

Campbellsville
Independent School
Board of Education

Code of Acceptable
Behavior and Discipline
2014-2015

Campbellsville Board of Education
136 South Columbia
Campbellsville, KY 42718
270-465-4162

Mike Deaton
Superintendent

Jeffrey W. Richardson
Director of Pupil Personnel

BOARD PHILOSOPHY

Code of Behavior and Discipline

The Campbellsville Board of Education in compliance with K.R.S. 161.180 charges the administration and teachers in the school to hold pupils to strict account for their conduct in school, on the way to and from school, on the playgrounds, in the lunchrooms and cafeterias, and during recess. While so engaged instructional assistants shall have the same authority and responsibility as teachers.

The Board believes that students have two distinct types of “Rights”; “the right of the individual” and the “rights of the student body and/or community.” We will not allow an overemphasis on individual rights to have a negative impact upon the rights of all students to have access to a quality educational climate. Students must be taught from an early age that if there are rights, there are responsibilities. It is not acceptable or in the best interest of the process of education to allow students who exhibit serious behavior problems to disrupt the educational process for other interested students.

The Board recognizes school problems as community problems and believes the total resources of the community should be utilized in an effort to resolve problems. The staff may solicit the active support and participation of all individual and supportive agencies whose basic and broad purposes are in accord with the philosophy of public education.

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

This Code of Acceptable Behavior and Discipline was reviewed and found legally sound by:

John D. Bertram, Attorney at Law

Mike Deaton,
Superintendent

BOARD APPROVAL

Approved by the Campbellsville Board of Education on July 14, 2014

COMMITTEE MEMBERS

Mitchell Overstreet -Board Member
Jeff Richardson - District Supervisor
David Pettet - District Coordinator
Ricky Hunt- Elementary Principal
Dee Doss- Parent
Angie Russell - Parent
Tammy Wilson- High School Teacher
Michael Despain- Middle School Teacher
Shandin Russell – Student
Connor Wilson- Student
Bryce Richardson- Student

DEVELOPMENT PROCEDURES

The Student Discipline Guidelines issued by the Kentucky State Department of Education were followed in developing this Code of Acceptable Behavior and Discipline (CABD). Input was received from administrators, teachers, parents, and students. After ideas and information was gathered and placed into guideline form, the CABD was presented to the Board of Education for review and suggestions. After all revisions were made the CABD was given final approval by local board and sent to the State Department of Education for approval.

ANNUAL REVIEW PROCEDURE

A review committee will meet each year before June 15, and review the CABD. The committee will consist of a minimum of two administrators, two teachers, two students, two parents, and one board member. They will hear recommendations concerning the CABD and in turn make any revisions of recommendations necessary to the Board of Education for approval no later than the regular July Board Meeting.

STUDENT, PARENT AND FACULTY ORIENTATION

The CABD shall be available to each student/parent/teacher at the beginning of each school year on our District website, www.cville.k12.ky.us, under Forms & Links. A link to our District Policies and Procedures is also available on our website. Parents may request a hardcopy of the CABD from their student's school office.

USE OF RESTRAINT AND SECLUSION IN PUBLIC SCHOOLS

Physical Restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.

Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions

For more information refer to our District Policies and Procedures section 09.2212

NON-DISCRIMINATION

The Campbellsville Independent School System shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- A. Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex or age;
- B. Respect for cultural differences;
- C. Respect for economic, political and social rights of others; and
- D. Respect for the rights of others to seek and maintain their own identities.

Harassment/Discrimination

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator (Jeff Richardson). Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

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

Harassment/Discrimination

GUIDELINES (CONTINUED)

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
2. The Superintendent/designee may take interim measures to protect complainants during the investigation.
3. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
4. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

5. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
6. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

NOTIFICATIONS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

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

Harassment/Discrimination

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by e to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

Harassment/Discrimination

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

BULLYING / HAZING

The Golden Rule passed by the Kentucky Legislature, popularly known throughout Kentucky as “Do unto others as you would have them do unto you”, shall be the model for improving attitude and the rule for conduct for all students attending the public schools of Kentucky. The breaking of the Golden Rule is harassment, intimidation, cyber bullying, or bullying which means a repeated verbal, nonverbal, electronic, or written communication transmitted; repeated physical acts committed; or any other repeated behavior committed by a student against another student, or against school staff members, on school premises, on school-sponsored transportation, or at a school-sponsored event with intent to injure, intimidate, alienate, or threaten another student or school staff member that results in: (*KRS 158.441*)

- Physically harming a student;
- Damaging or stealing a student’s/school staff member’s property;
- Disrupting the orderly operation of the school; or
- Creating a hostile environment that interferes with a student’s educational benefits, opportunities, or performance. This pertains to any form of bullying or cyber bullying that takes place on or off school premises that disrupts the learning environment of the school. This includes, but is not limited to, the following: My Space, personal blogs, online chats, etc.

- ❖ If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that *anyone* – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately and with the promise of confidentiality if desired

Response Procedures

1. All bullying incidents will be reported immediately to a staff member.
2. The staff member will record all reported bullying incidents and share them with the principal, associate principal and/or counselor.
3. Parents of both the victim and perpetrator will be informed and, if necessary, summoned to the school for a meeting about the problem.
4. In severe instances, the local police will be contacted. The bullying victim and his/her family will be informed of their legal options and right to press charges if applicable.
5. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
6. After the incident has been thoroughly investigated and dealt with, faculty and counselors will monitor both students (including regular “check-ins”) to ensure that bullying does not resume or reoccur.

RIGHTS AND RESPONSIBILITIES

PARTICIPANT RIGHTS

The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following outlines both the rights and responsibilities of all participants.

A. Student Rights

Students Have the Right To:

1. A system of public education which meets the need of the individual students.
2. Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
3. Physical safety and protection of their personal property.
4. Consultation with teachers, counselors, administrators and other school personnel.
5. Free election of their peers in student organizations in which students have the right to seek and hold office.
6. Examination of their own personal school records, by the students, their parents/guardians, or their authorized representatives. Students under the age of eighteen (18) are required to obtain parental/guardian approval for this examination.
7. Involvement in school activities without being subject to discrimination on the basis of race, sex, or religion.
8. Respect from other students and school personnel.
9. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

B. Student Responsibilities

Each Student Has the Responsibility To:

1. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
2. Exhibit neatness and cleanliness of personal dress and hygiene.
3. Refrain from fighting, creating disturbances, excessive noise, abusive language, bullying, harassment, denying others the use of school facilities or buildings, using or carrying any weapons on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
4. Refrain from gambling, extortion, theft or any other unlawful activity.
- 5a. Refrain from using, possessing or transmitting any alcoholic beverage or illegal controlled substances on school premises or as a part of any of its activities.
- 5b. Refrain from possession and use of tobacco during school hours.
6. Show respect for the education process by taking advantage of every opportunity to further his/her education.
7. Practice self-control at all times.
8. Care for the equipment and physical facilities of the school by refraining from willful or negligent destruction and damage.
9. Follow the rules and regulations of the Board of Education and/or the school administration.
10. Show respect for the educational process and learning environment by refraining from intentional or habitual tardiness or unexcused absences and by not leaving the school grounds prior to dismissal.
11. Complete all homework and class work in accordance with teacher instructions.
1. Refrain from willful disobedience by open rebellion to school regulations and/or school personnel and to abstain from any form of disruptive classroom behavior.
13. Follow individual school dress codes.

C. Parent/Guardian Responsibilities

Parents/Guardians Have the Right To:

1. Send their students to a school with a positive educational climate.
2. Expect all disruptive behavior to be dealt with fairly, firmly and quickly.
3. Enroll students in the Campbellsville Independent District where they shall attend classes regularly and promptly with minimal interruptions.
4. Expect their school to maintain high academic and accreditation standards.
5. Examine their student's personal school record up to the time the student reaches eighteen (18) years of age.
6. Address grievance to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances. The building principal and/or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the Superintendent.

D. Parent/Guardian Responsibilities

Parent/Guardians Have the Responsibility To:

1. Instill in their student the need for an education.
2. Instill in their student the sense of responsibility.
3. Assist their student in understanding the need for a positive school-learning environment.
4. Become familiar with the educational policies and programs of the Board of Education.
5. Aid their student in understanding the disciplinary procedures of the school.
6. Encourage their student to follow all school policies.
7. See that their student is regular in attendance.
8. Inform the school officials of any long-term illness affecting their student.
9. Demonstrate respect for all school personnel at school and related activities.
10. Inform school officials of concerns pertaining to disciplinary procedures.
11. Instill in their student the need for proper and appropriate student attire and hygiene.
12. Exhibit concern for the progress and grades of their student.
13. Dress students consistent with individual school dress codes.

E. Teacher Rights

Teachers Have the Right To:

1. The support of students, co-workers, administrators, parents and school board in carrying out the educational program and policies of the school system.
2. Work in an educational environment with a minimum of disruptions.
3. Expect all assignments, including homework, to be completed and turned in as assigned.
4. Remove any student, from class, whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other locations as designated by the principal or until the problem is resolved.
5. Safety from physical harm and freedom from verbal abuse.
6. Provide input to aid in the formulation of policies that relate to their jobs.
7. Take action necessary in emergencies, to protect their own person, or property, of the person or property of those in their care.

F. Teachers Responsibilities

Teachers Have the Responsibility To:

1. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
2. Aid in planning a flexible curriculum which meets the needs of all students which maintains high standards of academic achievement.
3. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination.
4. Evaluate students' assignments and return them as soon as possible.
5. Exhibit exemplary behavior in action and speech.
6. Exhibit neatness and cleanliness of personal dress and hygiene.
7. Reward exemplary behavior or work of students.
8. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.

9. Recommend for retention in a class any student who fails to meet the basic standards for such class.
10. Maintain necessary records of student progress and attendance as accurately as possible.
11. Follow and enforce rules and regulations of the Board of Education and/or school administration.
12. Care for the equipment and physical facilities of the school.

G. Principal Rights

Principals Have the Right To:

1. The support of students, parents, teachers, administrators and school board in carrying out the educational programs and policies established by the school system.
2. Provide input for the establishment of procedures and regulations that relate to the school.
3. Safety from physical harm and verbal abuse.
4. Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
5. Administer the school environment to provide the proper learning atmosphere.

H. Principals Responsibilities

Principals Have the Responsibility To:

1. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
2. Administer discipline fairly and equally, following the guidelines set forth herein but in doing so use his/her own best judgment.
3. Exhibit exemplary behavior in action, dress, and speech.
4. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures or law of the district, state and nation.
5. Direct a program of dissemination of the CABD to the student body and staff.

DISCIPLINE

TEACHERS

Discipline problems may be handled by the classroom teacher who may use a variety of methods including the following:

1. Verbal warning/reprimand
2. Individual conference
3. Notifying parents (telephone or letter)
4. Temporary isolation within classroom
5. Referral to counselor
6. Temporary withdrawals of privileges
7. Detention
8. Recommend Saturday school

Reasonable detention at the close of the school day is permitted under the following conditions:

- a. When a pupil is detained at school beyond the normal dismissal time, the teacher shall give appropriate consideration to factors of pupil transportation, traffic patterns, weather and any other extenuating circumstances.
- b. The age and grade level of the pupil shall be considered in determining the length of time a pupil may be detained after school. Under no circumstances should a pupil be detained longer than one hour. In the event that a pupil is detained beyond 15 minutes after the normal closing time, the parents or legal guardian shall be notified. For high school students the time shall be 30 minutes.
- c. Prior notice should be given to the parents or legal guardian when a student is to be detained after school beyond the time limit established in part b.
- d. Parents will be responsible for transportation when student is kept for detention.

REFERRAL PROCEDURE

Discipline problems may be referred to the principal or his designee. The staff member taking the referral shall deliver in writing the following information:

1. Name of student
2. Class
3. Date/time
4. Teacher signature
5. Reason for referral
6. List of victim (if any)

ADMINISTRATORS

Disciplinary problems referred to the school administrator are usually handled by in-school measures short of suspension and/or expulsion. These options include:

1. Counsel with students regarding the offense to correct the behavior and prevent its recurrence.
- 2a. Notify the parent/guardian by telephone or letter.
- 2b. Set up a conference with the parents/guardian which may include the referring teacher, counselor or other staff member.
3. Detention
4. Extended loss of school privileges.
5. Assigned to Saturday School
6. Placed in Eagle Academy
7. Probation
The principal or his/her designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specified period. Probation may be imposed for infractions of school rules or policies (including the CABD) when the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the CABD.
8. In-District suspension
9. Suspension (see guidelines below)
10. Recommendation for expulsion

SPECIAL EDUCATION

Guidelines for Suspension and Expulsion:

1. Students who create a dangerous or disruptive situation may be suspended from school. Due process procedures shall be followed for short-term suspension.

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meeting. Behavioral interventions, treatment and consequences should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidence by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program.

2. A student with a disability may be suspended temporarily without the special education change of placement procedure.
3. A student with a disability may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabled condition. Even if the child is expelled through the appropriate procedures, there must not be a complete cessation of educational services. Therefore, if a disabled child is expelled, alternative services must be provided.
4. A student with a disability may not be expelled if the committee determines that the child's disruptive behavior is a result of their disability.

SEARCH AND SEIZURE

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school which the student attends. School Resource Officers may assist in any or all investigations and discipline, if necessary, as requested by school personnel.

WITNESS

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search.

PERSONAL SEARCHES

No search of a pupil shall be conducted in the presence of other students.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

TELECOMMUNICATION DEVICES

POSSESSION AND USE

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

1. Devices shall not be used in a manner that disrupts the educational process. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off before they enter the school building and operated only before and after regular school hours.

When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian during a scheduled appointment with the Principal/designee.

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 devices.

The use of personal telecommunications devices is prohibited on school property during regular school hours.

USE OF METAL DETECTORS

School administrators are authorized to use stationary or mobile metal detectors. Metal detectors may be used in the following circumstances:

1. To search an individual student when there is reasonable suspicion to believe the specific student is concealing a weapon;
2. To search all students entering the premises; or
3. To search students on a random basis provided adequate procedures are adopted and followed to ensure a random selection process.

Procedures setting guidelines for the use of metal detectors shall be developed and presented to the Board for review. All procedures for the use of metal detectors shall conform to applicable legal standards. Students shall be notified that metal detectors may be used and the circumstances and procedures for their use.

OTHER DISRUPTIVE ITEMS

Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities.

CRIMINAL VIOLATIONS

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of federal government apply to the conduct of all persons on school property. Violation should be dealt with according to these laws and local school board policy.

Criminal offenses are acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

1. Procedure for Dealing with Criminal Violation

- A. Due to the seriousness of criminal offenses, the student's continued presence in school would constitute a threat to other persons and would have a negative impact on the general morale of the school. Verified misconduct shall result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 158.150 (Appendix C. page 41).
- B. The principal or his designee shall report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is suggested that these persons press charges. The district should encourage this practice and give full support to the aggrieved individual in the legal pursuit of this matter.
- C. A student charged with criminal misconduct shall be given a full due process hearing before the board, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute "double jeopardy," the board need not await the disposition of the hearing or trial.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

This chart lists four (4) levels of misconduct, examples of misconduct which are not all inclusive, procedures for discipline and disciplinary responses which are appropriate at each level.

LEVELS OF MISCONDUCT

1. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

EXAMPLES

Classroom disturbances,
Classroom tardiness,
Abusive language,
Non-defiant failure to complete assignments or carryout directions.

DISCIPLINARY RESPONSE PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Repeated misbehavior requires a parent/teacher conference; conference with the counselor and /or administrator.

A proper and accurate record of the offense and disciplinary action is maintained by the staff member.

RESPONSE OPTIONS

Verbal reprimand,
Special assignment,
Behavioral contract,
Counseling,
Withdrawal of privileges,
Strict supervised study,
Notify parents,
Detention,
Temporary isolation within classroom,
In-District suspension.
In- School Detention

LEVELS OF MISCONDUCT

2. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of LEVEL 1 misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL 1 disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

DISCIPLINARY RESPONSE PROCEDURE

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and /or teacher and affects the most appropriate response. The teacher is informed of the administrator's action. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

A parental conference is held.

Due process procedures to be followed.

EXAMPLES

Continuation of unmodified LEVEL 1 misbehavior,
School tardiness,
Truancy,
Smoking in unauthorized areas,
Using forged notes or excuses,
Disruptive classroom behavior,
Cutting class.

RESPONSE OPTIONS

Teacher/schedule change,
Behavior modification,
Probation,
Referral to outside agency,
Alternative education,
Parent conferences,
Detention,
Out-of-school suspension,
Saturday school,
In-District suspension.
In- School Detention

LEVELS OF MISCONDUCT

3. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal but most frequently 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 interest of all students.

DISCIPLINARY RESPONSE PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

EXAMPLE

Fighting (simple),
Vandalism (minor),
Possession/use of
Unauthorized substance,
Stealing,
Threats to others,
Sexual harassment.

RESPONSE OPTIONS

Temporary removal from class,
Alternative program,
Out-of-school suspension,
Saturday school,
Pre-expulsion,
Expulsion,
Referral for prosecution,
In-District suspension,
In-School Detention

LEVELS OF MISCONDUCT

4. Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the board of school directors.

EXAMPLES

Unmodified Level III misconducts,
Extortion,
Bomb threat,
Possession/use/transfer of dangerous weapons,
Assault/battery,
Vandalism,
Theft,
Possession/sale of stolen property,
Arson,
Furnishing/selling or possession of Unauthorized substances on school grounds or at school activities.

DISCIPLINARY RESPONSE PROCEDURES

The administrator verifies the offense, confers with the staff involved and meets with the students.

The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting offender. A complete and accurate report is submitted to the superintendent for board action. The student is given a full due process hearing before the board.

RESPONSE OPTIONS

Suspension,
Alternative school,
Pre-expulsion hearing,
Expulsion referral for prosecution.

DUE PROCESS FOR SUSPENSION AND EXPULSION

It shall be the policy of the Campbellsville Board of Education to insure that the Civil Rights of students are not violated. Accordingly the procedures outlined herein are adopted. The Superintendent shall promulgate such regulations deemed necessary to insure compliance.

SUSPENSION AND/OR IN-DISTRICT SUSPENSION

A notice and at least a rudimentary hearing must precede even the shortest suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process.

For suspension of ten (10) days or less, constitutional due process requires the following procedures:

1. Oral and written notice of the charges.
2. An explanation of the evidence if the student denies the charges.
3. An opportunity for the student to present his version of the case at an impartial administrative hearing.
4. Written notification of the action taken. If the student is to be suspended one to ten days, a copy of the suspension forms should be given to the student; one copy be sent to the parents or guardian on the date of suspension; and a copy shall be presented to the Superintendent.

Since the hearing is a non-adversary type of hearing, such steps as securing counsel, cross examination of the witness and student-calling witnesses are not required.

EXPULSION

1. A student who faces expulsion must be informed of the accusations and apprised of them with such specificity that an adequate defense can be prepared. Records of improper conduct should be maintained.
2. The involved student and his or her parents/guardian shall be provided with a copy of the board's procedure in order to insure they know all their rights.
3. Seventy-two hours (72) shall be granted the student in order to provide time for the student to prepare adequate defense.
4. The involved student or his or her legal counsel shall be entitled to inspect in advance any affidavits or other exhibits to be used against him by school officials at the hearing.
5. The student may appear at the hearing with legal counsel of his or her choice.
6. The student may present witnesses or affidavits or any document desired to insure adequacy of the presentation of his defense.

7. The school officials must preserve neutrality until all sides have been presented, unfounded assertions must not be considered.
8. The decision shall be based on the information presented.
9. The Superintendent shall provide the student with a written copy of the decision including a finding of facts and action to be taken. Rights of appeal shall be explained.
10. The school officials and the student may make transcripts (recordings) of the proceedings.

IN-DISTRICT SUSPENSION PROGRAM

- * The In-District Suspension Program will be provided in a school setting for a variety of disciplinary reasons.
- * Students are assigned at different intervals (one day, two days, etc). The number of days are at the principal's discretion with no more than ten (10) days at any one time.
- * Due Process Procedures will be followed at all times for all students.
- * Assigned work will be provided. Students will receive Academic and Attendance credit for the days they are in the program.
- * The on-site teacher will have the option to assign additional assignments and responsibilities for the term that the student is in the program.
- * While at the program, there will be academic instruction. There may be counseling sessions.
- * The behavior, which causes students to be assigned to this program, may be addressed while in this setting.

SCHOOL RESOURCE OFFICER

School Resource Officers may assist in any and all investigations and discipline, if necessary, as requested by school personnel.

ATTENDANCE POLICY

Attendance: Pupils are required to attend regularly and punctually the school in which they are enrolled. All schools in the Campbellsville Independent School District shall use this guideline as a minimum for enforcing attendance regulations. All schools can modify this policy to better serve their needs as long as they do not go below the minimum standards.

ABSENCES AND TARDIES: 702 KAR 7: 125

- All students are expected to attend the full school day for each day school is in session.
- Percentages of absences accumulate during the school year for attendance reporting.
- For attendance awards and truancy purposes calculations will be based in total absences for students.
- Three unexcused absences and/or tardies is considered truant in the state of Kentucky and may be referred to the County Attorney or Court Designated Worker. Legal action can now be taken on eighteen (18) year old students that are deemed habitual truants.

Truancy Defined:

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

Excused Absences:

Students receiving an excused absence shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

An excused absence or tardiness is one for which work may be made up, such as:

1. Illness of the pupil.
2. Death or severe illness in the pupil's immediate family. (parents, grandparents, siblings, or other family members with prior approval from the principal)
3. Orders of the Court.
4. Participation in school activities approved by principal.
5. Religious holidays and practices.
6. One (1) day for attendance at the Kentucky state fair.
7. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experimental, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for day(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee, whose decision may then be appealed to the Board under its grievance policy and procedures.

8. A student will be excused for one day for the military deployment of a parent/guardian, and one day when a parent/guardian returns from military deployment.

Determination of Absences

The principal shall determine whether the absence is excused or unexcused immediately upon the pupil's return to school. The principal shall accept written certification by a parent or guardian of a student's illness or severe illness in the family for as many as five (5) absences per year. All absences above five (5) to be excused shall be documented in writing, by a statement from the doctor, dentist, court or health department, unless such requirement, within the reasonable discretion of the principal, is waived. Documented statement must specify the time period if more than the interval of the office visit is to be considered. All notes must be turned in within 2 days after the student returns to school. A medical excuse form must be completed after a student has used 10 days of medical excuse notes to be counted as an excused absence.

Counting of Parent Notes:

Jane is out 2 days and a parent writes a note. This counts as 2 parent notes.

Jane is out 1 day and a parent writes a note. This counts as 1 parent note.

Jane has used 3 out of her 5 parent notes. She only has 2 more parent notes to use for the remainder of the year.

Examples of absences, which are not excused, include: suspension, working, hunting, senior pictures, hair/tanning appointments, out of town (unless pre-approved), babysitting, missing the bus or other mode of transportation. Remember: Excused absences include only illness, death in the immediate family, family emergency, court, and doctor.

Parent and Official Notes:

A parent note must meet the following guidelines:

- a. be written and signed by the student's parent or guardian
- b. include the date the note was written
- c. list the date(s) of the absence(s)
- d. include the home and/or parent work phone number
- e. state the reason for the absence

A doctor/court statement must meet the following guidelines:

- a. be on the doctor's stationary
- b. include the date the note was written
- c. list the time of the appointment
- d. include the date the student may return to school
- e. include the time the student left. (Students will not be given an excused absence for a full day if it is necessary to be absent for less time. Court appearances, doctor, dentist, and health department appointment are examples.)
- f. a medical excuse form must be completed after a student has used 10 days of medical excuse notes to be counted as an excused absence.. (Medical Excuse Forms will be available at each school)

Tardy to School

Students will only be allowed 2 excused tardies a semester. All other tardies will be counted unexcused.

Make-Up Work

Pupils shall be permitted to make-up work missed during the excused absence. Each school will determine the guidelines for completing make-up work.

Pupils with unexcused absences will not be permitted to make-up work.

Extended Absences

When an extended absence is anticipated, arrangements with the principal/counselor should be made through a parental conference in advance of the absence, if possible.

The responsibility of the parent or guardian to notify the principal immediately if the child is going to be out of school for an undetermined period of time due to a physical, mental or emotional condition. Home instruction will be provided in these cases.

NOTIFICATION TO PARENTS

After three (3) unexcused absences/tardies in any one (1) year, a letter shall be delivered / sent to the pupil's parent/guardian informing the parent/guardian about their child's attendance. If a student has another unexcused absence/tardy the Director of Pupil Personnel shall send a final notice by certified mail (or personal visit) to the parent/guardian in accordance with KRS 159.180. If the unexcused absences/tardies continue, the Director of Pupil Personnel may sign a petition with Juvenile Court using a charge of habitual truancy (KRS 159.150). In accordance with KRS 159.180, every parent, guardian or custodian of a child is legally responsible for any violation by the child.

Non-Resident Student Policy

- 1) To enroll in the Campbellsville School District, potential students must meet the following guidelines.
 - a. Must have a 93% or better attendance rate from previous school
 - b. Must have a minimum 2.0 GPA in their core classes and on track to graduate
 - c. Cannot enroll if previously enrolled in an alternative school setting
 - d. Cannot enroll if the student has been a discipline problem at his/her previous school

- 2) Requirements while enrolled in the Campbellsville School District
 - a. Must maintain a 93% or better attendance rate
 - b. Must pass 80% of their classes
 - c. Must maintain proper behavior and not have any major discipline problems

- 3) A non-resident student failing to maintain one of the listed requirements will have their school records reviewed by a principal, director of pupil personnel, and superintendent to determine if that student will remain a non-resident student or return to their home district for their educational needs. Students may be sent back to their home district at any time for failing to maintain one of the listed requirements.

Driver's License Revocation

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 four (4) courses, or the equivalent of four (4) 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.

ASBESTOS ADVISEMENT

In compliance with Current AHERA (Asbestos Hazard Emergency Regulatory Act) regulations this district has completed a survey to identify suspected asbestos containing building materials. This is to inform you that in each school principal's office are the results of that survey test, and you are free to inspect the report during the normal hours of any school day. The report is also housed in the Board of Education Office at 136 South Columbia Ave. If you have any questions about the survey contact Jeff Richardson at 270/465-4162.