX
Be respectful to others	Threatening of Staff Member		09.42811	XX	XX	XX	XX
Be respectful to others	Throwing objects		09.426	XX	XX	XX	XX
Be at school	Truancy		09.123	See Attendance Provisions			
Follow school rules	Unauthorized Electronic Device		09.4261	XX	XX	XX	XX
Arrive at school / class on time	Unexcused Tardiness		09.123	See Attendance Provisions			
Respect others / school property	Vandalism	X	09.421	XX	XX	XX	XX
Follow school rules	Violating Terms of Suspension		09.4			XX	XX
Follow school rules	Violation of Technology Use		08.2323	XX	XX	XX	XX

***School is required to report to Law Enforcement.**

Note: Depending on the facts and circumstances of each case, other violations may have to be reported under the provisions of KRS 158.154, KRS 158.155, and KRS 158.156.

MIDDLE/HIGH SCHOOL 6-12
CONSEQUENCES: STRATEGIES TO CHANGE BEHAVIOR

For all Middle/High Schools		ACTIONS						
EXPECTED BEHAVIOR	BEHAVIOR VIOLATIONS GRADES 6-12	*Law Violation	Board Policy Number	In-School Discipline	Parent/Guardian Conference	Suspension	Alternative School	Expulsion
Demonstrate civil and lawful behavior	Assault 1 st Degree (See Glossary for definition)	X	09.425			XX	XX	XX
Demonstrate civil and lawful behavior	Assault 2 nd Degree (See Glossary for definition)	X	09.425			XX	XX	XX
Demonstrate civil and lawful behavior	Assault 3 rd Degree (See Glossary for definition)	X	09.425	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Assault 4 th Degree (See Glossary for definition)		09.425	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Arson	X	09.426			XX	XX	XX
Demonstrate respectful behavior	Biting		09.425	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Bomb Threat	X	09.421				XX	XX
Demonstrate respectful behavior	Bullying		09.422 09.425	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Burglary	X	09.42			XX	XX	XX
Be honest	Cheating		09.4293	XX	XX	XX	XX	XX
Obey classroom rules	Classroom Rules		09.426	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Criminal Homicide	X	09.4					XX
Demonstrate civil and lawful behavior	Dangerous Instruments		05.48	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Deadly Weapon	X	05.48					XX
Obey classroom rules	Deliberate Classroom Disruption		09.426	XX	XX	XX	XX	XX
Demonstrate respectful behavior	Disorderly Conduct		09.426	XX	XX	XX	XX	XX
Dress appropriately	Dress Code Violation		09.427	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Embezzlement		09.4			XX	XX	XX
Obey school rules	Failure to Attend Detention		09.42	XX	XX	XX	XX	XX
Obey school rules	Failure to Attend Saturday School		09.42	XX	XX	XX	XX	XX
Demonstrate respectful behavior	Failure to Follow Directives		09.426	XX	XX	XX	XX	XX
Be respectful to adults	Failure to Identify Oneself		09.4	XX	XX	XX	XX	XX
Obey school rules	Failure to Sign In / Out		09.42	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	False Fire Alarm / Tampering with Safety Equipment		09.426			XX	XX	XX
Be honest	Falsifying Note		09.426	XX	XX	XX	XX	XX
Demonstrate respectful behavior	Fighting		09.425	XX	XX	XX	XX	XX
Be honest	Forgery	X	09.42			XX	XX	XX
Demonstrate civil and lawful behavior	Fraud		09.42	XX	XX	XX	XX	XX
Demonstrate lawful behavior	Gambling / Possession of Paraphernalia		09.4292	XX	XX	XX	XX	XX
Demonstrate respectful behavior	Gang Activity		09.425	XX	XX	XX	XX	XX
Be respectful to others	Harassment		09.42811	XX	XX	XX	XX	XX
Demonstrate respectful behavior	Hitting		09.425	XX	XX	XX	XX	XX
Be respectful to others	Indecent Exposure		09.422			XX	XX	XX
Be respectful to others	Intimidation		09.425	XX	XX	XX	XX	XX
Obey school rules	Leaving Class Without Permission		09.42	XX	XX	XX	XX	XX
Remain on school property	Leaving School Grounds Without Permission		09.42	XX	XX	XX	XX	XX
Demonstrate civil and lawful behavior	Loitering		09.42	XX	XX	XX	XX	XX
Obey school rules	Out of Assigned Area		09.42	XX	XX	XX	XX	XX
Practice lawful behavior	Possession of Alcohol		09.423			XX	XX	XX
Practice lawful behavior	Under the Influence		09.423			XX	XX	XX
Practice lawful behavior	Possession of Illegal Drugs/Paraphernalia	X	09.423				XX	XX
Practice lawful behavior	Transaction / Sale of Drugs	X	09.423				XX	XX

For all Middle/High Schools				ACTIONS				
EXPECTED BEHAVIOR	BEHAVIOR VIOLATIONS GRADES 6-12	*Law Violation	Board Policy Number	In-School Discipline	Parent/Guardian Conference	Suspension	Alternative School	Expulsion
Practice lawful behavior	Unauthorized Possession of Prescription Drugs	X	09.423	XX	XX	XX	XX	XX
Practice lawful behavior	Possession of Simulated Substance	X	09.423			XX	XX	XX
Practice lawful behavior	Transaction / Sale of Simulated Substance	X	09.423				XX	XX
Practice lawful behavior	Possession of Bomb / Explosives	X	05.48					XX
Practice lawful behavior	Use of Bomb / Explosives	X	05.48					XX
Practice lawful behavior	Possession of Fireworks		05.48	XX	XX	XX	XX	XX
Practice lawful behavior	Use of Fireworks		05.48	XX	XX	XX	XX	XX
Practice lawful behavior	Possession of Handgun	X	05.48					XX
Practice lawful behavior	Possession of All Other Firearms	X	05.48					XX
Follow school rules	Possession of Tobacco Smoking /Smokeless Product		09.4232	XX	XX	XX	XX	XX
Follow school rules	Use of Tobacco Smoking / Smokeless Product		09.4232	XX	XX	XX	XX	XX
Use appropriate civil language	Profanity / Vulgarity / Pornography		09.422	XX	XX	XX	XX	XX
Be respectful to others	Pushing / Shoving		09.425	XX	XX	XX	XX	XX
Follow directives	Refusal to Leave Class		09.426	XX	XX	XX	XX	XX
Practice lawful behavior	Robbery	X	09.4			XX	XX	XX
Practice lawful behavior	Sexual Assault	X	09.2211				XX	XX
Be respectful to others	Sexual Harassment		09.422	XX	XX	XX	XX	XX
Demonstrate lawful behavior	Sexual Misconduct	X	09.426			XX	XX	XX
Attend all classes	Skipping Class		09.42	XX	XX	XX	XX	XX
Be attentive	Sleeping		09.42	XX	XX	XX	XX	XX
Practice lawful behavior	Statutory Rape	X	09.4					XX
Practice lawful behavior	Stolen Property		09.4	XX	XX	XX	XX	XX
Be at school / class on time	Tardy Sweeps		09.123	XX	XX	XX	XX	XX
Respect others / school property	Theft		09.4	XX	XX	XX	XX	XX
Be respectful to others	Threat of Student		09.42811	XX	XX	XX	XX	XX
Be respectful to others	Threatening		09.42811	XX	XX	XX	XX	XX
Be respectful to others	Threatening of Staff Member		09.42811			XX	XX	XX
Be respectful to others	Throwing objects		09.426	XX	XX	XX	XX	XX
Be at school	Truancy		09.123	See Attendance Provisions				
Follow school rules	Unauthorized Electronic Device		09.4261	XX	XX	XX	XX	XX
Arrive at school / class on time	Unexcused Tardiness		09.123	See Attendance Provisions				
Respect others / school property	Vandalism	X	09.421			XX	XX	XX
Follow school rules	Violating Terms of Suspension		09.4			XX	XX	XX
Follow school rules	Violation of Technology Use		08.2323	XX	XX	XX	XX	XX

***School is required to report to Law Enforcement.**

Note: Depending on the facts and circumstances of each case, other violations may have to be reported under the provisions of KRS 158.154, KRS 158.155, and KRS 158.156.

IF A STUDENT DEFIES AUTHORITY WHILE FIGHTING AND DOES NOT STOP WHEN ASKED TO DO SO BY SCHOOL PERSONNEL, HE/SHE MAY BE RECOMMENDED FOR EXPULSION. (09.426 AND 09.425)

THE GRIEVANCE PROCEDURE

A public school system, in order to be effective, must be attentive to the individual needs and concerns of its constituency—the students and parents/guardians who are served by it. Therefore, the Christian County Board of Education adopts, as a necessary part of this Code of Acceptable Behavior & Discipline, the following grievance procedure to provide students and parents with an appropriate means to resolve problems, which may occasionally arise in the operation of the public school.

CONDITIONS

All grievances are individual in nature and must be brought by the individual grievant

1. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
2. The grievant shall be permitted to have not more than two (2) representatives.
3. 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.
4. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

TIME LIMITS

1. 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.
2. Days referred to in the grievance initiation form shall be school days.
3. 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.
4. 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

1. 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.
2. 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

1. 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.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

BOARD OF EDUCATION'S INVOLVEMENT

1. 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.
2. 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.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. 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.

Christian County Public Schools Board of Education
P.O. Box 609 / 200 Glass Avenue
Hopkinsville, KY 42241
www.christian.kyschools.us



STUDENT BILL OF RIGHTS

Student Bill of Rights Preamble

A student has legal rights guaranteed by the Constitution of the United States. These can be exercised in school as long as they do not interfere with the rights of others or the school's responsibility to provide safe and orderly schools. The Christian County Public School (CCPS) District encourages each student to balance the expression of his or her rights by honoring his or her responsibilities as outlined in the *Code of Acceptable Behavior & Discipline* and the *Student Bill of Rights*.

1. The Right to an Education

Under Kentucky law, children between the ages of 5 and 21 years have a right to an education. This education is provided free of charge to students until they have completed a 12-year program or reached their twenty-first birthday. (Children eligible for Exceptional Child Education [ECE] services are guaranteed a free and appropriate public education [FAPE] between the ages of 3 and 21.)

Discipline is necessary to maintain a climate that is conducive to learning, and a student may forfeit his or her right to an education under the *Code of Acceptable Behavior*. A student's right to an education will not be taken away without due process, as guaranteed by the Constitution of the United States.

2. The Right to Academic Grades Based on Academic Performance

Academic grades will be assigned based on academic performance. Academic grades will not be reduced as punishment for misconduct. A student is entitled to an explanation of how his or her academic grades were determined.

3. The Right to Make-Up Work

A student receiving an excused absence shall have the opportunity to make up missed schoolwork.

The local School-Based Decision Making (SBDM) Council or, if none exists, the principal, with input from teachers and parents, shall establish rules regarding make-up work for excused and unexcused absences.

4. The Right to Confidentiality of/Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) and KRS 160.700-160.730 guarantee to parents/guardians of students younger than age 18 and to eligible students age 18 and older the right to:

- Inspect and review the student's educational records within 45 days of the day the school receives a request for access.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosures without consent.
- Request an amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- File with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520, a complaint concerning alleged failures by the district to comply with the requirements of FERPA.

School records of active students are maintained and kept by the school office in a secure location. Records include credits earned, standardized test results, academic portfolios, grade point averages (GPAs), behavioral and psychological evaluations, screening and health records, attendance records, and directory information. The file may contain temporary disciplinary records.

In order to inspect, review, or transfer educational records, the eligible student and/or the parent/guardian must complete the

Student Educational Request Form. To request the amendment of educational records, the parent/guardian or eligible student must submit the request in writing to the school principal.

Under the provisions of FERPA, the district may release, without written consent, a student's educational records to school officials with a legitimate educational interest; to other school systems, colleges, and universities to which the student intends to enroll or transfer; and to certain other agencies specified by state and federal law. A school official is a person employed by the district, a person serving on the School Board, a person or company with whom the district has contracted as its agent to provide a service instead of using its own employees, or a person serving on an official 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 educational record in order to fulfill his or her professional responsibility. No other person may inspect, review, or transfer a student's educational records without:

- The written consent of the eligible student;
- The written consent of the parent/guardian if the student is under 18 years of age; or
- A properly issued court order or subpoena.

The district may release directory information without written consent to organizations or individuals with a legitimate educational interest and purpose unless the eligible student and/or parent/guardian submit the Directory Information Opt-Out Form.

5. Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students the right to:

- Consent before a student is required to submit to a survey that concerns one or more protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. These protected areas are as follows:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, antisocial, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
 - Activities involving collection, disclosure, or use of personal information obtained

from students for marketing or to sell or otherwise distribute the information to others.

- Inspect the following items upon request before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

The district will notify parents or eligible students at the start of each school year of the specific or approximate dates of the planned activities or surveys listed above and will provide reasonable notification of activities or surveys planned after the school year begins. The parent or eligible student may opt out of participation in the specific activity or survey. Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

6. The Right of Access to Services for All Students With Disabilities/Child Find

A student with a disability will be provided FAPE. Students who are eligible for special education include those students who have hearing impairments, vision impairments, emotional and behavioral disorders, deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, developmental delay, or traumatic brain injuries and who, because of these impairments, need special education and related services.

7. The Right to Representation and Involvement

A student has the right to be represented by peers in making decisions that affect him or her. These include decisions about standards of achievements, conduct, elections, activities, and other facets of student life. Each student is encouraged to exercise this right by seeking to serve as a Student Council representative, a club officer, or a representative of a school or district committee. In general, any student may make suggestions on matters that affect him or her through the school administration.

8. The Right to Freedom of Expression

A student has the right to freedom of expression as it relates to speech, assembly, appearance, publications, and the circulation of petitions. This right must be exercised in such a way that it does not interfere with the rights of others or the orderly operations of the school. A student is encouraged to form opinions and express them in a responsible manner. Conduct that interferes with the learning process or the orderly operations of a school may be restricted.

- A student has the right to assemble peacefully as long as such assembly does not interfere with the learning process or the orderly operations of the school.
- A student has the right to choose his or her manner of dress and otherwise to arrange his or her own personal appearance subject to the school rules and regulations regarding dress or appearance. However, any such rules must relate to a specific educational purpose, such as health, safety, full participation in classes or school activities, and/or preventing the disruption of the educational process.
- School publications, such as the school newspaper, will be free from censorship or prior restraint. School officials may establish guidelines for school newspapers and other publications, including the restriction of libelous or obscene material or materials that would incite others. Guidelines must

be consistent with governing legal standards and with the rules and regulations of the Board of Education. A student involved in any such publication is responsible for knowing his or her legal responsibilities and the consequences for failure to follow the guidelines.

- A student or student group has the right to access the pages of the student newspaper and to distribute leaflets, pamphlets, and other literature on school grounds as long as school regulations for their distribution are followed. The distribution of materials must not interfere with the orderly operations of the school nor violate the rights of others.

9. The Right to Freedom From Abuse

A student has the right to freedom from verbal and/or physical abuse by school staff or other students. Punishments that are cruel and unusual, demeaning, humiliating, excessive, or unreasonable are prohibited. The use of obscene or abusive language by school staff or students is prohibited. Corporal punishment is prohibited. However, staff may use reasonable physical force to restrain a student for self-defense, to protect others or property, or to maintain order.

10. The Right to Participate

A student has the right to be a member of a school club or organization as long as he or she meets the criteria for membership. School clubs and organizations must apply criteria for membership to all applicants equally. Under federal law, no club or organization may restrict memberships on the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation, and/or religion, or for any reason. A student may petition the principal to form a new school club or organization. If the club or organization meets the guidelines of the Christian County Board of Education, a faculty sponsor will be selected by the principal and students. The students and their faculty sponsor are entitled to use school facilities, including classrooms and the public-address system, as approved by the principal.

11. The Right to Freedom From Unreasonable Search and Seizure of Property

A student has the right to freedom from unreasonable search and seizure of his or her person and property. School officials, however, have a right under the law to search students or their property whenever there is a reasonable suspicion that they have something that violates school rules or endangers others. Students may be searched to maintain the ongoing educational process, to maintain order, and/or to protect people and property. Searches may include the student and his or her locker, desk, automobile, or personal belongings. A personal search includes a search of a student's accessories (purse, wallet, backpack, cell phone, notebooks, gym bag, etc.) and/or outer garments (pants/skirt pockets, shirt/blouse pockets, pant legs, socks, shoes, jacket pockets, waistband, etc.) that **would not** require disrobing. The Police Detection Canine Team may conduct random and unannounced searches of general school areas, including school lockers and parking lots. A hand-held metal detector may be used by a school official who has reasonable suspicion that the student is in possession of a weapon or when it is necessary to screen all individuals.

12. The Right to Due Process and Appeal

A student has the right to due process anytime a charge is made against him or her. This means that the student has the right to know what he or she is accused of doing, the right to know the evidence for the charge, and the right to present his or her perspective regarding the charge.

The student or parent/guardian has the right to appeal any action taken by the school that he or she believes to be an unfair or inequitable application of the *Code of Acceptable Behavior & Discipline* or the *Student Bill of Rights*. Students

and parents/guardians will be informed of these rights at the beginning of the school year or when the student enrolls in school.

The student or parent/guardian must initiate the appeal. He or she should do the following:

- First, try to resolve the problem by discussing it with the people involved.
- If that is unsuccessful, he or she should request an informal hearing with the administrator at the school. A written decision may be requested.

13. The Right to Freedom From Harassment and Discrimination

The CCPS District is governed by federal, state, and local antidiscrimination laws and acts. CCPS has adopted policies that forbid harassment and discrimination in providing equal educational opportunities on the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation, and/or religion. In cases where a student and/or parent/guardian thinks that a student has been harassed or discriminated against for any reason, the parent/guardian/student must file a complaint by following the Christian County Board of Education Discrimination Grievance Procedure.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

As governed by the Family Educational Rights and Privacy Act (FERPA), each student over eighteen (18) years of age or his/her parent, if the student is under eighteen (18) or is the parent's dependent, has a right to (1) inspect and review the student's educational records, and (2) challenge any misleading or inaccurate statement contained in records and request such statements be removed or corrected. For purposes of access to student records, "parent" is defined as: "natural parent, guardian, lawful custodian, or an individual acting as a parent of a pupil in the absence of a parent or guardian." **Either** natural parent has the authority to exercise the rights inherent in this policy unless the schools have been provided with a court order which provides expressly to the contrary.

A student's "educational record" is defined as: Documents and other materials directly related to a student that are collected, maintained, or used by the Christian County Public Schools. This includes records maintained by other agencies and individuals who have performed services for students on behalf of the Christian County Public Schools. Educational records include, but are not limited to:

- personal and family data;
- evaluation and test data, including aptitude, achievement, intelligence, personality, behavior observation, and other diagnostic information;
- medical, psychological, and anecdotal reports (if shared with others);
- all records of school achievement and progress reports;
- student portfolios;
- all discipline records;
- records of conferences with students and/or parents;

- copies of correspondence about the student;
- any photographs or video recording of a student;
- other information or data that is used in working with the student or required by federal and state regulations.

Other than school staff, authorized volunteers, contractors and vendors, and certain other agencies approved by federal law, no person may inspect or review a student's educational records without the consent of the student, if he/she is eighteen (18) years of age; or parent, if the student is under eighteen (18) or is the parent's dependent; or without a properly issued court order.

Upon request, the District will disclose records without consent to officials of another school district in which the student seeks or intends to enroll.

"Directory Information" shall be released, upon written request, to the news media, athletic associations, higher education providers, scholarship or college entrance committees, or official organizations **only** if the need for data is connected with a legitimate educational interest and purpose. Directory information may be released to official law enforcement agencies with permission of the Superintendent/designee. The District may disclose directory information unless notified in writing to the contrary by October 1 of each school year or within 30 days of enrollment if after October 1. Directory information may include a student's name, address, telephone number and date of birth; student's participation in officially recognized activities and sports, including weight and height; student's dates of membership with Christian County Public Schools; student's awards of credits,

diplomas, and special recognitions (including by not limited to, honor roll and proficient/distinguished test scores); and the last educational institution that the student was enrolled, prior to enrollment in Christian County Public Schools. Directory information does not include educational records.

Military Recruiters: Under current law, U.S. military recruiters have access to the names, addresses and telephone numbers of secondary school students. A parent, guardian or student may choose not to have this information released. To request that recruiters not receive information on a student, a Release of Information to Military Recruiters Opt-Out Form (available at each high school) must be completed and sent to the Superintendent's office. The opt-out request will remain in effect unless revoked by the parent/guardian or student.

Each parent and eligible student has the right to file a written complaint with the United States Department of Education if he/she feels the right to inspect the student's records, as set forth in Board Policy 09.14, has been wrongfully denied.

Challenge to Content/Accuracy of Records

- a. In the event of a challenge to the content or accuracy of a student's records upon the basis that the information contained therein is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, Form SRF 119 (in Principal's office) must be completed and the parent of the student or the eligible student must be given the opportunity for a hearing to be conducted by the appropriate administrator appointed by the Superintendent,

who shall be designated as the "hearing official." The hearing will be held within a reasonable period of time after the Superintendent has received a request for such a hearing and the parent of the student and/or the eligible student shall be given notice of the date, place, and time of the hearing reasonably in advance of the same.

- b. The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of his or her choice, including an attorney, at his or her own expense.
- c. If, as a result of the hearing, the Board of Education, through its hearing official, decides that the information is not inaccurate, misleading, or otherwise in violation of privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the hearing official.
- d. Any explanation placed in the education records of the student, under paragraph (c) above, shall:
 - 1. Be maintained by the Board of Education as part of the education records of the student as long as the records or contested portion thereof are maintained by the Board of Education, and
 - 2. If the education records of the student or the contested portion thereof are disclosed by the Board of Education to any party, the explanation shall also be disclosed to that party.
- e. The hearing official shall make his/her decision in writing within a reasonable period of time after the conclusion of the hearing.
- f. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

PROTECTION OF PUPIL RIGHTS AMENDEMNT (PPRA)

Parents/eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

NOTIFICATION OF PPRA RIGHTS

The PPRA affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- **Consent before students are required to submit to a survey** that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or student's parent;
 - 2. Mental or psychological problems of the student or student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
 - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- **Receive notice and an opportunity to opt a student out of:**
 - 1. Any other protected information survey, regardless of funding;

- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law); and
- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use:**
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. Notification will provide an opportunity to opt a student out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605*

If you know of a child or youth who lives in Christian County, may have disability and is not receiving needed services bring, telephone, or send the information to:

*Director of Special Education
Christian County Schools
200 Glass Avenue
P.O. Box 609
Hopkinsville, KY 42240
(270) 887-7000*

Child Find activities will continue throughout the school year. As part of these efforts, Christian County Schools will use screening information, student records, and basic

assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education.

Any information the district collects through Child Find is maintained confidentially.

Student records shall include discipline records with regards to suspensions and expulsions.

Parents, guardian, or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply

with confidentiality requirements. The address is: Family Policy and Regulation Office, U.S. Department of Education, Washington, D.C., 20202.

Written policies and procedures have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's Office of each school and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

*Director of Pupil Personnel
Christian County Schools
200 Glass Avenue
P.O. Box 609
Hopkinsville, KY 42240
(270) 887-7000*

The district office is open Monday through Friday, from 7:00 a.m. to 4:30 p.m. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Pupil Personnel or the Director of Special Education at the address or phone number listed above for the district office.

CHRISTIAN COUNTY BOARD OF EDUCATION NON-DISCRIMINATION POLICY STATEMENT

Students, their parents, employees, and potential employees of the Christian County Schools are hereby notified that the Christian County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, career and technical education (vocational) programs, or activities set in compliance with the Office of Civil Rights, Title VI, VII, IX, ADA, and Section 504.

The Christian County School System offers the following career and technical education programs for students in grades 9-12: Agriculture, Family and Consumer Sciences, and Industrial Technology. The following career and technical courses are available to students in grades 9-12: Auto Mechanics, Business and Office, Carpentry, Electricity, Health Services, Information Technology, Machine Tool, and Welding.

Adult education classes are offered to individuals pursuing a GED certificate. Adult programs are offered periodically based upon the demand for specific classes.

Any person having inquiries concerning Christian County Public Schools compliance with the Office of Civil Rights Law, Title VI, VII, IX, ADA, and Section 504 is directed to contact the Director of Pupil Personnel, Christian County Board of Education, 200 Glass Avenue, Hopkinsville, Kentucky, 42240, 887-7000.

PARENT / GUARDIAN RESPONSIBILITIES

PARENT/GUARDIAN RESPONSIBILITIES

All parents and guardians have the responsibility to:

1. Send their child to school as required by Kentucky School Law (KRS 159-010) unless he/she is exempt under KRS 159-030.
2. Make certain their child's attendance at school is regular and punctual, and all absences properly explained.
3. See that the child is clean, dressed in compliance with school rules of sanitation and safety, and dressed in a fashion that will not disrupt classroom procedures.
4. Help the child develop socially acceptable standards of behavior, including exercise of self-control, and accountability for his/her actions.
5. Teach the child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
6. Become familiar with and support the rules the child is expected to observe at school; to be aware of the consequences for violations of these rules; and to accept legal responsibility for the child's actions.
7. Become acquainted with their child's school, its staff, curriculum and activities; and to attend parent-teacher conferences and school functions.
8. Accept their own role as the primary educators of their child by providing for the physical needs of their child; and to inform the school staff of any significant physical or emotional problems, chronic or communicable illnesses, or concerns of their child which might affect the child's behavior and performance.
9. Encourage their child to develop proper study habits at home.
10. Cooperate with, show respect for, and lend support to the teachers, administrators, and other school personnel.
11. Be a role model of responsible citizenship.
12. Communicate with their child concerning academic performance and behavior.
13. Discuss problems with the appropriate school personnel.

Christian County Public Schools Board of Education
P.O. Box 609 / 200 Glass Avenue
Hopkinsville, KY 42241
www.christian.kyschools.us

GLOSSARY OF TERMS

Absence - Being absent from school for 61 minutes or more.

Abuse – To hurt or injure in a rough or cruel way.

Administrator – Staff members designated to enforce the *Code of Acceptable Behavior & Discipline*, including Superintendent, School Director, Principal, or Assistant Principal.

Admissions and Release Committee (ARC) – A committee of school personnel and parents authorized to plan special education program placement for identified students.

Appeal – The procedure a student may use to seek a change in a decision rendered by school personnel.

Arson - Starting or attempting to start a fire or causing an explosion in a school or other district building.

Assault (First Degree)

- A person is guilty of assault in the first degree when:
 - a) Intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument; or
 - b) Under circumstances manifesting extreme indifference to the value of human life he wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person.

Assault (Second Degree)

- A person is guilty of assault in the second degree when:
 - 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.

Assault (Third Degree)

- A person is guilty of assault in the third degree when the actor:
 - a) Recklessly, with a deadly weapon or dangerous instrument, or intentionally causes or attempts to cause physical injury to:
 - ❖ A state, county, city, or federal peace officer;
 - ❖ A day treatment employee;
 - ❖ State social worker, if the event occurs while the worker is performing job-related duties;
 - ❖ Any school or district employee; or
 - ❖ A school or school district volunteer acting in the course and scope of that person's volunteer service for the school or school district.

Assault (Fourth Degree)

- A person is guilty of assault in the fourth degree when:
 - a) He intentionally or wantonly causes physical injury to another person; or
 - b) With recklessness he causes physical injury to another person by means of a deadly weapon or a dangerous instrument.

Behavioral Expectations – Students actions, reactions, and language that do not offend, injure, or in any way interfere with the educational process.

Board Attorney – The attorney who is the general counsel for the Christian County Board of Education.

Booby trap device - Includes any device, or substance designed to surreptitiously or covertly take life, endanger life or destroy or damage property and shall not include firearms.

Bullying - Intentional, repeated hurtful acts, words or other behaviors that involve an imbalance of power. These may include name calling, teasing, threatening, social exclusion, cyber-bullying, etc. Bullying may be physical, verbal, emotional, or sexual in nature.

Burglary - Unlawfully entering or remaining in a building or dwelling with intent to commit a crime.

Cheating - A student acting deceptively or dishonestly, including a student copying another's work and using it as his/her own, and tampering with official school records.

Co-curricular activities – Those activities that take place outside the six (6) hour instructional day and are directly related to an instructional class for which the student receives a grade.

Criminal Violation – An act which is an offense defined by Kentucky law (Kentucky Revised Statutes [KRS]).

Dangerous Instrument - Any instrument, including parts of the human body when a serious physical injury is a direct result of the use of that part of the human body, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury. "Dangerous instrument" shall include, but is not limited to, any ordinary pocket knife or hunting knife. The term "dangerous instrument" shall also include instruments or objects which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike" weapon), or any other object, device or material which is reasonably determined by the Principal and/or the Board to be used or possessed for the purpose of intimidating, threatening or injuring another person or for causing damage to property of others

Deadly weapon – Includes any of the following:

- ❖ A weapon of mass destruction;
- ❖ 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;
- ❖ Billy, nightstick, or club;
- ❖ Blackjack or slapjack;
- ❖ Nun-chuck or karate sticks;
- ❖ Shuriken or death star; or
- ❖ Artificial knuckles made from metal, plastic, or other similar hard material;
- ❖ Pellet guns

Destructive device - Any explosive, incendiary, or poison gas bomb, grenade, mine, rocket, missile, or similar device and includes the unassembled components from which such a device can be made. The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon.

Detention – A disciplinary program where students are kept for a period of time before or after school.

Disruptive Behavior – Disruptions that impede the delivery of instruction or alter the flow of school or district related business. Disruptions may be defined by written referrals from teachers or staff to the principal.

Excused Absence – A legitimate absence from school verified by written note from the parent/guardian. The student may make up all missed work from the excused absence.

Extracurricular Activities – Those activities that normally take place outside the six (6) hour instructional day and are under the supervision of an assigned certified employee.

Family Educational Rights and Privacy Act (FERPA) – The Federal and State laws that protect a family from having unauthorized persons access a student's records without permission.

Fight – To struggle against someone with hands or with weapons.

Firearm - Any weapon which will expel a projectile by the action of an explosive.

Grievance Procedure – A fair, step-by-step approach to address complaints and concerns through the school system.

Habitual Truant – Being truant two (2) or more times (six [6] unexcused absences).

Handgun - Any pistol or revolver originally designed to be fired by the use of a single hand, or any other firearm originally designed to be fired by the use of a single hand.

Individual Education Plan (IEP) – A written document developed by a committee (teachers, principals, parents, etc.), which specifies the regular education, special education, and related services needed to meet the needs of a student with disabilities.

Make-up Work – Academic assignments completed by a student to fulfill missed class work assigned during an absence.

Parent – Parent or legal guardian.

Physical injury - Substantial physical pain or any impairment of physical condition.

Possession – Means to have actual physical possession or otherwise to exercise actual dominion or control over a tangible object.

Procedural Due Process – The procedure guaranteed for a student accused of a behavior violation which includes explaining the charges and allowing an ample opportunity for response to the charges.

Reasonable Physical Force – Holding, restraining, or using one's person in a manner that prevents injury to student, teacher, parent, or other citizen.

Referral Form – Usually a pre-printed document on which student misconduct and other rule infractions are listed.

Serious Physical Injury – Means physical injury which creates a substantial risk of death, or which causes serious and prolonged disfigurement, prolonged impairment of health, or prolonged loss or impairment of the function of any bodily organ.

Sexual Assault – Includes all degrees of rape, sodomy, sexual abuse, and sexual misconduct as defined by KRS Chapter 510.

Sexual Misconduct – Includes all forms of unwelcome sexual advances, unwelcome sexual contact, and the unwelcome touching of the sexual or other intimate parts of a person.

Suspension – Removal of the student from the school setting for a period not to exceed ten (10) school days.

Tardiness – Being absent for sixty (60) minutes or less or not being in homeroom, classroom, or other assigned area at the designated time.

Truant – Being absent from school without a valid excuse for three (3) or more days, or tardy on three (3) or more days.

Unexcused Absence – A student from school which does not entitle the student to make up missed work. Students returning from suspensions may make up major tests or projects.

Weapon of Mass Destruction:

- ❖ Any destructive device, but not fireworks as defined in *KRS 227.700*;
- ❖ Any weapon that is designed or intended to cause death or serious physical injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors;
- ❖ Any weapon involving a disease organism; or
- ❖ Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

(For definitions of Harassment, Intimidation, and Bullying, please see other side.)

Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

Was the behavior intentional, repeated over time, intended to harm, involving a power differential, and creating a hostile educational environment? **YES** **NO**

Date (mm/dd/yyyy)	School	School System	
Today's Date:			
Person Reporting Incident	Circle one: Student Witness/Bystander Parent/Guardian Close adult relative School Staff		
Name:	Telephone:	E-mail:	
1. Name of Student Victim			Age
2. Name(s) of Alleged Offenders(s) (If known)	Age	School (if known)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Date(s) of Incident(s) (mm/dd/yyyy)			

- 4. Place an "X" next to the statement(s) that best describes what happened (choose all that apply):**
- | | |
|--|---|
| <input type="checkbox"/> Any bullying, harassment, or intimidation that involves physical aggression
<input type="checkbox"/> To get another person to hit or harm the student
<input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening, in person or by other means
<input type="checkbox"/> Electronic Communication (specify) _____
<input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Demeaning and making the victim of jokes
<input type="checkbox"/> Making Rude and/or threatening gestures
<input type="checkbox"/> Excluding or rejecting the student
<input type="checkbox"/> Intimidating (bullying), extorting, or exploiting
<input type="checkbox"/> Spreading harmful rumors or gossip |
|--|---|

- 5. Where did the incident happen (choose all that apply)?**
- | | | |
|--|--|--|
| <input type="checkbox"/> On school property | <input type="checkbox"/> At a school-sponsored activity or event off school property | <input type="checkbox"/> On a school bus |
| <input type="checkbox"/> On the way to/from school | <input type="checkbox"/> Electronically | |

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

6. What did the alleged offender(s) say or do? _____

(Attach a separate sheet if necessary)

7. Why did the harassment or intimidation (bullying) occur? _____

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an "X" next to one of the following:
 No Yes, but it did not require medical attention Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects? Yes No

10. Was the student victim absent from school as a result of the incident? Yes No
If yes, how many days was the student victim absent from school as a result of the incident? _____

11. Did a psychological injury result from this incident? Place an "X" next to one of the following:
 No
 Yes, but psychological services have not been sought
 Yes, psychological services have been sought

12. Is there any additional information you would like to provide? _____

(Attach a separate sheet if necessary)

Signature: _____ Date: _____

Definition of Bullying, Harassment, and Intimidation

Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: **(I)** creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and **(II)** 1. Occurs on school property, at a school activity or event, or on a school bus; or 2. Substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

STUDENT CODE OF CONDUCT COMMITTEE MEMBERS

The Student Code of Conduct Committee Members consisted of:

Elementary Administrator

Middle/High School Administrators

Elementary Teachers

Middle/High School Teachers

Students

Parents

Central Office Administrator

Board Member

Board Attorney