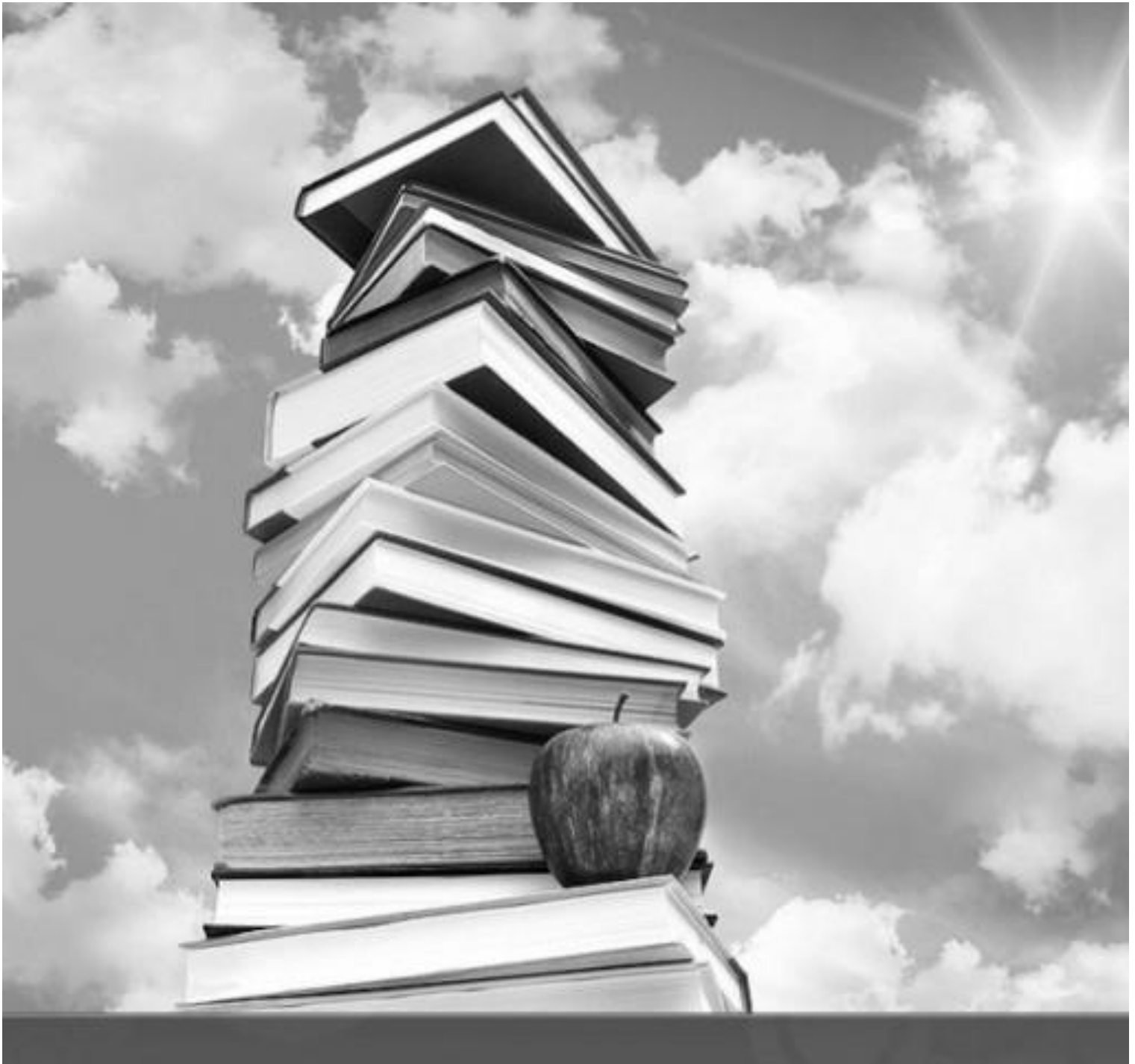


CAMPBELL COUNTY SCHOOLS



OUR COMMUNITY. OUR SCHOOLS.
OUR COMMITMENT.

DISCIPLINE CODE 2022-2023



Campbell County Schools 2022-2023 District Calendar

The Campbell County School District calendar is available on school and district websites.

S.T.O.P. Safety Tip Line (Safety Tip Line, Online Prevention)

The S.T.O.P. Safety Tip Line link is available on each school website, as well as the district website. If you have information or concerns about any safety issue, do your part and report it. Just click on the S.T.O.P icon to report. You can remain anonymous.

FOR EMERGENCIES – CALL 911

NOTE: Please complete, detach, and return this form to your child's school

STUDENT NAME: _____

LAST FIRST MI

PARENT(S)/GUARDIAN(S) NAMES: _____

NOTE: Access for use of electronic resources is granted by signing this form. If you do **not** wish for your child to have access to electronic media including internet and email, please check here ☐

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Pursuant to KRS Chapter 160, you as students and parents of students attending Campbell County Schools are advised that you are entitled to privacy and confidentiality of student educational records. See Notification of Family Educational Rights and Privacy Act (FERPA) on Pages 14-15 of the Discipline Code.

You are further advised that only "Directory Information" as defined by KRS 160.700 will be released to third parties without your written permission except as provided for by KRS 160.720(2). Directory information means: student name and address, telephone numbers, date and place of birth, student's school email address, major field of study, participation in school recognized sports and activities, height and weight of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student, contained in education records in the custody of the public school.

Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing by September 30 or within 30 calendar days of receiving notification of FERPA rights. See Page 17 of the Discipline Code if you wish to “Opt-Out” of this provision.

Refer to Notice of Terroristic Threatening in the Second Degree (and Potential Penalties) section of the Discipline Code (Pages 12-13).

Refer to Students' Acceptable Use Policy (AUP) for Technology section of the Discipline Code (Pages 21-24).

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CAMPBELL COUNTY SCHOOLS

DISTRICT ACADEMIC GOALS

- * Every student in every classroom will be engaged in meaningful work.
- * All students will meet growth goals and be on track for College and Career Readiness.
- * All teaching and learning will lead toward a national high school ranking.
- * Communication with students, parents, staff, and community will be frequent and transparent – expect a 24-hour response.
- * All students will be engaged in the highest quality extracurricular opportunities with state-of-the-art facilities.
- * Every student will be prepared for the 21st century enabling them to communicate, collaborate, critically think, create and innovate.
- * Technology resources will inspire and empower our students.

DISTRICT FOCUS POINTS

- * Promote High Academic Achievement
- * Enhance Academic and Athletic Facilities
- * Promote School/Community Relations
- * Promote New District-Wide Technologies

For text of the entire Campbell County Schools Comprehensive District Improvement Plan, go to the Campbell County Schools Website: <http://www.campbellcountyschools.org>

NON-DISCRIMINATION POLICY STATEMENT

Students, their families, employees and potential employees of Campbell County Schools are hereby notified that the Campbell County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, genetic information or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

INTRODUCTION

The Campbell County School District is committed to providing quality education for all students. We believe a safe and orderly environment must be maintained for this process to be effective.

If a conflict exists between the code of conduct and the adopted policies/procedures of the Board of Education or state statutes, the policies/procedures or state statutes shall govern.

STATEMENT OF PURPOSE

As a certified agent of the State of Kentucky, Campbell County Schools has the moral and legal responsibility to provide an education for all children within its district. The responsibility to take advantage of this educational opportunity rests with each student, encouraged by the support and involvement of his/her teachers and parents/guardians. The purpose of this document is:

- 1) to affirm and protect the rights of the district and building administration, teachers, parents/guardians, and students;
- 2) to define the responsibilities of the district and building administration, teachers, parents/guardians, and students;
- 3) to document pertinent Kentucky state laws that serve as parameters for the respective discipline codes of schools within the district; and
- 4) to identify the regulations governing students who ride school buses.

It should be noted that although parents and students have many rights guaranteed by state and federal laws and court decisions, some of these rights may end when and where they begin to interfere with the constitutional rights of others. Most importantly, students need to know that every right carries with it the responsibility to exercise that right wisely and that failure to do so may result in loss of privileges. Essentially, then, the responsibility for conduct is in the hands of each individual student and his/her parent/guardian, and, when an action by a student is not in compliance with an accepted standard, specific consequences shall be uniformly applied as outlined in this document and the individual school codes.

The intent of this code is to help students maintain acceptable behavior. Used properly by students, parents, teachers, counselors, administrators, and all other school personnel, this document should be an instrument which will help provide an atmosphere that will enable students to achieve the goal of a basic education, thus allowing them to be competitive in the adult world.

JURISDICTION OF CODE

This code will be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students, including (but not necessarily limited to) school-sponsored functions, before or after school programs, field trips and athletic events. This code also applies to students at bus stops and when they are being transported on school buses.

In addition, those students in vocational education programs who are registered in a regular high school come under the jurisdiction of this code.

It should be noted that various state laws and school board policies mandate certain administrative functions which are not part of this code, and this code is intended neither to restrict nor deny those functions.

APPLICATION OF CODE

The solution to a problem or the resolution of a conflict within the educational setting usually can be accomplished through an informal process by the people most directly involved: the teacher and the student. It is expected, therefore, that every effort will be made by the teacher to handle the situation with the student at the time the unacceptable behavior occurs. If misconduct is of a serious nature, additional action must be taken immediately.

The management of order and discipline is an essential element of a safe and productive learning environment. Establishing fair and consistent discipline at the lower grades, and being consistent as the student progresses, should reduce the need for additional methods of discipline. As students mature and advance in school, they are expected to assume a greater degree of responsibility for their behavior. Although these rules are written for all students K-12, many apply primarily to older students. Accordingly, the type of disciplinary action taken may vary with age and situation as well as the type of misconduct.

When considering the consequences/interventions of inappropriate behavior, the following circumstances may be reviewed and taken into consideration:

- 1) age and/or developmental stage of student;
- 2) frequency of misconduct; behavioral history;
- 3) seriousness of particular misconduct;
- 4) attitude of student; degree of cooperation of student;
- 5) educational placement;
- 6) attendance and academic standing.

The Campbell County Board of Education believes each student should accept the rights and responsibilities appropriate to their level of maturity and abide by the rules and regulations of the Board and its designated employees.

Note: Consequences and interventions are at the discretion of administration when incidents rise to that level.

CAMPBELL COUNTY SCHOOLS

Our Community. Our Schools.

Our Commitment.

MISSION

The mission of the CAMPBELL COUNTY SCHOOL DISTRICT, in partnership with students, staff, parents, and community, is to do “WHATEVER IT TAKES” to ensure our students’ success in college, career and life.

OUR VISION

Campbell County Schools will be a district which:

- Focuses on student learning, utilizing research-based instruction to meet the needs of every student.
- Sets high expectations for all and supports stakeholders in achieving these expectations.
- Provides a wealth of opportunities in which students can excel.
- Supports and retains dedicated, highly-trained staff members, treating each member as part of a learning community.
- Is vested in the community, inspiring pride and a tradition of excellence.
- Builds positive relationships among all groups, promoting open communication and valuing input.

WE BELIEVE

Students come first:

- All students can learn and will succeed given time and support.
- All students must develop self-discipline and personal responsibility.
- All students must be challenged to reach their highest potential.
- Community, parents, and educators working together will create the best support for students.
- Community, families, educators, and students share in the responsibility for learning.
- Learning is a lifelong process.
- Everyone must be treated with dignity and respect.

RESOLUTION

Therefore, be it resolved that the Campbell County School Board directs its superintendent of schools to:

- Ascertain that building level disciplinary procedures adhere as closely as possible to the stated beliefs as permitted by existing school district and building-level codes of student behavior;
- Examine the school district code of student behavior for consistency with stated beliefs;
- Propose revisions to the code if necessary to achieve consistency; and
- Assist building-level administrators and SBDM councils to revise their building-level codes of conduct and disciplinary procedures to achieve district-wide consistency.

STUDENT RESPONSIBILITIES

Students Have the Responsibility To:

1. Be at school every day unless an absence is excused. Be on time and prepared for school and classes.
2. Bring notes from parents/guardians or medical professionals for excused absences.
3. Sign in or out of school on entry/exit logs.
4. Complete classwork and homework on time. In accordance with established school policies, make-up assignments and/or tests missed due to absence.
5. Understand and obey school and classroom rules/expectations and follow the *Discipline Code*.
6. Work to excel academically and assume responsibility for their academic achievement and conduct.
7. Respect the rights and property of students and staff. Make reasonable efforts to secure personal property.
8. Behave in a safe and responsible manner. Be respectful to others, avoiding profanity, insults, threats, and harassment.
9. Follow the school dress code and use proper hygiene.
10. Refrain from possessing any firearm, knife, deadly weapon or dangerous instrument on school property, at school sponsored functions, before or after school programs, field trips, athletic events or on school buses
11. Ask teachers or school staff members for help with problems/concerns.
12. Report to a classroom teacher or school staff member, when necessary, a violation of the *Discipline Code* where confidentiality and protection from reprisal is maintained and assured as much as possible.
13. Practice good citizenship by being helpful and honest whenever there is a problem.
14. Complete and sign a student-dropout questionnaire if the student is 18 years or older and is dropping out of school.
15. Refrain from possessing, using, being under the influence of, and/or selling alcohol, controlled substances, marijuana, or any other non-prescription mind- or mood-altering substances while at school or on school buses.
16. Refrain from using any electronic pager or cellular telephone while at school or while attending a school sponsored or school- related activity or on school buses; (see Acceptable Use Policy regarding any exceptions).
17. Refrain from possessing or using any tobacco products (including electronic cigarettes and other vapor products).
18. Conduct themselves on school buses in accordance with rules governing safety and school conduct in general.
19. Refrain from conduct that disrupts classroom work or school activities, creates disorder, invades the rights of others, or damages or destroys private or public property.
20. Participate in school activities and functions in order to have a more positive school experience.
21. Be aware of their academic progress and status, communicate this information to their parents or guardians, and encourage parents to become involved in educational activities and at-home learning.
22. Practice self-control and use the proper channels through which rules or practices may be questioned or changed.
23. Refrain from bullying behavior. Bullying is repeated, persistent negative action over time showing an imbalance of power which is purposeful and not accidental.

PARENT AND GUARDIAN RESPONSIBILITIES

Parents and Guardians Have the Responsibility or Right To:

1. Ensure regular, punctual attendance, unless the child is physically unable to attend, in accordance with the compulsory school attendance law. Report and explain any absence to the school in accordance with established school policy.
2. Inform the school of any condition or circumstance that may affect their child's learning, attendance, or participation in school programs and activities.
3. Accept their own role as the primary educators of their child.
4. Stress to their child the importance of an education; establish and maintain a home environment that fosters a positive attitude toward education and learning.
5. Establish and maintain a home environment in which homework can be accomplished without distraction or disturbance. Make sure that their child has time, space, materials, and help for homework.
6. Demonstrate respect for teachers, administration, and school personnel at home, at school, and at school-related activities.
7. Inspect their child's cumulative record and request removal or correction of any false or misleading statements, in conformity with current guidelines, and to receive upon request, names and addresses of all persons or agencies outside the school system who have been given information about their child.
8. Assist their child in complying with established standards of personal grooming and dress.
9. Show an interest in their child's schoolwork through regular communication with the school and discuss any problems with appropriate school personnel. Keep up with their child's progress and review, sign, and return progress reports and report cards.
10. Cooperate with the school when their child is involved in a disciplinary matter. Support the school's discipline measures and assist the school with discipline when needed.
11. Maintain contact with the school staff through conferences, messages, or appointments made through school office.
12. Communicate with their child about academic performance and behavior, and develop in their child self-respect, self-confidence, and a positive self-concept.
13. Be involved in what goes on at school and attend parent-teacher conferences. Participate in the recommending of policies proposed for adoption by the Campbell County Board of Education and/or School Based Decision Making (S.B.D.M.) councils.
14. Keep the school up to date on telephone numbers and address changes, medical problems, and family or social problems, including documentation of guardianship or another change in legal status, that may affect their child's school performance.
15. Keep the school up to date with the names of anyone allowed to sign their child out of school.
16. Review the *Discipline Code* and the school rules with their child.
17. Provide, upon enrollment, a sworn statement on an official form when a student has been adjudicated guilty/expelled for an offense involving weapons, alcohol, and/or drugs.
18. Follow drop-out prevention process prior to allowing their child to drop out of school.
19. Ensure that their child has current immunizations and required medical examinations.
20. Pay required fees and fines (unless on fee waiver).

TEACHER RESPONSIBILITIES

Teachers Have the Responsibility To:

1. Post attendance for all students as required by state regulation.
2. Keep accurate records of grades, attendance, and behavior.
3. Demonstrate responsible attendance at classes and assigned supervisory duty positions.
4. Engage each student in the educational process and promote appropriate behavior.
5. Inform parents/guardians early about attendance, behavior, and/or academic problems.
6. Assign appropriate classwork and homework and provide clear directions.
7. Create a classroom environment in which students can ask for help and feel safe and respected.
8. Help students understand class and school expectations and the *Discipline Code*.
9. Help parents/guardians find assistance regarding health and social problems.
10. Seek training and education in the establishment of safe and successful schools.
11. Employ fair and consistent discipline to teach students responsible behavior.
12. Set high expectations for student behavior and academics and help students reach their goals.
13. Refer to the principal/designee reports of code violations that may warrant disciplinary action including and up to suspension or expulsion of a student or to make other reports required by law.
14. Maintain a positive, professional attitude and behavior toward all students, parents, administrators, other teachers, and the Board of Education.
15. Encourage all students to participate in school activities.
16. Be a role model who demonstrates self-control and responsible citizenship.
17. Possess a thorough knowledge of the subject matter and understand the cultural and practical values of that knowledge.
18. Maintain on-going professional development and employ an understanding of human growth and development.
19. Implement the Board approved curriculum by developing instructional activities that meet students' academic needs.
20. Refer students with possible special problems to the appropriate resources (e.g., speech therapist, social worker, special education, etc.) and notify parents or guardians of such referral.
21. Deal firmly, promptly, and consistently with disruptions or violations of Board policy, the code of conduct, and school procedures, and, if necessary, enlist the support of administrators.
22. Inform parents/guardians of students' successes, problems, or failures in learning and behavior.
23. Evaluate students' assignments, returning them as soon as possible, and maintain necessary records of student progress and attendance.
24. Reply promptly with respect and courtesy to inquiries and suggestions from parents/guardians and administrators.
25. Follow the policies and standards adopted by the Board of Education/administration and site-based councils and work appropriately where change is desired.

26. Help students master basic skills, develop positive self-concepts, self-respect, and self-confidence in order to clarify their values, respect the worth and dignity of others, and make choices that lead to responsible citizenship.
27. Be role models of responsible citizenship.
28. Provide adequate supervision for students assigned to their care and inform the principal's office or a colleague if absent from assignment.
29. Devote the full academic day to providing instruction, guidance, and supervision, and use the planning period for the benefit of the school, student, teacher, or professional planning and development.
30. Provide students with a brief summary of content, objectives, requirements, and grading methods at the beginning of each course.
31. Provide information, upon request of student or parent, about the student's progress in academic achievement and conduct during the course.
32. Dress appropriately and professionally.

PRINCIPAL AND ADMINISTRATOR RESPONSIBILITIES

Principals and Administrators Have the Responsibility To:

1. Exemplify responsible attendance.
2. Create and maintain, with the help of staff, a positive learning environment with appropriate discipline according to the approved code and local policies.
3. Implement and evaluate all aspects of the educational program to promote learning and comply with the policies, procedures, regulations, and/or laws of the school, district, state, and nation.
4. Ensure dissemination of policy information, assessment results, and overall school performance.
5. Apply academic and disciplinary policies fairly and impartially according to prescribed guidelines using their best judgment.
6. Serve as a role model for students in action, speech, and personal appearance.
7. Encourage active involvement of parents/guardians in the education of their child.
8. Be available for conferences with staff, students, parents, and others regarding disciplinary matters.
9. Ensure implementation of all pertinent statutes and administrative regulations.

CAMPBELL COUNTY BOARD OF EDUCATION RESPONSIBILITIES

The Campbell County Board of Education Has the Responsibility To:

1. Set policy.
2. Create and foster an environment which promotes an atmosphere conducive to learning.
3. Provide and monitor school curriculum and activities which address the needs of all students and reflect world-class standards of academic achievement.
4. Provide materials and support needed to implement the established curriculum.
5. Provide support services in the areas of guidance and psychological counseling, evaluation and testing, and health.
6. Ensure dissemination of policy information, assessment results, and overall district performance.
7. Apply academic and disciplinary policies fairly and impartially according to prescribed guidelines.
8. Foster a spirit of cooperation and purpose within and among the respective school staffs.
9. Promote positive working relationships among faculty, parents/guardians, and students.
10. Encourage active involvement of parents/guardians in the education of their child.
11. Ensure implementation of all pertinent statutes and administrative regulations.

Campbell County Schools
Notice: Terroristic Threatening in the Second Degree (and Potential Penalties)

July 1, 2022

TO: Parents/Guardians and Students of Campbell County Schools
FR: Campbell County School District
RE: Provisions of KRS 508.078 and Potential Penalties Under KRS 532.060 and KRS 534.030

Our highest priority at Campbell County Schools is to provide a safe learning environment for students and staff. Unfortunately, in recent years schools across the country have experienced an escalation of statements made by students and other individuals threatening widespread harm to students and/or staff. Such threats can result in considerable concern across the school community and total disruption to the educational process.

These threatening statements are unacceptable and will not be tolerated at any school. As required by KRS 158.1559, the purpose of this letter is to notify parents, guardians, and students that in addition to school disciplinary action, school district officials (in cooperation with law enforcement agencies) will pursue legal charges for felony terroristic threatening in the second degree against anyone who makes such threats, including students.

Terroristic threatening in the second degree is defined by KY state law KRS 508.078. In summary, a person is guilty of terroristic threatening in the second degree when he or she intentionally:

(a) With respect to any school function, threatens to commit any act likely to result in death or serious physical injury to any person, student group, teacher, volunteer worker, or employee of a school, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity. **A threat directed at a person or persons at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;**

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

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

***Please read the complete text and details of KRS 508.078, including penalties, on the following page.**

Our approach to eliminating terroristic threatening in schools is unwavering. Please help ensure that your child never becomes a party to such an offense by discussing this important matter with him/her, including the seriousness of its consequences. Together we can help keep our school safe. Thank you.

Terroristic Threatening in the Second Degree (KRS 508.078)

Definition

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

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

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

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties (KRS 532.020, KRS 532.060, KRS 534.030, KRS 635.085)

-Violating a Class D Felony (adult): 1-5 years imprisonment and/or \$1,000-\$10,000 fine.

-Violating a Class C Felony (adult): 5-10 years imprisonment and/or \$1,000-\$10,000 fine.

-Violating a Felony (juvenile): Commitment to the Department of Juvenile Justice. In lieu of commitment to the Department of Juvenile Justice, the court may in its discretion impose a fine (not to exceed \$500).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students over 18 years of age, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records.

- 1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the district receives a request for access.**

Parents or eligible students submit a written request to the school principal/designee that identifies the record(s) they wish to inspect. The Principal arranges for access and notifies the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.**

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

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

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

- 5) The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.**

Directory Information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released without consent. This information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended.

Any eligible student, parent, or guardian who does not wish to have directory information released notifies the Superintendent in writing on or before September 30 of each school year or within thirty (30) calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "*Directory Information*".

- 6) The district keeps educational records in a secure location in each school and Board office.**
- 7) The district obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.**
- 8) For students who have been determined eligible for special education, education records are destroyed at the request of the parent when they are no longer needed to provide educational programs or services.**

The district may destroy the educational records of a child without a parent's request three (3) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The district may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.

Children determined eligible for special education services include those children with disabilities who have a hearing impairment, visual impairment, emotional-behavioral disability, deaf-blindness, other health impairment, specific learning disability, mental disability, multiple disabilities, speech or language impairment, developmental delay, orthopedic impairment, autism, or traumatic brain injury, and who because of such an impairment need special education services. Also included for consideration are children who have a current physical or mental impairment that substantially limits a major life activity.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA RIGHTS)

Notification of PPRA Rights

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 exams. These include the right to:

Consent before minor students are required to submit to a survey, analysis or evaluation 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.

- o Political affiliations or beliefs of the student or student's parent;
- o Mental or psychological problems of the student or student's family;
- o Sex behavior or attitudes;
- o Illegal, anti-social, self-incriminating, or demeaning behavior;
- o Critical appraisals of others with whom respondents have close family relationships;
- o Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
- o Religious practices, affiliations, or beliefs of the student or the student's parents; or
- o Income (other than as 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:

- o Any other protected information survey, regardless of funding;
- o 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 any physical exam or screening permitted or required under state law); and
- o 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:

- o Protected information surveys of students;
- o Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
- o Instructional material used as part of the educational curriculum.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

DIRECTORY INFORMATION

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information. Approved directory information shall be: student name and address, telephone numbers, date and place of birth, student's school email address, major field of study, participation in officially recognized sports and activities, height and weight of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student, contained in education records in the custody of the public school.

Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing by September 30 or within 30 calendar days of receiving notification of FERPA rights. See Page 17 of the Discipline Code if you wish to "Opt Out" of this provision.

OPT-OUT STUDENT DIRECTORY INFORMATION NOTIFICATION

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters, unless a parent or secondary school student, regardless of age, requests that this information *not* be disclosed.

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for:

Student Name

Date of Birth

Following is a list of items that the District considers student directory information. If you wish information to be withheld, please choose one of the two options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information. Choose Option 2 if the District may release only selected items of information, then check those items that may be released. Be advised that parents cannot prevent the school from using directory information on District issued ID cards or badges.

If we receive no response by September 30 or within thirty (30) calendar days of receiving notification of FERPA rights, all student directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

Student Directory Information Listing

Section I Third Parties, Limited to Institutions of Higher Education and Potential Employers (Parent or student 18 or older may sign below to direct the District to withhold information in this section.)		Section II Armed Forces Recruiters (Parent or secondary school student, regardless of age, may sign below to direct the District to withhold information in this section.)
Choose one of the Options below: <input type="radio"/> Option 1: The District MAY NOT RELEASE ANY information listed below. <input type="radio"/> Option 2: The District MAY RELEASE ONLY the information checked below.		Choose one of the Options below: <input type="radio"/> Option 1: The District MAY NOT RELEASE ANY information listed below. <input type="radio"/> Option 2: The District MAY RELEASE ONLY the information checked below.
If you choose Option 2, check the item(s) of information listed below that the District may release.		If you choose Option 2, check the item(s) of information listed below that the District may release.
<input type="radio"/> Student's name <input type="radio"/> Student's address <input type="radio"/> Student's telephone number <input type="radio"/> Student's school email address <input type="radio"/> Student's date and place of birth <input type="radio"/> Student's major field of study <input type="radio"/> Information about the student's participation in officially recognized activities and sports	<input type="radio"/> Student's weight and height (if a member of an athletic team) <input type="radio"/> Student's dates of attendance <input type="radio"/> Degrees, honors and awards the student has received <input type="radio"/> Student's photograph/picture <input type="radio"/> Most recent educational institution attended by the student <input type="radio"/> Grade level	<input type="radio"/> Student's name <input type="radio"/> Student's address <input type="radio"/> Student's telephone number (if listed)

NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC.

Parent/ Student Signature

Date

CORPORAL PUNISHMENT

“Corporal punishment” is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student’s body as a penalty or punishment for student misbehavior.

Effective July 1, 1991, no person employed or engaged by any public elementary or secondary educational system within this school district shall inflict or cause to be inflicted corporal punishment or bodily pain upon a pupil attending any school or institution within such educational system: provided, however, that any such person may, within the scope of his employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the pupil, or others from physical injury, to obtain possession of a weapon or other dangerous objects within control of the pupil, or to protect property from serious harm (KRS 503.110).

GRIEVANCE PROCEDURES / Title IX, Title VI, and Section 504

Employees and students have both the right and the responsibility to express school related concerns and grievances to the administration regarding Title IX, Title VI, and Section 504.

For the discussion and consideration of a grievance, any employee or student or group of employees or students should contact the Coordinator concerning the matter. A formal complaint should then be put in writing, signed, dated, and delivered to the Coordinator. Timelines noted within policies and procedures shall be followed and communicated to the Complainant and Respondent. If the formal complaint cannot be resolved through the Coordinator or Informal Resolution Facilitator, the matter shall be assigned to an Investigator and Decision Maker. The Appellate Decision Maker shall have authority to preside over the appeal process per policy and procedure. The Board of Education shall hear an appeal only under the advice of the Board Attorney as to whether the appeal falls within the requirements of policy.

SEARCH AND SEIZURE (KRS 161.180/OAG 79-168)

A student in the public common schools has the constitutional right to be secure in his or her person from all unreasonable search and seizure. A search of a student by school officials is generally reasonable if it bears a rational relationship to a legitimate educational interest and is based upon reasonable suspicion.

Limitations on the reasonableness of a search exist depending upon the nature of the place searched, along with other factors such as the age of the student and the purpose of the search, and a teacher or administrator who participates in or conducts an unreasonable search of a student could be sued for damages in state court on the theory of invasion of privacy, trespass or assault and battery, or in federal court for a civil rights violation. A student's consent to be searched must be scrutinized carefully.

USE OF PHYSICAL RESTRAINT AND SECLUSION 704 (KAR 7:160)

This administrative regulation establishes the requirements for the use of physical restraint and seclusion in school districts. It also establishes notification and data reporting requirements for the use of physical restraint and seclusion within those districts. It does not prohibit the lawful exercise of law enforcement duties by sworn law enforcement officers. Specific board policy and procedure can be found on the Campbell County School District website www.campbellcountyschools.org; click Board of Education and then click Policy and Procedure Manual. You will be directed to our board policy and procedure site. Chapter 9, policy 09.2212 (Use of Physical Restraint and Seclusion) and procedure 09.2212 AP.21 (Physical Restraint and Seclusion Forms) provide reference information. The process for registering any complaints regarding this regulation is contained in Chapter 10, policy 10.2 (Citizen Suggestions and Complaints) and procedure 10.2 AP2 (Citizen Complaint to the Board).

WEAPON OR FIREARM POLICY

Any student or students who is/are determined to have brought a weapon or firearm to a school or on school property under the jurisdiction of Campbell County Schools, will be subject to the following:

1. Compliance with state law requiring students to be expelled for not less than one calendar year from their regular school setting in the Campbell County School District.
2. Referral to the local law enforcements agency of any student who violates this policy.

Students may have their expulsion requirements modified on a case-by-case basis by the Campbell County Board of Education.

CHILD ABUSE

KRS 620.030 and 620.050 are child protective laws for persons under eighteen (18) years old. They apply to any child whose health or welfare is harmed or threatened when any parent, guardian, or other person inflicts physical or mental injury, commits sexual abuse, abandons or exploits or does not provide the child with adequate care and supervision, such as food, clothing, shelter, education, and medical care necessary for the child's well-being. A child who becomes emotionally disturbed because of constant friction in the home or exposure to unwholesome and demoralizing circumstances is also considered abused.

Any school employee who has reasonable cause to believe any of the above has occurred must, by law, make an oral or written report to a local law enforcement agency or Kentucky State Police; the Cabinet or its designated representative; the Commonwealth's attorney or county attorney by telephone or otherwise.

CHILD FIND

For Children with Disabilities in Need of Special Education Or 504 Services

The Campbell County School District keeps educational records in a secure location in each school and Board office.

The Campbell County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Campbell County School District may destroy the educational records of a child without parent request three (3) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Campbell County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Campbell County School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years (a student with a disability shall not be eligible for services as of the date of his or her 21st birthday), who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Campbell County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Campbell County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Campbell County School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Campbell County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call Campbell County Schools or send the information to:

**Campbell County Schools
Special Education Director
101 Orchard Lane
Alexandria, KY 41001
Phone: 859-635-2173, ext. 1400
Fax: 859-448-2439**

If you know of a child who attends a private or home school within the boundaries of the Campbell County School District, who may have a disability, and may need but is not receiving Special Education services, please call the Campbell County Schools or send the information to:

**Campbell County Schools
Special Education Director
101 Orchard Lane
Alexandria, KY 41001
Phone: 859-635-2173, ext. 1400
Fax: 859-448-2439**

“Child Find” activities will continue throughout the school year. As part of these efforts the Campbell County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through “Child Find” is maintained confidentially.

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 in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

**Campbell County Schools
Special Education Director
101 Orchard Lane
Alexandria, KY 41001
Phone: 859-635-2173, ext. 1400
Fax: 859-448-2439**

The district office is open Monday through Friday, from 8:00 a.m. to 4:30p.m.

The Campbell County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education/Section 504 Coordinator at the address or phone number listed above for the Campbell County School District.

Students' Acceptable Use Policy (AUP)

Campbell County Schools: 2022 – 2023

Directions: Completely review this Student Acceptable Use Policy. Read and discuss with your child the following contract completely. The signature of a parent or guardian in the Student Discipline Code (page 1) is required for all students.

In partnership with the Kentucky Department of Education, the Campbell County School District provides access to and use of various technologies including the Internet and Email as part of the instructional process. Technology resources and network access are intended solely to support educational and instructional goals. All users are expected to use resources responsibly and will be held accountable for their behavior and communications.

Students and parents must sign receipt of the Acceptable Use Policy agreement for access to any network services, including electronic mail. However, educators may use and/or provide essential access to the Internet during class directed group activities/demonstrations with or without parental consent. **Students will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken.** For students in grades K-5 this agreement must be completed each school year. For students in grades 6-12 this agreement, once signed and filed, remains in effect at that school until revisions require that a new AUP agreement be sent home for signature.

CAMPBELL COUNTY SCHOOLS NETWORK ACCESS

(Including Internet and Electronic Mail)

TERMS AND CONDITIONS: VERSION 1.7

Acceptable Use – Use of any organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene or sexually explicit material, or material protected by trade secret. Use for product advertisement or other commercial use, or political lobbying is not consistent with the purposes of Campbell County Schools and is inappropriate. Illegal activities are strictly prohibited.

Rights, Responsibilities, and Privileges – An Acceptable Use Policies document containing these Terms and Conditions Version 1.7 must be signed by all students and adults before using network and Internet resources provided by Campbell County Schools. The AUP is designed to enable all users to understand clearly their responsibilities as users of the Internet via the Campbell County Schools Network.

Social Networks - District employees, teachers, and activity sponsors upon approval from the school/district, may set up social networking sites for the purpose of communication and/or use in the classroom. Teachers and sponsors, with approval, may ask students to sign up for an account on these sites in order to participate in online instructional activities and discussions. Students shall not reveal personal information about themselves or others. By signing the Acceptable Use Policy, you accept and agree to the use of instructional social networking sites by your child. Violation of the terms and conditions could result in the loss of network services including, but not limited to the Internet, and could eliminate future access.

GENERAL NETWORK GUIDELINES

Internet access through the school is to be used for education and administration purposes. School access is not to be used for private business or personal, non-school related communications.

- The use of your account must be in support of education and consistent with the educational objectives of Campbell County Schools.
- You shall not create or share computer viruses.
- You shall not give your password to anyone.
- You shall not destroy or alter another person's data.
- You shall not access, share or alter anyone else's local or Internet accounts.
- You shall not use the network for commercial purposes.
- You shall not monopolize the resources of the Campbell County Schools Network by such things as accessing or running large programs and applications over the network, sending massive amounts of email to other users, or using the system resources for games or streaming music.
- You shall not break or attempt to break into the Campbell County Schools Network or other computer networks.
- You shall not play multi-user games via the network.
- No illegal activities shall be conducted via the Campbell County Schools Network.
- You shall not circumvent security measures of the computer or Network. This includes using a "proxy or site redirect" website or program to access web pages that have been blocked.

- You shall not offer Internet access to any other individual via your account or the account of any other user.
- Purposefully annoying other Internet users, on or off the Campbell County Schools system, is prohibited.
- A student who does not have a signed AUP on file shall not gain access to the Network by sharing with another student.
- Students shall not reveal any personal information to or establish relationships with “strangers” on the Internet, unless a parent or teacher has coordinated the communication for instructional purposes.
- You shall not transmit obscene, abusive or sexually explicit language or material.
- You are not permitted to get from or put onto the network any copyrighted material (including software). Copyrights must be respected.
- You shall not use technology to threaten or intimidate anyone.
- No Privacy Guarantee- The Superintendent/designee has the right to access and review files and communications to maintain system integrity and ensure that individuals are using the system responsibly.

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 COMMUNICATION REGULATIONS

Students of Campbell County Schools have access to electronic mail and video conferencing systems. These systems provide users with the ability to communicate with others both inside our organization and outside the organization utilizing text, audio and video.

Students of Campbell County Schools are prohibited from using district resources to establish accounts through third party providers. **Only Kentucky Education Technology Systems’ email can be used. Microsoft O365 is the email system that is provided to all students and staff in our district, and is the only email that should be used for all school related communications.**

- Harassing or bullying others is prohibited. Be polite. Do not write or send abusive, harassing, insulting, or threatening messages to others.
- You shall not take photos, videotape, screenshot or record students or staff members (both virtually or in person) without consent and permission from school officials.
- You shall not use your electronic accounts provided by Campbell County Schools, on or off campus, for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic communications, for instance, for private business or personal, non-related communications. Do not forward chain letters, jokes or other messages not related to school appropriate activities.
- You shall not access third party email accounts or video conferencing services not used for instructional purposes from the Campbell County Schools Network.
- You shall not swear, use vulgarities or any other inappropriate language.
- You shall not send, attach, broadcast or otherwise distribute pornographic, obscene, or sexually explicit material.
- You shall not access, copy or transmit another user’s messages without permission.
- Do not reveal your personal address or phone number or those of others unless a parent and/or teacher has coordinated the communication.
- You shall not send electronic communications using another person’s name or account.
- You shall not send electronic communications anonymously.

Electronic communication is not guaranteed to be private. The Superintendent/designee has the right to access and review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. Messages relating to or in support of illegal activities may be reported to authorities.

TELECOMMUNICATION DEVICES

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students may be permitted to possess and use personal telecommunication devices as defined by law (KRS 158.165) and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational environment, including but not limited to use that:
 - A. Poses a threat to academic integrity, such as cheating;
 - B. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to taking photographs, video, or audio recordings of others without the permission of the principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g., sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event,

prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;

- C. Is profane, indecent, or obscene;
- D. Constitutes or promotes illegal activity or activity in violation of school rules; or
- E. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the educational environment or intrude upon the rights of others.

When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation may also result in a report being made to law enforcement. In addition, law enforcement or an administrator may confiscate the device.

- 2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- 3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- 4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or procedures or its Code of Acceptable Behavior and Discipline.

NETWORK SERVICES, SECURITY, RELIABILITY AND DAMAGES

LOSS OF NETWORK SERVICES - The Superintendent, Chief Information Officer, or designee (as appropriate) may suspend or close an account at any time as required. The administration, faculty, and staff of Campbell County Schools may submit a request to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period deemed appropriate. Students whose accounts are denied, suspended, or revoked do have the following rights:

- To request in writing from the Chief Information Officer or designee, a written statement justifying the actions. This must be done within two weeks of the suspension or termination of services.
- To submit a written appeal to the Superintendent.
- Pending the decision of the Superintendent, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

RELIABILITY - The Campbell County Board of Education will not be responsible for any damages including, but not limited to, loss of data, delays, non-deliveries, or service interruptions.

SECURITY - Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the Campbell County Schools Network, s/he must notify a system administrator or the Chief Information Officer. Do not demonstrate the problem to others.

RESPONSIBILITY FOR DAMAGES - Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students who deface a District website or otherwise make unauthorized changes to a website shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate. This includes, but is not limited to, the uploading or creation of computer viruses.

Student:

I have read this Student Acceptable Use Policy. I will abide by the stated Terms and Conditions. I am advised that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Internet Safety:

- I will talk with my parents or guardian about their expectations and ground rules for going online.
- I will keep my identity private.
- I will never respond to any online communication that makes me feel uncomfortable and/or is inappropriate.
- I will never meet in person with anyone I have first “met” online without discussing it with my parents or guardian. This is the biggest danger to your safety.
- I will respect other people’s rights while online.

Consent for Use:

By signing the receipt of the Campbell County Schools Discipline Code contained on page 1, the parent/guardian authorizes the district to grant the student access to CCS Networks. You hereby accept and agree that your child’s rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to Policy 08.2323 and accompanying procedures. You also are advised that the email address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent. Furthermore, you grant Campbell County Schools the right to create accounts on behalf of students for programs and resources that have been deemed appropriate and/or necessary for instructional purposes. For a complete list of programs being utilized please contact your child’s school.

***To opt out of the use of the CCS Network and related services, the parent/guardian must provide written notice of such opt-out to the school principal.**

BULLYING PREVENTION

KRS 158.148 states that "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation (includes bus stop, school bus, or vehicle owned, leased or used by the school district), or at a school sponsored or school related activity, function or program whether it takes place on or off school grounds. This includes the use of technology or electronic devices owned, leased, or used by the district.
2. That disrupts the education process, or the orderly operation of a school. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Bullying is a behavior that is repeated, or is otherwise so severe, intense, persistent or pervasive, that a reasonable person would understand it to be threatening, intimidating, harassing, humiliating, embarrassing or taunting in its nature.

- Verbal bullying includes but is not limited to: teasing; name-calling; inappropriate sexual comments; taunting; or threatening to cause harm.
- Social bullying includes but is not limited to: leaving someone out on purpose; telling other students not to be friends with someone; spreading rumors about someone; or embarrassing someone in public.
- Physical bullying includes, but is not limited to: hitting, kicking, or pinching; spitting; tripping or pushing; taking or breaking someone's things; or making mean or rude hand gestures.

The Campbell County School District believes everyone should be treated with respect and common courtesy to ensure a safe learning environment. Our prevention efforts include annual training that is on-going with all staff and students regarding bullying education/recognition, prevention and intervention. Anyone within the school environment that has witnessed or been a victim of bullying behavior can report it to school or district officials verbally or in writing so that appropriate action may be taken to prevent such behavior.

CYBER BULLYING AND CYBER CONDUCT

Definitions

- a) Appropriate cyber conduct involves a set of rules for behaving properly online. In an educational setting, examples of appropriate cyber conduct include:
 - Maintaining professional standards when communicating with teachers, students, parents, and administrators
 - Maintaining the confidentiality of information about students, parents, teachers or administrators
 - Respecting the rights of all members of the online community and acting in a manner that facilitates the orderly functioning of that community
 - Ensuring that appropriate safeguards and protection measures are in place prior to posting personal or professional data
- b) **Cyber bullying:** The use of information and communication technology to bully, embarrass, threaten or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.
- c) **Information and Communication Technology:** Equipment that includes, but is not limited to any current or emerging stationary or wireless technologies or systems that can be used by individuals or groups for the purpose of communication, entertainment, data management, word processing, internet access, image capture/recording, sound recording and information transmitting/ receiving/ storing.
- d) **Safe School Environment:** Within the context of cyber conduct, it is an environment where teaching and learning takes place while accessing and utilizing all the educational opportunities, influence and potential of information and communication technology. Furthermore, it is a setting that is equitable and free from hazards and abuses directed at, or occurring from, users of information and communication technology.

Cyber misconduct (electronic) that originates from the school or from the community-at-large, which ultimately has a negative impact on the school climate and/or culture, warrants immediate and decisive action by the school/district, including the imposition of sanctions, when appropriate, on the offenders. Allowing others to utilize your personal equipment (cell phones, pagers etc.) and/or passwords may also result in consequences for both parties. Students underage or posting school information considered to be a violation of the privacy rights of others on Facebook, YouTube, Instagram, Twitter, Tumblr etc. will be reported to the site administrators of these sites (if applicable) in addition to possible disciplinary consequences.

***Anonymous school safety reporting is available via S.T.O.P. (Safety Tip-Line, On-Line Prevention). The link is available on each school website and the district website. Just click on the S.T.O.P. icon and report.**

RETALIATION PROHIBITED

Employees and other students shall not retaliate (an act of harming someone) against a student because he or she reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The superintendent/designee shall take measures needed to protect students from such retaliation.

Kentucky Revised Statute (KRS) Chapter 158

- (1) 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 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 a written report containing:
 - (a) The names and address of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
 - (b) The student's age;
 - (c) The nature and extent of the violation;
 - (d) The name and address of the student allegedly responsible for the violation; and
 - (e) Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.
- (2) An agency receiving a report under subsection (1) of this section shall investigate the matter referred to it. The school board and school personnel shall participate in the investigation at the request of the agency.
- (3) Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report or action.
- (4) Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District or Circuit Court regarding student harassment.

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. (KRS 158.154)

Additionally, an administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or state police, by telephone or otherwise, if:

The person knows or has reasonable cause to believe conduct has occurred that constitutes 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 a controlled substance or any felony offense under the laws of this commonwealth: and the conduct occurred on school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored event. (KRS 158.155)

COMPULSORY ATTENDANCE

Any child who is six (6) years of age by August 1st shall attend school. Any child who is five (5) years of age by August 1st may enter a primary school program, as defined by KRS 158.031. Any parent/guardian who elects to send a child five (5) years of age to school will keep the child in regular attendance.

Regular attendance is the responsibility of the parent, guardian, or custodian. Kentucky state law places the responsibility with the parent, guardian, or custodian of enrolling a child in school and keeping the child in regular attendance (KRS 158.030, KRS 159.010, KRS 159.150). Each parent, guardian or other person having in custody or charge any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) shall send the child to school for the full term that school is in session. A child's age is between six (6) and eighteen (18) when the child has reached his or her sixth birthday and has not passed his or her eighteenth birthday.

Parents/guardians must submit a signed parent or doctor note to school anytime a child is absent or tardy. If a valid note is not received within reasonable time after an absence or tardy (refer to school policy), the absence or tardy will be unexcused. A note is required even if the parent/guardian wrote the reason for the absence or tardy on the sign-in/sign-out log at the time of check-in or check-out. Per board policy 09.123, a parent is allowed 3 parent notes per semester or 6 such notes per school year.

In general, a valid excuse is a legitimate excuse such as illness, medical or dental appointment, death in the family, or other reasons as approved by the school principal.

TRUANCY (KRS 159.150)

Any child (including any student age 18+ who is enrolled in public school) who has been absent without valid excuse for three (3) or more days or tardy on three (3) or more days is truant. Any child who has been reported as truant two (2) or more times is habitually truant. Thus, a student who has accumulated six (6) unexcused absences, tardies or a combination thereof is habitually truant.

SPECIAL ATTENDANCE CIRCUMSTANCES (KRS 159.035)

KRS 159.035 references excused absences for educational enhancement opportunities of "significant educational value." Any request to a principal from a parent, referencing this law, must include the specific educational purpose including the relevant curriculum area. These areas, as stated in the law, are limited to English, Science, Social Studies, Foreign language, Mathematics, the Arts and 4-H club activities. Any student pre-approved under this provision, for up to ten days per year, will be considered present at school.

Further, any student who has a parent, guardian or other person with legal custody that is a member of the United States Armed Forces called to active duty shall receive an excused absence for one day when the member leaves for deployment and one day when the member returns from deployment (KRS 159.035), and up to 10 days for visitation when the member is stationed out of the country and is granted rest and recuperation leave. In addition, students attending basic training in the U.S. Armed Forces shall be considered present up to ten (10) days.

DRIVER'S LICENSE REVOCATION (KRS 159.051)

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and Attendance Deficiencies

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least five (5/7) courses, or the equivalent of five (5/7) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

HEALTH REQUIREMENTS FOR SCHOOL ATTENDANCE

IMMUNIZATION REQUIREMENTS FOR KINDERGARTEN

902 KAR 2:060 Requires the following immunizations for all children at least five (5) years of age:

1. Four (4) to Five (5) doses of DTaP or DTP (or combinations of the two vaccines) with the last dose given after age four.
2. Three (3) to Four (4) doses of IPV or OPV (or combinations of the two vaccines) with the last does given after age four.
3. Three (3) doses of Hepatitis B
4. Two (2) doses of MMR
5. Two (2) doses of Varicella, unless there is verification of a history Varicella disease or herpes zoster disease by the healthcare provider and noted on the Kentucky Immunization Certificate.
6. Two (2) doses of Hepatitis A

Physical Exam: 704 KAR 4:020 requires each child first entering a Kentucky public school to present a Kentucky Preventative Health Care Exam Form. This exam may be completed up to one year prior to initial entry.

Vision Exam: KRS 156.160 (1) (h) requires proof of a vision examination by an optometrist or ophthalmologist. This evidence shall be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5) or six (6) year old is enrolled in public school, public preschool, or Head Start program.

Dental Screening: KRS 156.160 (1) (i) requires proof of a dental screening or examination by a dentist, dental hygienist, physician, Health Department registered nurse with KIDS Smiles Training, nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

The Kentucky Immunization Certificate and the Preventative Health Care Exam Form are required to be on file prior to the first day of entry. Parents are urged to maintain copies of all medical documents.

IMMUNIZATION REQUIREMENTS FOR SIXTH GRADE

For sixth grade entry, children ages eleven (11) or twelve (12) years or older shall have received:

1. One (1) dose of Tdap if it has been at least two (2) years since the administration of the last dose of tetanus-containing vaccine;
2. One (1) dose of MCV or MPSV (meningococcal vaccine)

The Kentucky Immunization Certificate and the Preventative Health Care Exam Form are required to be on file prior to the first day of attendance. Parents are urged to maintain copies of all medical documents.

IMMUNIZATION REQUIREMENTS FOR HIGH SCHOOL

1. A quadrivalent meningococcal vaccine (MenACWY) booster dose is required at age 16

The Kentucky Immunization Certificate and the Preventative Health Care Exam Form are required to be on file prior to the first day of attendance. Parents are urged to maintain copies of all medical documents.

Your physician should issue a new, complete Kentucky Immunization Certificate (updated version) with all vaccines recorded. Out-of-State immunization certificates may be accepted if they meet the same age-specific requirements per Kentucky immunization regulations, have an expiration date, and are signed by a healthcare provider or designee. Questions may be directed to the Campbell County Schools Coordinator of School Health Services at (859) 635-2173.

PHYSICAL EXAM REQUIREMENTS

Kentucky Preventative Health Care Exam Form is required for all students entering sixth grade. This exam may be completed up to one (1) year prior to entry in the sixth grade.

Sports Physicals: A separate sports/athletic physical exam completed on a KHSAA form is required annually to participate in sports at the middle school and high school levels (some elementary schools also require students to have a physical exam for sports/athletic activities). The KHSAA sports physical **DOES NOT** replace the Kentucky Preventative Health Care Exam required for sixth grade entry.

Questions may be directed to the Campbell County Schools Coordinator of School Health Services at (859) 635-2173.

TITLE COMPLIANCE NOTIFICATION

Our district receives federal funds for Title I programs. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact the school administrator at your child's school.

EDUCATIONAL RIGHTS OF HOMELESS YOUTH AND FOSTER CHILDREN

- Students have the right to remain in their school of origin, if it is in students' best educational interest to do so ("school of origin" means the school a child attended when permanently housed or in which he/she was last enrolled).
- Students have the right to receive transportation to their school of origin, if it is in students' best educational interest.
- Students have the right to immediate enrollment, even if they don't have all required paperwork (e.g., medical/health records, proof of residency, former school records, immunization records).
- Students have the right to access all school programs and services on the same basis as other students, including special education, migrant education, vocational education, school nutrition programs, and extra-curricular activities.
- Students and families have the right to a dispute resolution process should disagreements arise.

**For further information, contact:
Alaina Kaiser, Coordinator for Families in Transition
Campbell County Schools
101 Orchard Lane
Alexandria, KY 41001
859-635-2173**

FOOD/NUTRITION SERVICES

- All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices. Information regarding Food and Nutrition, including meal prices, can be found on the district website (Homepage > Departments > Food & Nutrition).

BUS CONDUCT RULES

PLEASE KEEP IN MIND THAT RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT

The privilege of riding a school bus depends upon students obeying the following rules and procedures.

1. Students should arrive at the bus stop 5 minutes prior to the bus's scheduled arrival time.
2. Students are to sit in the seat assigned by the driver. If no seat has been assigned, student should sit in the first available seat.
3. Students are to obey the driver and bus monitor (if assigned) promptly.
4. Students should help keep the bus clean by cleaning their feet before entering and by keeping trash off the floor and seats.
5. Students are not to possess any firearm(s), knife, deadly weapon or dangerous instrument on the bus.
6. Students are to avoid unnecessary conversations with the bus driver and are not to interfere with his/her vision.
7. Students are not to use loud, abusive or profane language or gestures while on the bus.
8. Students are not to lean out of the bus windows. They must keep their arms, legs, head and property inside the bus.
9. Students are to enter and exit the bus only after it has come to a complete stop.
10. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
11. Students are to ride only their assigned bus and exit the bus only at their regular stop or at school. Exceptions will be made only with written permission from the principal/designee.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs/gestures to any passers-by.
13. Students are not to damage the bus and should report any damage to the driver. If they do cause damage, their parents or guardians will be held responsible for restitution.
14. At no time are students permitted to eat, drink (other than water), or be in possession or use tobacco products (including electronic cigarettes, matches, lighters, or any open flame device) on the bus.
15. Students are not to block the aisle of the bus or place any carry-on objects in the aisle. Any carry-on objects must be held on the lap (without taking more seat room than the student in the seat) or on the floor between the feet. In either case, the height of the carry-on object must remain lower than the student's neck.
16. Live animals may never be transported on the bus. No preserved specimens are allowed on the bus.
17. Mobile Devices: Cell phones and other electronic devices are often permitted on the school bus if:
 - Hands are free to use handrails while entering and exiting the bus
 - Sound is muted or headphones, ear buds, or similar devices are used (note: use of one headphone/earbud only so that students can remain aware and alert for any communication/instructions from the driver or monitor)
 - Content or use does not violate the law or school district policy and procedures (e.g., pornography, foul language, inappropriate content, bullying and harassment)
 - No videotaping, audiotaping, or taking pictures
 - Use does not create a distraction to the driver

The bus driver will assist the principal in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the driver shall notify the principal. The principal may suspend bus-riding privileges.

Students who lose bus-riding privileges shall not be eligible to transfer to another bus while the privilege is suspended.

ADDITIONAL TRANSPORTATION INFORMATION

It shall be the responsibility of the parent, guardian, or person authorized by the parent of a child to provide supervision (safety and conduct) to and from the bus stop and delivery to and receipt from the driver assistant.

- A. Bus transportation service is offered daily for all pupils who reside on an assigned route. Information on bus assignments will be available one week prior to school opening. To protect children's safety, those students enrolled in various special education programs, pre-school programs, or kindergarten will not be dropped off at a location where an adult is not present. To help ensure this, plans must be made by parents/guardians to have children picked up and dropped off at the same location on a regular basis. Regarding preschool students, the designated adult to receive the child must be at the bus door-side drop-off location.
- B. Some items may not be transported by bus which may include but are not limited to glass objects, skateboards, balloons, certain band instruments, skis, etc. Contact the Transportation Department for any questions regarding specific items.
- C. Should the conduct of a pupil on a bus endanger the lives and/or safety of the pupil or others and the offending pupil fails to cease such conduct when directed by the bus driver, it shall be the duty of the driver to put the offender off the bus and report the action to the principal and the Director of Transportation immediately. This should be done only in extreme cases and as a last resort to protect student safety. In addition, local law enforcement may be contacted if deemed necessary.
- D. Any complaints of drivers, pupils, or parents not specified in the regulations listed above shall be reported promptly to the principal or the Director of Transportation.
- E. After verification by the principal and meeting with the student, parents will be notified of each offense that warrants removal from the bus or school suspension.
- F. When an offense occurs during the morning run, the pupil will be permitted to ride home in the afternoon if the principal deems it to be safe and appropriate for all.
- G. When an offense occurs during the afternoon run, the pupil will be permitted to ride to school the following morning if the pupil does not present a danger to the lives or morals of other pupils. This is done because the driver cannot report the incident to the principal for disciplinary action until that time.
- H. Preschool students who are continually (3 or more times) brought back to school due to parents/ guardians being unavailable to receive them may have their transportation service suspended.
- I. Please develop a back-up plan with your children for unexpected events such as the possibility you are not home due to an emergency, traffic, etc. There could be many situations that necessitate such a plan.

Bus and School Video Tape

Unless special circumstances exist, due to FERPA laws regarding confidentiality, the viewing of bus or school video by non-school personnel is limited by law.

STUDENT DISCIPLINE LEVELS

LEVEL I

DEFINITION

Minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school, and require immediate intervention by the staff member who is supervising the student or who observes the violation, such as classroom disturbance, classroom tardiness, inappropriate language, non-defiant failure to complete assignments or carry out direction, disrespect, inappropriate dress, and any other violations which are expressly listed in the written school rules and related procedures that fall within this category, are usually managed by a classroom teacher.

DISCIPLINARY PROCEDURES

There is immediate intervention as outlined in the PBIS school-wide framework by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference, a conference with the counselor and/or administrator. The staff member maintains a proper and accurate record of the offenses and disciplinary action.

RESPONSE OPTIONS

May include: Verbal reprimand; a behavioral contract; counseling; withdrawal of privileges; strict supervised study; school or teacher assigned detention; referral to student intervention/assistance team and behavior plan.

LEVEL II

DEFINITION

Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and are managed by a teacher and administrator. These infractions, which are documented on office discipline referrals require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

Some of these misbehaviors are repeated violations of Level I offenses, not attending class without a valid excuse, truant behavior, using forged notes or excuses, disruptive classroom behavior, cutting class, trespassing, disrespectful behavior including use of profanity and/or obscenities, gestures or “back talking” towards another person, and failure to follow the procedure for prescribed and over the counter medications, possession and/or displaying of obscene materials.

DISCIPLINARY PROCEDURES

The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and determines the most appropriate response. The teacher is informed of the administrator’s action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parental conference may be held.

RESPONSE OPTIONS

May include: Teacher/schedule change; referral to student intervention/assistance team; behavior plan; social probation; referral to an outside agency; in-school suspension program; Friday/Saturday Alternative Program; strict supervised study; extra assignment; detention; denial of bus privileges; suspension.

STUDENT DISCIPLINE LEVELS

LEVEL III

DEFINITION

Acts against persons or property whose consequences indirectly endanger the health or safety of others in the school can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students. Examples of Level III misbehaviors are: repeated violations of Level I and/or II offenses, fighting, defacing or disfiguring school property, school related trespassing, unlawful entry, criminal mischief, burglary or larceny, interfering with school personnel in impeding their ability to carry out their responsibilities, possessing and/or using a lighter, matches, or tobacco products at school, stealing, assaulting or threatening to assault another person, threatening to inflict significant physical or emotional damage to another person, encouraging or inciting discord or civil disturbance, gambling, sexual harassment, speeding or reckless driving and improper use of a motor vehicle while on school property.

DISCIPLINARY PROCEDURES

The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator initiates disciplinary action by investigating the infraction. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary actions. Any person(s) who harasses bullies or assaults another person(s) by striking, shoving, kicking or subjecting that person to physical or emotional damage shall be subject to disciplinary action and/or legal action.

RESPONSE OPTIONS

May include: Temporary removal from class; referral to student intervention/assistance team; behavior plan; referrals to outside agencies; in-school suspension program; Friday/Saturday Alternative Program; suspension; and/or denial of bus privileges.

LEVEL IV

DEFINITION

These are acts against a person(s) or property which may indirectly endanger the health or safety of others. These violations require administrative action, notification of appropriate law enforcement authorities, and result in the student's immediate removal from school. A request for a hearing with the Superintendent of Schools or his/her designee is mandatory with a Level IV violation. Examples of Level IV offenses will include repeated violations of Level II and III.

Other examples of Level IV behaviors are federal and state offenses such as: arson, the intentional setting of fire; assault resulting in significant physical injury to a person or written physical threat to life or violence directed towards persons; sale, exchanging, possession of related drug paraphernalia and/or possession or under the influence of alcohol or drugs or any substance purported to be alcohol or drugs or synthetic compound/substance; unlawful interference with school personnel by force or violence; vandalism, sexual offenses, computer hacking, and threatening, extortion, blackmail, or coercing a student; possession, use or transfer of dangerous weapons.

DISCIPLINARY PROCEDURES

The administrator verifies offense, confers with those involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School official must then contact law enforcement agency and assist in prosecuting the offender. A complete and accurate report is submitted to the superintendent and a hearing may be held with the superintendent or his/or designee to determine appropriate consequences. An Expulsion hearing may be requested.

RESPONSE OPTIONS

These are serious violations, which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school. Suspension, Administrative Hearings; and or Expulsion are possible response options. A request for a hearing with the Superintendent of Schools or his/her designee may be held with a Level IV violation.

<p><i>Administrators have the responsibility to administer discipline fairly and consistently following the Code of Conduct, but also using his or her judgment. This chart is an attempt to provide administrators with a range of consequences they may apply at their discretion.</i></p> <p>Level I</p> <p>Consequences</p> <p>Teacher Interventions</p>	120	Other minor behavior problems	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	119	Failure to dress for P.E.	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	118	Inappropriate familiarity (mild)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	117	Chewing gum	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	116	Dress code violation	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	115	Falsification of documents	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	114	Inappropriate or cruel teasing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	113	Disruptive behavior / disturbing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	112	Disrespect	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	111	Incomplete / unfinished work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	110	Unprepared for class	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	109	Throwing objects	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	108.1	Tardiness to class	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	108	Tardiness to school	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	107	Refusal to work - repeated	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	106	Minor damage of property	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	105	Minor defacement of property	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	104	Horseplay / scuffling / running	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	103	Lying	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	102	Cheating / plagiarism	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	101	Violation of established rules	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	151	Student conference																		
	151.1	Student - teacher contract																		
	152	Change seating																		
	154	Verbal warning / correction																		
	155	Withdrawal of privileges																		
	156	Teacher after-school detention																		
	158	Teacher contact parent																		
	159	Student call parent																		
	160	Parent / teacher conference																		
	161	Restitution of damages																		
	162	Writing assignment																		
	163	Cooling off or time-out																		
	164	Rewards or demerits																		
	166	Confiscation of disruptive items																		
	167	Refer to counselor																		
	169	Refer to services / programming																		

After 5 offenses, all Level I offenses will fall under misbehavior #201 under Level II misbehaviors.

<p><i>Administrators have the responsibility to administer discipline fairly and consistently following the Code of Conduct, but also using his or her judgment. This chart is an attempt to provide administrators with a range of consequences they may apply at their discretion</i></p> <p>Level II</p> <p>Consequences</p> <p>Teacher Interventions</p> <p>252 After school detention</p> <p>253 Restitution of damages</p> <p>254 Student call parent</p> <p>255 Friday school / Saturday school</p> <p>256 Bus suspension</p> <p>257 In-school detention / ACE room</p> <p>258-260 Out of school suspension (1-3 days)</p> <p>261 Banned from campus except for class</p> <p>263 Refer to counselor</p> <p>264 Refer to services / programming</p> <p>265 Suspension of technology privileges</p>	218	Cell phone violation*	X		X	X	X	X			X	X	X
	217	Bullying (includes but not limited to electronic and online methods)	X		X	X	X	X	X	X		X	X
	216	Physical altercation		X	X	X	X	X	X	X	X	X	
	215	Other persistent/serious misbehaviors	X	X	X	X	X	X	X	X	X	X	
	214	Violation of established bus rules	X		X	X	X	X	X	X	X	X	
	213	Inappropriate use of technology	X		X	X		X	X	X	X	X	X
	212	Tobacco violation * (E-cig/vapor included)	X		X	X	X	X	X		X	X	
	211	Profane / inappropriate language *	X		X	X	X	X	X		X	X	
	210.1	Failure to attend Friday school			X	X		X	X	X	X	X	
	210	Missed detention	X		X	X		X			X	X	
	209.1	Noncompliance	X		X	X	X	X	X	X	X	X	
	209	Defiance of authority *	X		X	X	X	X	X	X	X	X	
	208	Inappropriate familiarity (gross)	X		X	X	X	X	X		X	X	
	207	Gross and/or repeated violaiton of	X		X	X		X			X	X	
	206	Gambling	X	X	X	X	X	X	X	X	X	X	X
	205	Loitering in unauthorized areas	X		X	X		X		X	X	X	
	204.2	Left class without permission	X		X	X		X		X	X	X	
	204.1	Class absence / skipping	X		X	X		X	X	X	X	X	
	204	Truancy / unexcused absences / tardies	X		X	X		X	X		X	X	X
	203	Affiliation with unauthorized organizations	X		X	X		X	X	X	X	X	X
	202	Dissemination of unauthorized materials	X		X	X	X	X	X		X	X	X
	201	Persistent Level I misbehaviors	X		X	X	X	X	X		X	X	

After 10 offenses, all Level I and II offenses will fall under misbehavior #301 under Level III misbehaviors. * Denotes Board Violation **Denotes Law Violation

[illegible]

* Denotes Board Violation ** Denotes Law Violation

<p><i>Administrators have the responsibility to administer discipline fairly and consistently following the Code of Conduct, but also using his or her judgment. This chart is an attempt to provide administrators with a range of consequences they may apply at their discretion.</i></p> <p>Level IV</p> <p>Consequences</p> <p>Teacher Interventions</p> <p>451 Restitution of damages</p> <p>452 Contacted law enforcement agency</p> <p>453 Out of school suspension (10 days)</p> <p>454 Recommendation of expulsion</p>	415 Other extremely serious misbehaviors	X	X	X	X		
	414.3 Possession / use / sale of harmful substances		X	X	X		
	414.2 Forcible rape **	X	X	X	X		
	414.1 Criminal homicide **	X	X		X		
	414 Endangering the safety and welfare of others	X	X	X	X		
	413 Possession / use of minor fireworks / explosives	X	X	X	X		
	412 Bomb threat **	X	X	X	X		
	411 Robbery / larceny-theft	X	X	X	X		
	410.1 Criminal trespassing **	X	X	X	X		
	410 Breaking and entering at a CCS property **	X	X	X	X		
	409 Criminal mischief (felony) **	X	X	X	X		
	408 Arson **	X	X	X	X		
	407 Offense related to abuse of glue or aerosol paint	X	X	X	X		
	406 Possession / use of a weapon or other dangerous instrument	X	X	X	X		
	405 Under the influence of drugs or alcohol **	X	X	X	X		
	404 Sells / possesses / delivers alcoholic beverages **	X	X	X	X		
	403.3 Misuse of prescription / non-prescription drugs **	X	X	X	X		
	403.2 Drug paraphernalia	X	X	X	X		
	403.1 Drug abuse violation **	X	X	X	X		
	403 Sell / deliver / possess / use dangerous or illegal drugs / controlled substances **	X	X	X	X		
	402.1 Assault / aggravated assault **	X	X	X	X		
	402 Aggression toward teachers / staff	X	X	X	X		
	401 Persistent Level I, II, and III misbehaviors	X	X	X	X		

* Denotes Board Violation ** Denotes Law Violation

SUSPENSION OR EXPULSION OF PUPILS (KRS 158.150)

- 1) All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:
 - a. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school; and
 - b. Assault or 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 constitutes cause for suspension or expulsion from school.
- 2) A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:
 - a. The pupil has been given oral or written notice of the charge or charges against him/her which constitutes cause for suspension:
 - b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
 - c. The pupil has been given an opportunity to present his/her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

- 3) The Superintendent, principal or assistant principal of any school may suspend a pupil but shall report such action in writing (stating the charge(s) against the student which constitute cause for the suspension or expulsion) immediately to the Superintendent and to the parent, guardian, or other person having legal custody or control of the pupil. The Board of Education may expel any pupil for misconduct as defined in subsection (1) of this section, but such action shall not be taken 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. At the conclusion of the hearing, the Board will decide upon whether to expel the student or assign the student to an alternative program. The decision of the Board shall be final.
- 4) Upon expulsion of a student pursuant to the Code, the Board shall provide or assure that educational services are provided to the student in an appropriate alternative program or setting, unless the Board has made a determination, on the record, supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and cannot be placed into a state-funded agency program. Other intervention services as indicated for each student may be provided by the Board or by agreement with the appropriate state or community agency. A state agency that provides the service shall be responsible for the cost. In determining whether a student has brought a weapon onto school, a local Board of Education shall use the definition of "unlawful possession of a weapon on school property" stated in KRS 527.070.
- 5) School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the district transportation system pending any further disciplinary action that may occur.

SUSPENSION/EXPULSION PROCEDURES

FOR STUDENTS IDENTIFIED WITH EDUCATIONAL DISABILITIES

- (1) The ARC may consider any circumstances on a case by case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.
- (2) School personnel may remove a student with a disability who violates a code of student conduct from the student's placement to an appropriate interim alternative education setting, another setting, or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to children without disabilities).
- (3) School personnel may remove a student with a disability from the student's current placement for additional periods of time of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement because of disciplinary removals.
- (4) After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, educational services as described in subsection (5) (a) and (b) below shall be provided during any subsequent days of removal.
- (5) A child with a disability who is removed from the child's current placement for more than ten (10) consecutive school days, including an IAES placement, shall:
 - a. Continue to receive a free, appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and
 - b. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services, and modifications, that are designed to address the behavior violation so that it does not recur.
- (6) The services described in subsection (5) of this section may be provided in an interim alternative educational setting.
- (7) The CCSD shall provide educational services to a child with a disability during periods of removal of ten (10) or less school days in the same school year if it provides services to children without disabilities who are similarly removed.
- (8) After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, and the current removal is for not more than ten (10) consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one (1) of the child's teachers, shall determine the extent to which educational services explained in subsection (5) of this section are needed.
- (9) 11th Day and Subsequent Removal Periods Determination of Change of Placement— Before the child is removed for the 11th day in any school year and before any subsequent removals during the same school year, the building principal and the DoSE, or designee, determine if the removal constitutes a change in educational placement. They must be in agreement that the removal is not an educational change in placement. If they do not so agree, the removal is treated as a change in educational placement.
- (10) If a removal is a change in placement because of disciplinary removals, the child's ARC shall convene within ten (10) school days after the change of placement is made and shall determine the appropriate educational services for the child. If the student has been placed in an interim alternative educational setting, the CCSD shall invite staff from that alternative setting to the ARC meeting.

Manifestation Determination and Interim Alternative Educational Setting (IAES)

- (1) Within ten (10) school days of any decision to change the placement (including an IAES) of a child with a disability because of a violation of a code of student conduct, the relevant members of the child's ARC, as determined by the CCSD and the parent, shall convene a meeting to review all relevant information in the student's file, including the child's IEP, any teacher observations, teacher collected data, and any relevant information provided by the parents to determine:
 - a. If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or
 - b. If the conduct in question was the direct result of the LEA's failure to implement the IEP.
- (2) The conduct shall be determined to be a manifestation of the child's disability if the ARC determines that either of the conditions in subsection (1)(a) or (b) of this section was met.
- (3) If the ARC determines the condition described in subsection (1)(b) of this section was met, the CCSD shall take immediate steps to remedy those deficiencies.

- (4) If the ARC determines the conduct was a manifestation of the child's disability, the ARC shall:
- a. (i) Conduct/provide for a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred and had implemented a behavioral intervention plan for the child; or
 - a. (ii) Review the behavioral intervention plan, (if one has already been developed) and modify it, as necessary, to address the behavior; and
 - b. Return the child to the placement from which the child was removed unless the CCSD and the parent agree to a change of placement as part of modification of the behavioral intervention plan or because of the special circumstances (interim alternative educational setting) explained in subsection (5) of 707 KAR 1:340.
- (5) School personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability if the child:
- a. Carries a weapon to, or possesses a weapon at, school, on school premises, or to, or at, a school function under the jurisdiction of KDE or the CCSD;
 - b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the KDE or the CCSD; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of KDE or the CCSD.
- (6) If the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities for removals that would exceed ten (10) consecutive school days. If the ARC determines the behavior is not related to the disability of the child, the summary recorder documents the ARC's decision on the district form including:
- a. The decision of the ARC;
 - b. A description of any evaluation procedure, test, record, or report the ARC used to reach its decision; and
 - c. Any other factors relevant to the ARC's decision.
- (7) If the Superintendent did not serve as the CCSD Representative, within two (2) calendar days of the ARC's determination that the behavior is not related to the disability of the child, the CCSD Representative informs the Superintendent of the ARC's decision. If this determination is made, the Superintendent may recommend expulsion to the CCSD Board of Education according to the CCSD's regular policies and procedures for expulsion.
- (8) On the date on which a decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the code of student conduct, the CCSD shall notify the parents of the decision and provide the parents with a copy of the procedural safeguards including parent's rights in accordance with Section 4 of 707 KAR 1:340.
- (9) The ARC of the child shall determine the interim alternative educational setting and the services for any child removed under Sections 13(4), 13(10) and 14(5) of 707 KAR 1:340.

ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES

Alcohol, Drugs, And Other Prohibited Substances

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Definitions

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

Authorized Medication

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy if used in accordance with school and Board policy.

Penalty

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams/extracurricular activity and/or other school sponsored activities as well as loss of parking privileges.

Reporting

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances 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. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Drug Testing Program Purpose

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. The middle and high school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire Campbell County middle and high school community.

The program consists of two components:

1. Education and Prevention Plan
2. Drug Testing Policy

Education and Prevention Plan

Educational Training: During the calendar school year, students should attend one (1) educational training on alcohol and drug abuse. This school-sponsored training conducted by appropriate instructional staff will be **accessible to all** Campbell County middle- and high-school students but shall be **required for all** athletic and extracurricular team members and for students applying for a parking pass who wish to drive and park on school property. Students may attend this training at the school in which they are enrolled. Upon the completion of the educational training, an open question and answer session will be conducted.

Each coach, sponsor, or director of an athletic and/or extracurricular team will administer an educational training session for their respective teams during the first week of their season beginning. **All students who are listed on the roster will be required to attend this educational training session scheduled during a regular practice session.** Each coach, sponsor, or director of an athletic and/or extracurricular team should in advance to this educational training notify the Athletic Director (for all athletic teams) or the Associate Principal (for band and parking) of the date and time of their scheduled educational training session. Any student listed on the roster not attending this educational training session should be reported to the Athletic Director (for all athletic teams) or the Associate Principal (for band and parking) and that student is now ineligible to participate.

Training in Drug Awareness: Middle- and high-school teachers will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

Seminars for Parents/Guardians: Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to gain information toward drug prevention.

Alcohol and Drug Safety Policy

All student athletes/extracurricular participant/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

Statement of Need: All athletic and extracurricular team coaches/sponsors and the administration of Campbell County Middle and High school recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of middle- and high-school students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for all middle- and high-school students.

Students engaged in interscholastic athletics and extracurricular activities often are viewed by fellow students as holding or enjoying positions of notoriety and are confronted by unique pressures and risks that make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from athletic and extracurricular participation, students also potentially impact or influence the attitudes and actions of other members of the student body. Finally, in order to deal effectively with drug and alcohol pressures and health risks, we believe that it is imperative to adopt a mandatory drug testing policy governing the illegal use of drugs by student participants in the Campbell County middle- and high-school athletic teams, extracurricular activities, and those seeking a parking pass for school property.

Athletic teams and extracurricular activities covered by this policy shall apply to all middle- and high-school varsity and sub-varsity athletic and extracurricular activities, including, but not limited to, baseball, boys' basketball, girls' basketball, boys' cheerleading, girls' cheerleading, cross-country, football, softball, tennis, track, wrestling, golf, volleyball, swimming and marching band. The subsequent addition of any extracurricular activity, varsity or sub-varsity sport shall immediately be subject to this policy.

Statement of Purpose: This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs and alcohol. The policy is further intended to provide encouragement to middle- and high-school students who voluntarily choose to participate on athletic teams, in extracurricular activities, and/or to drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under 18 years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order. If a student is 18 years of age, authorization from the student about the student's test results will be told to the student and then also his/her guardian; other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs.
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs.
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of the student participants are the primary concerns of the District.

Implementation, Review, and Evaluation: All student participants and their parents/guardians must sign the "Drug Testing and Educational Training Consent Form" before the student can be permitted to attend the educational training conducted for the student by his/her athletic team coach, or extracurricular activity sponsor/director at the middle- and high-school levels, or obtain a parking pass permission form to be authorized to drive or park on school property and attend a parking pass educational training session.

A Substance Abuse Prevention Committee (Committee) shall be established and shall have the overall responsibility for implementing this policy. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Board Members.

The Committee shall establish procedures as needed to implement the policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the drug testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee's purpose is limited to procedures and evaluation of the policy.

Applicability: This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub-varsity levels, and to students who drive or park on school property.

Education: At least once during the first week of the competitive season, all Coaches/Sponsors/Directors and other appropriate Certified Staff shall require attendance at an educational training on drug abuse for all student participants (as outlined in the Education and Prevention Plan section of this policy). The training conducted shall be open to attendance by the student participants and their parents/guardians and the training shall be administered by appropriate instructional staff. Those students participating in the training will be asked to demonstrate an understanding of the main components of the drug education training through an open discussion forum.

Testing Program: Testing shall be accomplished by the analysis of urine specimen obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures
2. Proper student identification
3. Identification of each specimen with the appropriate student participant
4. Maintenance of the unadulterated integrity of the specimen
5. Integrity of the collection and testing process, as well as the confidentiality of test results (The specific testing process shall be on file at the testing laboratory approved by the Board.)

Substances Tested: Student participants' urine or other specimen may be tested for the following, which include, but may not be limited to:

1. Amphetamines
2. Marijuana (THC)
3. Cocaine and its derivatives
4. Opiates
5. Phencyclidine (PCP)
6. Benzodiazepine
7. Propoxyphene
8. Anabolic steroids
9. Alcohol
10. Other abused, illegal, or prohibited substances as determined by the committee

Sanctions

First Violation

1. A student testing positive will be suspended for the next four (4) consecutive interscholastic/extracurricular events or the next four (4) weeks of the season, whichever is greater in time. Student drivers will be denied permission to drive and/or park on school property for the next four (4) consecutive weeks of school during school hours. The suspension will begin the date that the results are confirmed from the testing agent to the school designee. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season as well as affecting driving and parking on school property. In addition to the suspension period, the student will also be required to speak with a school counselor of their choosing for a minimum of one acceptable counseling session (Counselor will sign off on the student's success or lack thereof).
2. In order to be eligible to return to the activity and practice during the suspension, the student must enroll in a school-approved drug-counseling program (approved by the counselor who conducted the previous counseling session), at their expense and submit to weekly drug testing at their expense and maintain a negative test result.
3. Prior to readmission to participation to the athletic team/ extracurricular activity or reauthorization to drive (after the four-week suspension), the student must submit to a new drug test administered for the student and in accordance with the same procedures utilized for random drug testing at the student's expense (at an approved outside agency, if the CCS testing agent has not yet returned). The test results must be presented and be negative for a reinstatement to occur. A positive result shall be treated as a second violation.
4. If a student is reinstated to the athletic team/extracurricular activity or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion the suspension before becoming eligible for participation in any other extracurricular activity. A student serving a suspension for any sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student successfully makes the team or joins an extracurricular group, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

Second Violation

1. For a second violation, the student participant shall be suspended for the next eighteen (18) consecutive interscholastic/extracurricular events or eighteen (18) consecutive weeks, whichever is greater in time. Student drivers with a second violation may be denied permission to drive and/or park on school property for the next eighteen (18) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season. Before reinstatement to the activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.
2. If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other extracurricular activity. A student serving a suspension for one sport/activity may try out for a second sport or join a second activity if the student provides a negative drug test result from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

Third Violation

The student participant or driver shall be excluded from participation in any extracurricular activity for the remainder of the student's eligibility.

A third violation shall disqualify the student's involvement in all extracurricular activities (varsity and sub- varsity) or from driving/parking on school property for the remainder of his/her enrollment in the District.

Notice to Participants: A written copy of this policy is contained in the District Discipline Code of Conduct book provided to every student upon the start of school or enrollment of the student. Parents and students shall be required to sign a statement indicating that they have read and understand and fully agree to be bound by the terms, conditions, and procedures under this policy.

A written copy of this policy can also be obtained from the District website. Please follow these steps:

1. Go to our school website: www.campbellcountyschools.org
2. Select Board of Education
3. Select Policy and Procedure Manual (Policy 09.423)

Prevention Program

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/ student assistance programs;
5. Penalties that may be imposed upon students for violations of this policy.

Student Drug Testing Procedures

STUDENTS

The district's comprehensive plan for drug and alcohol prevention includes an integration of academics and appropriate curriculum activities that address solutions to violence and drugs. These curriculum activities include special programs for the awareness and prevention of violence and drug/alcohol abuse along with instructional programs in content areas such as health, science, and social studies.

Students shall be involved in activities that help develop their problem-solving abilities and encouraged in implementing self-management systems that emphasize responsible group membership as well as self-sufficiency. Programs such as DARE and Project BRAVO are examples of programs available in the schools.

At the beginning of each school year students shall receive a handbook containing the Student Discipline Code. Teachers shall be instructed to review the Discipline Code with students. Students shall have access to guidance services at all levels to discuss with guidance counselors any drug/alcohol problems which affect the student.

The District also has a policy on random drug testing for extracurricular activity students, namely athletes, marching band, and students who wish to drive and park on District property. Additionally, educational training shall be provided for parents, students, employees, and the public regarding health hazards, specific characteristics of use, and general awareness of drug and alcohol use.

All student athletes/extracurricular participants (including marching band)/drivers and their parents/guardians must read the policy and accompanying procedures and must acknowledge, in writing, that they understand the policies and procedures, and agree to be bound by their terms and conditions. This form is identified as the "Drug Testing and Educational Training Consent Form" (09.423 AP.21).

The policy shall be monitored by the Superintendent or his/her designee.

An athlete or extracurricular participant (including marching band) from Campbell County High School or Middle School listed on the season roster must:

1. Read the Alcohol, Drugs, and Other Prohibited Substances Policy – 09.423 – and the accompanying procedures and attest in writing through the "Drug Testing and Educational Training Consent Form" to understanding and abiding to the same.
2. Parent/Guardian and Student must sign the "Drug Testing and Educational Training Consent Form." This form should be turned in to the coach/sponsor/director before or on the day of the educational training provided by the school and conducted by each coach/sponsor/director.
3. Attend a required educational training provided by the school and conducted by each coach/sponsor/director.
4. Submit to random drug testing when necessary.

Any student before obtaining an application for a parking pass to drive and park on school property at Campbell County High School must:

1. Read the Alcohol, Drugs, and Other Prohibited Substances Policy – 09.423 – and the accompanying procedures and attest in writing through the "Drug Testing and Educational Training Consent Form" to understanding and abiding to the same.
2. Parent/Guardian and Student must sign the "Drug Testing and Educational Training Consent Form." This form should be turned in to an appropriate staff member before or on the day of the educational training.
3. Attend a required educational training provided by the school and conducted by an appropriate staff member.
4. Submit to random drug testing when necessary.

RANDOM TESTING

1. A minimum of 20% of the active participants (whether sport, extra-curricular, or student drivers) at the given time of the test shall be tested. A random test shall be conducted at least once per season; however, more than one random test may be administered.
2. The testing procedure used shall either be by collection of urine or saliva sample.
3. Students who refuse to complete the random drug testing or are unable to produce a sample when selected shall be treated as having a positive test result and shall fall into the First Violation category. The parent/guardian shall be contacted by an appropriate staff member if a student refuses random drug testing or is unable to produce a sample and it will be suggested to have him/her tested. A student who refuses or could not produce a sample may not come back the next day and ask to be tested.
4. The cost of the drug testing shall be covered by an annual fee assessed through athletic, extra-curricular, or parking fees collected from students.
5. A Parent/Guardian shall be contacted by phone by the testing agent upon a positive result. A student who is eighteen (18) years of age shall be told of his/her positive result first, and then the parent/guardian shall be told of the positive result.
6. Test results shall be reported to the Superintendent's designee and appropriate building level designee who shall take appropriate action.

IMPLEMENTATION AND EVALUATION

A steering committee shall be formed to establish procedures to implement the random drug testing and annually evaluate the policy's effectiveness. The steering committee shall be chaired by the Superintendent's designee and have membership as follows:

1. Superintendent's designee: 1 person
2. Associate Principals from CCHS and CCMS: 2 people
3. District Athletic Director: 1 person
4. District Health Nurse: 1 person

Two (2) separate subcommittees shall be formed for each school (CCHS and CCMS) and made up of the following members:

1. Administrator: 1 person
2. Guidance Counselor: 1 person
3. Parent from SBDM or volunteer: 1 person
4. Male coach/sponsor/director: 1 person
5. Female coach/sponsor/director: 1 person

Each subcommittee shall then provide recommendations to the administrator who is a representative of the steering committee. That administrator shall then provide to the steering committee any procedural changes and concerns of the effectiveness of the Alcohol, Drugs, and Other Prohibited Substances policy.

The steering committee shall then provide recommendations to the Superintendent regarding procedural changes and the effectiveness of the policy.

CANINE SWEEPS AND VEHICLE INSPECTION WARNING

Campbell County School district works collaboratively with local law enforcement agencies to provide professional canine detection sweeps. We allow the canine unit to visit any facility in the Campbell County School district. Visits to any facility may be scheduled by school administration or conducted on a random basis. The length of each visit will vary and shall be determined upon each visit.

When the canine unit visits any facility in the District, the dog and dog handler are allowed to freely search all areas of the school property. Classrooms and lockers are visited as well as large commons areas, such as parking lots, gymnasiums, auditoriums, and courtyards. The dog and dog handler are accompanied by a school administrator, but it is not mandatory.

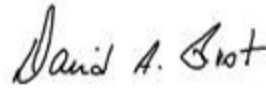
The use of canine units has been very successful. The dog handlers should be recognized as an authority figure and students should comply with requests and treat them in an appropriate manner. Students should refrain from whistling or making distracting noises to the dog that is performing its job. The searches conducted by the canine unit are done in a manner not to deter from the school environment, but to protect our learning environment.

The sign below will be placed at the entrances to all Campbell County Schools. As it states, any vehicle parked at any of the school locations is subject to being searched.



DISCIPLINE CODE COMMITTEE (2021-22)

I hereby certify that the discipline code contained herein was reviewed by legal counsel.



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Dr. David A. Rust, Superintendent
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Alexandria, KY 41001

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Marinell Kephart, Director of Special Education
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Officer Mark Dill, School Resource Officer
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