CALLOWAY COUNTY SCHOOLS

CODE of ACCEPTABLE BEHAVIOR and DISCIPLINE



2026-2027

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1. NAME AND ADDRESS OF LOCAL SCHOOL DISTRICT:

Calloway County School System
P.O. Box 800
Murray, KY 42071

2. SUPERINTENDENT:

Mr. Tres Settle

3. NAME AND PHONE NUMBER OF THE CONTACT PERSON FOR THE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE:

Mr. Tres Settle
P.O. Box 800
Murray, KY 42071
(270) 762-7300

CERTIFICATE

I, Tres Settle, Superintendent of the Calloway County Schools, hereby certify that the Calloway County Schools Code of Acceptable Behavior and Discipline was adopted by the Calloway County Board of Education on May 21, 2026. The Code has been reviewed by Bryan Ernstberger, School Board Attorney.

TRES SETTLE, SUPERINTENDENT

CERTIFICATE

I, Jay Housden, Chairman of the Calloway County Board of Education, hereby certify that the Code of Acceptable Behavior and Discipline was adopted by the Calloway County Board of Education on May 21, 2026.

JAY HOUSDEN, CHAIRMAN
CALLOWAY COUNTY BOARD OF EDUCATION

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March 6, 2026

Mr. Tres Settle, Superintendent
Calloway County Schools
P.O. Box 800
Murray, KY 42071

Re: 2026-27 Calloway County Schools Code of Acceptable Behavior and Discipline

Dear Mr. Settle,

Please be advised that I have reviewed the proposed Code of Acceptable Behavior and Discipline for the 2026-27 school year that is scheduled to be presented at the April 16, 2026 Calloway County Board of Education meeting. In my opinion as an attorney for the Board, the proposed Code, including the recommended changes, complies with the applicable enabling legislation and administrative regulations.

If you have any questions or concerns regarding this matter, please feel free to contact our office.

Sincerely,

Casey J. Naber

INTRODUCTION

The board of education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The board also requires compliance with established standards and rules of the District and the laws of the community, state, and nation. It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the board directs employees to hold each student accountable to code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, district employees, and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to **all** students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The superintendent/designee is responsible for this Code implementation and application throughout the District. The principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination. Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations. The board shall establish a process for a two-way communication system for teachers and other employees to notify a principal, supervisor, or other administrator of an existing emergency.

The principal/designee shall provide appropriate arrangements for all non-English speaking, blind, deaf, hearing-impaired, or non-readers to become familiar with the rights and responsibilities as specified in this Code.

This Code establishes minimum behavior standards. Recognizing that each school, grade, or class may require special provisions, school councils, administrators, and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

Every Student Matters; Every Moment Counts

DISTRICT VISION:

Empowering students to paint dreams, explore infinite possibilities, and create extraordinary futures.

DISTRICT MISSION:

We are committed to providing a superior education that unlocks each student's potential in a safe, supportive, and connected community.

DISTRICT BELIEFS

- The District's top priority is to provide challenging educational opportunities in a safe environment.
- The board and the schools will make program decisions on the basis of student needs.
- School success results in future success.
- Schools are responsible for creating an environment in which learners can and do succeed.
- The District will not tolerate incompetent performance, mediocre effort, or harmful behavior by students or staff.
- Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.
- Teachers/school officials should involve parents at the earliest stage when a student shows signs of serious behavior problems.

REQUIRED STANDARDS

The board expects employees, students, parents/guardians, and others associated with the schools to apply the following standards in a reasonable and fair manner:

A. 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.
B. 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.
C. Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary for satisfactory progress and high academic achievement.
D. 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.
E. 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.
F. 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.

APPLICATION OF CODE

In order for any Code of Acceptable Behavior and Discipline to be implemented equitably and effectively, it must provide direction as well as protection for the students governed by the code. This Code of Acceptable Behavior and Discipline shall apply on school property, on school-provided transportation, and off school property at school-sponsored activities. The following three sections specifically address student rights, responsibilities, and conduct in relationship to the Code of Acceptable Behavior and Discipline.

A. **Students**

1. Student Responsibilities:
   a. Responsibilities are inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he/she also exercises the self-discipline and care to afford all others the same rights and not allow his/her own actions to infringe upon the rights of others.

   b. According to KRS 159.180, every parent, guardian, or custodian is legally responsible for any violation of KRS 159.010 to 159.170 by the student (Compulsory Attendance). According to KRS 158.150, a student can be suspended or expelled for the following reasons:
      (1) All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:
         (a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school; and
         (b) Assault or battery or abuse of school personnel, stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion from school.

2. Students with Disabilities:
   KRS 158.150, Section 8a, 8b, and 8c sets forth guidelines for suspension or expulsion of exceptional children as defined in KRS 157.200. In cases which involve students with disabilities, as identified according to the Individuals with Disabilities Education Act of 2004 (PL 108-446) and the Rehabilitation Act of 1973, Section 504, the procedures mandated by Federal and State law for students with disabilities shall be followed.

   Questions and concerns regarding specific procedures may be addressed to the Director of Special Education.

3. Student Conduct:
   Each student has the responsibility to:
   a. Follow the rules and regulations of the board of education, the school council of their school, and/or the school administration;
   b. Be accountable for his/her own conduct and for showing consideration for the rights and property of others;
   c. Represent the truth in all school matters;
   d. Show respect for the educational process by taking advantage of every opportunity to further his/her education;

e. Complete all homework and class work in accordance with the teacher's instructions;
f. Refrain from cheating on all academic and/or athletic endeavors;
g. Practice proper safety procedures while using the school premises, parking area, school building, school facilities, and operating a motor vehicle on campus;
h. Dress in a manner that is not a detriment to the normal school learning process and orderly operation of the school;
i. Exhibit neatness and cleanliness of personal dress and hygiene;
j. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage;
k. Refrain from denying others the use of school facilities or buildings;
l. Refrain from any form of disruptive classroom behavior;
m. Refrain from creating disturbances inside and outside the classroom;
n. Show respect for school authority by avoiding all acts of defiance;
o. Refrain from acts of truancy such as being absent or tardy from school and/or class without a valid excuse or principal permission;
p. Refrain from leaving school grounds prior to dismissal for the day without proper authority;
q. Refrain from using profanity and/or obscene gestures and/or being in possession of obscene materials, including clothing while at school, on the school buses, or while at extracurricular activities;
r. Immediately report student threats to harm others to a staff member, teacher, counselor, or school administrator;
s. Refrain from using threats or intimidation against any other person;
t. Refrain from activities or behaviors that can result in creating a hostile environment within the school.
u. Refrain from bullying, hazing, or harassment of fellow students and /or school personnel;
v. Refrain from insulting or the use of verbal abuse with all persons within the school setting or at school related activities;
w. Refrain from any conduct or activity which could be harmful to a student or others;
x. Refrain from intentionally injuring another person or exposing others to harm;
y. Refrain from fighting;
z. Refrain from physically attacking all persons within the school setting or at school-related activities;
aa. Refrain from pulling false fire alarms, making bomb threats, or arson;
bb. Refrain from gambling, extortion, theft, or any other unlawful activity;
cc. Refrain from forgery;
dd. Refrain from the possession and/or use of weapons, ammunition, knives (including any pocketknife of any size), dangerous instruments, fireworks and other incendiary devices, anything that shoots projectiles, or anything that would be dangerous to the health or welfare of students; see section on Weapons and Dangerous Instruments Including Knives;
ee. Refrain from using, possessing, transmitting, selling, or being under the influence of alcoholic beverages, illegal or controlled or dangerous substances, or any habit-forming drugs, in any manner or to any extent, as more particularly defined by school policy set out in local school rules in the student handbook; see section on Use of Alcohol, Drugs, and Other Controlled Substances;
ff. Refrain from abusing, consuming, inhaling, transmitting, selling, or being under the influence of glue, paint thinner, paint, correction fluid, or any other material that has a harmful or unnatural effect in any manner or to any extent upon the person using them;
gg. Refrain from using, possessing, transmitting, or selling tobacco, matches, cigarette lighters, or any other tobacco products or alternative nicotine products or vapor products, or the possession of or the action of "smoking" with an e-cigarette, electronic device, or similar instrument;
hh. Refrain from leaving a bus at an elementary school to continue a trip to school or home in a private car or by any other means of travel without prior request of custodial parent approved by the principal of the student's school;
ii. Refrain from leaving a vehicle parked at the elementary schools;
jj. Abide by the policy of each individual school regarding students bringing visitors to school. This policy will be included in each school's student handbook;
kk. Obtain the approval of the school office and the sponsor of the organization before posting any information, flyers, or signs anywhere on school property. The person posting such is responsible for removing it in a timely fashion. The use of the classroom bulletin boards is at the discretion of the teacher and/or principal;
ll. Refrain from trading any item on school property;
mm. Refrain from bringing items not educationally relevant (e.g. toys and play equipment, such as water guns and toy guns, from home unless given permission from the school principal/teacher);
nn. Refrain from persistent violation of school regulations;
oo. Comply with board adopted guidelines when granted access to electronic media involving district technological resources; comply with the school district internet and electronic mail rules; communicate over the network in a responsible manner while abiding by all relevant laws and restrictions; and provide written parental request prior to the student being granted independent access to electronic media involving district technological resources. Students are required to abide by the provisions of the Responsible Use Policy (RUP) and board policy 08.2323.
pp. Abide by the policy of each individual school regarding the selling of products. This policy will be included in each school's student handbook. Students will not be allowed to solicit or sell products on school buses. All selling projects involving students must have approval from the appropriate school administrator and the board of education. The sale of food or beverage products must be in accordance with state food service guidelines. KRS 158.854 Section 3 states, "No school may sell competitive foods or beverages from the time of the arrival of the first student at the school building

until thirty (30) minutes after the last lunch period." The sale or serving of any food or beverage item to students in competition with the school breakfast program or the National School Lunch Program is prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period;

4. Students' Rights:
   a. Students, as citizens of the United States, are guaranteed certain individual rights by the constitution of the United States. Students have the right to engage in activities which do not:
      (1) materially or substantially disrupt the education process, or
      (2) present a clear and present danger to the health and safety of persons or property, or
      (3) infringe on the rights of others.
   b. Students have the right to know the basic rules of conduct expected of them;
   c. In our student Code of Acceptable Behavior and Discipline, we have given particular attention to the following specific student rights as delineated in KRS 160.295, Section 6:
      (1) Students are guaranteed the right to freedom of expression as related to speech, assembly, appearance, publication, and the circulation of petitions and literature; recognizing, however, that no right is absolute, the freedom of expression and assembly cannot be exercised to interfere with the orderly educational process;
      (2) The right to participate in decision making procedures directly affecting students;
      (3) The right to procedural due process concerning major disciplinary action, as defined by the code;
      (4) The right to receive academic grades based only upon academic performance, subject, however; to the board of education's policy concerning excused and unexcused absences which is more explicitly set in local school rules in the students' handbook;
      (5) The right to freedom from abuse and threat of abuse by members of school faculties and administrative personnel;
      (6) The right of access by a student to his or her own records and the guarantee of confidentiality of a student's academic records outside of the school system, except upon written authorization of the student or his or her parents or guardians;
   d. Students have the right to organize or to have membership in groups/clubs within the school so long as the group/club follows established board of education guidelines, does not disrupt the orderly educational process, and does not discriminate against any student because of sex, religion, age, race, national origin, economic status, marital or parental status, handicapped condition, and/or veteran status (KRS 158.153, Section 4);
   e. Students have the right to be secure from unreasonable searches of their person and property and from unreasonable seizure of their property (board policy 09.436);
   f. Exceptional education students or students who have been referred for evaluation for placement and/or related services have specific rights guaranteed to them by the Individuals with Disabilities Education Act of 2004 (PL 108-446) and the Rehabilitation Act of 1973, Sub-Section 504;
   g. All students have specific rights related to due process when they encounter a possible suspension or expulsion. These rights are hereinafter more specifically delineated under the section of this code designated "Due Process." (KRS 158.150, Section 5)

5. Supervision of Students' Conduct:
   a. Local school boards, districts, administrative personnel and teachers shall enforce the rules of this code consistently and with equal treatment regardless of religion, race, sex, or national origin. Students have the responsibility to obey the rules and regulations and to cooperate with those who must enforce them;
   b. Each teacher and administrator in public schools shall in accordance with the rules, regulations, and by-laws of the board of education made and adopted pursuant to KRS 160.290 for the conduct of students, hold students to a strict account for their conduct on school premises, on the way to and from schools on transportation provided by the board of education, and on school sponsored trips and activities;
   c. The Calloway County Board of Education 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 students, and while so engaged, such teachers' 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.

6. Notice of Rights and Responsibilities:
   Students and their parents or guardians have the right to be informed of student rights and responsibilities on an annual basis.

B. **Teachers**

1. Teachers' Responsibilities:

   Teachers have the responsibility to:

   a. Present the educational materials and experiences appropriate to their course or grade level;
   b. Inform students and parents/guardians of achievement and progress;
   c. Plan a flexible course of study which meets the needs of all students;
   d. Maintain high standards of academic achievement;
   e. Administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate;
   f. Provide feedback on student assignments as soon as possible;
   g. Exhibit exemplary behavior in terms of dress, action, language, and voice;
   h. Inform parents/guardians of their students' successes, problems, and failures;
   i. Reward exemplary student work and/or classroom behavior;
   j. Exhibit respect for all students;
   k. Exhibit confidentiality in regard to all student records and information;
   l. Maintain a classroom atmosphere conducive to good behavior;
   m. Maintain written records when discipline is administered. The written record shall state the name of the student, date, reason for disciplinary action, and nature of the disciplinary action.

2. Teachers' Rights:

   Teachers have the right to:

   a. Expect the support of their fellow teachers and administrators;
   b. Work in a positive school climate with a minimum of disruptions;
   c. Expect all student assignments to be completed as requested;
   d. Remove a student and temporarily transfer responsibility to the administration for a student whose behavior significantly disrupts the positive school climate;
   e. Be safe from physical harm and verbal abuse;
   f. Provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel;
   g. Take action necessary in emergencies pertaining to the protection of persons or property.

C. **Principal/Assistant Principal**

1. Principal/Assistant Principal Responsibilities:

   Principals/Assistant Principals have the responsibility to:

   a. Create and foster an atmosphere of mutual respect and consideration among students and staff members;
   b. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so, use his/her own best judgment;
   c. Exhibit exemplary behavior in action, dress and speech;
   d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state and nation;
   e. Exhibit confidentiality in regard to all student records and information;
   f. Direct a program of dissemination of the Code of Acceptable Behavior and Discipline to students, parents/guardians, and staff in the district for the purpose of informing the school community of the requirements of the code.
   g. Direct a program of explanation of the Code of Acceptable Behavior and Discipline to students in the district, including those students who enroll during the school year.
   h. Investigate potential violations of this code, including but not limited to, speaking directly to the students.
   i. Include requirements of the Code of Acceptable Behavior and Discipline in annual training for all school employees and include an explanation of the code to staff employed during the school year.

2. Principal/Assistant Principal Rights:

   Principals/Assistant Principals have the right to:

   a. The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system;
   b. Provide input for the establishment of procedures and regulations that relate to the school;
   c. Be safe from physical harm and verbal abuse;
   d. Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care;
   e. Suspend any student whose conduct disrupts the educational process;
   f. Administer the school environment to provide the proper learning atmosphere.

D. **Parents and Guardians**

1. Parent and Guardian Responsibilities:
   Parents and guardians have the responsibility to:
   a. Instill in their children the values of an education;
   b. Instill in their children a sense of responsibility;
   c. Instill in their children a sense of respect;
   d. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students;
   e. Be familiar with the educational program and procedures;
   f. Inform students about the disciplinary procedures of the school and emphasize the importance of following same;
   g. See that students attend school regularly and promptly;
   h. Check with the proper school officials regarding the facts of any situation that they might question;
   i. Support the efforts of the school personnel;
   j. Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities;
   k. See that students exhibit neatness and cleanliness in their personal attire and hygiene;
   l. According to KRS 159.180, assume responsibility for any student violation of KRS 159.010 to 159.170.

2. Parent and Guardian Rights:
   Parents and Guardians have the right to:
   a. Send their child to a school in an environment where learning is valued;
   b. Expect that classroom disruptions will be dealt with fairly, firmly and quickly;
   c. Enroll students in the Kentucky county school district where they shall attend classes regularly and promptly with minimal interruptions;
   d. Expect the school to maintain high academic standards;
   e. Review the student's academic progress and other pertinent information which may be contained in the student's personal records;
   f. Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

E. **Classified Personnel**

1. Classified Personnel Responsibilities:
   Classified Personnel have the responsibility to:
   a. Exhibit exemplary behavior in terms of dress, action, language, and voice;
   b. Exhibit respect for all students;
   c. Exhibit confidentiality in regard to all student records and information;
   d. Report discipline problems to the appropriate certified personnel.

2. Classified Personnel Rights:
   Classified Personnel have the right to:
   a. The support of students, parents, teachers and administrators in carrying out policies and procedures established by the school system;
   b. Work in a positive school climate with a minimum of disruptions;
   c. Be safe from physical harm;
   d. Be free from verbal abuse;
   e. Provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel;
   f. Take action necessary in emergencies pertaining to the protection of persons or property.

F. **Non-Employed School Representatives**

1. Non-Employed School Representatives' Responsibilities:
   Non-Employed School Representatives have the responsibility to:
   a. Exhibit exemplary behavior in terms of dress, action, language and voice;
   b. Exhibit respect for all students;
   c. Assist teachers, instructional aides and administrators in the performance of their duties;
   d. Be familiar with the educational programs and procedures;
   e. Support the efforts of the school personnel;
   f. Exhibit confidentiality in regard to all student information;
   g. Demonstrate respect for the teachers, administrators, school personnel, and other non-employed school representatives at school and all school-related activities;
   h. Report discipline problems to the appropriate certified personnel.

2. Non-Employed School Representatives' Rights:
   Non-Employed School Representatives have the right to:
   a. Work in a positive school climate with a minimum of disruptions;
   b. Be safe from physical harm;
   c. Be free from verbal abuse.

STUDENT REPORTING OF CODE VIOLATIONS

(KRS 158.148)

A. Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher who shall take appropriate action as defined by the code. The teacher shall refer the report to the principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

B. Retaliation Prohibited
   Employees and other students shall not retaliate against a student because he, she or another person reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The superintendent/designee shall take measures needed to protect students from such retaliation.

DISCIPLINE and CONSEQUENCES OF VIOLATING THE CODE

A. **Teachers**
Discipline problems which are of common or minor nature are handled by the classroom teacher. The following options are available:
1. Verbal warning/reprimand;
2. Notifying parents (telephone, letter, or electronic forms of communication); Notification shall be in a timely manner;
3. Written assignments related to the Kentucky Academic Standards (KAS);
4. Temporary withdrawal of privileges;
5. Individual/teacher/parent conference;
6. In-class isolation;
7. Temporary isolation within the classroom or school building, including the students lunch period.
8. Referral to counselor or building principal or designee (peer mediation team);
9. Contractual agreement;
10. Detention;
    Reasonable detention prior to the opening or after closing of the school day is permitted under the following conditions:
    a. When a student is detained at school either before the normal starting time or after the normal dismissal time, the teacher shall give appropriate consideration to factors of student transportation, traffic patterns, weather, and any other extenuating circumstances;
    b. The age and grade level of the student shall be considered in determining the length of time a student may be detained before or after school. The period of detention should not exceed one (1) hour. In the event that a student is assigned detention, the parent or legal guardian shall be notified;
    c. Prior notice shall be given to the parents or legal guardian when a student is to be detained after school or assigned early detention;
    d. Precautions shall be taken to see that a student who is dependent upon bus transportation is not left without a way home;
11. An individual school may establish a policy for additional disciplinary options for teachers. Such a policy will be included in a school's student handbook.

B. **Referral**
Discipline problems which are of a serious nature must be referred to the principal or designee. The staff member taking the referral shall deliver in writing or person the following information:
1. Name of student
2. Class
3. Date/time
4. Reason for referral
5. Staff signature

C. **Administrators**

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

1. Warning notice;
2. Counsel with student regarding the offense to correct the behavior and prevent its reoccurrence;
3. Set up a conference with the parents/guardian which may include the referring teacher, counselor, or other staff members to develop a plan of action;
4. Written assignments (KAS related);
5. Detention;
6. Saturday School or non-regular school day (excluding Sundays):
   Saturday School or non-regular school day excluding Sunday may be assigned to students by the principal or assistant principal for violation of school rules or policies;
7. Extended loss of school privileges;
8. Contractual agreement;
9. In School Alternative Education (ISAE);
   In school alternative education is the temporary isolation of a student from one or more classes while under proper supervision. In-school alternative education may be imposed by the principal or designee for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension;
10. Probation;
    The principal or his/her designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specified period. Probation may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation including length of time shall be given to the student and his/her parent (s) and shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school or may be subject to any of the other authorized actions pursuant to the Discipline Policy;
11. Referral to family or youth services;
12. May require student/parent to make restitution for damage to property or individuals;
13. Penalties for the use of alternative nicotine products, tobacco products, or vapor products may include:
    For the first incident, disciplinary action as determined by the school administration and 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 materials, programs, and referrals for treatment;
    A second incident shall result in providing information listed above and disciplinary action that is included in the Code; and the third and any subsequent incidents may result in an in-school or out of school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.
14. Suspension;
    The principal or assistant principal may suspend students for violation of school rules pursuant to statute KRS 158.150. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.
    A suspended student will be prohibited from making up and receiving credit for daily work, daily quizzes or projects that are assigned and due during the period of suspension. They will receive credit for and allowed to (1) make up major work assignments made before the suspension and due during the suspension and (2) complete major tests and projects that are due or take place during the suspension, but which cover material that was addressed before the suspension began;
15. An individual school may establish a policy for additional disciplinary options for administrators. Such a policy will be included in a school's student handbook;
16. Students may be referred to the court or appropriate legal services;
17. Referral to another educational setting;
18. The principal or assistant principal may refer a student to the superintendent for a hearing before the board of education for possible expulsion.

D. **Bus Drivers**

Riding the school bus is a privilege. Supervision and discipline of pupils on buses is covered in 702 KAR 5:030 and 702 KAR 5:080 Section 18:

1. Drivers are in charge of their buses, and their first responsibility shall be the safe transportation of their passengers. In the event that one or more pupils are behaving in a manner that endangers the safety of other pupils on the bus, the driver shall call or radio for immediate assistance from the district transportation director, the principal of the school where the pupil(s) attends, a district administrator, and/or law enforcement. Ordering or ejecting a student from the bus shall be done only in the most extreme circumstances due to threatening or violent behavior. The driver shall notify the immediate supervisor who shall notify the appropriate district authorities, who shall subsequently notify the student's parent or legal guardian.
2. The principal or the person or persons designated by the board of education shall be responsible for the discipline of the

pupils who ride the school buses to and from school and shall assist the school bus driver with discipline problems that arise on the bus when the school bus driver has made the proper report on the school discipline problem either in person or in writing;

3. Should a pupil create a serious safety or discipline problem on the school bus or persist in creating discipline problems on the school bus after having been reported by the school bus driver to the principal or to the person or persons designated by the board of education and warned or disciplined, the principal or the person or persons designated by the board of education shall forbid the pupil to ride the school bus until written permission for the pupil to again ride the school bus has been given to the school bus driver by the person or persons designated by the board of education to grant such permission;
4. Drivers may take necessary action in emergencies to protect their own person or property or the persons or property of those in their care;
5. The principal/designee shall communicate with the transportation department/bus driver to inform them of the disciplinary action taken.

CONDUCT ON SCHOOL BUS

(References board policies 09.226, 06.33, 06.34)

1. Pupils shall be at their bus stop five (5) minutes before the bus is scheduled to arrive. The bus cannot wait beyond its regular schedule for late individuals.
2. Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
3. Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.
4. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
5. When pupils enter the bus, they shall proceed directly to their assigned seat.
6. Pupils shall remain seated until the bus has come to a complete stop.
7. Pupils shall not extend their arms, legs, heads, or any body part out the bus windows.
8. Pupils shall not eat or drink on the bus.
9. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver. Drivers and school staff may take reasonable action to promote student safety and discipline.
10. Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
11. Pupils shall not electronically broadcast any audible sound or music by using external speakers or by any other means. A student may listen to music on their own personal handheld device, with the bus driver's permission, only if using personal headphones at a volume low enough that others cannot hear the headphones. Devices must be put away before getting on/off the bus.
12. Pupils shall not wear clothing or backpacks with loose strings or straps that may become entangled in the bus handrail or exit door mechanism.
13. The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the principal to discharge a pupil at another location. The principal shall have authorization from a child's parents before permitting discharge at a location other than the regular stop. The note must be signed by the child's parent/guardian and their principal. Students without the required note with both signatures will be directed to ride their home bus or go into the school to contact a parent/guardian to come pick them up.
14. Bus drivers shall promptly report any violation of district policy or school rules to the principal.
15. The principal is authorized to withhold bus-riding privileges up to a maximum of twenty (20) school days per occurrence in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus-riding privileges have been withheld. The superintendent or the superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.
16. Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the board.
17. If the parent, guardian, middle school child or older that resides at the residence of the student, or authorized responsible adult is not available to accept the student(s) upon delivery, students under nine (9) years of age will be returned to the appropriate school.
18. While on a school bus or at the bus stop, students shall adhere to all rules and responsibilities listed earlier in this document under the section Application of Code > Student Conduct. Expectations for positive behavior are the same on the bus as in the school building.

TELECOMMUNICATION DEVICES

(KRS 158.165, board policy 09.4261)

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices[1] and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that poses a threat to academic integrity, such as cheating, violates confidentiality or privacy rights of another individual, is profane, indecent, or obscene, constitutes or promotes illegal activity or activity in violation of school rules, or constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

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

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day. High school students are permitted to utilize their devices between classes and during the student's lunch period.

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

4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication, electronic, and/or smart devices to include, but not limited to, glasses or watches.

6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Responsible Use Policy or procedures or its *Code of Acceptable Behavior and Discipline.*

Reference

[1]KRS 158.165 "Personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

DRUGS, ALCOHOL, AND OTHER PROHIBITED SUBSTANCES

(board policy 09.423)

A. **Drugs, Alcohol and Other Prohibited Substances**

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

1. Alcoholic beverages;
2. Controlled substances or drug paraphernalia;
3. Counterfeit, look-alike or simulated controlled substances or drug paraphernalia. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance;
4. Mood altering substances, such as an inhalant, herbal incense or spice, bath salts, synthetic cannabinoid (synthetic marijuana) or any other material that has a harmful or unnatural effect on the person using it.

B. **Controlled Substances Defined**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Resources under regulations pursuant to KRS 218A.020.

C. **Prescription and Over-the-Counter Medication**

No pupil shall possess, use, be under the influence of, sell or transfer any prescription or over-the-counter medication except in compliance with school policy for use of prescription medication(s).

D. **Penalty**
Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion pursuant to KRS 158.150. Violation of this policy shall also constitute reason for suspension or dismissal from athletic teams, other school-sponsored activities and/or other school privileges. Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

E. **District Employee Reporting**
Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to either the local law enforcement agency or the Kentucky State Police.

WEAPONS AND DANGEROUS INSTRUMENTS INCLUDING KNIVES

(KRS 527.070, KRS 500.080, board policy 05.48)

THIS POLICY APPLIES TO STUDENTS, STAFF MEMBERS, AND VISITORS TO THE SCHOOL.

A. **Weapons Prohibited**
Carrying, bringing, using, or possessing any firearm or ammunition or other deadly weapon or destructive devices or booby trap or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Students are prohibited from possessing or using a knife of any kind or size, including a pocketknife and/or hunting knife in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity.

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 filed under policy 09.435. In addition, when they have reasonable belief that a violation has taken place, the principal 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 an assault involving the use of a weapon.

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

B. Federal Requirements
The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under board policy 09.435. However, the board may modify such expulsions on a case-by-case basis.

Any student who brings to school a firearm or other deadly weapon, as defined by federal law, shall be referred to the criminal justice or juvenile delinquency system.

C. 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.

D. 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 school sponsored transportation, or at a school sponsored or sanctioned event. (KRS 158.155 section 4)

E. 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 pocketknife or hunting knife;
4. billy, 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.

F. Enforcement

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with board policy 09.436.

TERRORISTIC THREATS

(KRS 508.075, 508.078, 508.080 and board policy 05.43)

Terroristic threats that cause disruption to the educational environment are reported to law enforcement. The District may seek criminal or juvenile charges, as applicable, against the alleged perpetrators, subject an offending student to disciplinary sanctions up to and including expulsion, request restitution in connection with juvenile or criminal proceedings and/or offer a reward for information leading to an arrest or conviction. Key statutes are referenced below.

KRS 508.075 - Terroristic threatening in the first degree. Applies to a person who intentionally makes false statements that he, she, or another person has placed a weapon of mass destruction on school property, property that is the site of a school function, or a school vehicle. This is a Class C felony.

KRS 508.078 - Terroristic threatening in the second degree. Applies to a person who threatens to commit any act likely to result in death or serious physical injury to students, teachers, staff, or volunteers of a public or private school. It also applies to a person who makes false statement by any means, including by electronic communication, for the purpose of causing evacuation of a school building, school property, or school sanctioned event; causing cancellation of school classes or school sanctioned activities, or creating fear of serious bodily harm among students, parents, or school personnel. This is a Class D felony.

KRS 508.080 - Terroristic threatening in the third degree. Applies to a person who threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person OR who intentionally makes false statements for purposes of causing the evacuation of a building, place of assembly, or facility of public transportation. This is a Class A misdemeanor.

BULLYING/HAZING

(KRS 158.148 and board policy 09.422)

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.

BULLYING AND OTHER PROHIBITED BEHAVIOR

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.

BULLYING DEFINED

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school premises, on school-sponsored transportation, or at a school sponsored activity. Bullying includes any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated against the same student over time or has the potential to be repeated.

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.

REPORTING BULLYING

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 to any teacher, counselor, or administrator in their school (or any other adult in charge such as their coach or bus driver).

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including 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.

RETALIATION PROHIBITED

No one shall retaliate against a student because he or she reports bullying or hazing, or assists or participates in an investigation, proceeding, or hearing regarding bullying or hazing.

CONSEQUENCES FOR BULLYING

See section on Discipline and Consequences of Violating the Code. In applicable cases, bullying and hazing will be reported to appropriate law enforcement authorities.

Also see sections on Harassment/Discrimination and Student Reporting of Code Violations.

HARASSMENT/DISCRIMINATION

(References board policies 09.42811, 03.162, 03.262)

A. DEFINITION

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

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee involving 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 or prejudice.

B. PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

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

C. DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, sex or disability shall be subject to disciplinary action, including but not limited to suspension and expulsion.

D. GUIDELINES

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the principal and/or designee is the person responsible for receiving reports of harassment/discrimination

E. NOTIFICATION

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

F. PROHIBITED CONDUCT

Examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

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

G. CONFIDENTIALITY

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

H. RETALIATION PROHIBITED

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

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

I. FALSE COMPLAINTS

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

CRIMINAL VIOLATIONS

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

Offenses which result in violence to another person or property or which pose a direct threat to the safety of others in the school are clearly criminal offenses.

Recommendations:

A. Due to the seriousness of criminal offenses, the student's continued presence in school would constitute a threat to other persons and would have a negative impact on the general morale of the school. Verified criminal misconduct may result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 158.150.
B. Schools should report these offenses to the appropriate law enforcement agencies and cooperate with these agencies in investigating and prosecuting the offender. In cases of assault and or battery or abuse of a student or school employee, it would be a personal option to press charges. The district shall give full support to the aggrieved individual.
C. A student charged with criminal misconduct should be given the full due process hearing before the board, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute "double jeopardy", the board need not await the disposition of the hearing or trial.

REPORTS TO LAW ENFORCEMENT OFFICIALS

(KRS 158.155)

When they have reasonable belief that certain violations have taken place, principals are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to the law enforcement officials include:

- 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;
- damage to school property

In addition to violations of this code, students may also be charged with criminal violations.

REPEATED INFRACTIONS

Every school will have methods of dealing with the problem of repeated infractions. Often, these infractions are minor in nature, yet they consume time and energy of the teacher or administrator who deals with the situation.

Traditionally, administrators have responded to this situation in one of two ways. In some cases, they may apply larger or longer doses of the same disciplinary action. In other cases, the administrator may apply penalties which may be ineffectual or penalties so severe that they cease to bear any relationship to the nature of the infraction.

Creative alternative strategies need to be developed. A series of varied consequences should be used rather than the same response over and over, including a referral to other district services and resources, if deemed appropriate. If possible, the teacher or administrator should record the nature of the repeated infraction, the disciplinary action applied, and the apparent effectiveness of each method used. This information could be beneficial in several ways. It could be referred to in determining what strategies to use for other infractions and it would supply documentation of the number of alternative strategies that had been used with each student, in case the courts request such information. Additionally, it would be beneficial in developing an individual prevention program designed for those students identified as potential dropouts.

Schools should not overlook the cause of the infraction. Sometimes a simple change in the situation or condition which contributed to the infraction may result in the elimination of a particular undesirable behavior.
Recommendations which may be considered are:

A. Establish a limit on the number of times a particular disciplinary action will be used with one student;
B. Develop a series of alternative disciplinary options for each level of severity of infraction;
C. Provide guidelines to assist teachers as they sequentially apply these options according to the frequency and severity of the infraction;
D. Develop a behavior intervention plan;
E. Refer the student for other district services and resources;
F. Take a student before the board of education for an expulsion hearing for repeated rule infractions and incorrigible behavior.

SEARCH AND SEIZURE

(board policy 09.436)

A. Purpose:

To maintain order and discipline in the schools and at school-sponsored activities and to protect the safety and welfare of students and school personnel. Authorized school personnel reserve the right to conduct a search of a student, locker, book bag, student possessions/belongings or vehicle if they have reasonable suspicion for a search. All students may be subjected to a fixed or handheld electronic screening detector. An affirmative signal or response from a detector will serve as reasonable suspicion for a more personal search. Such searches may result in seizure of any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student. As used in this policy, the term ‘student vehicle’ means a vehicle over which a student exercises responsibility and/or control on school property or off school property at school sponsored activities. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

B. Personal Searches:

A student’s person and or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator or designee has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult of the same sex present unless the health or safety of students or school personnel will be endangered by the delay which might be caused by following these procedures.

C. Locker Searches:

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

D. Student Vehicles:

Students are permitted to park on school premises as a matter of privilege, not of right. Calloway County school officials reserve the right to search a student vehicle at any time.

E. Seizure of Illegal Materials:

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

F. Breathalyzer or Other Tests:

Local law enforcement officials may administer breathalyzer or other tests at the request of school officials to assist in investigations without prior notification or approval of parents/guardians.

SUSPENSION, EXPULSION and DUE PROCESS

A. Suspension: KRS158.150 and board policy 09.434
In the event a student has to be suspended from school for discipline problems, the following procedure will be used:

1. The student shall be given oral and written notice of the charge or charges against him/her which constitute cause for suspension;
2. The student shall be given an explanation of the evidence of the charge or charges if the student denies them;
3. The student shall be given an opportunity to present his/her own version of the facts relating to the charge or charges;
4. These due process procedures shall precede any suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedure, as outlined above, shall follow the suspension as soon as practicable, but not later than three (3) school days after the suspension;
5. The student's parent, guardian, or other person having legal custody or control of the student shall be notified by phone (if available) and by a written notice of suspension. Written notice will also be sent to the superintendent's office.
6. During the period of suspension, a student is not to appear on school property as well as off school property at school-sponsored activities.

B. Expulsion: KRS158.150 and board policy 09.435
The board of education may expel any pupil from the regular school setting for misconduct, as defined by law, but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board.

Proceedings before the board shall be conducted in the following manner:

1. The superintendent or administrative official of the Calloway County School District shall give written notice, with documentation of receipt to the parent(s), guardian or other person having legal custody or control of the pupil. The written notice shall contain the following information:
   a. The reason for the suspension pending the board hearing;
   b. The charge or charges against the pupil;
   c. Notice of the time, place and date of a hearing before the board of education;
   d. Notice of the right to a hearing before the board of education.
   e. Notice of right to be represented by counsel;
   f. Notice of right to bring witnesses or have witnesses subpoenaed to testify before the board; and
   g. Notice of possible penalty that could be invoked by the board of education.

2. Hearing before the board:
   a. The student has a right to have the case heard in executive session or a public hearing, which ever the student desires. The reason for holding a hearing in executive session is to protect the name and identity of the student from media exposure; if the hearing is held publicly, the media would have access to the student's name and might publish the student's name in a news item;
   b. The student has a right to have an attorney present during the hearing and the attorney would have the right to participate in all phases of the hearing;
   c. During the course of the hearing, the student would have a right to confront the witnesses against the student and a right to cross examine them and ask them any questions which may be relevant to the inquiry;
   d. The student has a right to testify and present any witnesses on the student's behalf;
   e. All witnesses who testify in a hearing before the board shall first be placed under oath before their testimony.

The hearing will be conducted in the following manner:

a. The school system and the student or his/her parents or his/her attorney may make an opening statement if they desire;

b. If no party desires to make an opening statement, the school system will introduce into evidence all the evidence it has concerning the charge or charges against the student. The student shall have a right to examine any physical evidence and a right to be present during the testimony of witnesses and to cross examine any of the school system's witnesses;

c. After the school system's evidence has been introduced and witnesses have testified, the witnesses will leave the hearing, but may be recalled by the student or the school system at any time until the hearing is announced closed. Even after the hearing is announced closed, until the board has arrived at its decision and announced its decision in a particular case, either party may request that any witnesses be recalled for further testimony or additional witnesses presented to the board, even after the hearing is closed provided the request is made before a decision is announced in a case;

d. After the school system has introduced its evidence and its witnesses have testified, the student may testify concerning this matter and present any witnesses the student may have on the student's behalf;

f. After both parties have presented all of their witnesses and introduced all of their evidence, both sides shall have a right to make closing remarks to the board;

g. After closing remarks, all witnesses and parties shall be excluded from the hearing save and except counsel for the board, and the board shall deliberate, come out of executive session, go into public session, consider any recommendations of the superintendent, and, upon motion and vote, announce its decision to all parties. The decision of the board, along with the findings of fact and conclusions of law, will be delivered to the parent (s) and/or legal guardians and/or other person having custody or control of the students.

h. During the period of expulsion, a student is not to appear on school property as well as off school property at school-sponsored activities.

C. Expulsion – Provision of Educational Services:
In cases of expulsion, provision of educational services will be required unless the board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program.

FELONY OFFENSE AGAINST A STUDENT INVESTIGATION and REPORTING
(KRS 158.156)

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

(a) The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
(b) The student's age;
(c) The nature and extent of the violation;
(d) The name and address of the student allegedly responsible for the violation; and
(e) Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

(2) The school district and school personnel will participate in the investigation at the request of the law enforcement agency.

(3) Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report or action.

(4) Retaliation is prohibited against a complainant or person because s/he reports an incident for which reporting is required by KRS 158.156, or because s/he assists or participates in any investigation, proceeding, or hearing regarding the violation. The superintendent/designee shall take measures needed to protect persons from such retaliation.

If a law or board violation has occurred, school will report the incident to the Kentucky Department of Education as part of safe school data reporting.

**Note: Felony offenses under KRS Chapter 508 include First Degree Assault, Second Degree Assault, Third Degree Assault, Assault Under Extreme Emotional Disturbance, First Degree Wanton Endangerment, First Degree Terroristic Threatening, Second Degree Terroristic Threatening, First Degree Criminal Abuse, Second Degree Criminal Abuse, First Degree Stalking, Disarming a Police Officer.*
***Note: The principal may use the forty-eight-hour timeframe to investigate the allegations of the initial report. If the principal finds no evidence of a KRS Chapter 508 felony offense, he/she does not have to file a report with the agencies listed above (see Section 1). If the principal is in doubt as to whether there has been a KRS Chapter 508 offense, he/she should consult with the local law enforcement and/or the board attorney.*

USE OF PHYSICAL RESTRAINT AND SECLUSION

(board policy 09. 2212)

A. PHYSICAL RESTRAINT

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students but shall summon core trained personnel as soon as possible. In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological wellbeing for the duration of the restraint.
- Personnel shall only use the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

B. SECLUSION

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

Use of physical restraint and seclusion policy and related procedures are designed to promote the safety of all students, school personnel, and visitors. School personnel and parents may contact school principals to access policy and related procedures addressing use of physical restraint and seclusion.

GRIEVANCE PROCEDURES

(board policy 09.4281)

Parents/guardians or students desiring to question actions taken by school personnel may follow this procedure:

A. If the problem is related to the classroom, the parent/guardian will contact the principal of the school to arrange a conference with the classroom teacher as soon as possible to discuss the problem;
B. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal and/or designee with a minimum of delay;
C. If the problem is not related to the classroom, the parent will contact the principal directly;
D. If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a meeting with the superintendent or his/her designee;
E. Upon receipt of the written complaint, a meeting will be scheduled with the superintendent or his/her designee, or if appropriate, the School Based Decision-Making Council. During this meeting, either party may present individuals having knowledge relative to the facts involved. The other party will be notified in advance if such additional persons are to be present.
F. The superintendent or his/her designee or, if appropriate, the School Based Decision-Making Council will advise the complainant in writing by certified mail or actual delivery of the disposition of the complaint within fourteen (14) days after the meeting.

PROCEDURES FOR ANNUAL REVIEW

The board of education requires that all schools review this Code of Acceptable Behavior and Discipline on an annual basis.

A. The principal of each school may call upon its committee that addresses discipline, behavior, handbook, PTA/PTO or select a special committee consisting of student representatives, parents, teachers, and others to conduct this review during the month of February;

B. The review group may be charged with reviewing the entire document and with making recommendations for changes in writing to the director of pupil personnel for compilation by the end of February of each school year;

C. The director of pupil personnel shall compile the results of these reports and submit them to the management team for review during the month of March. The management team is composed of at least two parents, two students, two faculty, two administrators, one representative from the Alternative Instructional Facility staff and one board member invited to serve by the director of pupil personnel or as dictated by state guidelines. The student, parent, teacher and administrative component of this team will consist of at least one representative from each school review committee;

D. The director of pupil personnel shall submit a summary of actual recommendations from the management team and present same to the superintendent for modification and suggestions by May 30.

E. The superintendent has directed that the code be posted in each school, with the principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the code in the school's handbook(s). On request, the principal shall provide help for non-English speaking, blind, deaf or non-reading students and parents so that they can have access to the information contained in this code.

NOTICE OF NON-DISCRIMINATION

The Calloway County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, programs or activities.

Any person having inquiries concerning the Calloway County School System's compliance with Title IX, Title VI, and Section 504 is directed to contact the Title IX Coordinator, Calloway County Schools, P.O. Box 800, Murray, Kentucky 42071, (270) 762-7300.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Calloway County School District (CCSD)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Calloway County School System keeps child and youth records in a secure location in each school and in the central office. Any parent or guardian of a student or any eligible student may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The CCSD may destroy the educational records of a youth without a parent's request after the records have been maintained the minimum period specified by the Records and Retention Schedule Public School District Model prepared by the Kentucky Department of Libraries and Archives and are no longer needed to provide educational programs and services unless a longer period of record retention is stipulated in a grant or agreement with another agency. Parents are advised that data contained in the records may later be needed for Social Security purposes. The CCSD retains for an indefinite period of time a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

"Directory Information" is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to organizations and agencies whose need for data is connected with student help activities. The parent, guardian, or eligible student currently enrolled may request all or part of the directory information to be withheld. The request must be in writing to the principal of the child's school within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CCSD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Calloway County School District (CCSD)

The PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

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

•*Inspect*, upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The CCSD adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The CCSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The CCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The CCSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:
•Collection, disclosure, or use of personal information for marketing, sales or other distribution.
•Administration of any protected information survey not funded in whole or in part by ED.
•Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

CHILD FIND FOR STUDENTS WITH DISABILITIES UNDER INDIVIDUALS WITH DISABILITIES ACT, SECTION 504 OF THE REHABILITATION ACT, AND PRESCHOOL

The Calloway County School District (CCSD) has an ongoing Child Find system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services. The CCSD will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agencies, and concerned citizens are urged to help the CCSD find any child who may have a disability and needs Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed. Letters and phone calls are some of the ways the CCSD collects the information needed. The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services. Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services. Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

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

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

The CCSD provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of a child who lives within the boundaries of the CCSD who may have a disability and may need but is not receiving Special Education or 504 services, please call or send the information to the District's Director of Special Education/504 Coordinator. If you know of a child who attends a private or home school within the boundaries of CCSD, who may have a disability, and may need but is not receiving Special Education services, please call or send information to the Director of Special Education. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the CCSD Director of Pupil Personnel or the Director of Special Education/Section 504 Coordinator. You may contact either of these individuals at (270) 762-7300. The hours for the Calloway County Board of Education are 7:00 a.m. to 4:00 p.m. and the office is located at 2110 College Farm Road, Murray, Kentucky 42071.

TERRORISTIC THREATENING NOTIFICATION

Our most important function in Calloway County Schools is to provide the safest learning environment possible for all 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 the 2018 school year, 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 Threating 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 information of the following text.)

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 the Safe Schools Coordinator at 270-762-7300 or your child's principal.

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

FAMILY RESOURCE AND YOUTH SERVICE CENTERS

Contact for support and information regarding community resources.

Youth Services Center at Calloway County High School
Jessica Gardner - Coordinator
Phone (270) 762-7390, FAX (270) 762-7390

Youth Services Center at Calloway County Middle School
Danielle Schwettman - Coordinator
Phone (270) 762-7365, FAX (270) 762-7366

Family Resource Center at East Elementary School
(serves East and North Elementary Schools)
Michelle Hansen - Coordinator
Phone (270) 762-7333, FAX (270) 762-7334

Family Resource Center at Calloway County Preschool
(serves Preschool and Southwest Elementary Schools)
Jan Wilson - Coordinator
Phone (270) 762-7410, FAX (270) 762-7412

DISTRICT - SCHOOL PERSONNEL

Title	Person	Address	Telephone
Superintendent	Tres Settle	2110 College Farm Road	(270) 762-7300
Assistant Superintendent/DPP/Title IX	Josh McKeel	2110 College Farm Road	(270) 762-7300
Elementary Supervisor of Instruction	Ryan Marchetti	2110 College Farm Road	(270) 762-7300
Secondary Supervisor of Instruction	Robin Hurst	2110 College Farm Road	(270) 762-7300
Director Special Education	Tiffany Brown	2110 College Farm Road	(270) 762-7300
District Technology Coordinator	Stephen Conner	2110 College Farm Road	(270) 762-7300
Purchasing Coord.	Karen Brandon	2110 College Farm Road	(270) 762-7300
District Finance Officer	April Lax	2110 College Farm Road	(270) 762-7300
Payroll Specialist	Kady Arant	2110 College Farm Road	(270) 762-7300
Human Resources/Benefits Specialist	Cathy Morris	2110 College Farm Road	(270) 762-7300
Food Service Director	Megan Adams	2110 College Farm Road	(270) 762-7300
School Psychologist	Chase Martin	2110 College Farm Road	(270) 762-7300
School Psychologist	Makenzie Gladin	2110 College Farm Road	(270) 762-7300
Director Maintenance/Grounds	Kenny Duncan	2001 College Farm Road	(270) 762-7320
Director of Transportation	Matt Turner	P. O. Box 800	(270) 762-7322
Principal of CCHS	Mark Mallory	2108 College Farm Road	(270) 762-7375
Asst. Principal of CCHS	Patrick Keeney	2108 College Farm Road	(270) 762-7375
Asst. Principal of CCHS	Monica Williams	2108 College Farm Road	(270) 762-7375
Athletic Director	Troy Webb	2108 College Farm Road	(270) 762-7375
Principal of CCMS	David Carmichael	2112 College Farm Road	(270) 762-7355
Asst. Principal of CCMS	Mary Price	2112 College Farm Road	(270) 762-7355
Principal of East Elementary	Lourdes Oster	1169 Pottertown Road	(270) 762-7325
Principal of North Elementary	Kaysin Higgins	2928 Brinn Road	(270) 762-7335
Asst. Principal of North Elem.	TBD	2928 Brinn Road	(270) 762-7335
Principal of Southwest Elementary	Lynsey Smith	3426 Wiswell Road	(270) 762-7345
Principal of Preschool	Leisha Barlow	2106-A College Farm Road	(270) 762-7410
Alternative Instruct. Facility Dir. - Principal	Travis Anderson	2003 College Farm Road	(270) 762-7318
CCHS Youth Services Center	Jessica Gardner	2108 College Farm Road	(270) 762-7390
CCMS Youth Services Center	Danielle Schwettman	2112 College Farm Road	(270) 762-7365
Family Resource Center-E & N	Michelle Hansen	1169 Pottertown Road	(270) 762-7333
Family Resource Center – SW & PS	Jan Wilson	2106-A College Farm Road	(270) 762-7410
District School Nurse	Erin Garland	P. O. Box 800	(270) 762-7300
District School Nurse	Tina Ryan	P. O. Box 800	(270) 762-7300
District School Nurse	Talia Wilson	P. O. Box 800	(270) 762-7300
District School Nurse	Jodinna Clayton	P. O. Box 800	(270) 762-7300

CALLOWAY COUNTY SCHOOLS

Student Transportation Service Policy Manual



2026-2027

TRES SETTLE
Superintendent

JAY HOUSDEN
Board Chair

VAN PITTMAN
Board Vice Chair

Calloway County Schools

2110 COLLEGE FARM ROAD
MURRAY, KENTUCKY 42071
Phone (270) 762-7300
Fax (270) 762-7310
www.calloway.kyschools.us

SHARON BOBO
Board Member

SCOTT LOWE
Board Member

MITCHELL RYAN
Board Member

The Calloway County Board of Education and the Transportation Department will make every effort to provide all the students of this district with an efficient and safe form of transportation. To do so, all individuals involved with the transportation of students must know and meet his/her responsibilities and be aware of and follow the approved rules, board policies, regulations and state laws that govern the pupil transportation.

This manual is provided to all parents and students for two specific reasons:

1. To make parents and students aware of their responsibilities in regard to the transportation system and

2. To communicate a code of conduct which all students who ride school provided transportation must meet.

Transportation to and from school is a privilege to all students, but all students must follow the code of conduct rules. Students must know and understand their roles in preserving safety on each bus by meeting behavioral expectations and cooperating fully with the driver. Students who do not conduct themselves in a proper manner while riding the school bus may lose their riding privileges. It is my desire that all students experience a successful and safe school year.

Sincerely,



Tres Settle
Superintendent
Calloway County Schools

CALLOWAY COUNTY SCHOOLS
TRANSPORTATION SERVICE POLICY MANUAL

BASIC PRINCIPLES

1. Our goal is to make our students' trip to and from school as safe as possible.
2. Riding the school bus is a privilege, not a right.
3. All pupils shall receive annual instruction in school bus safety.
4. In the interest of student safety, no students below grade nine (9) shall walk to or from school.
5. Any misbehavior, which endangers the safety and welfare of others, will not be tolerated.
6. The bus route is an extension of the school day. Therefore, behavior expectations extend to all school activities, including transportation. Any infraction of the bus rules may result in the loss of the student's bus privilege for time determined by discipline procedures.
7. Medication, other than approved emergency medications, should not be in possession of a student, including while on a school bus.
8. The driver is in charge of the bus. Students must always follow their instructions.
9. As a student rider, you must meet all the student responsibilities stated in the Code of Acceptable Behavior and Discipline and in this policy manual.
10. Students are to board and unload only at the direction of the driver.
11. Students will be assigned seats by the driver and must sit properly (facing forward, feet on floor, possessions in lap)
12. Complaints about bus discipline, by either students or parents, should be taken to the student's principal or designee.
13. Under no circumstances shall a parent stop or board a bus while picking up or dismissing students. The parent/guardian shall contact the principal or Director of Transportation to discuss their concerns.
14. A pupil's transportation privileges may be revoked based upon parent or guardian misconduct.
15. If the parent, guardian, middle school child or older that resides at the residence of the student, or authorized responsible adult is not available to accept the student(s) upon delivery, students under nine (9) years of age will be returned to the appropriate school.
16. The Calloway County Schools Transportation Department requires up to 48 hours or two business days' notice to make any transportation changes to a student's pick up or drop-off location.

PARENT/GUARDIAN RESPONSIBILITIES

Parents and guardians hold a key role in the education and implementation of proper bus behavior. Please read and explain the rules to your children at the beginning of the school year. Safety awareness must begin and be consistently reinforced at home.

If your child misbehaves while riding a Calloway County school bus, the driver will report it in writing to the child's principal or designee. The principal or designee may withdraw your child's bus privilege for an appropriate length of time. The number of days involved will be based upon the number of bus discipline referrals given to your child's principal for your child and/or the seriousness of the offense. For the period that your child is not allowed to ride their bus or any other bus that provides transportation for the district, you will be responsible for providing your child's transportation.

As part of the online registration process, you will be required to acknowledge that you and your child have access to the manual and agree to follow the regulations. No students will be permitted to ride a Calloway County School bus until the parent/guardian and student have acknowledged receipt and agree to abide by the policies.

Parents/guardians should:

1. Please have your child at the stop five (5) minutes before arrival time. The driver cannot wait for your child and must keep a timely pickup schedule.
2. Warn their children of the danger of strangers who appear friendly and congregate near bus stops. Recognize the dangers of students playing at the edge of a busy highway.
3. Dress their children appropriately for inclement weather. Cold, snow, and rain are the most common causes for bus delays. Warn your child that motorists will have more difficulty seeing them in these conditions.
4. Provide your child with a school bag to carry all supplies. Loose paper and pencils are a serious hazard.
5. Make sure your child knows his/her name, street address, phone number and bus number.
6. Stress the importance of remaining seated and reasonably quiet.
7. Explain to their child that situations on the bus may not always be familiar. The bus might need to take an alternate route, a substitute may be driving, or another bus may be used. If the child is confused, encourage him or her to ask questions.

STUDENTS' RESPONSIBILITIES

Students must assume their share of responsibility for safety while being passengers on the school bus. The privilege of any student to ride a school bus is conditional upon his or her good behavior and observance of the rules and regulations set forth by the local Board of Education. All students shall conduct themselves in a manner conducive to the safe transportation of all. No conduct will be tolerated that will cause distraction of a driver's attention resulting in unsafe operation of the bus. Students are expected to respect the authority of the bus driver and follow instructions.

Students should:

AT THE BUS STOP

1. Arrive at your bus stop five (5) minutes ahead of the bus. The driver cannot wait for you and keep a timely pickup schedule.
2. Do not play in the path of traffic and stand well away from the road when the bus approaches.
3. Do not damage other people's property while waiting for the bus.
4. Avoid making excessive noise.
5. Fighting and other inappropriate behavior at bus stops is subject to school disciplinary action.
6. Students shall wait at their assigned bus stop off the traveled roadway and shall remain there until the bus has stopped, the entrance door has been opened, and the driver has signaled that it is safe for crossing. Students shall cross approximately ten (10) feet in front of the bus in order that the bus driver may see them.

WHILE RIDING THE BUS

1. Do not distract the driver.
2. Follow the driver's instructions. The driver is in complete charge of students while they are on the bus.
3. When students enter the bus, they shall proceed promptly to their assigned seat, as issued by the driver, and remain seated until the bus has come to a complete stop.
4. For safety reasons, students shall not extend their arms, legs, head or any body part out of the bus windows at any time.
5. Students shall not create noise on the bus to the extent that it may interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
6. Students shall not tamper with any equipment or operate any part of the bus.
7. Students shall not damage the bus. Students who damage bus equipment will be subject to disciplinary action and restitution.
8. There shall be no fighting, profanity, or loud disturbances on the bus.
9. Students must not shout or make gestures at pedestrians or occupants of other vehicles. Do not throw objects or spit from bus windows.
10. Students must not throw litter, trash, or objects on the floor.
11. Eating or drinking is not permitted on the bus. This includes gum and candy.
12. Possession of tobacco products, alcohol, drugs, or other unauthorized substances are not permitted on the bus and shall be confiscated by the driver or other school personnel.
13. Students are required to ride their assigned bus unless they have written approval of the building principal.
14. Students shall not use emergency exits unless instructed by the driver.
15. No aerosol spray shall be sprayed on the bus at any time.
16. Comply with all rules included in Calloway County Board Policy, the Calloway County Code of Acceptable Behavior and Discipline, and rules established by school personnel.

ELIGIBILITY FOR TRANSPORTATION

Reference-CCBOE Policy 06.32

A pupil shall be eligible to be transported to and from school if they reside more than one (1) mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.

Students attending preschool programs of the district shall be transported in accordance with the provisions of 702 KAR 5:150 and other appropriate laws and regulations.

The Board reserves the right to modify the one-mile distance limitation where conditions make it advisable to include certain geographic, subdivision, or neighborhood areas.

Students may be required to walk to certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Buses
will travel over government-maintained roads and avoid driving on personnel property.

REGULAR BUS STOPS

Reference-CCBOE Policy 06.33, 06.34

The bus driver shall discharge pupils at their regular stops only, except with written authorization from the principal to discharge a pupil at another location.

Preschool students shall be transported in accordance with applicable regulations. Transportation and supervision guidelines for preschool students consist of a "hand to hand" procedure. This procedure is to ensure there is always an adult with preschool students. If your preschooler will be riding the bus, there must always be an adult waiting with them to get on and off of the bus.

The principal shall have authorization from a child's parents before permitting discharge at a location other than the regular stop. The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with KAR 5:080.

BUS NOTES

The Superintendent of Schools or the Director of Transportation may designate that a bus is at capacity. If a bus is designated at capacity, no bus notes will be written for that bus. Under Calloway County Board of Education Policy, bus note requests must be made in writing and signed by the parent/guardian and sent to the school the child attends. Students without the required note parent/guardian and principal/designee signatures will be directed to ride their home bus or go into the school to contact a parent/guardian to come pick them up. No bus note requests will be taken by school personnel over the phone.

CONDUCT ON THE BUS

Reference-CCBOE Policy 09.226, 06.33, 06.34

Each principal has the ultimate responsibility for ensuring the good deportment of his/her students who ride on the school bus and who walk to and from school. The Director of Transportation shall develop transportation policies and procedures to be included in the copy of the student discipline code which will be reviewed with students during orientation to the code and provided to parents by the students. These transportation policies and procedures will be distributed to drivers on an annual basis.

The bus driver shall promptly report any violation of district policy or school rules to the principal. The driver is in charge of the bus and his/her first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.
When a student's behavior is disruptive on the ride home, yet not dangerous, the driver shall continue and transport the student to their home. Drivers will request assistance from the principal of the school or the Director of Transportation prior to returning students to the school. School staff will contact parents for the other transportation arrangements if a student is brought back to a school.

The principal is authorized to withhold bus-riding privileges up to twenty (20) school days per occurrence in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or his designee may withhold bus-riding privileges up to the remainder of the school year.

The parents/guardians may be held responsible for the restitution of any damage, beyond normal usage, inflicted by their child.

A student with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

Pupils shall conform to transportation regulations prescribed under state statutes and under state and local regulations. Instruction in bus conduct and safety shall be provided to all transported students. Instructions shall include the following rules:

1. When pupils enter the bus, they shall proceed directly to their assigned seat.
2. Pupils shall remain seated until the bus has come to a complete stop.
3. Pupils shall not extend their arms, legs, heads, or any body part out the bus windows.
4. Pupils shall not eat or drink on the bus.
5. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver. Drivers and school staff may take reasonable action to promote student safety and discipline.
6. Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
7. Pupils shall not electronically broadcast any audible sound or music by using external speakers or by any other means. A student may listen to music on their own personal handheld device, with the bus driver's permission, only if using personal

headphones at a volume low enough that others cannot hear the headphones. Devices must be put away before getting on/off the bus.

8. Pupils shall not wear clothing or backpacks with loose strings or straps that may become entangled in the bus handrail or exit door mechanism.
9. The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the principal to discharge a pupil at another location. The principal shall have authorization from a child's parents before permitting discharge at a location other than the regular stop. The note must be signed by the child's parent/guardian and their principal. Students without the required note with both signatures will be directed to ride their home bus or go into the school to contact a parent/guardian to come pick them up.
10. Bus drivers shall promptly report any violation of district policy or school rules to the principal.
11. The principal is authorized to withhold bus riding privileges up to a maximum of twenty (20) school days per occurrence in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus riding privileges have been withheld. The superintendent or the superintendent's designee may withhold bus riding privileges up to the remainder of the school year.
12. Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the board.
13. If the parent, guardian, middle school child or older that resides at the residence of the student, or authorized responsible adult is not available to accept the student(s) upon delivery, students under nine (9) years of age will be returned to the appropriate school.

HAZARDS IN AND ON THE BUS PROHIBITED ITEMS

Reference-CCBOE Policy-06.342

Passengers shall not bring any item onto the school bus that might block the center aisle, step-well, emergency door, entrance door, or any windows; that would be dangerous in case of a collision or that would present an additional fire hazard, or that would take up needed pupil seating space.

This includes, but is not limited to, firearms, weapons (except archery bows used in connection with the school archery team. Arrows will not be allowed) , animals, radios, glass bottles, helium balloons, skateboards, live plants, any large sign that cannot be rolled or has a frame, large band equipment (i.e. guitars, tubas, baritones, French horns, drums, color guard flags, poles or ceremonial firearms), large athletic equipment (poles, football equipment such as helmets and shoulder pads), cannot wear cleats/spikes on the bus or other objects that may cause a distraction or be a safety hazard to riders. Students shall display the contents of any "carry-on containers" for visual check as requested by the driver.

Bringing such items may result in a discipline referral resulting in consequences.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial.
2. Fireworks or any other explosive materials of any type.
3. Live animals, except for an animal that is to enable a person to safely utilize the bus transportation as documented by adequate medical evidence or a student's Individual or 504 Plan, and that is not a risk to other bus riders.
4. Glass objects or helium balloons.

VIOLENT AND DANGEROUS BEHAVIOR

In the event a student at any grade level commits a dangerous act on the bus or commits an act of violence to another student or the driver or to property, which poses a direct threat to the safety of others on the bus, which could include, but not limited to the following:

1. Indecent exposure.
2. Possession of or use of alcohol or drugs.
3. Possession of or use of firearms, dangerous weapons, or fireworks.
4. Misbehavior that is extreme, hazardous, or abusive.
5. Physical or verbal assault of the driver or another student.

The student will automatically be referred to the Superintendent or his/her designee for consideration of removal of bus riding privileges for the remainder of the school year.

DISCIPLINARY PROCEDURES

To assist with disciplinary procedures and to provide timely information to students, parents or legal guardians, principals, assistant principals, or designees and bus drivers will implement the following guidelines.

BUS DRIVERS

1. Assign seats for all students on the bus.
2. Adjust assigned seats, as needed, to assist with discipline procedures.
3. Use the bus discipline referral forms to inform the principal, assistant principal, or designee of bus discipline infractions by students.
4. Turn the forms into principals, assistant principals, or designees in a timely manner.
5. Adhere to student consequences as determined by the principal, assistant principal, or designee at the student's school.

PRINCIPALS, ASSISTANT PRINCIPALS, AND DESIGNEES

1. Review bus discipline referrals on students, meet with the students for due process, and assign consequences within two (2) days of receiving the referral, or as soon as possible upon receiving the referral.
2. Follow the guidelines for consequences for discipline offenses as permitted in the Code of Acceptable Behavior and Discipline.
3. Inform the Transportation Department of consequences. They will who communicate with the specific bus driver within the time requirement. This will allow the driver to know what action has been taken concerning the referral in a timely manner.
4. Notify parents, via phone call, of the referral and consequences, if any, within the time requirement.
5. Furnish a copy of the completed discipline referral to the Director of Transportation in a timely manner.

RELEVANT CRIMINAL VIOLATIONS

- KRS 511.020 makes it a Class B felony for a person, with the intent to commit a crime, knowingly entering or remaining unlawfully upon a school bus, and when in effecting entry or while upon the school bus or in the immediate flight therefrom, the person or another participant in the crime causes physical injury to another person or uses or threatens the use of a dangerous instrument against another person.";

- "KRS 508.078 makes it a Class C felony for a person to intentionally threaten to commit any act likely to result in death or serious physical injury to any employee of an elementary or secondary school, which includes a school bus driver.";

- "KRS 508.025 makes it a Class D felony for a person to recklessly, with a deadly weapon or dangerous instrument, or intentionally cause or attempt to cause physical injury to a school bus driver or other school employee acting in the course and scope of their employment.";

- "KRS 519.020 makes it a Class A misdemeanor for a person to obstruct governmental operations, which includes intentionally obstructing, impairing, or hindering the performance of a governmental function by using or threatening to use violence, force or physical interference.";

- "KRS 525.070 makes it a Class B misdemeanor for a person, with intent to intimidate, harass, annoy, or alarm another person, to strike, shove, kick, or otherwise subject another to physical contact.".

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