

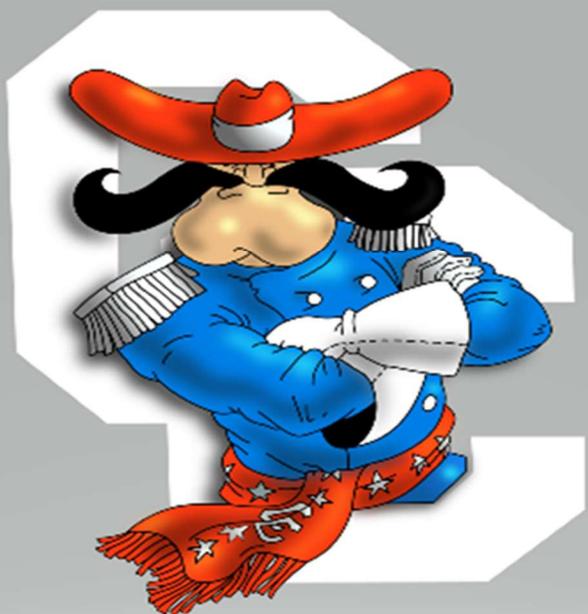
# CODE OF CONDUCT

Casey County Public Schools  
and Area Technology Center

**Casey County Board of Education**

1922 U.S. 127 N.  
Liberty, Ky 42539  
(606) 787 - 6941

**Barry D. Lee**  
Superintendent



# REBELS

# 2024 - 2025

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# Preparing Students for Life

On behalf of the board of education, administrators, and our staff, I would like to introduce you to the Casey County School District. Casey County Schools serve more than 2,100 students ranging from preschool through high school. The students in our school system work hard in the classroom and excel in a vast array of extracurricular activities.

You will find that the staff in our district are committed to supporting our students and will always focus on our students being LIFE READY when they graduate. Our school system offers an educational experience that focuses on academics, social and emotional supports, safety, and a commitment to high-quality instruction and engagement in extracurricular programs.



## **Resiliency**

I take charge of a situation and persist through difficult challenges.

## **Integrity**

I demonstrate strong moral values by being honest, trustworthy, and dependable.

## **Service-Minded**

I help others without expecting something in return.

## **Excellence**

I achieve challenging personal and professional goals.

I want to welcome members of our community to be active participants in our work, and you are always welcome to our school activities and events. I think you will find that Casey County is a great place to live, attend school, and to raise a family.

Welcome to Casey County Schools.

**Barry D. Lee**  
Superintendent  
Casey County Schools



# Casey County Schools

## Profile of a Graduate

Casey County schools developed our "Profile of a Graduate" in which we want our students to "**RISE**". From the first day of preschool until our students walk across the stage to graduate, we believe they can reach their highest potential by providing an academic curriculum that challenges and supports individual differences and learning styles.

The "**Profile of a Graduate**" identifies some cognitive, personal and interpersonal competencies at key transition points in our students' educational career that they should possess before they graduate from our high school. It is our responsibility to prepare our students to be **Resilient**, demonstrate **Integrity**, be **Service-minded**, and exude **Excellence**.

Our **core purpose** is to instill these values and embody these behaviors every day.

**Casey County Board of Education**  
1922 North US 127 Liberty, KY 42539  
606-787-6941

**Casey County High School**  
1841 East KY 70 Liberty, KY 42539  
606-787-6151

**Casey County Area Technical Center**  
1723 East KY 70 Liberty, KY 42539  
606-787-6241

**Casey County Middle School**  
1673 East KY 70 Liberty, KY 42539  
606-787-6769



**Jones Park Elementary**  
6295 East KY 70 Liberty, KY 42539  
606-787-1217

**Liberty Elementary**  
75 College St. Liberty, KY 42539  
606-787-6961

**Walnut Hill Elementary**  
2834 South US 127 Liberty, KY 42539  
606-787-0045

# PROFILE OF A GRADUATE

## 2<sup>ND</sup> GRADE

<b>RESILIENCY</b> I take charge of a situation and persist through difficult challenges.	<b>INTEGRITY</b> I demonstrate strong moral values by being honest, trustworthy and dependable.	<b>SERVICE-MINDED</b> I help others without expecting something in return.	<b>EXCELLENCE</b> I achieve challenging personal and professional goals.
I... <ul style="list-style-type: none"> <li>• understand that disappointment and loss are part of life</li> <li>• use time wisely</li> <li>• accept "No" for an answer</li> <li>• finish something when it is not fun or requires hard work</li> <li>• clean up after activities</li> <li>• think of possible solutions to classroom problems</li> <li>• ask for help instead of quitting</li> </ul>	I... <ul style="list-style-type: none"> <li>• work before play</li> <li>• do my best on my own work</li> <li>• am honest</li> <li>• admit and learn from my mistakes</li> <li>• recognize others' differences</li> <li>• understand and respect positions of authority (i.e. school personnel, community officials)</li> <li>• use appropriate classroom/school behavior</li> <li>• treat others the way I want to be treated</li> <li>• understand commitments</li> </ul>	I... <ul style="list-style-type: none"> <li>• keep my classroom, school, and community clean</li> <li>• share</li> <li>• help friends in need</li> <li>• include all</li> <li>• fulfill my part as a team member</li> <li>• work for the common good of everyone</li> <li>• recognize the needs of others (take turns, see beyond my needs)</li> </ul>	I... <ul style="list-style-type: none"> <li>• am responsible for myself and my belongings</li> <li>• accept responsibility for my actions</li> <li>• understand the importance of goals and how to set them</li> <li>• put forth my best effort</li> <li>• identify positive role models</li> </ul>

## 5<sup>TH</sup> GRADE

<b>RESILIENCY</b> I take charge of a situation and persist through difficult challenges.	<b>INTEGRITY</b> I demonstrate strong moral values by being honest, trustworthy and dependable.	<b>SERVICE-MINDED</b> I help others without expecting something in return.	<b>EXCELLENCE</b> I achieve challenging personal and professional goals.
I... <ul style="list-style-type: none"> <li>• think of possible solutions to school or personal problems</li> <li>• ask for help to complete difficult tasks</li> <li>• accept school rules and norms</li> <li>• maintain a clean workspace and school</li> <li>• use early coping skills to deal with disappointment and loss,</li> <li>• manage after-school time effectively</li> <li>• understand deadlines and create a plan to meet them</li> </ul>	I... <ul style="list-style-type: none"> <li>• work before play</li> <li>• do my best on my own work</li> <li>• admit and learn from my mistakes</li> <li>• am honest</li> <li>• do the right thing when no-one is watching</li> <li>• respect others' differences</li> <li>• respect authority (school, community)</li> <li>• model appropriate school and community behavior</li> <li>• follow through with commitments</li> <li>• challenge myself</li> </ul>	I... <ul style="list-style-type: none"> <li>• keep my classroom, school, &amp; community clean</li> <li>• participate in a school or community project</li> <li>• help others in need</li> <li>• am a productive team member</li> <li>• work for the common good of everyone</li> <li>• recognize the needs of others (take turns, see beyond my needs)</li> </ul>	I... <ul style="list-style-type: none"> <li>• am responsible for myself and my actions</li> <li>• respect myself</li> <li>• set and track personal goals</li> <li>• put forth my best effort</li> <li>• am a positive role model</li> </ul>

# PROFILE OF A GRADUATE

## 8<sup>TH</sup> GRADE

<b>RESILIENCY</b> I take charge of a situation and persist through difficult challenges.	<b>INTEGRITY</b> I demonstrate strong moral values by being honest, trustworthy and dependable.	<b>SERVICE-MINDED</b> I help others without expecting something in return.	<b>EXCELLENCE</b> I achieve challenging personal and professional goals.
<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• think of possible solutions to community, school, and/or personal problems</li> <li>• use healthy coping skills</li> <li>• accept community/school rules and norms,</li> <li>• seek advice to complete challenging tasks</li> <li>• prioritize and manage time to meet responsibilities</li> <li>• recognize the necessity to meet deadlines</li> <li>• complete school work and home chores</li> </ul>	<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• work before play</li> <li>• admit and learn from my mistakes</li> <li>• am honest</li> <li>• do the right thing when no-one is watching</li> <li>• respect others' differences</li> <li>• respect authority (school, community)</li> <li>• model appropriate school and community behavior</li> <li>• follow through with commitments</li> <li>• seek opportunities to challenge myself</li> </ul>	<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• keep my classroom, school, and community clean</li> <li>• participate in a community project</li> <li>• help others in need</li> <li>• Am a productive team member</li> <li>• work for the common good of everyone (see beyond my needs and act with a servant heart)</li> <li>• demonstrate a willingness to be involved</li> </ul>	<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• am responsible for myself and my actions</li> <li>• demonstrate self-respect</li> <li>• set and track personal and academic goals</li> <li>• understand the necessity of a strong work ethic</li> <li>• am a positive role model</li> <li>• hold myself accountable and take pride in my work</li> </ul>

## 12<sup>TH</sup> GRADE

<b>RESILIENCY</b> I take charge of a situation and persist through difficult challenges.	<b>INTEGRITY</b> I demonstrate strong moral values by being honest, trustworthy and dependable.	<b>SERVICE-MINDED</b> I help others without expecting something in return.	<b>EXCELLENCE</b> I achieve challenging personal and professional goals.
<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• push through problems</li> <li>• seek out solutions</li> <li>• work until the job is finished</li> <li>• display a strong work ethic</li> <li>• use my time effectively</li> <li>• advocate for myself</li> <li>• plan and meet deadline</li> <li>• utilize coping skills to deal with disappointment and loss</li> <li>• never give up</li> </ul>	<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• honor commitments by completing tasks (school, community, family, job, extra-curricular activities)</li> <li>• am honest</li> <li>• do the right thing when no-one is watching</li> <li>• go above and beyond expectations</li> <li>• respect others and authority</li> <li>• demonstrate appropriate social behavior</li> <li>• am loyal</li> <li>• respect others' differences</li> </ul>	<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• keep my school, community, and state clean</li> <li>• help others</li> <li>• participate within my community</li> <li>• am culturally responsible</li> <li>• am compassionate (act with a servant's heart)</li> <li>• am a productive team member</li> <li>• work for the common good of everyone</li> <li>• show enthusiasm for community service</li> </ul>	<p><b>L...</b></p> <ul style="list-style-type: none"> <li>• am personally responsible</li> <li>• demonstrate self-respect</li> <li>• go above and beyond</li> <li>• hold myself to a higher standard</li> <li>• am a role model</li> <li>• take pride in what I do</li> <li>• demonstrate strong work ethic</li> <li>• am accountable for my actions</li> <li>• have high self-expectations</li> </ul>

# CASEY COUNTY BOARD OF EDUCATION

## LIBERTY, KENTUCKY

### ACKNOWLEDGEMENT

As the parent(s) or guardian(s) of \_\_\_\_\_, we have read and discussed the Student Code of Conduct with our child, including the alcohol, drugs and other controlled substances policy of this code. We understand that compliance with this policy is mandatory.

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Parent/Guardian's Signature	Date
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Parent/Guardian's Signature	Date
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Student's Signature	Date
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Please return this acknowledgement to the homeroom teacher within five (5) school days. Failure of the student to return this acknowledgement to the homeroom teacher will result in a behavior violation of this code.

**You may access the Code of Conduct at any time by going to [www.casey.kyschools.us](http://www.casey.kyschools.us)**

**If you wish to have a hard copy, please contact Bryan Stephens at 606-787-6941**

# CASEY COUNTY PUBLIC SCHOOLS

## **FAMILY RESOURCE/YOUTH SERVICES CENTERS (FRYSC)**

The Family Resource and Youth Services Centers were established as a component of the historic Kentucky Education Reform Act (KERA) of 1990. The mission of these school-based Centers is to help academically at-risk students succeed in school by helping to minimize or eliminate non-cognitive barriers to learning. Each Center offers a unique blend of programs and services to serve the special needs of their student and family client populations

FRYSCs are strengthened by community partnerships in their ability to provide vital programs, services and referrals to students and their families. These partnerships are critical in efforts on behalf of students to promote:

- **Early learning and successful transition to school;** • **Academic achievement and well-being;** and • **Graduation and transition into adult life.**

Family Resource Center's core components are mandated in legislation (KRS 156.496).

### **Family Resource Center core components include:**

- Full-time preschool child care for children two (2) and three (3) years of age;
- After school child care for children ages four (4) through twelve (12), with the child care being full time during the summer and on days when school is not in session;
- Families in Training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family literacy services as described in KRS 158.360 or a similar program designed to provide opportunities for parents and children to learn together and promote lifelong learning.
- Health services or referrals to health services, or both.

Youth Services Center's core components are mandated in legislation (KRS 156.496).

### **Youth Services Center core components include:**

- Referrals to health and social services;
- Career exploration and development;
- Summer and part-time job development for high school students; • Substance abuse education and counseling; and,
- Family crisis and mental health counseling.

Family Resource and Youth Services Center's optional components are developed based on the needs of the local school community. These components will vary across the state, but generally fall into such categories as:

- Educational support/enrichment  
Educational support activities may include character education, peer mediation, conflict resolution, mentoring, and may address core content and other educational needs identified through the Comprehensive School Improvement Plan.

For additional information about the Casey County School's Family Resource Centers or the Youth Services Centers, please contact East Casey FRC serving Jones Park and Liberty Elementary (606) 787-7985, West Casey FRC serving Walnut Hill Elementary (606) 787-4753, YSC serving the middle and high school (606) 787-6566.

**KidsTeam**

**Daycare Hours- 6:30am-5:30pm • Year round program including SUMMER.**

Our Program Offers:

- A written parent handbook detailing our philosophy and policies
- Caring, well trained staff
- All staff trained in First-Aid CPR & AED Machine
- Developmentally appropriate curriculum and assessment
- State Licensed\*\*\*\*\*Five Star Quality Center
- Participating in Child Adult Care Food Program to provide free meals to all students
- Educational Field Trips including weekly trips to the public library
- Very strict child release policies implemented as directed by the Casey County Board of Education
- Bus Transportation from all elementary schools to facility, in the afternoon.
- Assistance and acceptance of child care subsidy payments Please contact child care director at (606)787-7985 • 347 Montgomery Street, Liberty, KY

Online Payments:

All child care payments are to be made using the Bright Wheel App.

**RESOLUTION OF SCHOOL BOARD COMMITMENT TO  
STUDENT ACHIEVEMENT**

The Casey County Board of Education believes that improvement of student achievement is the most significant task of the school district. We affirm our intent and commitment to the improvement of student learning by:

- Openly evaluating data on student achievement indicators;
- Discussing processes that affect the instructional program;
- Examining the impact of the district's course of study on learning;
- Reviewing/revising district goals to focus on student progress, and
- Striving to find methods to remove barriers to learning.

Furthermore, this Board commits to informing district staff, students, parents, and the community about student achievement in our schools and how our local data compares to common measurements in Kentucky, nationally and with relation to other comparable school districts.

Therefore, the Casey County Board of Education resolves that:

- Each student in our district is expected to participate in school for the ultimate purpose of academic scholarship;
- Every employee of our public school shall devote their work towards ensuring and enhancing students' learning success;
- The superintendent will recommend and implement initiatives and expenditures that clearly support and advance student learning success;
- The board will devote meeting time to topics that directly support and enhance student learning success and the interests of our community.

(This resolution is to be posted in each school, shall be included in the board policy manual and parent/student handbooks, and published on the school district website and in the district newsletter, if applicable).

The Casey County School District would like to better serve the needs of the parents of Casey County by asking for their cell phone numbers and email addresses; however, this information will be optional.

PARENT/GUARDIAN'S NAME \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

PARENT/GUARDIAN'S CELL PHONE NO. \_\_\_\_\_

PARENT/GUARDIAN'S EMAIL ADDRESS \_\_\_\_\_

**Casey County Schools**  
Parent and Family Engagement Policy  
Legal Requirement of Title I, Part A

**PURPOSE**

Parents serve as a key shareholder in the educational processes of the students attending Casey County Schools. The *Parent and Family Engagement Policy* of Casey County Schools ensures equitable participation in the planning, reviewing, and implementing of all parent programs and activities.

**PARENT DEFINITION**

A parent is legally defined as a *biological parent, step-parent, or a foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides*. For the purpose of this policy, *parent* encompasses all family situations.

**PARENT ENGAGEMENT DEFINITION**

Parent involvement is best defined as *any time a parent commits to assisting his/her child in learning and achieving academically to a higher level with greater interest and motivation*.

Parent involvement can be accomplished in a variety of ways, which include the following:

- reading together at home with your children,
- developing your expectations for your child and communicating these expectations to your child, as well as communicating your support in helping your child achieve these expectations,
- communicating positive values such as respect, hard work, and responsibility,
- providing your child with positive encouragement when he/she achieves certain goals,
- speaking with your child's teacher on a regular basis and offering any assistance that the teacher may suggest,
- becoming involved in the school's PTO/SBDM council and/or committees, and
- Discussing your child's assessment scores after receiving the scores and an explanation of them from the school.

**PROCEDURES**

All schools along with the district Federal Programs 'Coordinator, shall convene an annual meeting at a time that is convenient for parents. All parents are invited and encouraged to attend. At this meeting, parents will be informed of the school's participation in a Title I School wide Program, the purpose and requirements of Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

Casey County Schools shall engage parents in an organized, ongoing, and timely manner in the Title I planning, review, and improvement of programs; this includes the joint development of the school parent and family engagement policy.

**SCHOOL FAMILY COMPACT**

Casey County Schools and the parents of the students participating in the activities, services, and programs agree that improved student achievement is a shared responsibility. Casey County Schools and its parents will build and develop a partnership that will assist students in achieving proficiency.

**Casey County Schools will...**

- provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Kentucky's student academic achievement standards,
- communicate clear expectations,
- utilize research-based materials and methods,
- Provide a safe, positive, and healthy learning environment for each student, and
- Address the individual needs of each student.

**Parents will...**

- ensure their child attends school regularly, is punctual, and prepared to learn,
- create an atmosphere that supports learning,
- encourage their child to demonstrate respect for school personnel, classmates, and school property,
- remain informed about their child's education,
- model respect by going to the teacher first regarding concerns, and
- Guarantee that any homework assignments are neat and complete.

**Students will...**

- come to school on time and be prepared to learn,
- obey all school and classroom rules,
- pay attention to their teachers, tutors, and family members and ask for help when needed, and
- Commit to learning and doing their best work each day.

**BACKGROUND CHECKS**

Any parent wishing to serve as a parent volunteer in the school must complete a criminal background check and attend confidentiality training.

**CONCERNS**

Any comments or concerns regarding Casey County School's *Parent and Family Engagement Policy* shall be submitted to the District's Federal Programs 'Coordinator, Mrs. Luann Williams. She can be reached at (606) 787-6941.

**POLICY EVALUATION**

The effectiveness of this policy shall be evaluated through the school improvement planning process.

SCHOOL POLICY

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students.

A copy of the school's parent involvement policy shall be kept on file in the Central Office.

REFERENCES:

Section 1118 of Improving America's Schools Act (IASA) of 1994, P.L. 107-110 (ESSA), KRS 158.645, KRS 158.6451

RELATED POLICIES: 03.112, 08.1345, 09.11

# CASEY COUNTY SCHOOLS

## Migrant Education Program

### MIGRANT EDUCATION PROGRAM

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The Migrant Education Program (MEP) is a Title I, Part C, federal entitlement program designed to provide supplementary education support for migrant children and their families. This program works to ensure that the appropriate academic services are offered to help migrant children do well in school and that they receive the needed levels of tutoring and instruction that will promote them to the next grade level. Migrant Education staff works with other school and community agencies to provide social and health needs that families may require.

### PROGRAM ELIGIBILITY

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To be eligible for the program, children ages 0 up to 22 years old must have moved with their families from one school district to another to do various types of qualifying agriculture work or commercial fishing work either seasonally or on a temporary basis.

For more information, please visit the KY Dept. of Education, Migrant Education website, KDE Migrant Education Program

### CONTACT

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Casey MEP staff

- Garrett, Susan - Migrant Program 606-787-6151 ext. 7128
- Amanda woods - 606-787-6151 ext. 7128

## Homeless Information for Parents

If your family lives in any of the following situations:

- In a shelter
  - In a motel or campground due to the lack of an alternative adequate accommodation
  - In a car, park, abandoned building, or bus or train station
  - Doubled up with other people due to loss of housing or economic hardship
- your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school or origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
  - If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from school or origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison, at the Casey County Board of Education, 606-787-6941 to find out what services and support may be available. There also may be supports available for your preschool-age children.

**Federal Programs/Title I Violation Complaint Procedure**

The Every Student Succeeds Act requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A and the Elementary and Secondary Education Act (ESEA) as amended by ESSA in the administration of Federal Programs.

- 1) The complaint must be in writing and addressed to the District Federal Programs/Title I Coordinator. The complaint must contain the following:
  - The name of the complainant and the contact information;
  - The nature of the complaint (the specific violation of the administration of the Title I, Part A or Federal Program).
- 2) The Federal Programs/Title I Coordinator must maintain a complaint log. The log must include the following:
  - The name of the complainant;
  - The receipt date of the complaint;
  - The log-in number assigned to the complaint for tracking purposes;
  - The name of the staff to whom the complaint will be referred (if applicable);
  - The date of the response to the complaint.
- 3) The Federal Programs/Title I Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
- 4) The Federal Programs/Title I Coordinator must maintain a copy of the complaint, log, and response on file in the District office.
- 5) After the complainant has received a response from the Federal Programs/Title I Coordinator, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with 704 KAR 003:365.

Review/Revised:7/8/2019

## Casey County Board of Education

### Notification of Right to Request Teacher Qualifications

Dear Parent or Guardian:

The educators in Casey County are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, 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 baccalaureate degree major of the teacher 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 Para educators, and if so, their qualifications.

If you would like to request this information, please contact Luann Williams by phone at (606) 787-6941 or by email at [luann.williams@casey.kyschools.us](mailto:luann.williams@casey.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Luann Williams

Director of District-Wide Programs

**CASEY COUNTY PUBLIC SCHOOLS**

1922 U.S. 127 N.

Liberty, KY 42539

Barry D.Lee Superintendent

**BOARD OF EDUCATION**

Darrell Barlow – Chair

Terry Price – Vice Chair

Nell Duggins

Timothy Childers

Michael Kyle Allen

The Casey County Board of Education expresses appreciation to students, parents, teachers, principals, and central office personnel for their efforts in contributing to the formulation of this **Student Code of Conduct**.

**CODE OF CONDUCT COMMITTEE**

Barry D. Lee (Superintendent)	Kyle Durham (Teacher)
Kevin Stephens (DPP, Assistant Supt.)	Geoff Brown
Ryan Beard (Principal)	Melissa Cravens (Counselor)
Angel Stephens (Supervisor)	Melissa Warner (YSC)
Katie Board (Dean of Students)	Shelley Rousey (FRC)
Kristen Wilson (Principal)	Shelly Wesley (FRC)
Matthew Knight (Principal)	Christopher Petrey (Technology)
Daran Wall (Principal)	Rachel King (District Nurse)
David McFadden (Principal)	Jordan Buis (SRO)
Matthew Willoughby (Principal)	Brad Johnson (Parent)
Tracie Hoskins (Assistant Principal)	Dustin Neat (Parent)
Lindsay Keen (Assistant Principal)	Ale Rogers (Technology Director)
Jill Frost (Account Clerk)	Rachael King (District Nurse)
Bryan Stephens (Coordinator)	Elizabeth Forbes (Student)
Luann Williams (Supervisor)	Riley Mondie (Student)
Shawn Pierce (Supervisor)	Gina Goode
Victor Black (AD)	Veronica Sengkhamyong (counselor)
Christopher Knight (Teacher)	Kristy Lee (Teacher)
Missy Warner	Kyle Durham (Teacher)
Kristy Lee (Teacher)	Goeff Brown
William Streeval (Teacher)	Kristy Wilkerson (counselor)

The Casey County Public Schools do not discriminate on the basis of sex, race, color, disability, religion, or national origin.

## **CODE OF CONDUCT: DEVELOPMENT, REVIEW, DISSEMINATION, & ORIENTATION**

The Casey County Student Code of Conduct was reviewed and revised during the previous school year. This was accomplished through the efforts of students, parents, teachers and administrative personnel of the Casey County Board of Education. This revision was completed in accordance with 704 KAR 7:050 (Student Discipline Guidelines)

### **Review**

- A. The Code of Conduct will be reviewed annually. This review will take into consideration suggestions by students, parents, teachers, and administrators of the Casey County School System. A committee consisting of students, teachers, administrators, and community members will review said document.
- B. The current Code of Conduct and all future revisions will be reviewed by the legal counsel.
- C. All questions regarding the Code of Conduct may be submitted to:  
Kevin Stephens, Director of Pupil Personnel  
Casey County Board of Education

### **Dissémination**

Upon enrollment, each student attending Casey County Public Schools will be provided a current copy of the Code of Conduct.

### **Orientation**

Each building principal is responsible for conducting an annual orientation to the Code of Conduct for students, staff, and parents. Also, time will be set aside at open houses, PTA meetings and/or parent orientation programs for discussing changes in the code or answering questions about the Code of Conduct.

## **MODEL 100% NICOTINE FREE SCHOOL POLICY**

## **STUDENTS**

The use and possession of any nicotine product, alternative nicotine product or vapor product shall be prohibited for all students and at all times on or in all property, including any vehicle that is owned by the Casey County Board of Education

Students are prohibited from using or possessing a nicotine product while attending or participating in school-related student trips or student activity.

Students who violate the policy shall be subject to penalties set forth in the discipline procedures.

An age-appropriate cessation class will be offered for any student caught using tobacco/nicotine products. Parental consent is authorized on Page 6.

## **TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS 09.4232**

### **Penalties**

If a student under the age of twenty-one violates this policy, then the school will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;

2. Third and subsequent incidents – The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

### **PERSONNEL AND VISITORS**

Nicotine use, including alternative nicotine products and vapor products, is prohibited twenty-four (24) hours a day, seven (7) days a week, inside board-owned buildings or vehicles, on school owned, property, and during school-related student trips.

## **REQUIRED EXPECTATIONS**

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

**A professionally planned and positive school atmosphere** is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly

environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

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

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

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

**Students shall exercise self-control** as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities, pending investigation that s/he has violated either the District's behavior standards or the school council's criteria for participation.

Examples of prohibited behaviors include, but are not limited to:

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

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

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

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

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

**The Board has included samples of prohibited behaviors to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.**

### **SUPERVISION OF PUPIL'S CONDUCT**

(1) Each teacher and administrator in the public schools shall, in accordance with the rules, regulations, and bylaws of the Board of Education made and adopted for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, school provided transportation, and on school sponsored trips and activities. (09.221)

(2) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may use teacher aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties, including, but not limited to, recreational activities and athletic events, relating to the supervision and control of the conduct of the pupils; and while so engaged, such teacher aides shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties. (KRS 161.044)

### **PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his own actions to infringe upon the rights of others. In a social situation such as the public schools, all participants, students, parents/guardians, teachers, administrators, and others in the educational process, have the rights and responsibility to know the basic standards of conduct and behavior which are expected. The school environment is a community of individuals who live and interact based upon commonly shared rules, rights, responsibilities, expectations, and common sense.

### **ASSURANCE OF NON-DISCRIMINATION**

The Casey County School System and Ky. Tech hereby assures students, their parents, and employees that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs, or activities set forth in Title IX (1972), Title VI (1964), and Section 504 (1973) and Americans with Disabilities Act or ADA (1990).

Any person having inquiries concerning the Casey County School Systems or Ky. Tech compliance with Title IX, Title VI and ADA is directed to contact the Coordinator of Title IX, VI and ADA, Casey County Board of Education, 1922 U.S.127 N., Liberty, KY 42539, telephone number 787-6941. Inquiries regarding Section 504, should be directed to the Coordinator of Section 504, Casey County Board of Education, 1922 U.S. 127 N., Liberty, KY 42539, telephone number 787-6941.

### **GRIEVANCE PROCEDURE**

For All Complaints Including But Not Limited To: Title IX, Title VI, Section 504, ADA and Harassment

If this is not possible the following procedure should be followed:

1. A written statement outlining the complaint should be led by the employee, student, and/ or parent within 180 days of the alleged violation.
2. Any complaint shall be led with the Coordinator and/or Principal of the school in which the employee works or in which the student is enrolled.
3. The person receiving the referral shall investigate the complaint. The complaint will be resolved if a general agreement can be reached among the parties.
4. If the person filing the complaint wishes to contest the decision of the receiver of the referral, an appeal may be led with the Superintendent or the appropriate, designated district level compliance staff for the Casey County Board of Education. This appeal must be led within five days after meeting with the Coordinator and/or Principal of the school.
5. Any complaint involving issues relating to children with disabilities should be referred to the Director of Special Education for children with disabilities and Section 504 Coordinator.
6. Any Title IX, Title VI, or ADA complaint should be referred to the Title IX, Title VI, ADA coordinator, and the Principal of Ky. Tech Systems.
7. Any complaint involving pupil transportation issues should be referred to the Director of Pupil Transportation.
8. Title IX and 504 complaints from this point will follow the procedure as set forth in the "Grievance Procedure: for each of these two sections."
9. If the grievance has not been resolved at this level, an appeal may be made to the Superintendent within 5 school days. The Superintendent may affirm, reverse or modify the decision. In compliance with Board Policy 03.16 personnel grievances will be appealed only to the level of the Superintendent who shall make the final decision. Other complaints may be referred to the local Board of Education.
10. If the complaint cannot be resolved at the local level, the Superintendent of the Casey County Board of Education may refer the complaint to the appropriate state and or federal agencies, or the complainant has the option to write directly to the Office for Civil Rights, Atlanta Federal Center, Suite 3870, 61 Fourth Street, S.W., Atlanta, GA 30303-8909 for information.

**CASEY COUNTY SCHOOL SYSTEM  
ANNUAL NOTIFICATION OF PARENTS  
FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The FAMILY EDUCATION RIGHTS AND PRIVACY ACT assures parents the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated official. This right shall be passed on to the student at the age of 18. Written procedures have been developed which describe types and locations of these records and the specific procedures available to parents for the review of records. Copies of these policies and procedures may be obtained upon request from the office of the principal or the superintendent.

Parents shall have the right to file complaints related to the Family Education Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for children with disabilities may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the disabled child.

Such requests should be addressed in writing to the principal of the school or to the Superintendent. Parents shall be advised that these records could be of help to the child at some later time.

Parents Have The Right:

1. To see the student's cumulative school record upon request and to have it explained and interpreted.
2. To challenge any item of a student's records, to have a hearing, and to appeal the matter if decision is made that the record is not accurate.
3. To appeal unsatisfactory decisions made by school officials about a student's record.
4. To permit in writing third parties other than those who are permitted by regulation to inspect a student's records.
5. To have student files dealt with confidentially by school personnel.

### **WHERE AND WHEN THE CODE WILL APPLY**

Pupils are under the authority of the principal, teachers, bus drivers and other school staff at all times from the time they leave home to come to school until they arrive home that afternoon or until they are properly released during the school day to their parents or guardians (KRS 161.180) or when in attendance of any school function before or after school hours, on or off school property when under the supervision of school personnel. Any person who enters school property is under the authority of the school during such time as he or she remains on school property and shall abide by all rules and regulations as set by the state, Board, or school officials.

### **PERSONNEL AUTHORIZED TO ADMINISTER THE CODE**

Each teacher is primarily responsible for the conduct of pupils assigned to his or her class. However, he or she should also assume responsibility for correcting improper conduct on the part of pupils of any level in any situation around the school, if they are not under the supervision of another person at that time. The classroom teacher is expected to handle his or her own discipline problems in so far as possible. If it becomes necessary, students in question should be referred to the principal's office.

The Superintendent, Principals, and Assistant Principals are empowered to suspend pupils, but shall report any such action in writing immediately to the Superintendent and to the parent or guardian.

### **RIGHTS AND RESPONSIBILITIES**

Every citizen both in and out of school has rights and freedoms but at the same time they have the responsibility to respect the identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process. Rules which establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code which reflects the community's standards and expectations for student behavior. **SCHOOLS MUST PREPARE STUDENTS FOR THEIR RESPONSIBILITIES AS ADULTS IN A DEMOCRATIC SOCIETY.**

### **STUDENT'S RIGHTS**

Students Have The Right:

1. To an education within the limits of their individual ability, and commitment, which enables them to reach maximum potential and allows them to contribute to their own welfare and that of society.
2. To freedom of speech and expression, keeping in mind the responsibilities that accompany this freedom, may not interfere with the educational process.
3. To be given reasonable and timely notice of all rules, regulations, policies, and penalties which may apply to them.
4. To be represented by students in the decision making process on matters which relate to standards of achievement, conduct, elections and participation where system wide committees are appointed to address these matters.
5. To due process in disciplinary actions, as provided for in Board Policy, including the right to hear charges, to state their side, and to appeal decisions, according to procedures established by the Casey County Board of Education.
6. To protection of person and property to the fullest extent possible by the school.
7. To participate in all school programs and activities within the limits of individual capabilities and the established standards without regard to race, creed, sex, or disability.
8. To confidentiality of personal school records and of disciplinary proceedings and actions.
9. To have school activities and facilities properly supervised.
10. Make-up work shall be permitted for excused absences only. It is the student's responsibility to make arrangements with each teacher to make up work missed during excused absences. Students must request and complete make-up work within three (3) consecutive school days after their return to school.
11. To consult with teachers, counselors, administrators, and other school personnel.
12. To free election of their peers in student organizations in which students have the right to seek and hold office and involvement in school activities without being subject to discrimination on the basis of race, sex, religion, or disability.
13. Examination and confidentiality of their own personal school records by the students, their parents/ guardians, or their authorized representatives.
14. To give and receive respect to / from other students and school personnel.
15. To present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

## **STUDENTS' RESPONSIBILITIES**

Students Have The Responsibility:

1. To become informed of and adhere to the rules and regulations established by the Casey County Board of Education and implemented by school administrators and teachers.
2. To respect the human dignity and worth of every other individual.
3. To refrain from slanderous remarks, and obscenity in verbal and written expression.
4. To fulfill to the best of their ability the objectives of each of their courses.
5. To attend school and classes regularly, to arrive on time and to possess needed instructional materials.
6. To dress and groom themselves in a manner that meets the reasonable standards of health, cleanliness and safety.
7. To help maintain and improve the school environment, to preserve school property and to exercise the utmost care while using school facilities.

8. To refrain from misconduct, unlawful activities, or behavior that disrupts the educational process.
9. To respect the established exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
10. To make the best contribution possible, within their individual abilities, to support the school in all phases of program or activity, and conduct themselves so that participation will be a contribution and not a detriment.
11. To refrain from cheating on all academic and/or extracurricular activities.
12. To exercise courtesy and reason at all times, accept just punishment, avoid unreasonable appeals, and refrain from making false accusations.
13. To abstain from the possession and/or use of illegal substances, including alcohol.
14. To abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
15. To refrain from persistent violation of school regulations.

### **PARENTS/GUARDIANS' RIGHTS**

#### Parents Have The Right:

1. To send their student to a school with a positive educational climate.
2. To expect all disruptive behavior to be dealt with fairly, firmly, and expediently.
3. To enroll their student in regularly scheduled classes with minimal interruptions.
4. To expect the school to maintain high academic standards.
5. To be granted access to all school records pertaining to their child.
6. To be given the opportunity to confer with the student's teacher and/or principal regarding the student's academic placement, progress, and social adjustment in a prompt and professional manner.
7. To share in the activities of the local school council, the PTO, or other parent organizations.
8. To be informed, as provided for in the school's Code of Conduct, of due process procedures.
9. To be informed, as provided for in the school's Code of Conduct, about all school rules and regulations and the consequences for violation of these rules and regulations.
10. To expect all school personnel to keep the students safe from known physical harm and verbal abuse.
11. Local school districts must annually notify parents of their right to request information on the professional qualifications of their children's teachers.

### **PARENTS'/GUARDIANS' RESPONSIBILITIES**

1. To accept their own role as the primary educators of their child.
2. To assume responsibility for the student's prompt and regular school attendance and to comply with attendance rules and procedures.
3. To recognize that, in matters relating to conduct and discipline in school, the teacher's relationship to the student is that of parent or guardian's substitute.
4. To cooperate with, show respect for, and lend support to the teachers, administrators and other school personnel.
5. To talk with the student about school activities, to share with the student and the teacher an active interest in the student's progress.

6. To provide for the physical needs of the student and to inform the school staff of any significant physical or emotional problems, chronic illness or concerns of the student which might affect the student's behavior and performance.
7. To comply promptly with laws requiring the student to have periodic health examinations.
8. To attend individual or group conferences and special school programs whenever possible.
9. To encourage the student to develop proper study habits at home.
10. To understand and support school requirements, rules, policies and to be knowledgeable of the consequences of violations by students.

### **TEACHER'S RIGHTS**

Teachers Have The Right:

1. To have the support of co-workers, administrators and parents.
2. To work in a positive educational school climate with a minimum of disruptions.
3. To have the support of the school principal and other administrators in dealing appropriately with behavior that disrupts learning or violates the code of conduct.
4. To be safe from physical harm and free from verbal abuse.
5. To participate in the formulation of policies that relate to their own person and all persons in their care.

### **TEACHER'S RESPONSIBILITIES**

1. To present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
2. To aid in planning a flexible curriculum that meets the needs of all students and that maintains high standards of academic achievement.
3. To deal firmly, promptly, and consistently with disruptions or violations of Board Policy, the Discipline Code and school procedures. When necessary, enlist the support of administrators and respond promptly to administrative action with which the teacher may take exception.
4. To evaluate students' assignments and return them as soon as possible.
5. To reward exemplary student work and/or classroom behavior objectively without discrimination.
6. To maintain an atmosphere conducive to good behavior and an attitude of respect for students.
7. To follow and enforce rules and regulations of the Board of Education and school administration.
8. To respect the rights of students and parents as participants in the educational process.
9. To be available for conferences with students and parents about discipline matters and any other school concerns.
10. To deal with students records confidentially.
11. To offer each student all the educational opportunities that the teacher's professional abilities and the school resources allow.
12. To keep students safe from physical harm and verbal abuse.
13. To exhibit exemplary behavior in dress, action and speech.

### **PRINCIPAL'S RIGHTS**

1. To expect the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
2. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
3. To expect staff members to comply with policies and directions.
4. To ensure that the school environment provides the proper learning atmosphere.
5. To be safe from physical harm and verbal abuse.
6. To participate in the formulation of policies that relate to their relationships with students, teachers and other administrators.
7. To expect and receive adequate support for sound administrative decisions from the Board of Education and administrative superiors in administering the school program.

### **PRINCIPAL'S RESPONSIBILITIES**

1. To help create and maintain an atmosphere which respects the rights of all participants in the educational process.
2. To administer discipline measures fairly and equitably in accordance with this discipline code.
3. To exhibit exemplary behavior in dress, action and speech.
4. To direct the school staff in developing a program which communicates the Discipline Code to the school community.
5. To enforce policies of the Board of Education.
6. To deal appropriately, under Board Policies, with any student whose conduct disrupts the learning of others or whose behavior violates the Discipline Code.
7. To provide assistance to teachers in connection with serious disciplinary problems, and inform teachers of administrative disciplinary action taken with students.
8. To be available for conferences with staff, students, parents, and others on discipline matters.
9. To support teachers, bus drivers, and other employees firmly in any conflict or controversy when they are properly carrying out policies of the Board or local school.
10. To protect individual rights, as well as rights of students, parents, and staff as a whole.
11. To maintain academic standards and to participate in the designing of a curriculum that fits the needs of each student within the principal's area of responsibility.
12. To keep students and teachers safe from physical harm and verbal abuse.

### **CASEY COUNTY SCHOOLS EMERGENCY PROCEDURES PARENT/GUARDIAN ROLE**

Casey County School District is continually updating the following pages of our Safe Schools Plan that is designed to minimize danger to anyone occupying our school should an actual emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely. It is impossible to foresee all potential emergencies, but as a district, we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be

avoided. Any disaster will disrupt the “normal” way of doing things and may cause inconvenience to all of us. We share the responsibilities as school administrators and you as parents.

In most emergencies, your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency that affects our school and prohibits re-entry to the building (such as broken gas or water main, a fire or a sudden loss of utilities) students and staff will be moved immediately to an alternate site to be determined by the Superintendent.

We ask you to follow the procedures below in the event that you hear/receive any notices of a school emergency:

1. **TURN ON YOUR RADIO AND/OR TELEVISION.** The district will keep the media informed of any emergency and any additional information on the emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL** we have limited phone lines. These lines **MUST** be used to respond to the emergency and emergency personnel. Our district will distribute all pertinent information to you through our local media outlets and “One Call Now” services.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL** Any emergency involving our school may mean emergency vehicles and disaster workers must be able to get to the building.
4. If the emergency necessitates relocation of staff and students, follow these instructions:
  - a. If for any reason “our school” must be evacuated during regular school hours, your child will be taken to an alternate site to be determined by our superintendent (announced per media outlets and “One Call Now”) and cared for by our staff and the staff of the alternate site.
  - b. Stay tuned to the radio and/or television stations, phones (“One Call Now” services), and email for updated accurate reports and information provided by our district administration, which will inform you of the procedures for locating and picking up your child/children.

### **LOCK DOWN PROCEDURES**

In accordance with Policy 05.411, the school shall provide appropriate notice of building lockdown procedures to students, parents, guardians, certified staff, and classified staff. Casey County schools will provide respective school lock-down procedures at the beginning of the school year and to all new enrollees/personnel during the school year.

### **DRESS AND APPEARANCE**

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health and/or safety of any person including teachers, is prohibited. (BoardPolicy09.427). \*See Behavior Violations and Discipline Procedures. Elementary schools will follow SBDM policy or middle and high school policy.

## STUDENT CODE TATTOO / PIERCING

Tatoos and Visible body piercing (other than ears), in the judgment of the administrator that cause a clear and substantial distraction in the educational process will not be allowed. A student will not be allowed to expose tatoos that are in conflict with the overall learning environment. Tatoos that must be covered include, but are not limited to, those that are gang related, promote violence, promote illegal substances or activities, and/or are pornographic in nature.

## USE OF PHYSICAL RESTRAINT AND SECLUSION

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers. For more information please see **Board Policy**.

### RESTRAINT/SECLUSION

704 KAR 7:160 Sections 3 and 4 state restraint or seclusion may not be used as a form of punishment, discipline, or to force compliance of a student. Restraint and seclusion may only be implemented if a student's behavior poses imminent danger of physical harm to self or others or when lesser restrictive interventions have been ineffective at preventing or stopping physical harm to self or others. Restraint or seclusion shall end once the threat of imminent danger of physical harm to self or others by the student has stopped.

### PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the district and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

**CASEY COUNTY HIGH SCHOOL/MIDDLE SCHOOL  
SCHOOL-BASED DECISION MAKING COUNCIL  
DRESS CODE POLICY**

Students have the right of freedom of dress and appearance so long as the dress or appearance does not present health or safety hazards, **cause disruption of the educational process**, violate any KRS or Kentucky State Board of Education rule or regulation.

The principal, staff, student body and community at large shall be in appropriate dress, and personal appearance in terms of the varied situations in which the school community operates. **The principal or his/her designee on an individual basis shall deal with extremely exaggerated or immodest modes of dress and personal appearance.** Any member of the faculty who observes the violation shall send a pupil who is in violation of the dress code herein described to the principal.

The principal may contact the parent/guardians to correct the violation if the violation cannot be corrected at school and shall issue resolution for the offense.

The student may remove the offending clothing if inappropriate, or exchange it for other clothing that is appropriate. The student will be allowed to return to school (class) as soon as the correction is made.

Any classes missed will be counted as unexcused absences.

- A. Any decal-type patch or emblem that is obscene, sexually suggestive, disrespectful, or which contains slogans, word(s), or in any way depicts alcohol, drugs, tobacco, or any illegal, immoral, or racist implications is prohibited.
- B. Shorts and skirts, which are loose fitting of appropriate length are acceptable. Mini-skirts and running short are not allowed. This is subject to the principal or designee.
- C. Midriff blouses, halter tops, backless tops, and shirts that do not extend completely to the lower garment, cut-away shirts, low-cut, form fitting, or see-through clothing are not allowed. Sleeveless shirts are acceptable as long as the shirt is not "too revealing." This is subject to principal or designee.
- D. Hoods, bandannas, or other pieces of clothing worn as covering (i.e. do-rags) and sunglasses are not to be worn in the building. Middle School students will not be permitted to wear hats. (Exceptions of the policy will be made when school-wide activities are scheduled and all students have an option to participate). This policy applies to both male and female students.
- E. Shirts and shoes must be worn at all times.
- F. Clothing and jewelry that could be harmful or dangerous to other students is not allowed (i.e. slam bracelets; studded jewelry). Piercings are permitted as long as the principal or his/ her designee deems the piercing is appropriate and does not violate any other section(s) of the dress code policy.
- G. No chains (including billfold chains) will be allowed.

H. Pupils shall observe modesty, appropriateness, and neatness in clothing and personal appearance. Likewise, male and female students are not permitted to wear pants, slacks, overalls, etc., so that the waist area of the garment is lower than the waist area of the students. Students are not appropriately dressed if a teacher or administrator feels they are a disturbing influence in class or school because of their mode of dress. Hats can be confiscated by administration. **If a situation arises that is not covered above, the principal or his/her designee will make a determination as to what is acceptable.**

### CASEY COUNTY ELEMENTARY SCHOOLS DRESS CODE POLICY

Students have the right of freedom of dress and appearance so long as the dress or appearance does not present health or safety hazards, **cause disruption of the educational process**, violate any KRS or Kentucky State Board of Education rule or regulation.

The principal, staff, student body and community at large shall be in appropriate dress, and personal appearance, in terms of the varied situations in which the school community operates. **The principal or his/her designee on an individual basis shall deal with extremely exaggerated or immodest modes of dress and personal appearance.** Any member of the faculty who observes the violation shall send a pupil who is in violation of the dress code herein described to the principal.

The principal may contact the parent/guardians to correct the violation if the violation cannot be corrected at school and shall issue resolution for the offense.

The student may remove the offending clothing if inappropriate, or exchange it for other clothing that is appropriate. The student will be allowed to return to school (class) as soon as the correction is made.

Students at Casey County Elementary Schools should be dressed in a manner that reflects decorum, modesty, and community values.

- A. Skirts or shorts worn must be to the knee **regardless of undergarments**. Measurement shall not exceed the **width** of a dollar bill placed at the top of the knee. **No holes** above the mid-thigh in jeans or pants. Clothing that is ripped or torn (regardless of the manufacturers design-intentionally torn or has holes) is not allowed.
- B. Midriff blouses, halter tops, backless tops, and shirts that do not extend completely to the lower garment, cut-away shirts, low-cut, form fitting, or see-through clothing are not allowed. Sleeveless shirts are acceptable as long as the shirt is not "too revealing." Unacceptable tops include shirts with large arm opening, tank tops, spaghetti strapped top, cropped tops, or fishnet tops, pajamas, clothing with inappropriate language displaying death, foul language, or promotion of violence.
- C. Midriff should remain covered while sitting, standing or when arms are raised over the head. Underwear should not show when sitting down. Tops that show cleavage or bras should not be worn.

- D. Any decal-type patch or emblem that is obscene, sexually suggestive, disrespectful, or which contains slogans, word(s), or in any way depicts alcohol, drugs, tobacco, or any illegal, immoral, or racist implications is prohibited.
- E. Hoods, bandannas, or other pieces of clothing worn as covering (i.e. do-rags) and sunglasses are not to be worn in the building. (Exceptions of the policy will be made when school-wide activities are scheduled and all students have an option to participate). This policy applies to both male and female students.
- F. Clothing and jewelry that could be harmful or dangerous to other students are not allowed (i.e. slam bracelets, studded jewelry, large hoops).
- G. Non-traditional forms of body piercings such as tongue, nose, lip, chin, eyebrow, etc. are not allowed.
- H. All tattoos must be covered.
- I. No chains (including billfold chains) will be allowed.
- J. Writing, painting, or drawing by students on the body or clothes are not allowed
- K. Pupils shall observe modesty, appropriateness, and neatness in clothing and personal appearance. Likewise, male and female students are not permitted to wear pants, slacks, shorts, overalls, etc. so that the waist area of the garment is lower than the waist area of the student. Students are not appropriately dressed if a teacher or administrator feels they are a disturbing influence in class or school because of their mode of dress. **If a situation arises that is not covered above, the principal or his/her designee will make a determination as to what is acceptable.**

First offense: Parents will be called to provide alternative clothes. In the event that parents cannot be reached, clothes will be provided. Two or more offenses: Detention or ISS.

## STUDENTS WITH DISABILITIES

The Casey County Board of Education believes that every child deserves an opportunity to receive a free appropriate public education. In accordance with that belief, the Board intends that educational programs be established to serve pupils with various disabling conditions. In compliance with 504 P.L. 93-516 and IDEA P.L. 108-446, each child will be placed in the least restrictive educational environment appropriate to his/her capabilities. Special programs for pupils with disabilities shall be established where needed. Also, in compliance with Section 504 P.L. 93-516 there shall be no discrimination on the basis of disability in programs in the Casey County School System. (Refer to non-discrimination section).

## SPECIAL EDUCATION

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

## **DISCIPLINE CODE FOR STUDENTS WITH DISABILITIES**

Any student who creates a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short term suspension (generally no longer than 10 days) are the same for all students and are outlined in KRS 158.150. KRS 158.150 states a change in educational placement occurs, if due to a suspension, a special education student is removed for more than 10 consecutive days during a school year or the child is subjected to a series of removals that constitute a pattern because of the number of days the child is removed or other factors. Federal law applies the same change of placement definition to Section 504 students. (See District Special Education Procedures and Section 504 Procedures).

Federal law and KRS 158.150 also prohibit educational services from being terminated for a special education student during periods of expulsion or suspension exceeding 10 cumulative days during a school year.

The behavior of students with disabilities and students who have been referred for evaluation for possible special education or Section 504 services should be considered during Admissions and Release Committee (ARC) meetings or Section 504 meetings. Behavioral interventions, treatment and consequences should become a part of the Individual Education Plans or Section 504 Plans for those students. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC or Section 504 Team to make changes in the student's program which might result in more appropriate behaviors. Since disabled students' behaviors may be related to or caused by the disabling condition, the role of services for the disabled includes the instruction of appropriate behavior. For students whom the ARC or Section 504 Team determine behavioral interventions that are implemented with all children would be unsuccessful, the committee should designate positive Behavioral Interventions in the Individual Education Program or Section 504 Plan for those students.

## **DISCIPLINARY MEASURES FOR STUDENTS WITH DISABILITIES**

Refer to District Special Education and Section 504 Policies and Procedures for appropriate discipline procedures to utilize with students needing (or suspected of needing) special education or Section 504 services.

## **TRANSPORTATION DISCIPLINARY AND SUSPENSION PROCEDURES FOR STUDENTS WITH DISABILITIES**

When transportation is needed as a related service or accommodation, school bus misbehavior should be addressed in the disabled student's IEP or Section 504 Plan. When the behavior for which the student is to be removed from transportation service is the result of the student's disabling condition, the student cannot also be deprived of access to other services. This is not to say that, if the behavior is of danger to the driver and/or other students, transportation may not be interrupted. Before imposing any disciplinary action related to transportation, the principal shall review the student's IEP/504 Plan.

It is recommended that any suspension of transportation services not exceed five consecutive school days, the child and parents must be provided with procedural safeguards, and an ARC meeting or Section 504 meeting should be called to determine if the student's behavior that resulted in disciplinary action was caused by, or had a direct and substantial relationship to, the disability.

## **ATTENDANCE REQUIREMENTS**

### **COMPULSORY ATTENDANCE**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

Before an unmarried student years of age eighteen (18) may withdraw from school and terminate education prior to graduation, s/he shall confer with the principal or designee, and s/he shall secure written permission from her/his parents. (See Board Policy 09.111.)

### **EXEMPTIONS FROM COMPULSORY ATTENDANCE**

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

### **PHYSICIAN'S STATEMENT REQUIRED**

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

### **EXCEPTIONS TO PRESENCE AT SCHOOL**

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

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.
3. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when

co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.
8. A student participating in an extracurricular activity must be in attendance at least one-half day of the event, or may be permitted to participate in the Principal's sole discretion otherwise.

**REFERENCES:**

1KRS 159.010; OAG 85-55  
2KRS 159.030  
3KRS 159.035  
4702 KAR 7:125  
5KRS 158.240  
6KRS 158.070  
KRS 159.180; KRS 159.990  
OAG 79-68; OAG 79-539  
OAG 87-40; OAG97-26

**RELATED POLICIES:**

08.131; 08.1312  
09.111; 09.123; 09.36

**EXCUSED ABSENCES/MAKE UP WORK**

When a student must be absent from school, arrive late, or leave early it is the responsibility of the parent/guardian to write a note to the school where the child is enrolled to inform the Principal of the reason for the absence. Any time a student misses any part of a school day, a note or other valid documentation must be submitted in order to determine if the absence is excused or unexcused within three (3) school days of the absence. Principal's discretion may apply in specific situations. The written statement shall include the full name of the student, date or dates, reason and full signature of the parent/guardian or medical professional. When returning to school from absence, the student shall accept the responsibility to see the teacher and ask what work is to be

made up and shall complete make-up assignments within the time specified by the school. Students shall have their absences excused only for reasons designated in this policy as excused. Absences for reasons other than those listed below will be unexcused. Excused absences include:

1. Illness/injury. Parent notes will be accepted for the student or family illness/injury up to six (6) days per year. After a student has used six (6) parent days in a school year, a doctor or dentist statement must be presented for the absence to be excused. Forged parent notes may result in parent notes being disallowed by the Principal or Director of Pupil Personnel.
2. Students have three (3) days to submit a medical statement. It is the Parent/Guardian responsibility to ensure the medical statement has been received by the school.
3. Medical or dental appointments. Doctor statements will be accepted for student absences up to ten (10) days per school year. After ten (10) doctors excused absence, homebound will be strongly considered. After a student has used ten (10) doctor days in a school year, no further absences will be excused unless approved by the school's Attendance Appeals Committee. Parents may present any information to the school's Attendance Appeals Committee but must include a "Statement of Chronic Illness" form which can be obtained from the school's front office or attendance secretary. Requests and all documentation for absences to be excused after a student has used ten (10) doctor days must be made within five (5) school day days of absences. All decisions of the Attendance Appeals Committee are final.
4. Order of a court with proper verification from the court.
5. Death, severe illness, hardship and/or family emergencies in the pupil's immediate family. Attendance at a funeral of a relative or close friend. (Must have prior approval by Principal/designee)
6. Interviews or tests with college, vocational/technical school, or military. (Must have prior approval by Principal/designee)
7. Driver's license or permit, students return after completion of test.
8. Documented religious holidays. (Must have prior approval by Principal/designee)
9. Educational enhancement opportunities. (Must have prior approval by Principal/designee)
10. Parent or Guardian call to federal active duty limited to one day for deployment and one day for return.
11. Other valid reasons as determined by the Principal.
12. Failure of bus transportation. (Missing bus is no excuse)

School sponsored trips and properly organized 4-H club activities in which the student is accompanied by or under the supervision of a county extension agent or a designated 4-H club leader for the 4-H club education activity are not absences as they relate to the Attendance Policy. Students participating in such trips are required to do work missed while away from school.

All school students must see school nurse before checking out of school for illness.

### **UNEXCUSED/EXCESSIVE ABSENCES**

Unexcused absences at any grade level will have an immediate impact on a student's academic performance and although students may make up tests and assigned homework, excessive absences of any nature may have a direct impact on a student's academic performance.

Any student, including students between the ages of 18-21, who has been absent from school without a valid excuse for three (3) or more times, whether it is for a partial day or full day, is a truant. Any child who has been reported as a truant two (2) or more times within one calendar year period is a habitual truant.

Any student considered habitually truant (six or more unexcused absences or tardies) must be referred to the office of the Director of Pupil Personnel. Truancy, by Kentucky Revised Statute, may be reported to Juvenile Services and/or other applicable agencies and the student and/or parents may be referred to court. The Principal/designee must notify parents or students with excessive absenteeism in a prompt and timely manner and school-parent conferences must be held to determine the causes of the absenteeism. Documentation of meetings/home visits shall be kept by the school. Students with six or more unexcused absences and/or 8 or more unexcused tardies at the high school or middle school will lose privileges of extra curricular activities such as, but not limited to, prom, dances, driving, clubs, athletics, etc.

### **NTI - NON TRADITIONAL INSTRUCTION**

The district will use a blended delivery method for non-traditional instruction. All students will join their teacher's Google classroom in the fall semester. Materials inside the virtual classroom will be content related and/or project based and aligned to (KAS) Kentucky Academic Standards. However, to provide equity to all students, a hard copy of each instructional activity will be provided as an alternative source upon request with the classroom teacher. Each of the five schools within the district will utilize the google Meet and Google Classroom as their digital learning platform. Access to these tools and websites can be found on our district website.

On days that school is cancelled, students and parents will be notified of non-traditional instruction for that day. Students/Teachers will follow their traditional day schedule. Teachers will be available during their planning time to assist parents and students as needed. The expectation will be for all students to submit their work in a timely manner. Students that request hard copies must submit their work within two days of returning to traditional instruction. All lessons will be developed in conjunction with the digital lessons so they are fully aligned. These lessons will be based on state and district curriculum standards. Work will be graded, feedback given and a review of all documents will be conducted by instructional leaders in each school's content area.

#### **Prior to non-traditional instructional days**

1. Non-Traditional Instructional Days will be explained at open houses and in the Student Handbook that is sent home at the beginning of each school year.
2. Information will be posted on the district website.

#### **During a non-traditional event**

1. One call system will notify families that a certain day is designated as non-traditional learning day (i.e. NTI day #3).
2. NTI events will be posted on the district's Facebook page.
3. Information sent to Radio and TV stations to be announced.
4. Students are expected to attend NTI at least half day to participate in extracurricular activities.

If you have any questions feel free to contact Shawn Pierce at 606-787-6941 or [shawn.pierce@casey.kyschools.us](mailto:shawn.pierce@casey.kyschools.us)

# **ATTENDANCE APPEALS COMMITTEE**

**This section is to be filled out by the Attendance Appeals Committee.**

Name of Student:

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Date Application Received:

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\*\*\*Only absences missed within the previous five (5) school days of the receipt of application will be considered for excused status.

Attendance Information Attached

\_\_\_\_ Dates and nature of excused absences

\_\_\_\_ Dates of unexcused absences

\_\_\_\_ Dates and nature of tardies

\_\_\_\_ History of truancy

Absences within the previous 5 days are: Excused \_\_ Unexcused \_\_

Additional Comments:

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\*\*\*Future absences based on the stated chronic condition and accomplished by a statement from the physician/physicians indicated on this request form. Based on the stated chronic condition will only be excused until \_\_\_\_\_

**Signature of Committee Members:**

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\_\_\_\_ Name / Title

\_\_\_\_ Date

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**ATTENDANCE POLICY, ABSENCES AND EXCUSES**

\_\_\_\_ Name / Title

\_\_\_\_ Date

All students are expected to attend school regularly and to be on time for classes in order to have the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

### **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 two (2) days or more, is a truant.

### **HABITUAL TRUANTS**

Any student who has been reported as a truant two (2) or more times is a habitual truant. Habitually truant students shall be reported to the Director of Pupil Personnel for appropriate action.

### **PARENT NOTES**

Parents may write six (6) notes per year for all school students. A physician's statement shall be required for the seventh absence and all subsequent days of absence each year. It is not acceptable for students to save parent notes to use at their own discretion. Any absence not covered by a medical excuse will be counted as a parent note until the limit of six (6) parent notes per year is exhausted.

**Unexcused** All other absences shall be considered unexcused including suspensions from school.

**Notes Required** When the student returns to school, he must bring a note signed by his parents. Verbal information from the parent may substitute for notes. Student must submit medical excuse within three days back after absence.

**Make-Up Work**

Make-up work shall be required for all absences. It is the student's responsibility to make arrangements with each teacher to make up work missed during absences. Students shall have (1) school day for (1) school day's absence, (2) school days for (2) school day's or (3) school days for (3) or more consecutive school day's absence after their return to school to request make-up work. Principal's discretion may apply in specific situations.

**Extended Illness**

Any culminating performance assignment (projects, writing pieces, memorization assignments, oral speeches, etc.) that have been assigned with a future date of two weeks or more, cannot be excused with a medical excuse without permission granted by the school administration.

**Students with Disabilities**

When extended student absences are required, the parent/guardian shall make advance arrangements with the Principal, assistant Principal or counselor. Any student who misses as many as five (5) days of school due to illness or surgery shall be assigned to the home/hospital instructional program. Arrangements for home/hospital instruction may be made with the Principal or Director of Pupil Personnel. Any high school or middle school student with computer and internet access on homebound for a period of four weeks or longer will be required to complete programs on-line.

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed\*

## EARLY DISMISSAL FROM SCHOOL

No student shall be dismissed early from school without permission from the Principal or his designee. Any student who leaves the school grounds without permission from the Principal shall be subject to appropriate disciplinary action.

### Release of Students

No elementary or middle school student shall be released to any individual other than the student's custodial parent/guardian or other individual as authorized in writing by the parent/guardian.

If the student is to be picked up, the custodial parent/guardian or designee shall report to the Principal's office.

High school students may be dismissed early only through one (1) of the following methods:

1. The custodial parent/guardian or authorized individual picks up the student at the Principal's office after completing the proper checkout procedure.
2. Students who drive to school may have their parent contact the school either in person or by telephone no later than the day before the requested date of early dismissal. Parents requesting early dismissal in person may complete the necessary form at that time. When parents request early dismissal by telephone, the student shall bring a note on the day of early checkout verifying the parent's request. All telephone requests shall be verified using a call-back system.
3. Emancipated students may sign for their own dismissal only if student attendance is not in truancy status. Students are not permitted to walk off campus.

### Exception

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.

## **SCHOOL ATTENDANCE**

In addition to the provisions stipulated in Board policy 09.123, the following procedures shall be applicable to all students who are enrolled in grades kindergarten through twelve (K-12).

**Procedure** After any absence, students shall report the reason for their absence to their homeroom teacher, principal, or attendance clerk. It is the student's responsibility to see that appropriate documentation for each absence is delivered to the appropriate individual. Teachers should not admit any student back to class without an admit slip. Students have three (3) school days to submit documentation of any excuse to the appropriate individual.

**On Return**

Should the teacher, Principal, or attendance clerk find that an absence was unexcused under Policy 09.123, she/he shall advise the students accordingly and tell them that they and/or their parent/guardian have the right to appeal this finding to the Principal and the Director of Pupil Personnel. Such appeals should be made within three (3) working days of any such absence.

Following review by the Principal and Director of Pupil Personnel, a recording shall be made in each student's attendance record as to whether the absences were found to be excused or unexcused.

## **ATTENDANCE POLICY ELEMENTARY/MIDDLE SCHOOL ATTENDANCE**

In addition to the provisions stipulated in Board policy 09.123, the following policy shall be applicable to all students under sixteen (16) years of age who are enrolled in grades kindergarten through eighth (K-8).

### **Unexcused Absences**

1. After two (2) unexcused absences, a letter will be sent home stating the attendance policy.
2. After four (4) unexcused absences, a home visit will be made by the FRYSC.
3. After six (6) unexcused absences, a home visit will be made by the DPP or a final notice will be sent.
4. After seven (7) unexcused absences, a home visit will be made by the DPP and the student may be turned over to a court designated worker.
5. After four (4) unexcused tardies, a letter will be sent.

### **Council Policies with Board Endorsement**

- A. Councils with Board Endorsement may develop policies regarding class participation. The Board will endorse/support school councils to give extra points for class participation.
- B. Students may lose the privilege of participating in extracurricular school activities for a period determined by school council policy.

### **Administrative Procedure**

- A. If a student is unable to attend school, the parent should call the school each day before 8:30 a.m. and inform the school why the student is absent.

### **SECONDARY SCHOOL ATTENDANCE**

In addition to the provisions stipulated in policy 09.123, the following policy shall be applied without exception to all students in grades nine (9) through twelve (12):

#### **Unexcused Absences**

- After two (2) unexcused absences, a letter will be sent home stating the attendance policy.
- After four (4) unexcused absences, a home visit will be made by the DPP or Designated Assistant or a final notice by will be sent.
- After six (6) unexcused absences, the student may be turned over to a court-designated worker.
- After the seventh (7th) unexcused absences, a warrant for the parent may be issued if the student is under eighteen (18) years of age.
- Driving privileges at the high school will be lost after six (6) unexcused absences or six (8) unexcused tardies per semester.

#### **If the student is age 18 or older**

- After two (2) unexcused absences, a letter will be sent home stating the attendance policy.
- After four (4) unexcused absences, the DPP shall send a final notice by certified mail or make a personal visit to the parent/guardian.
- After six (6) unexcused absences, student and parent(s) are to meet with the Principal. Possibility of court action(s) will be explained per KRS 159.990. **KRS 159.990** holds a public schools student who has attained the age of **18, but** who has not reached his or her twenty-first (21) birthday, accountable if the student fails to comply with school truancy laws. This student can be fined \$100 for a first offense and up to \$250 for a second offense.

- Students, age 18 and older are not permitted to leave campus during school hours without consent from administration.

### **Council Policies with Bond Endorsement**

- A. Councils with Board Endorsement may develop policies regarding class participation. The Board will endorse/support school councils to give extra points for class participation.
- B. Students may lose the privilege of participating in extracurricular school activities for a period determined by school council policy.

### **Administrative Procedure**

If a student is unable to attend school, the parent should call the school each day before 8:30 a.m. and inform the school why the student is absent.

### **WILLFUL DEFIANCE OF AUTHORITY**

The refusal of any student to comply with a reasonable request of school personnel by refusing to recognize or obey school authority or the open resistance to and standing up against the school staff or administration is unacceptable. Furthermore, students who intentionally defy school personnel with the purpose of insulting or verbally abusing them, thus undermining the discipline and order of the school, shall be subject to appropriate disciplinary action which may include suspension and/or expulsion as provided in KRS 158.150.

### **ABUSE OF TEACHER PROHIBITED (KRS 161.190)**

Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a Board of Education of a public school system, it shall be unlawful to any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school or the effectiveness of the school person.

## **Home/Hospital Instruction**

### **PURPOSE**

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than five (5) consecutive school days.

For purposes of KRS 157.360, a student who receives home/hospital instruction for a minimum of two (2) instructional sessions per week, with a minimum of one (1) hour of instruction per session, by a certified teacher provided by the Board, shall equal the student attending five (5) days in school. An instructional session may be delivered in person, electronically, or through other means established in regulation. A parent/guardian or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present or is otherwise delivering instruction.

### **ELIGIBILITY**

Determination of a student’s eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student’s condition, the home/hospital review committee may schedule a review of the student’s continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine placement in home/hospital instruction for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

### **SECONDARY STUDENTS**

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case by case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky Academic Standards.
4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

**Home/Hospital Instruction**

**STUDENTS WITH DISABILITIES**

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of home/hospital services for a student, including the number of credits a student at the secondary level will be permitted to earn while on home/hospital instruction.

**REFERENCES:**

- KRS 157.360
- KRS 158.033
- KRS 159.030
- 704 KAR 003:303
- 704 KAR 007:120
- 707 KAR 001:320
- 707 KAR 001:350
- 20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
- Section 504 of the Rehabilitation Act of 1973
- 34 C.F.R. 104.35

**RELATED POLICIES:**

- 09.122
- 09.123

Adopted/Amended: 7/13/2020  
Order #: 5714

## STUDENT DRIVING POLICY

Students applying for a school driving permit must provide information on vehicle that is registered to student or student's family. Driving to school, and parking on school property is a privilege that may be revoked at any time by the administration of the school. Students are required to operate their vehicle in a safe manner at all times. Furthermore are expected to be punctual, regular in their attendance, and exemplary in their behavior. Violation of any of these may result in the student's loss of driving privileges for an unspecified time. Driving privileges may be allotted according to a reward system initiated by the administration at their discretion. Driving is at no time to be viewed as a right of every student. After six (6) unexcused absences per semester students will lose driving privileges for the remainder of the semester. Multiple tardies will accumulate to equal an unexcused absence.

If a student has totaled 6 unexcused absences within the school year, driving privileges will be suspended for the remainder of the semester.

Students may not leave school with other students during school day.

### PROCEDURES FOR SUSPENDING DRIVING PRIVILEGES AT CASEY COUNTY HIGH SCHOOL

After 2 unexcused tardies or 2 unexcused absences

Guardian will receive notification.

During school year 6 unexcused absences or 8 unexcused tardies

Driving privileges are suspended until the end of the semester.

Failure of 2 or more classes in a 9 week period

Driving privileges are suspended until the end of the following grading term.

Students that park on campus property after privileges have been suspended.

ISS and/or driving privileges suspended for the remainder of the school year

Students in Alternative School will not be permitted to drive on campus. The \$10 parking fee will not be reimbursed when driving privileges are suspended. If a student drives to school after driving privileges have been suspended, the student's vehicle may be towed from school property at the owner's expense. If a student has totaled 6 unexcused absences within the school year, driving privileges will be suspended.

## **LOSS OF PRIVILEGES**

After six (6) unexcused absences and/or eight (8) unexcused tardies per semester it will result in a loss of privileges, but not limited to 8th grade dance, prom, driving privileges and any athletic club or participation with the exception of tutoring, 21st century, and/or ESS.

## **VEHICLE SEARCHES**

School authorities shall have the authority to conduct routine patrols of student parking lots and to inspect the exteriors of student vehicles parked on school property. When reasonable suspicion exists that a student's vehicle contains illegal or unauthorized materials, school officials will inspect interiors of student vehicles. If the vehicle is locked and the student refuses to open any portion of the vehicle for examination, legal authorities will be summoned.

Because signed consent for vehicle searches is required before students may drive vehicles to school, vehicle inspections and routine patrols may be conducted without notice, student consent, or search warrants.

## **NO PASS/NO DRIVE 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 student's age sixteen (16) to eighteen (18) 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 eight (8) unexcused absences in a class/classes for the preceding semester. This includes prior school year. 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 School Administrator or designee to have their standing confirmed. The District shall make the required report to the appropriate agency.

# Medical Excuse Form

Casey County School District  
1922 N US 127  
Liberty, Kentucky 42539

## School Phone Numbers

Casey Co. High School - 787-6151  
Casey Co. Middle School - 787-6769  
Jones Park Elementary - 787-1217  
Liberty Elementary - 787-6961  
Walnut Hill Elementary - 787-0045  
Casey Co. Central Office - 787-6941

## School Fax Numbers

Casey Co. High School - 787-8654  
Casey Co. Middle School - 787-5337  
Jones Park Elementary - 787-0558  
Liberty Elementary - 787-2136  
Walnut Hill Elementary - 787-1546  
Casey Co. Central Office - 787-5231

*This form is required only after ten (10) medically excused days of absences or tardies*

Student Name \_\_\_\_\_

I hereby authorize this health care provider to release the information requested on this form for my child listed above

Parent or Guardian Signature \_\_\_\_\_

Date of Appt \_\_\_\_\_ Time of Appt \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Reason for Appointment (i.e. routine office visit, follow up visit, orthodontist, dentist, emergency, tests, etc.)

\_\_\_\_\_

Was it medically necessary for this student to be absent on the date of the appointment?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_

Was it necessary for student to be absent from school for an entire day?

Yes \_\_\_\_\_ No \_\_\_\_\_

Could this appointment have been scheduled during non-school hours?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will this student need to be absent more than one day?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how long? \_\_\_\_\_

This student may return to school on \_\_\_\_\_ (date)

If this student will be out for five (5) days or longer, please consider a homebound application --- call 606-787-6941 ext. 2226

Health Care Provider \_\_\_\_\_

Signature

Date

Name & Address \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Please Print

## HEALTHY KIDS CLINIC

The Healthy Kids Clinic, a service of Cumberland Family Medical, Inc., is a unique combination of school nursing services and a school based health center. On-site services include acute care visits, well-child visits, physicals, and immunizations. Exams and immunizations are conducted by our licensed health care provider during regular school hours at the child's school. This service is provided to those students with parent/guardian permission.

Our district highly encourages parents to talk with their children about being seen by the school nurse prior to asking parents to pick them up for being sick. We believe this will help to increase timely and accurate assessments of your child's health needs as well as parent's ability to make a more informed decision about picking their child up from school for being sick.

It is our desire that all students remain healthy and come to school ready to learn each day.

Healthy Kids Clinic, a part of Cumberland Family Medical Center, offers behavioral health service to all students and staff of the district. Each school is staffed with licensed mental health therapists that are on site to meet the daily needs of the school. Targeted case management is another program that can offer extra services to students in need. Any student or staff wanting behavioral health service must sign separate consent forms in order to be seen by the therapist.

### Effective July, 2018

- All students in Kindergarten through twelfth grade must show proof of having received two doses of Hepatitis A vaccine to attend school, and
- Students age 16 years or older, must show proof of having received two doses of Meningococcal vaccine to attend school. If the first dose was received at age 16 years or older, the second dose is not required for school entry.

To meet these requirements, a current Certificate of Immunization Status must be provided to the school showing the date your child received these vaccine(s). If your child has already received the age appropriate vaccines for school entry, he or she will not be required to receive the vaccine(s) again.

## PANDEMIC / INFECTIOUS DISEASE RESPONSE PLAN

The Casey County Board of Education has developed a Pandemic/Infectious Disease Response Plan to appropriately prepare for and respond to a Pandemic/Infectious Disease event affecting the Casey County School District. A Pandemic/Infectious Disease is typically a virus that causes worldwide outbreak of a disease for which there is little or no natural immunity. During a pandemic event, a new strand of a virus could cause thousands or even millions of people to contract the disease and spread the illness to others.

**Schools will be notified by the superintendent's designee(s) when a heightened level of surveillance and responses on part of the local schools is required.** When notified by Central Office of a Pandemic event, each school will refer to their Emergency Management Plan.

## **LUNCH ROOM POLICY**

The Casey County School District will be participating in the Community Eligibility Program. All students will receive one free breakfast and one free lunch at no charge at all schools in the Casey County public school system under the National School Lunch/ School Breakfast Program. If students want to get extras they must have cash or money in their lunchbox accounts. Parents may put money in the account by sending money/check to the school or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). There will be NO charging.

In accordance with Policy 07.11, cafeterias may not charge ala carte items for students, nor shall adults be permitted to charge meals or ala carte items.

For additional information please contact Food Service Director, at Casey County Board of Education, 1922 N. US 127, Liberty, KY 42539 or call 606-787-6941

## **CASEY COUNTY ELEMENTARY CELL PHONE AND ELECTRONIC POLICY**

1. Students shall be allowed to possess cell phones at school, but cell phones should not be used in any way, including use for photographs, internet access, videos and recordings, absent permission, or excused after the fact for good cause, by the school principal/designee.
2. Cell phones and other electronic devices may be collected by the classroom teacher upon entering the classroom and/or before tests (at the teacher's discretion) to prevent disruptions of instruction, provided that this is a uniform and consistent classroom policy.
3. A cell phone or electronic device that is confiscated on the first offense will be returned at the end of the school day. A cell phone or electronic device that is confiscated for a second offense will be returned to the parent at the end of the school day. A cell phone or electronic device that is confiscated for a third offense and any other offense in addition will be returned after the student has served school discipline as determined by the school's administrator.
4. Staff/personnel shall NOT be responsible for lost, stolen, or damaged cell phones or electronic devices.
5. Cell phones or electronic devices can be confiscated by school personnel and/or law enforcement due to video and photographic evidence. Phones may or may not be returned by law enforcement when used as part of an investigation.

**CASEY COUNTY  
MIDDLE SCHOOL  
CELL PHONE POLICY**

**Cell phones and other electronic devices, including earbuds/headphones, are not permitted during instructional time from 7:55 am to 3:05 pm, unless directly linked to an authentic instructional purpose and teacher permission has been granted. Cell phone usage is only permitted during class changes and lunch.**

1. Students shall be allowed to possess cell phones at school, but cell phones should not be used in any way, including use for photographs, internet access, videos and recordings, absent permission, or excused after the fact for good cause, by the school principal/designee. Unless they have lost privileges due to misuse/misconduct.
2. Cell phones are permitted before or after school in the hallways during class change, and during the students' lunch times which is specified by the time they enter the cafeteria and exit the cafeteria.
3. Students are NOT permitted cell phones during instructional time or in the restrooms.
4. Once a student enters a classroom, students will have cell phones silenced and placed in the cell phone bin (out of sight in locker or backpack).
5. Cell phone confiscated:
  - a. 1<sup>st</sup> offense: Cell phones placed in view that cause a disruption of instruction during the school day shall be confiscated by school personnel and returned to the student at the end of the day. This violation will be considered the 1<sup>st</sup> offense of the cell phone policy.
  - b. 2<sup>nd</sup> offense: A cell phone that is confiscated a second time will be returned to the parents/guardians ONLY at the end of the day.
  - c. 3<sup>rd</sup> offense: A cell phone that is confiscated a third time will result in the cell phone being confiscated and the student being assigned after-school detention. The cell phone will not be returned to the student until after they have served the after-school detention. (Depending on when after-school detention is scheduled, this may not be the same day.)
6. Any student taking pictures or video of another student or staff member shall be considered in violation of the cell phone policy.
7. Students are not permitted to use earbuds during instructional time unless permission from the teacher for an educational purpose.
8. Staff/personnel shall not be responsible for lost or damaged cell phones.
9. If a student refuses to render a cell phone to school personnel the student can be disciplined according to the code of conduct book (disrespect to school personnel, aggressive behavior towards school staff, school/class disruption).

\*Principal discretion may determine which disciplinary action shall apply in specific situations.

**CASEY COUNTY HIGH SCHOOL  
CELL PHONE POLICY**

**Cell phones and other electronic devices, including earbuds/headphones, are not permitted during instructional time from 7:55 am to 3:05 pm, unless directly linked to an authentic instructional purpose and teacher permission has been granted. Cell phone usage is only permitted during class changes and lunch.**

Policy Statement:

1. Students shall be allowed to possess cell phones at school, but cell phones should not be used in any way, including use for photographs, internet access, videos and recordings, absent permission, or excused after the fact for good cause, by the school principal/designee.
2. Cell phones and other electronic devices may be collected by the classroom teacher upon entering the classroom and/or before tests (at the teacher's discretion) to prevent disruptions of instruction, provided that this is a uniform and consistent classroom policy.
3. Cell phones and other electronic devices are permitted before or after school in the hallways during class change, and during the students' lunch times which is specified by the time they enter the cafeteria and exit the cafeteria.
4. Students are NOT permitted cell phones and other electronic devices during instructional time or in the restrooms.
5. Once a student enters a classroom, students will have cell phones and other electronic devices silenced and placed in the cell phone bin (out of sight in a locker or backpack).
6. Electronic Device confiscated:
  - a. 1<sup>st</sup> offense: Electronic devices placed in view and that cause a disruption of instruction during the school day shall be confiscated by school personnel and returned to the student at the end of the day. This violation will be considered the 1<sup>st</sup> offense of the cell phone policy.
  - b. 2<sup>nd</sup> offense: An electronic device that is confiscated a second time will be returned to the parents/guardians ONLY at the end of the day, students will receive after-school detention.
  - c. 3<sup>rd</sup> offense: An electronic device that is confiscated a third time will result in the electronic device being confiscated and the student being assigned after-school detention. The electronic device will not be returned to the student until after they have served the after-school detention. (Depending on when after-school detention is scheduled, this may not be the same day.)
7. Any student taking pictures or video of another student or staff member shall be considered in violation of the cell phone policy and will receive ISS, per principal/designee discretion.
8. Students are not permitted to use earbuds during instructional time unless permission from the teacher for an educational purpose.
9. Staff/personnel shall not be responsible for lost or damaged cell phones.
10. If a student refuses to render an electronic device to school personnel the student can be disciplined according to the code of conduct book (disrespect to school personnel, aggressive behavior towards school staff, school/class disruption)

\*Principal discretion may determine which disciplinary action shall apply in specific situations.

**ENERGY DRINKS**

Energy drinks are NOT permitted.

**CASEY COUNTY HIGH BEHAVIOR VIOLATION AND DISCIPLINE PROCEDURE  
Discipline Procedures**

Behavior Violations	Number of Offenses	Informal School Discipline	Structured Study Hour and/or Parent Notification	After School Detention	ISS*	Short-term (1-3 Days) Suspension (See page 43)	Long-term (4-10 Days) Suspension (See page 43)
Cell Phones, CD Players, PSP, iPods, MP3's, Radios, etc.		X		X	X	X	
Dress Code	1	X*		X	X	X	
Excessive Tardiness	2		X				
	3						
Each Semester	4			X			
	5				1		
	6				3		
Refusal to do work Lack of effort or failure to bring supplies (book, paper, ect.)	1	X					
	2		X				
	3						
	4			X			
Skipping class Leaving campus (Without permission)	1			1			
	1				1		
	3				1		
	4				X	X	
Sleeping in class	1	X					
	2		X				
	3			X			
	4			1			
Three Zeros (or more)	Can lead to after school detention						
Behavior Referrals	10 or more discipline referrals can lead to alternative placement						

**AFTER SCHOOL DETENTION (ASD)**

Students are only permitted to move 1 ASD per year.

Skipping ASD:

- 1st offense      1 day ISS & Reschedule ASD
- 2nd offense      3 days ISS & Reschedule ASD
- 3rd offense      3 days School Suspension & Reschedule ASD  
2 days may be waived if parent calls and confirms student will be at the re-scheduled ASD
- 4th offense      3 day School Suspension and Reschedule

Principals determine which procedure shall apply in specific situation.

**CASEY COUNTY HIGH BEHAVIOR VIOLATION AND DISCIPLINE PROCEDURES  
(continued) – Discipline Procedures**

Behavior Violations	Number of Offenses	Informal School Discipline	Structured Study Hour and/or Parent Notification	After School Detention	ISS*	Short-Term (1-3 Days)/Suspension (See page 43)	Long-Term (4-10 Days) Suspension (See page 43)	Alternative Placement or Expulsion Initiated
Aggressive Behavior towards any school staff	1						X	X
	2							X
Alcohol, Drugs, and other Controlled Substances	Refer to table of contents Students may be turned over to law enforcement official for parent pick-up							
Arson (real or attempted) (restitution in all cases)	1						X	
	2							X
Bomb Threat	1							X
Cheating and Plagiarism (no credit for assignment)	1			X				
	2			X				
	3					X		
	4						X	
Cursing or Foul Language	1			X				
	2				1			
	3				3			
	4					X		
Defacement of School Property (Restitution in all cases)	1			1				
	2				X	X		
	3						X	
	4							X
Inappropriate display of affection in public	1	X		X	X	X		
	2			X				
	3					X		
	4				X			
Disrespect to school persons	X			X	X	X	X	X

\*ISS may be served in alternate setting

Principal's discretion may determine which procedure shall apply in specific situation

**CASEY COUNTY HIGH BEHAVIOR VIOLATION AND DISCIPLINE PROCEDURES  
(continued) – Discipline Procedures**

Behavior Violations	Number of Offenses	Informal School Discipline	Structured Study/ Hour and/or Parent Notification	After School Detention/ ISB	ISS*	Short-Term (1-3 Days) Suspension (See page 43)	Long-Term (4-10 Days) Suspension (See page 43)	Alternative Placement or Expulsion Initiated
False Fire Alarm	1					X		
	2						X	
	3							X
Instigating a fight	1			1				
	2				2			
	3					X		
	4						X	
Fighting/ Physical Assault	1					X	X	X
	2	Recommendation for expulsion or alternative placement						
Possession of fireworks	1				X			
	2					X		
	3						X	
Forgery/Lying	1			X				
	2					X		
	3						X	
Classroom / Hall / Cafeteria Misconduct	1	X	X					
	2			1				
	3			1				
	4			1				
Gambling	1			X				
	2			1/2				
	3			1				
	4					X		
Harassment/Discrimination (see page 70 for definition)	1				X	X		
	2						X	
	3							X
Misconduct on field trip or extra-cur. activity	1			1				
	2			1				
Misconduct on School Bus	Refer to Transportation Policy							
Repetition of Short Term Violation							X	
Repetition of Suspension								X

\*If aggressor cannot be determined, all parties will be treated as aggressors.  
Principal's discretion may determine which procedure shall apply in specific situation.

**CASEY COUNTY HIGH BEHAVIOR VIOLATION AND DISCIPLINE PROCEDURES  
(continued) – Discipline Procedures**

Behavior Violations	Number of Offenses	Informal School Discipline	Structured Study Hour and/or Parent Notification	Safe Room	After School Detention	ISS*	Short-Term (1 - 3 Days Suspension) (See Page 43)	Long-Term (4 - 10 Days Suspension) (See Page 43)	Alternative Placement or Expulsion Initiated
Safety Violations	1				X				
	2					X			
	3						X	X	X
	4								X
Stealing Personal Property (Restitution Recommended)	1					X			
	2						X		
	3							X	
Smoking and/or Possession of Nicotine Products (Lighters, Matches, E-Cigs, Vapes)	1				X				
	2				X				
	3				X				
	4					X			
Violation of Vehicle Policy (Parking, Reckless behavior, etc) (Suspension of driving privileges)	1	One Week Suspension of Driving Privileges							
	2	Four Weeks Suspension of Driving Privileges							
	3	Suspension Indefinitely of Driving Privileges							
	4	Court Action							
Possession of Weapons or Dangerous Instruments	Refer to table of contents								
Verbal or Written Threat	Refer to page 71 - 73								

In any building or grounds owned or operated by the Board of Education where services are provided to students. \* **Principal's discretion may determine which procedure shall apply in specific situations.**

**REPEAT OFFENDERS**

1. After 3 structured study hour assignments have been made, the student may be assigned after school detention for the next violation which calls for a structured study hall.
2. After 4 after school detention assignments have been made, the student may be assigned to ISS or short term suspension for the next violation which calls for after school detention.
3. After 7 ISS assignments have been made, the student may be assigned an ISS to be served at the alternative school (1-5 days).

**AFTER SUSPENSION**

One or both parents shall accompany student for a conference with school officials on the day of his/her return to school.

**POCKET KNIVES**

Pocket knives of any kind are prohibited.

**CASEY COUNTY MIDDLE SCHOOL BEHAVIOR VIOLATIONS  
AND DISCIPLINE PROCEDURES  
Discipline Procedures**

Behavior Violations  Note: Book Bag/Back Pack Athletic Bag Policy in Student Organizer	Informal School Discipline	After-School Detention	ISS 1-5 Days	Suspension 1-5 Days	Alternative Placement or Expulsion Initiated
Littering (Clean-Up Restitution)	X	X			
Accidental Destruction of Property (Clean-Up Restitution)	X	X			
Class Disruption/ Lack of Effort	X	X	X	X	
Cheating/Plagiarism	X	X	X	X	
Dress Code	X	X	X	X	
Tardies (beginning on the 3rd offence)	X	X	X	X	
Hallway or Cafeteria Misconduct	X	X	X	X	X
Failure to follow Directions	X	X	X	X	
Inappropriate display of public affection	X	X	X		
Instigating a Fight			X	X	
Fighting/Physical Assault				X	X
Possession of Lighter/Matches			X	X	X
Gambling	X	X	X	X	X
Skiping Class	X	X	X	X	
Skiping School	X	X	X		
Smoking and/or Possession of Nicotine Products		X	X	X	X
Profanity & Vulgar Language/ Lying	X	X	X		
Leaving School Property w/o Permission			X	X	X
Threatening/Extortion/Harassment			X	X	X
Disrespect to School Personnel			X	X	X
<b>Defacement of school property (Restitution) and/or Theft</b>		X	X	X	X
Alcohol, Drugs and other Controlled Substances	Referal to Drug Policy				
Physical Assault on Staff	Suspension and Recomm. Expulsion				
Refusal to Serve/Cooperate				X	X
Fireworks				X	X
Arson				X	X
Firearms				X	X
Bomb Threats				X	X
Activating False Fire Alarms				X	X
Possession of Weapons or Dangerous Instrument				X	X
Repetition of Short Term Violation				X	X
Repetition of Suspension					X

**C**

ISS, Detention, Suspension, or Alternative placement may be considered for repeated offenders.

\* Principal's discretion may determine which discipline procedure shall apply in specific situation. \* Parents or Guardian must accompany the student back to school on any suspension.

**POCKET KNIVES**

Pocket knives of any kind are prohibited.

**AFTER SCHOOL DETENTION (ASD)**

Students are only permitted to move 1 ASD

## CASEY COUNTY ELEMENTARY SCHOOLS BEHAVIOR VIOLATIONS AND DISCIPLINE CODE Discipline Procedures

Behavior Violations	Informal School Discipline	Safe Room 1-5 Days	After School Detention	Saturday School 1/2- 3 Days	Suspension 1-5 Days	Alternative Placement or Expulsion Initiated
Elementary Schools Dress Code shall be the same as Casey County High School and Middle School						
Disrespect to School Personnel	X	X	X	X	X	X
Class Disruptions	X	X	X	X	X	
Tardiness (each sem. beginning 4th offense)	X	X	X	X	X	
Failure to complete assignments	X	X	X	X		
Hall Misconduct	X	X	X	X	X	
Profanity and Abusive Language	X	X	X	X	X	
Cafeteria Misconduct	X	X	X	X	X	
Harassment	X	X	X	X	X	
Violation of Dress Code	X	X	X	X	X	
Failure to Follow Directions	X	X	X	X	X	
Cheating	X	X	X	X	X	
Misconduct on Bus/Field Trips	X	X	X	X	X	
Instigating a Fight	X	X	X	X	X	
Fighting	X	X	X	X	X	
False Fire Alarms	X	X	X	X	X	
Destruction of Property		X	X	X	X	
Leaving School Without Permission		X	X	X	X	
Gambling/Stealing	X	X	X	X	X	
Smoking/Possession of Nicotine Products		X	X	X	X	
Deance of Authority		X	X	X	X	
Threats				X	X	X
Physical Assault on Staff					X	X
Arson					X	X
Alcohol, Drugs and Other Controlled Substances	Referral to Drug Policy					
Bomb Threat/Fireworks					X	X
Possession of Weapons					X	X
Repetition of Short-Term Violation					X	X
Repetition of Suspension						X
Repetition of Suspension						X

- \* Principal's discretion may determine which procedure shall apply in specific situations.
- \* Parents or Guardian must accompany the student back to school after any suspension.
- \* Suspension of a primary school student shall be considered only in exceptional cases where there are safety issues for the child or others.

### **AFTER SCHOOL DETENTION (ASD)**

Students are only permitted to move 1 ASD per year.

### **POCKET KNIVES**

Pocket knives of any kind are prohibited.

### **ENERGY DRINKS**

Energy drinks are not permitted.

## **DUE PROCESS**

Right to Due Process	Before being punished at the school level (suspension or expulsion) for violation of school regulations, a pupil shall have the right of the following due process procedures.
Notice of Charges	1. The pupil shall be given oral or written notice of charge(s) against him.
Explanation of Evidence	2. If the pupil denies the charge(s), he shall be given an explanation of evidence against him.
Pupil's Version of Facts	3. The pupil shall be given an opportunity to present his own version of the facts concerning the charge(s).
Student's with Disabilities	In cases involving students with disabilities, the procedures mandated by federal and state law with disabilities shall be followed.

## **SUSPENSION**

Who May Suspend	In accordance with KRS 158.150(09.434) the Principal or Assistant Principal may suspend a pupil up to a maximum of 5 days per incident.
Length of Suspension	The Superintendent may extend the suspension of (5) days or may suspend a pupil to a maximum of (10) days per incident. A pupil may not be suspended for more than a total of (10) days per incident.
Prior Due Process Required	A pupil shall not be suspended until due process procedures have been provided as a described in KRS 158.150(09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.
Unless There is Imminent Danger	In such cases, due process shall follow the suspension as soon as practicable, but no later than (3) school days after the suspension.

Written Report Required

The Principal or Assistant Principal shall report any suspension in writing immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension and the condition for reinstatement. One such condition shall be that one or both parents will accompany the student for a conference with school officials on the day of his return.

Restrictions

A student on suspension shall not be allowed to participate in school-related activities or come onto school property.

Students with Disabilities

In cases which involve students with disabilities, the procedure mandated by federal and state law for students with disabilities shall be followed.

### **EXPLUSION**

Board May Expel

The Board may expel any pupil for misconduct as defined in subsection (1), KRS 158.150. (See policy 09.435).

Hearing Required

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the board.

Board Decision Final

The Board's decision shall be final.

Students with Disabilities

In cases which involve students with disabilities, the procedure mandated by federal and state law for students with disabilities shall be followed.

Expulsion should be considered as a last resort effort in the disciplinary process. Other disciplinary measures, (including alternative placement), should be considered prior to a request for the expulsion of a student.

## SEARCH AND SEIZURE

Reasonable Suspicion	All students who are in our alternative program, for any reason, are subject to daily searches. No pupil's outer clothing, pockets, or his or her personal effects (handbags, backpacks, etc.) shall be searched by an authorized school personnel unless there are 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. An SRO has probable cause to search when evidence is apparent of a criminal offense.
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.
Witness	<p>Due to the inherent dangers to the rights of pupil involved in a search, staff members are to search an individual's belongings only in extraordinary circumstances and with another staff member present.</p> <p>When a pat-down search of pupil 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.</p>
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	Pupils are instructed to submit a reasonable search if requested. Students who fail to cooperate with school authorities when requested shall be subject to other disciplinary action, as determined by school administration.
Regular Inspection	School property, such as lockers and desks, are jointly held by the school and pupil. Lockers are state property held in trust by the Board. In regulating and supervising the use of lockers, school administrators act as agents of the owner, the State.

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 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 school rule is contained therein.

Locker inspections and searches are not carried out as a harassment technique, but as a duty. The Principal is charged with the obligation of orderly school operation. Therefore, when the Principal suspects that a situation exists or materials are present which could be injurious to the health, safety and welfare of pupils, s/he has the right to inspect students lockers.

Illegal Items

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

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 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**

School authorities shall report violations of the law to the proper local police authorities.

Principal shall immediately report to appropriate local law enforcement any act s/he has reasonable belief has occurred on school property or at 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. School property means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal. HB330

Students that speak to the SRO or other attending law enforcement official may be notified of their rights through an oral reading of the Miranda Rights in any situation that warrants communication with that official.

## ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES

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

### Definitions

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

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

Prohibited substances include:

1. All prescription drugs obtained without authorization, 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 and 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.

### Possession, Use, or Under the Influence

Appropriate parents/guardians of the juvenile and police authorities will be immediately notified when laws governing possession or sale of alcohol or other controlled substances have been violated. This includes possession, use or being under the influence or alcoholic beverages, inhalants, narcotics, drugs, counterfeit controlled substances or look-alikes and/or possession or drug paraphernalia while at school, on school grounds, or at school sponsored events on or away from school grounds. The student will receive a five-day suspension and alternative placement for 30 school days for the **first offense**.

Two days of this suspension may be waived if (1) family decides to seek an evaluation of the student's alcohol/drug use from a qualified chemical dependency counselor and completes any and all treatment as recommended in the evaluation/or (2) in cases where the chemical dependency counselor finds NO behavioral indicators of possible alcohol or drug dependency, the parents agree to have their child meet with appropriate school personnel a specified number of times. Referrals for qualified chemical dependency counseling may be sought through the Healthy Kids Clinic or private agency. Failure of the student to complete either the evaluation or treatment as recommended or keep all specified appointments as agreed will result in reinstatement of original 2 days of suspension that had been waived.

If a student is in possession, use, or under the influence for a **second offense**, this will result in immediate suspension (Principal Discretion), 45 days alternative placement and/or remainder of the school year and/or recommendation for expulsion. When a student has been suspended for a violation of this policy during the preceding four (4) semesters, a subsequent violation shall be designated as a second offense for purposes of this policy.

For sale or transmission of alcoholic beverages, narcotics, drugs, inhalants, counterfeit controlled substances or look-alikes, the student will immediately be suspended, and a recommendation for expulsion will be made.

## **Assault and Threats of Violence**

For purposes of this Policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

### **STUDENTS**

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.1

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.2

### **EDUCATIONAL PERSONNEL**

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action1 up to and including expulsion from school and/or legal action.

### **REMOVAL OF STUDENTS**

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's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

## **REPORT TO LAW ENFORCEMENT AGENCY**

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 assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

## **DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and

including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

## **NOTIFICATIONS**

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

## **WEAPONS OR DANGEROUS INSTRUMENTS**

The carrying or use of weapons, or dangerous instruments, are prohibited by law KRS 158.150, and will not be tolerated in the Casey County School System. Students in violation will be subject to suspension/expulsion. Look-a-likes are treated by Board Policy.

### **INFORMAL DISCIPLINE PROCEDURES**

Options for informal disciplinary procedures shall include: verbal reprimand, special assignment, and letters to parents, counseling, parent conferences, withdrawal of privileges, and other actions initiated in alternative disciplinary procedures on an individual basis.

### **STRUCTURED STUDY HOUR (SSH)**

(SSH) A student may be disruptive in one class, and be a model student in another. In order to minimize teacher workload and maximize educational opportunity, structured study hour has been designed to remove any disruptive student from a specific classroom. This procedure will enable student to reap the benefits of the classes in which he/she is well behaved at the same time not add workload to the unaffected teacher. Individual teachers have the authority to administer SSH, but should not use such discipline more than three times. After documenting three suspensions for a specific student, the teacher should then refer that student to the office. Absence from class during SSH Assignment will be treated as unexcused absence from the time of assignment.

### **ISS/SAFE ROOM**

ISS/SAFE room is removal of a student from the normal school setting for one half (1/2) or more days. A student in this situation will receive educational opportunity and the majority of his/her classmates will benefit due to the removal of an obstacle to learning. The ISS/SAFE room should keep pace with the normal class. Classroom teachers will provide assignments to help in this area, and the ISS/SAFE room teacher will maintain supplemental materials to ensure complete compliance with the intent of the ISS/SAFE room concept. Students in the ISS/SAFE room will not be allowed to communicate with the other students

nor sleep. A full day of academic activity is intended. The ISS/SAFE room may add workload to teachers not affected by the specific student, but it is hoped that this investment may alter the student's behavior in a positive way that will lead to an overall improvement of the total educational opportunity for all students.

### **AFTER SCHOOL DETENTION**

Each school in the Casey County Public School District may implement one to two after school detention program. The principal/designee may assign detention for students who frequently or seriously violate classroom rules and school rules.

### **PROCEDURES**

1. Teachers will complete the Disciplinary Report Forms for students who violate rules.
2. Students will be assigned to detention by the principal/ designee.
3. Parents will be notified of the detention by telephone or by mail. Parents will be required to arrange transportation when needed.
4. Failure of the student to attend detention or failure of the parent to provide transportation at the appropriate time may result in assigned ISS, Saturday School or suspension.
5. Students repeatedly assigned to detention will have extended detention assignments.
6. Work to be completed by the student during detention will be assigned by the referring teacher.
7. Students who refuse to complete assignments while in detention may be assigned additional detention.

### **SATURDAY SCHOOL RULES AND REGULATIONS**

Saturday detention provides a constructive and meaningful alternative to the standard out of school suspension. By requiring students to correct their misbehaviors on their own time rather than taking time away from school, Saturday detention will serve as a deterrent.

Principals have the prerogative to assign more than one day, depending upon the severity of the student's offense. Tardy pupils will not be admitted. As a result of tardiness, an additional day may be assigned. Saturday detention begins at 8:00 A.M. and ends at 11:00 A.M. for half day, and 2:30 P.M. for full day detention. Students must bring class assignments from their classroom teachers. Self-help packets will be available and may be assigned to an individual. Failure to complete the self-help packets in a conscientious manner will result in additional time being assigned to Saturday detention. Students are expected to be actively involved with their assigned homework and class material for the duration of the day. Students with disabilities shall be placed in Saturday detention based upon the individual needs of the student.

A morning and afternoon break will be coordinated by the supervising teacher. Students will not be released on an individual basis. Snacks and/or drinks are not permitted in the Saturday detention classroom at any time. Talking is not permitted except with the permission of

the teacher. Students asked to leave because of their conduct during Saturday detention will be given an additional day of Saturday detention and held accountable for their current detention.

Transportation to Saturday School is the responsibility of the student and their parents. Students will not be allowed to use the telephone except in an emergency. Students should inform parents of the exact time of dismissal. Students are responsible for bringing their own lunches. They will not be permitted to leave the campus, nor will they be allowed to receive delivered food.

At the request of parents, adequate time will be allowed for a pupil to arrange for a substitute on his/her job. Working, however, is not an acceptable excuse for missing Saturday School. The only valid reasons for absence are:

1. Family death or emergency.
2. Illness verified by doctor or dentist.
3. Other absences, approved in advance, by school officials.

### **REFUSAL TO SERVE/REFUSAL TO STAY**

All students who fail to attend Saturday school or after school detention as assigned, without a valid excuse, or misconduct during detention may result in a reassigned detention. If the reassigned detention is missed, a one day suspension will result.

### **ALTERNATIVE PROGRAMS - HIGH SCHOOL/MIDDLE SCHOOL**

The alternative program will be structured to provide a much more individualized instructional program than the regular school setting. Placement in this program will be considered for those students who are unable to be successful in the regular program. An admission and release committee will supervise placement into Casey Academy. Criteria for program operation will be Virtual Courses and/or for students with disabilities. Students placed at Alternative will have an ILPA/ARC meeting if placement is to exceed 10 consecutive days. Students may serve up to 10 consecutive days before an ILPA/ARC meeting is held. Criteria for program operation will be developed through a committee process. If a student is suspended 6 days or more, they are a candidate for Alternative School. All students in alternative settings are subject to daily searches.

### **CASEY COUNTY SCHOOL BUS DISCIPLINE PROCEDURES**

Disciplinary and suspension procedure for students with disabilities, **The bus driver shall be responsible for the orderly conduct of the students. While on the bus, the students are under the authority of and directly responsible to the driver.** Any violation of the bus rules and regulations of those stated in the Code of Conduct may result in the suspension of the bus riding privileges/suspension from school or both or a recommendation from the principal to the Superintendent for expulsion from school.

**The following Bus Rules Apply:**

**There shall be no:**

- |                              |  |
|------------------------------|--|
| Animals / reptiles           | Fighting   |
| Glass containers             | Profanity  |
| Unnecessary noise            | Obscenity  |
| Open and persistent defiance | Creating fire hazards (striking matches, smoke bombs, fireworks) |

Vandalism

Disorderly boarding and unloading procedures (pushing, shoving, tripping, etc.)

Use of tobacco products (smoking, spitting, Throwing objects at, on or off the bus vapor products, e-cigarettes).

**The Students Must remain seated and obey the driver.**

In order for the student to ride other than assigned bus, a note must be signed by the principal or designee.

**702 KAR 5:090 PUPILS' RESPONSIBILITIES**

Section 1. Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled pupils to enter.

Section 2. Pupils who must cross the roadway to enter the bus or when leaving the bus shall wait until signaled to do so by the bus driver.

Section 3. For safety reasons, pupils who are required to cross the roadway when entering or leaving the school bus, shall cross in front of the bus. Pupils shall cross the roadway a distance of approximately ten (10) feet in front of the bus so they may be seen by the bus driver.

Section 4. When pupils enter the bus, they shall proceed promptly to their assigned seats.

Section 5. Pupils shall remain seated until the bus comes to a complete stop before leaving their seats.

Section 6. For safety reasons, pupils shall not extend their arms, legs, or head out the bus windows, while the bus is in motion.

Section 7. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

Section 8. Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

**702 KAR 5:080 BUS DRIVERS' RESPONSIBILITIES**

Section 24. If a pupil's conduct on the bus is such that it endangers the lives or morals of the other people on the bus and makes it unsafe for the bus to continue on its route, and when requested by the driver to desist from such conduct and the pupil does not comply, it shall be the duty of the driver to order the pupil to leave the bus. Should the order be ignored, the driver shall eject the pupil from the bus or send for assistance, whichever the circumstance dictates. If ejecting a pupil from a bus is required, the driver shall notify the director of transportation of the school where the pupil attends, the district Superintendent or some other school authority of the action taken as soon as possible.

Section 25. The driver shall have the authority to assign a pupil to a specific seat on the school bus.

### **702 KAR 5:050 SUPERVISION AND DISCIPLINE OF PUPILS**

Section 2. The principal or the person or persons designated by the board of education shall be responsible for the discipline of pupils who ride school buses. The principals shall assist the school bus driver with discipline problems which arise on the bus when the school bus driver shall have made the proper report on the discipline problem either in person or in writing.

Section 3. A pupil who creates a serious safety or discipline problem or persists in creating discipline problems on the school bus shall be reported to the principal or person designated by the board to handle bus discipline problems. The principal or person designated by the board shall have the authority to forbid the pupil bus riding privileges until the problem is resolved. A student whose bus riding privileges have been suspended shall not be allowed on the bus again until the driver receives written permission by the principal or his designee.

HB 1 - TERRORISTIC THREATENING PENALTIES- This bill amends the criminal code to enhance the penalties for making bomb threats and other threats of harm against school, school buses, school employees, or school functions. These offenses are now felonies.

#### **DISCIPLINE PROCEDURE PLAN FOR STUDENTS BEING TRANSPORTED TO AND FROM SCHOOL IN CASEY COUNTY**

**Step (1)**

**Driver instructs student to follow given instruction.**

**Step (2)**

**Driver again asks student to follow specific instruction while riding the bus.**

**Step (3)**

**Driver moves student to front of the bus.**

**(Driver has the authority to have students sit where he or she wishes them to sit.)**

**Step (4)**

**Driver shall report student to the principal where the student attends.**

**Step (5)**

**Students discipline procedures will be determined at principal's discretion and riding privileges may be revoked.**

**\*Due to the severity of the incident a student's riding privilege may be taken immediately.**

**The principal is in charge of student discipline. Drivers will follow driver's role in discipline from driver's handbook.**

## **HARASSMENT/DISCRIMINATION**

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited.

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

Students may also be subject to prosecution or juvenile justice intervention for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.

Prohibited Conduct and/or actions include but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors;
3. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
4. Impeding the progress of a student in class by questioning the student's ability to do the required classwork based on the gender, race, color, religion, national origin, or disability of the student;
5. Limiting students access to education tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

## **BULLYING / HAZING**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

## **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the

state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

### **BULLYING DEFINED**

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, or at a school sponsored event: or
2. Online methods such as; social media, misusing apps, emails, etc., or
3. That disrupts the education process.

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. As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action. Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior. In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

09.422

### **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, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

#### **REFERENCES:**

1KRS 158.150; ;tKRS 158.148; KRS 158.156 KRS 160.290 KRS 525.080; Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986); Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

**RELATED POLICIES:**

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438; 09.2211 (re reports required by law)

**HARASSMENT**

**KRS 525.070 states:**

- 1) A person is guilty of harassment when, with the intent to intimidate, harass, annoy, or alarm another person if he or she:
  - a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
  - b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
  - c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
  - d) Follows a person in or about a public place or places; or
  - e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
  - f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
    1. Damages or commits a theft of the property of another student;
    2. Substantially disrupts the operation of the school; or
    3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.
- 2)
  - a) Except as provided in paragraph (b) of this subsection, harassment is a violation.
  - b) Harassment, as denied in paragraph (a) of subsection (1) of this section, is a Class B misdemeanor.

**KRS 525.080 states:**

- 1) A person is guilty of harassing communications when, with the intent to intimidate, harass, annoy, or alarm another person if he or she:
  - a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
  - b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
  - c) Communicates while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.
- 2) Harassing Communications is a Class B misdemeanor.

**STUDENTS SHOULD REPORT INSTANCES OF HARASSMENT/DISCRIMINATION TO THEIR TEACHERS/PRINCIPAL.**

**WEAPONS**

This policy applies to students, staff members, and visitors to the school.

**WEAPONS PROHIBITED**

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.<sup>3</sup>

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be led under Policy 09.435. 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 firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

**FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device<sup>1</sup> to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1) year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.<sup>2</sup>

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

**STATE POSTING REQUIREMENTS**

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE<sup>2</sup>

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

### **STATE REPORTING REQUIREMENTS**

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 carrying, possession, or use of a deadly weapon 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.

For state reporting purposes, a deadly weapon shall be defined as:

1. A weapon of mass destruction;
2. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. Any knife other than an ordinary pocket knife or hunting knife;
4. Billy stick, nightstick or club;
5. Blackjack or slapjack;
6. Nunchaku karate sticks;
7. Shuriken or death star; or
8. Artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

### **ENFORCEMENT**

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

### **REFERENCES:**

<sup>1</sup>KRS 527.020: 20 U.S.C. §7141 The (Gun-Free Schools Act) of 1994, as modified by the reauthorization of the Elementary and Secondary Education Act; 18 U.S.C. §921(a)

<sup>2</sup>KRS 527.070, KRS 500.080

<sup>3</sup>KRS 237.106

KRS 158.150, KRS 158.154

KRS 158.155, KRS 160.290, KRS 160.340, KRS 161.790

KRS 237.110, KRS 508.075, KRS 508.078

Individuals with Disabilities Education Improvement Act (IDEA) Section 504 of the Rehabilitation Act of 1973, as amended

### **RELATED POLICIES:**

09.435; 09.436; 09.4361

### **THREAT DEFINED**

**In any form, threatening is prohibited under the Casey County Public Schools Code of Acceptable Behavior and Discipline.**

A threat is when a person states or otherwise communicates his/her intent to inflict harm or property loss on another person. A threat may be an overt statement like, "I'll shoot you" or something subtle like, "It would be a shame if something happened to your car". A threat may even be non-verbal like a student pointing a finger as if it were a gun or dragging it across his throat.

Dear Parent/Guardian,

Our most important function in Casey County Schools is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th of last school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

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

(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:

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

(For the complete text for KRS 508.078 please see the attached page.)

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students.** Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe. Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences. Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,  
Mr. Barry D. Lee  
Superintendent

PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 BELOW

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree

(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

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

### **DISPENSING MEDICATION**

Cumberland Family Medical Centers Inc. (Healthy Kids Clinic) in conjunction with the Casey County School District provides standing order for the administration of over the counter medication to pupils with parental consent.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, e.g. EpiPen or inhaler.

Students shall not share any prescription or over the counter medication with another student. Each year, the District shall notify the students in writing of this prohibition and that violation shall result in appropriate disciplinary action, including but not limited to suspension or expulsion

### **INSTRUCTIONS FOR TRANSPORTING MEDICATIONS TO SCHOOL**

Our student's safety is our primary concern. Medication that must be given at school should be brought to the school by the parent/guardian whenever possible. Please bring the medication to school and give it to the school nurse or another member of the school staff immediately upon arrival.

### **DIABETES SYMPTOMS**

KRS 158.838 permits students to self-treat diabetes symptoms in school settings. It also prohibits schools from preventing students from attending due to having a diabetes or a seizure disorder.

### **PREVENTION/CONTROL OF HEAD LICE IN SCHOOLS**

**School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent screening and follow-up program for all students.**

Principals and school personnel trained to identify live lice shall adhere to the following guidelines:

- 1) When students are observed/reported to have live head lice any time during the school year:
  - a) Playmates closely associated with the student and possibly siblings of the student that attend the same school may be checked for live lice, which are defined by the Center for Disease Control as crawling lice. In general, school-wide checks are not necessary.
  - b) Parents of each student identified as having lice will be contacted by a school/district representative advising them of the finding.
- 2) Principals or school/district personnel shall offer parents of students identified as having live lice:
  - a) Visual evidence of live lice in the student's hair.
  - b) Verbal and/or written information/direction for hair treatment and household procedures.

- 3) In all instances when personnel identify live lice, they shall confirm with the student and/or parent/guardian that the following have occurred:
  - a) The parent/guardian has combed the student's hair with an actual lice/nit comb or applied special lice killing shampoo on the same or next day.
  - b) When the student returns to school after treatment, designated school personnel rechecked the student before s/he returned to the classroom. If live lice remained, steps 2 and 3 above were re-established.
- 4) School personnel shall follow up with students found with a second and subsequent case of live head lice to assure that:
  - a) Prescribed medical treatment for live lice has been applied to the student's hair no later than the next day.
  - b) Any second application required is applied within the recommended time frame.
- 5) The Superintendent/designee shall:
  - a) Establish education/information programs on head lice control methods for school personnel, community members, students and parents.
  - b) Provide each school with written materials on head lice control and prevention.

## **Promotion and Retention**

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the District and State Assessments. Promotion/retention recommendations shall be made only after considering all elements that determine a student's growth and shall be based on consideration of academic achievement and ability, effort, chronological age, attendance, and the probable effect of promotion or retention on the student.

The final decision on promotion or retention for any grade level shall be determined by the teacher with approval of the Principal. However, no student may be retained without prior consultation with the parents.

### **Primary School**

Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade. In the event a student needs to spend additional time in the primary program, the student's homeroom teacher shall mail a written notice to the parents by the end of February. The parents will be given an opportunity to participate in the decision to retain a student by taking part in a required meeting to complete the Kentucky Primary Program Student Information Form. The notification to attend the meeting will be delivered by mail or hand delivered by school personnel.

### **Grades 4 - 5**

If there is a possibility of a student being retained, the student's homeroom teacher shall mail or hand deliver a written notice to the parents by the end of February. The parents will be given an opportunity to participate in the decision to retain a student by taking part in a meeting to complete retention forms. The notification to attend the meeting will be delivered by mail or hand delivered by school personnel.

## **Grades 6 - 8**

Students must pass three out of four core content classes to be promoted to the next grade. If there is a possibility of a student being retained, the student's counselor shall mail a written notice to the parents by the end of February. Students, who have already been retained before reaching middle school, or who are retained in seventh grade, will be retained again only upon the recommendation of the four core teachers and the principal. Students, who are beyond the age of middle school, may be promoted upon recommendation of the principal.

## **DIPLOMA OPTIONS**

### **College Preparatory Diploma - 25 Credits**

- 4 English (I, II, III, IV)
- 4 Math (must take one each year)
- 3 Science
- 3 Social Studies
- 1 Health/Physical Education
- 1 Arts & Humanities (Visual Arts or 1 class in a specialized Art area)
- 2 Foreign Languages (Must be the same language)
- 7 Pathway Courses/Electives

### **Standard Diploma - 25 Credits**

- 4 English (I, II, III, IV)
- 4 Math
- 3 Science
- 3 Social Studies
- Health/Physical Education
- 1 Arts & Humanities (Visual Arts or 1 class in a specialized Art area)
- 9 Pathway Courses/Electives

**\*For specific course tracks please contact the CCHS Guidance Office\***

### **Early Graduation Diploma *see link:***

<http://education.ky.gov/educational/AL/earlygrad/Pages/default.aspx>

### **All students are expected to complete the following:**

- Complete achievement in career engagement (ACE)

Complete participation in **ALL** state assessments

Seniors must carry a full schedule of classes regardless of the number of credits needed to graduate.

## **DISTINCTIONS**

Summa cum laude: GPA 3.91-4.0+, completes highest level course offering per content, meets both CCR benchmarks  
Magna cum laude: GPA 3.76-3.90, completes highest level course offering per content, meets both CCR benchmarks

Cum laude: GPA 3.5-3.75, completes highest level course offering per content, meets both CCR benchmarks

May earn "distinction": GPA 3.5 or greater, all courses deemed as "Honors", meets both CCR Benchmarks

## ADDRESSES AND PHONE NUMBERS

Board of Education	1922 N US 127 Liberty, KY 42539	606-787-6941
Casey County High School	1841 E. KY 70 Liberty, KY 42539	606-787-6151
Casey County Middle School	1673 E KY 70 Liberty, KY 42539	606-787-6769
Jones Park Elementary	6295 E KY 70 Liberty, KY 42539	606-787-1217
Liberty Elementary	75 College ST Liberty, KY 42539	606-787-6961
Walnut Hill Elementary	2834 S US 127 Liberty, KY 42539	606-787-0045
Kids Team	357 Montgomery St Liberty, KY 42539	606-787-0391
Bus Garage	1983 E KY 70 Liberty, KY 42539	606-787-8701
Migrant	3609 N US 127 Liberty, KY 42539	606-787-6151
Community Ed.	3609 N US 127 Liberty, KY 42539	606-787-6151
Technology Dept.	3609 N US 127 Liberty, KY 42539	606-787-7689
West Casey FRC	2834 S US 127 Liberty, KY 42539	606-787-4753
Casey County YSC	1673 E KY 70 Liberty, KY 42539	606-787-6566
East Casey FRC	357 Montgomery St Liberty, KY 42539	606-787-7985

# ACCOUNTABILITY

## Development of School Accountability System

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### Senate Bill 158 (2020)

Senate Bill 158 (2020) made substantial changes to Kentucky's statewide school accountability system. The Kentucky Department of Education (KDE) is reviewing the Bill and planning for its implementation.

The Office of Assessment and Accountability (OAA) will communicate accountability system changes and updates as specifics are determined. All modifications made to the assessment and accountability system must be approved by the U.S. Department of Education through our ESSA Consolidated State Plan.

Visit the [Development of School Accountability System](#) page for more information.

# NOTES