

2026-2027

CALLOWAY COUNTY HIGH SCHOOL

2108 College Farm Road

Murray, KY 42071

"Successful - Now and Beyond"

Calloway County High School believes in creating a positive, rigorous, and safe environment for its students. The staff at CCHS believe that students that are provided opportunities to explore their interests and supported through positive mentorships can develop the skills and knowledge to be successful in whatever post-secondary path they choose. This mindset is reflected in our PBIS (Positive Behavioral Interventions and Supports) matrix that outlines the behavioral expectations for all our students.

BE RED!

BE RED Expectations	**LOCATIONS**					
	CLASS	**HALLWAY**	**BUS**	**CAFETERIA**	**BATHROOM**	**ONLINE & SOCIAL MEDIA**
R BE **RESPECTFUL**	Follow classroom procedures. Be kind and polite to all.	Use appropriate voice level and language. Walk on the right side of the hallway. Keep hallways clean.	Use appropriate voice level and language. Follow driver's procedures. Be kind and polite to bus driver and other riders.	Use appropriate voice level and language. Clean up after yourself. Show your appreciation of your cafeteria staff.	Help maintain the facilities. Wait your turn.	Before you post: **T** – Is it true? **H** – Is it helpful? **I-** Is it inspiring? **N** – Is it necessary? **K** – Is it kind?
E BE **ENGAGED**	Head up, eyes up, stay focused. Focus on the task. Ask and answer questions.	Head up, eyes up when walking. Always allow one ear to be open for communication .	Face forward while sitting. Remain seated while the bus is in movement.	Enjoy your meal and talk with your friends.	No loitering. Avoid distractions.	Follow school social media accounts.

D BE **DISCIPLINED**	Cell phones out of sight. Be prepared for class. Great effort every day.	Walk with purpose and arrive at class on time.	Model appropriate behavior for younger kids. Be on time for pickup. Keep yourself and others safe.	Use appropriate table manners. Be on time to the cafeteria for lunch.	Flush the toilet and wash your hands. Report any damage (maintenance or vandalism issues).	Routinely check your student email. Do not share personal information and beware of scams.



Bell Schedule
2026-2027

We will be on an A/B Block Schedule, which means we will have the same bell schedule every day. Students will attend their "A" classes every other day, and they will attend their "B" classes every other day. CCR will meet every day.

Teacher Arrival/Duty Bell	**7:30**					
1st Block	**7:55**	**9:24**				
2nd Block	**9:29**	**10:56**				
CCR	**11:01**	**11:26**				
3rd Block: Students eating 1st Lunch	**11:26**	**11:51**	**11:56**	**1:24**		
3rd Block: Students eating 2nd Lunch	**11:31**	**12:15**	**12:15**	**12:40**	**12:40**	**1:24**
4th Block	**1:29**	**2:57**				
Bus Rider Dismissal	**2:57**					
Car Rider/Driver/Walker	**3:03**					
Teacher Dismissal	**3:30**					

Vision- "Successful - Now and Beyond"

Every Student Matters. Every Moment Counts.

Mission- "Learners for Life"

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

District Vision

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

Calloway County High School

Fight Song

On, On, Calloway!
We will fight for the red, blue, and white.

All you faithful followers,
Yell and yell with all your might.
Ra! Ra! Ra!

Go Lakers win this game!
When we win let us win honorably!

If we lose, let us lose with great dignity.
Be loyal to Calloway

CALLOWAY COUNTY HIGH SCHOOL
STUDENT RULES AND REGULATIONS

ALL RULES, REGULATIONS, AND POLICIES INCLUDED IN THIS MANUAL ARE INTENDED TO CONFORM WITH THE SCHOOL BOARD-APPROVED DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE AND SBDM POLICIES.

PLEASE "CTRL CLICK" ON THE APPROPRIATE HYPERLINK BELOW TO LOCATE SPECIFIC INFORMATION. IT IS OUR HOPE THAT THIS WILL MAKE OUR HANDBOOK MUCH EASIER TO ACCESS AND FOR STUDENTS, STAFF, AND PARENTS TO LOCATE INFORMATION PERTAINING TO POLICIES AND PROCEDURES.

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41. TITLE IX NOTICE
42. NOTICE OF NON-DISCRIMINATION

CCHS DISCIPLINE MATRIX

All consequences for disciplinary infractions are subject to administrator discretion.

Infraction	Documented Warning	Lunch Detention	After School Detention	Saturday School	ISAE	Suspension	DTC Placement	Other/Comments
Academic Cheating & Plagiarism			1st offense- 50% credit on assignment	2nd offense- 50% credit	3rd offense- 50% credit			
Alcohol/Drug Possession, Use, Distribution						1st Offense x5 2nd Offense x5 Plus Loss of Privileges	3rd Offense x30	Law enforcement will be notified of each offense.
Bullying					1st Offense x3 Days	2nd Offense x1-3		Bullying conference, Contracts, Possible charges filed
Bus Violation	1st Offense	2nd offense	3rd offense + bus suspension	4th offense + bus suspension				Bus Suspensions Depending on Severity
Disrespectful Behavior								All Consequences Possible Depending on Severity
Disruptive Behavior								All Consequences Possible Depending on Severity
Dress Code Violation	1st Offense Warning	2nd Offense x1	3rd Offense x1	4th offense x1	5th Offense x3 Days			Student required to change clothes. Hats and hoods are covered by dress code violations. Hats, bracelets, etc may be confiscated.
Driving/Parking Violation	1st Offense Warning							2nd Offense loss of Privileges until approved by an administrator and possible ticket

Failure to serve detention								Whichever discipline is missed, failure to serve will result in escalating punishment. One reschedule is allowed per semester at the approval of an administrator.
Fighting					1st offense x5 2nd offense x10		3rd Offense x30	Law enforcement will be notified of each offense. Students will be suspended on the day of the event. If DTC placement is required, students will be suspended until intake is scheduled.

Gambling	1st offense			2nd offense x1	3rd offense x3			
Habitual Misbehavior								Any repetitive behavior that previous efforts to address have proved ineffective, administrators have the discretion to assign appropriate escalating discipline.
Hall Passes	1st Offense Warning (student will be alerted when 4 passes have been used)	2nd Offense x 2	3rd Offense x1		4th Offense x2 Days			5 per 9 weeks
Harassment & Threat								Possible charges filed pending investigation. All consequences are possible.
Horseplay	1st Offense Warning		2nd offense x1	3rd offense x1	4th offense x3			
Instigation of a Fight				1st Offense x1	2nd Offense x3 3rd offense x5		4th offense x 30	
Insubordination								Depending on severity all consequences are possible.

Out of Area	1st Offense Warning	2nd offense x1	3rd offense x1	4th offense x1	5th offense x3			One person per restroom stall
PDA (Public Display of Affection	1st Offense Warning		2nd Offense x1		3rd Offense x 3Days			Depending on severity all consequences are possible.
Physical Altercation with Staff								5-10Day Suspension,30 Days DTC, Charges Filed, Possible Expulsion Hearing
Pornography (possessio n or distributio n)				1st Offense x1	2nd offense x3		3rd Offense x30	Law enforcement will be notified of each offense.
Possession of a Dangerous Instrument								Depending on severity all consequences are possible.
Possession of a Weapon								5-10Day Suspension,30 Days DTC, Charges Filed, Possible Expulsion Hearing
Possession/ Use of Nicotine Products				1st Offense x1 Counsel ing on Cessation		2nd Offense 2 Days 3rd Offense 3 Days		All consequences possible.
Posting/Shar ing a Fight Video					1st Offense x3 Days			
Profanity & Vulgarity	1st offense	2nd offense	3rd offense x1	4th offense x1	5th offense x1			Depending on Severity. Swearing at a staff member is categorized as Disrespectful Behavior.
Sexual Offense								5-10Day Suspension,30 Days DTC, Charges Filed, Possible Expulsion Hearing
Skipping Class			1st Offense x1	2nd Offense x1 3rd offense x2	4th offense x3			5th Offense all Consequences Possible
Skipping School				1st Offense x2	2nd Offense x5 Days			Students that report thirty minutes or more to school without a parent contact will be considered as skipping school.
Sleeping & Non Participatio n	1st Offense Warning	2nd offense	3rd Offense X 1	4th Offense x1	5th Offense x3 Days			

Tardy	1st Offense (at four tardies) Warning	2nd Offense x1	3rd Offense x1	4th Offense x1 5th offense x2	6th Offense x1 Day			Students allowed 5 Tardies Per 9 Weeks

Phones and Electronic Devices	1st offense	2nd offense x1	3rd Offense x1	4th offense x1	5th offense x3			Parent may be required to pick-up device at administrators discretion
Terroristic Behavior								5-10Day Suspension,30 Days DTC, Charges Filed, Possible Expulsion Hearing
Theft & Possession of Stolen Property								Restitution, Possible Charges Filed. All consequences possible depending on severity.
Threatening Others					1st Offense x3-5 Days	2nd Offense x1-5		Depending on Severity Charges May Be Filed
Unprepared for Class	1st Offense Warning	2nd Offense x1	3rd Offense x1	4th Offense x1				
Vandalism or Destruction of Property								All Consequences Possible Depending on Severity. Restitution, possible charges filed.
Violation of Acceptable Use Policy								All Consequences Possible Depending on Severity, Loss of Internet Privileges

ACADEMICS

CALLOWAY COUNTY HIGH SCHOOL GRADUATION REQUIREMENTS

Students successfully completing a high school course will earn one full credit (1.0). All students must earn at least 22 credits to graduate. This is for the standard diploma. Questions should be directed to a Guidance Counselor.

The Minimum requirements include:

Language Arts 4.0 credits
Social Studies 3.0 credits
Math 4.0 credits
Science 3.0 credits
Health/Physical Education 1.0 credit
Visual/Performing Arts 1.0 credit
Electives 6.0 credits

Total 22.0 credits

Enrichment Diploma:

Language Arts 4.0 credits
Social Studies 3.0 credits
Math 4.0 credits
Science 4.0 credits
Health/ Physical Education 1.0 credit
Visual/ Performing Arts 1.0 credit
Foreign Language 2.0 credits
Electives 11.0 credits
Total 30 credits

Comprehensive Diploma:

Language Arts 4.0 credits
Social Studies 4.0 credits
Math 4.0 credits
Science 5.0 credits
Health/ Physical Education 1.0 credit
Visual/ Performing Arts 1.0 credit
Foreign Language 2.0 credits
Electives 10.0 credits
Total 31 credits

For requirements regarding Valedictorian and Salutatorian, please see the Calloway County High School Curriculum Guide.

GRADING SYSTEM

Calloway County Schools has a responsibility to its students beyond that of teaching academic substance. Our schools also have the responsibility to teach our students to become responsible citizens. Grades assigned by Calloway County Schools are intended to reflect our students' progress toward high standards of productivity and behavior as well as their academic achievement. Therefore, grades assigned to students reflect more than academic achievement.

Factors that should be included when evaluating students: The letter grade is to reflect the degree to which a student demonstrates understanding of the course requirements. The evaluation of student progress may include the use of multiple techniques such as quizzes, tests, homework assignments, oral and written projects, and class participation. In addition to the understanding of subject matter, other factors that may be included should be communicated in writing to the students and their parents at the beginning of the term. These might include, but not be limited to - following directions, correct spelling, neatness of work, meeting due dates, effort, and work habits.

Factors that should be excluded when evaluating students: Attendance should not be considered as criteria for grading students unless the student is withdrawn from the class or denied credit by the school attendance policy (see Rules and Regulations section). Behavior should not be considered when grading students unless the student's behavior is so severe that it results in suspension or expulsion from school per Board policy, and make-up work is denied by the administration. While attitude and personality may affect achievement of students, these factors should not also be considered when objectively evaluating students.

FINAL EXAMS AND GRADING

As passed by the SBDM, the following policy concerning final exams has been adopted:

1) Each term (9-week) grade will count for 22% of the student's overall grade.
2) Midterm Exams will be given at the end of the first semester for all classes. Those exams will count for 6% of the student's overall grade.
3) Final Exams will be given at the end of the second semester for all classes. Those exams will count for 6% of the student's overall grade.

1st Term 22%
2nd Term 22%
Midterm Exam 6%
3rd Term 22%
4th Term 22%
Final Exam _ 6% _
100%

Definition of Grades: Of all factors included in a system of evaluation, perhaps the most important is that the definition of grades is to be clearly defined and uniformly understood by all concerned.

A - Excellent - High level of understanding and/or mastery of skills in course content.
B - Proficient level of understanding and/or mastery of skills in course content.
C - Satisfactory - Acceptable level of understanding and/or mastery of skills in course content.
D - Poor - Minimum level of understanding and/or mastery of skills in course content.
F - Failure - (No credit earned) - Unacceptable level of understanding and/or no mastery of skills in course content.

It is recognized that no grading scale is likely to be found that will make the process of grading acceptable and satisfactory to all concerned.
Teachers need a certain amount of freedom to adjust grades based on the many variables that exist among the disciplines, ability groups, and grade levels. Teachers are expected to inform students and parents in writing what scales will be used to evaluate student progress before any grades are recorded at the beginning of the term.

CCHS GRADING SCALE:

Grade	GPA
94-100	A 4
90-93	A- 3.67
87-89	B+ 3.33
83-86	B 3
80-82	B- 2.67
77-79	C+ 2.33
73-76	C 2
70-72	C- 1.67
67-69	D+ 1.33
65-66	D 1
64 and below	F 0

CCHS Grading Scale AP / Dual Credit:

Grade	GPA
A	5
B	4
C	3
D	2
F	0

Teachers may assign letter grades to each of the factors used to evaluate a student. Then, the individual grades would be averaged to determine a grading period grade to be placed on the report card. Teachers may assign points (including the number correct) to each of the factors used to evaluate students. Then, the points would be totaled, and a grade assigned at the end of the grading period based on the suggested grading scale or a similar scale that the teacher previously communicated to students and parents. Teachers at the high school level may wish to accumulate points throughout the semester and assign the semester grade based on accumulated points. Notice of work likely to result in a failing grade (deficiency

slips) shall be reported in writing to the parents or guardians as soon as possible. In normal circumstances, this should be done by the mid-point of the grading period. Report cards will be issued every nine weeks.

ATHLETIC SCHOLARSHIP ELIGIBILITY

The College-Bound Athlete and Proposition 48: The NCAA, NAIA, as well as other governing bodies for athletics require freshmen student-athletes entering Division I, II, or III institutions immediately after graduation to meet certain academic standards. In most cases, specific test scores are targeted which must be met, to acquire eligibility. Requirements may also vary institutionally. Student-athletes should contact their counselors or athletic department coaches for advisement and information concerning eligibility.
By the fall of their junior year, students who feel they may be eligible for a scholarship should visit the guidance office for the requirements of the current or following year's policy.

*For more information regarding scholarship opportunities, contact your head coach, the athletic director, and the guidance office.

ATTENDANCE POLICY

STUDENTS 09.123

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.[1]

PARENT RESPONSIBILITY

Kentucky Revised Statute 159.010 states that the parent or guardian is responsible for keeping his/her child in regular school attendance.

TRUANCY DEFINED

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

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

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

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

Students shall be allowed up to six (6) absence events (full or partial days) per year to be excused with parent/guardian contact to the school. Students shall also be allowed four (4) tardies (arriving thirty (30) minutes

late or checking out thirty (30) minutes early) per year to be excused with a parent contract.

The District shall excuse up to ten (10) absence events with doctor/medical excuse/notes. At the discretion of school or District administration, any absence events due to medical reasons in excess of ten (10) may require the presentation of the District's Medical Excuse Form before the absence will be excused. The forms shall be available at each school and the central office upon parent request.

All absence events and tardies shall be considered unexcused until the appropriate contact, written notice, or documentation is presented to the school.

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

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health;
3. Religious holidays and practices;
4. One (1) day for attendance at the Kentucky State Fair;
5. Documented military leave;
6. One (1) day prior to departure of parent/guardian called to active military duty;

7. One (1) day upon the return of parent/guardian from active military duty;
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
10. Students participating in any of the page programs of the General Assembly;[2]or
11. Medical appointments (a statement from the medical provider required);
12. Court summons or subpoena;
13. Driver's test or examination;
14. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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

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

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

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

NOTIFICATION OF ABSENCE

Parents or guardians are encouraged to call the school as soon as possible on the day of their child's absence or tardiness or, if possible, in advance. If parents call before 8 a.m., they may leave a message on the voice mail system. Parents without a telephone shall be identified; notes will be accepted from these parents only if the note is sent to school with the student.

Students who have a statement from a doctor, dentist, or other recognized medical professional shall submit it at the school's main office upon returning to school or within five (5) school days after returning to school. After five (5) school days have passed from the date of return, all related absences will be counted unexcused.

STUDENTS 09.123

Absences and Excuses

SUSPENSION/UNEXCUSED ABSENCES/MAKE-UP WORK

Absences due to suspension shall be considered unexcused absences.

A suspended student shall 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. However, a suspended student shall receive credit for and be allowed to (1) make up major work assignments made before the suspension and (2) complete major tests and projects that are due or take place during suspension and cover material that is addressed before the period of suspension begins.

1. A student who has been assigned an out-of-school suspension/unexcused absences may not earn credit for classwork assigned during the effective dates of the suspension/unexcused absences.
2. A student will receive zeroes on all classwork missed due to the suspension/unexcused absences, except for work assigned before the suspension/unexcused absences and for major tests given during the period of suspension/unexcused absences that cover work assigned before the suspension/unexcused absences.
3. With the assistance of and under the supervision of the Principal, each classroom teacher is responsible for implementing this policy.

MAKE-UP WORK

Students who have an excused absence shall be permitted to make up homework or tests. Students will have at least one day from when they return to school to complete the missed work. Students that miss more than one day will have extra time, but the extension should not exceed three days. Students should arrange with their teacher if extra time is needed.

For excused absences at the middle and high school levels, make-up work is mandatory. Students with unexcused absences, including students who have been suspended, shall not receive credit for daily work. Students will be expected to complete any major assignments or tests missed as referenced in item 2 above.

The student or parents shall be responsible for contacting teachers concerning make-up work on the first day the student returns to school. A failing grade may be assigned for any make-up work not completed as scheduled or if the student does not contact his/her teacher(s).

REFERENCES:

[1]702 KAR 007:125
[2]KRS 159.035
KRS 36.396; KRS 38.470; KRS 40.366

KRS 158.070; KRS 158.183; KRS 158.293; KRS 158.294
KRS 159.140; KRS 159.150; KRS 159.180
OAG 76-566; OAG 79-68; OAG 79-539; OAG 91-79; OAG 96-28

RELATED POLICIES:

09.111; 09.122; 09.1231; 09.4281
09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 7/14/2022
Order #: 1121

BOOK BAG POLICY

All bags/ containers will be checked upon entering the building. All bags/containers may be subject to additional checks during the school day or during school functions. There may also be no wrapped gifts.

Students will be allowed to carry a backpack and a lunch box with them at all times. The backpack and lunch box should be placed on the back of the student's chair or under the desk.

Large sports bags or other bags too large for lockers will be placed in one of the two designated bag rooms immediately following bag check.

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 s/he 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.

CHANGING STUDENT INFORMATION IN I.C.

Students should inform the guidance office immediately if a change occurs in the following:

1. Change in address and/or family status
2. Change in phone numbers
3. Change in parents'/guardians' employment
4. Change of family name
5. Change of doctor or emergency numbers

CHECK-IN AND CHECK-OUT PROCEDURE

CHECK-IN PROCEDURE

A student who is late arriving at school should:
1. **Report to the office upon arrival.**
2. See an administrator or administrator's designee for a tardy slip. This slip is permission to enter class late.
3. Present the tardy slip to the teacher of the class that he/she is entering.
4. Students that report thirty minutes or more late to school without a parent contact will be considered skipping school and subject to discipline as outlined on the discipline matrix.

CHECK-OUT PROCEDURE

1. If a student becomes ill and needs to leave school, he/she should not stay in the bathroom or in the nurse's station. He/she must report to the classroom teacher before going to the office or have office personnel alert the teacher in an emergency situation.
2. If it is necessary for the student to go home due to illness, parents or someone designated by the parents will be contacted through the office.
3. Anyone picking up a student before school is out must check in at the office. The student will be called to the office and signed out. Students are not to be released to leave with anyone unless the teacher is contacted by the office verifying check out!
4. It is not necessary or appropriate for students to contact the office asking if the school has been called to allow them to check out. The Main Office will contact the teacher responsible for the student when check out has been approved!
5. Students may not be released from school unless appropriate paperwork is completed and on file in the Principal's Office.
6. Students who are checked out will be promptly called to the office at the appropriate time for checkout. No student should be sitting in the lobby or elsewhere waiting to be picked up.
7. Students who are 18 years old or older can check themselves out only with Principal or Assistant Principal Verification.
8. Checking out for lunch is not allowed unless approved by the principal, assistant principal, or student support staff. Any calls requesting check out for lunch will be referred to an administrator.
9. All student-athletes who need to check out early from school on game days will be required to present written clearance from the Athletic Director, as well as a parent, if they expect to play in game contests after school that day or night. Athletes who do not follow this procedure and check out without AD approval are ineligible until the next calendar day.
10. If the athlete is counted absent all day for any reason, the athlete will not be allowed to participate in game contests after school that day or night.
11. Any student involved in other extracurricular activities who checks out or misses school the day of an after school or night event cannot participate in that event and is an ineligible member of the related organization until the event has been completed.
12. To address safety and security, as well as permissible absences, any 18-year-old student who wishes to check-out must communicate with an administrator prior to checking-out or leaving school grounds.
13. The principal may approve an exception to the above policies.

RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPARATED, OR SINGLE PARENTS The Board of Calloway County Schools shall release students or information concerning the student to parents, guardians, or individuals acting as a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters such as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures. Unless the school has been given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the student.
2. Both parents shall have the right to release the student under their care.
3. Students may not be released unless the appropriate paperwork is completed and on file in the principal's office.

COLLECTION OF DEBTS

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by mail or phone. The records of a student will be held if the student has a debt to the school for lost or damaged textbooks, instructional materials, or equipment; lost or damaged library materials; lost or damaged athletic equipment; club or organization materials or fundraising merchandise or money not turned in; damages to school property or buildings; fee money, to any other debts that is deemed legitimate by the principal.

CRIMINAL VIOLATIONS

The criminal laws of the Commonwealth of Kentucky and of the Federal Government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy.

When the principal has a reasonable belief that an act has occurred on school property or at a

school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, theft, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency and cooperate with the agency/agencies in investigating and prosecuting the offender.

In cases of assault and/or battery on a student or school employee, victims have the option to press charges. The district shall give full support to the aggrieved individual.

DISCIPLINARY CONSEQUENCES AVAILABLE AT CCHS

OPTIONS INCLUDE:

1. Conference with student—counseling
   a. with Teacher(s)
   b. with Administrator(s)
   c. with Law Enforcement Officer
2. Parent conference
3. Detention (lunch and after-school detention)
4. Loss of school privileges
5. In School Alternative Education (ISAE)
6. Saturday School detention
7. Probation or warning
8. Loss of driving privileges
9. Bus suspension
10. Suspension
11. Restitution
12. Confiscation of contraband
13. Law enforcement intervention
14. Referral to another educational setting
15. Referred to board for expulsion hearing

NOTES OF PROCEDURE AND APPLICATION

1. It is standard procedure that a parent/ guardian is notified within 24 hours by an administrator when a student receives a discipline referral. .
2. Due Process KRS 158.150

A. SUSPENSION

In the event a student has to be suspended from classes for discipline problems, the following procedure will be used:

1. An oral and/or written notice of the charge/charges against the student shall be provided to the student and parent.
2. The student will be given an explanation of the evidence of the charge/charges if the student denies them.
3. The student will be given the opportunity to present his own version of the facts relating to the charge/charges.
4. The aforementioned 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. Parents will be notified by phone and by mail (or hand delivered by the student) with a written notice of suspension. Written notification will also be sent to the superintendent's office immediately.

B. EXPULSION

The Board of Education of any school district may expel any pupil for misconduct, but such action shall not be taken until parents, guardians, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board.

C. EXTRA-CURRICULAR ACTIVITIES

Students will be subject to school discipline for any violation of this code when the school is sponsoring events such as ball games, dances, club meetings and trips. Disciplinary action can include, but is not limited to, denying participation in events or organizations. Some special events (prom, dances, etc.) are open only to CCHS students and their guests. Names of guests who are not currently enrolled at CCHS (on campus) must be submitted to and approved by the administration prior to the event. Permission for attendance may be denied by the administration.

D.USE OF DETENTION

At the judgment of the principal or assistant principal the use of ISAE, before school, after school, or Saturday morning detention may be used in place of suspension for punishments listed in this handbook.

AFTER-SCHOOL DETENTION

Detention will be held after school. Students must bring study material or reading material with them. Misbehavior during detention will result in dismissal without credit for time spent and an additional one hour added. Students arriving late to detention are not admitted and counted absent. Unexcused absence from detention may result in Saturday school or ISAE placement and parent/guardian conference.

IN-SCHOOL ALTERNATIVE EDUCATION (ISAE)

The ISAE room will be used for students who violate school policy or whose behavior is unacceptable in the classroom. Parents will be notified! Students in ISAE will have work assigned by their teachers and be counted present at school. It is the student's responsibility to turn in any partially completed or completed works for credit to his/her respective teachers. No sleeping will be allowed, or suspension may result! Any student assigned ISAE is not allowed to participate in practice, games or events during the time of the assignment. However, participation is allowed immediately after completion of the assigned amount of time to be served. Violation of ISAE rules or disruptive behavior may result in suspension.

SATURDAY SCHOOL DETENTION

1. Students may be assigned Saturday detention by the principal or assistant principal for violating school rules. 2. Regular Saturday detention hours will be from 8:00 a.m. to 11:00 a.m. No student will be admitted after 8:00 a.m. Administrators have discretion over times.

OTHER EDUCATIONAL PLACEMENT

Students who are assigned to continue their education at another location other than the CCHS campus for disciplinary reasons will not be eligible to attend or to participate in any extra-curricular activities, special events, organizations, practices, or games during the school year.

In particular, any student who is completing his/her senior year at the Calloway County Day Treatment Center for disciplinary reasons will not be allowed to attend Prom or Project Graduation. They may attend graduation if, after conferencing with the administrators, approval is given by CCHS administration.

TEACHER CLASSROOM MANAGEMENT

Teachers will adhere to policies and procedures set forth in the handbook; however, it is understood that all teachers are not the same and will manage the classroom somewhat differently. The administration supports and encourages classroom teachers to implement strategies which deter disruption and misbehavior. Creative ideas which encourage and increase the possibility of learning are acceptable as long as they are legal, ethical, and productive.

***See the CCHS Discipline Matrix for specific violations and for missing assigned detentions.**

DRESS CODE

Realizing that any policy is only as effective as its ability to be enforced, the Board of Education has authorized the Principal to refuse attendance of students who do not conform to the mutually adopted standards of dress or grooming until such students eliminate the non-acceptable manner of dress or grooming. A code of dress should be developed for the following reasons:

- To insure a conducive educational atmosphere for the learning process for all students of our community
- To insure the health, safety, and welfare of all students
- To better enable the students to make sound decisions on grooming and care of self while pursuing his/her goals in society after leaving the educational institution

Calloway County High School students are expected to dress appropriately. Students must dress according to health and safety expectations. The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning.

- No article of clothing shall be worn which defames any person, the school, the community, or the nation.
- No article of clothing shall be worn that distracts from the educational process.
- Articles of clothing associated with tobacco, alcoholic beverages, or drugs will not be worn.
- No hats, caps, scarves, kerchiefs, bandanas, or other head coverings on the head unless permitted

by principal on special occasions.

- Halter tops, bare midriffs, and undercut shirts worn by themselves are prohibited.
- Any type of see-through or mesh material is prohibited.
- Jewelry or piercing that displays such symbols that may be shown to be a health hazard, a safety hazard or a disruption to the educational process.
- Length of shorts and skirts should adequately cover the buttocks or groin area.
- Spandex shorts are forbidden, unless worn under appropriate shorts.
- Shorts and jeans must be worn at waist level.
- No article of clothing should be worn that contains obscene, profane, vulgar, gruesome, or violent words or pictures.
- Shoes must always be worn.
- Any extreme or distracting clothing, hair color, hair style, cosmetics, jewelry, and/or appearance that may disrupt the educational environment are prohibited.
- Undergarments must always be worn and should always remain covered by outer clothing.
- Each person shall take it upon himself/herself to dress cleanly and neatly.
- Final decision is made by the administration as to what is or is not appropriate.

DRIVING REGULATIONS AND KY NO PASS-NO DRIVE

Students who possess a valid Kentucky driver's license may drive on campus provided that:

a. Students will be required to have a parking permit displayed/applied for appropriately if permits become a necessity due to a shortage of parking spaces. If permits become a necessity, the order for receiving a permit/approval is as follows:

1. Seniors
2. Juniors
3. Sophomores (Only as many as space allows)

b. The students must obey all rules regarding safety and safe driving.

c. Every student must understand vehicles may be searched in accordance with the search and seizure policy as stated below and in the District Code of Acceptable Behavior and Discipline.

d. Upon arrival at school, students must enter school immediately and are not to return to vehicles for any reason until they are leaving school that afternoon unless they receive permission from Office Administration.

e. Students driving recklessly or who use their vehicles in an unauthorized manner will lose their driving privileges. f. Students parking in handicapped or other unauthorized spaces and unlined areas will be subject to driving suspension. g. If permits are found to be necessary and the administration assigns permits, the permit assigned/approval given to each student can be used only by that student.

h. If permit assignments are made, each student must present a valid driver's license before receiving a permit. i. Students may not park in the teachers' or board parking lot at any time. (see administration for school map for proper areas). j. Students must adhere to a 10mph speed limit.

k. Student vehicles may not exhibit vulgar or inappropriate language, stickers, or pictures.

l. Any student who receives a warning should understand that a second violation and any thereafter, may result in loss of driving privileges.

m. Students wanting to drive a motorcycle to school must first apply for a special permit.

n. Students wanting to drive a 49cc scooter to school must have a valid driver's license and must wear a helmet.

o. In the interest of school safety, no student(s) below grade nine (9) shall walk to or from school.

KENTUCKY NO PASS / NO DRIVE

KRS 159.051, the "No Pass, No Drive" statute, was implemented by every public and private school across the Commonwealth on August 1, 2007. All sixteen (16) or seventeen (17) year-olds who apply for a driver permit or license are now subject to the provisions of this statute. This law is intended to support dropout prevention and to provide an added incentive for students to stay in school and pass their courses.

The "No Pass, No Drive" statute results in the denial or revocation of a sixteen (16) or seventeen (17) year old student's driver permit or license for academic deficiency, dropping out of school, or as a result of excessive unexcused absences. Academic deficiency has been defined by the Kentucky Department of Education as a student who does not have passing grades in at least four of five courses in the preceding semester (CCR included in that schedule). A student is deemed to be deficient in attendance when he/she drops out of school or when he/she has accumulated nine (9) or more unexcused absences in a semester. Any absences due to suspension are unexcused absences.

Please refer to board policy 09.4294 regarding Drivers License Revocation.

A student that loses his/her permit or license under this law may reapply at the end of the next semester in which he/she meets the educational requirements. Students should notify the guidance office when they complete a semester of

compliance so this can be verified and reported to the Transportation Cabinet.

Any sixteen (16) or seventeen (17) year old applying for a driver permit must submit a completed School Compliance Verification Form to the Circuit Clerk's office. Students may obtain the form in the guidance office, have their parent/guardian sign the "consent to release student information" top portion of the form, and then return the form to the guidance office. The student's grades and attendance will then be verified by the school. If eligible, the completed form will be available for the student to pick up in the guidance office at the end of school three (3) school days after the signed consent is received by the guidance office.

DRUG AND ALCOHOL POLICY

1. 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 or a school-sponsored activity, or en route to or from school or a school sponsored activity:

A. Alcoholic beverages

B. Controlled drug substances or drug paraphernalia

C. Counterfeit, look-alike or simulated controlled drug 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.

D. Mood altering substances (such as an inhalant) and any other material that has a harmful or unnatural effect on the person using it.

2. 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 Human Resources under regulations pursuant to KRS 218A.020.

3. 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). 4. Procedure:

A. The student will be given due process.

B. A law enforcement official will be called and proper reporting to local law enforcement authorities will occur.

C. The parents or guardians of the student will be called.

D. The student may be suspended immediately for up to ten days.

E. The incident will be reported to the superintendent and may be referred to the Board of Education for a hearing.

5. Penalty:

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school pursuant to KRA 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.

6. 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.

***See the CCHS Discipline Matrix for alcohol/drug related consequences.**

FIRE, TORNADO, EARTHQUAKE, LOCKDOWN DRILLS

Fire, tornado, earthquake, and lockdown drills are held throughout the school year. Remember these basic rules:

A.Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire.
B. Walk, but move quickly and quietly to designated areas. KEEP NOISE TO A MINIMUM!
C. Take any alarm/drill seriously and begin evacuation as stated by procedures unless immediately instructed otherwise.

FIGHTING AND ASSAULT

Any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds will be dealt with appropriately.

Fighting and violent behavior will not be tolerated in schools. Therefore, the following rules are in effect for any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds.

1. Anyone engaging in fighting or any kind of violent behavior will be subject to school disciplinary procedure and may be reported to appropriate law enforcement personnel.
2. If a student can avoid fighting or violence and fails to do so, that student may be reported to appropriate law enforcement personnel.
3. Students fighting and other violent behavior may result in suspension and/or a hearing before the Board of Education. If a student is involved in a fight at school, in addition to penalties imposed by the school discipline code, the administration may report the incident and notify proper authorities with charges resulting from behavior. Law enforcement authorities may be contacted and may remove a student when the behavior warrants such action.
4. The principal, assistant principal, or student support staff will deal with all problems relating to such conduct, and such conduct will be dealt with appropriately.

***See the CCHS Discipline Matrix for related consequences.**

GANG ACTIVITY OR ASSOCIATION

Gang activity or associations which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are harmful to the educational process. Therefore, CCHS established procedures and regulations to ensure that any student who participates in these activities shall be subject to disciplinary action, as follows:

1. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

a. Lead school officers to reasonably believe that such behavior, etc. would disrupt or interfere with school environment or activity and/or educational objectives.

b. Present a physical safety hazard to self, students, staff, or other employees. c. Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

d. Imply gang membership or affiliation by written communication, tattoos, drawings, painting, design, emblem upon any school district premises by students.

2. Students identified as being gang involved, influenced or affiliated, shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

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.

GUEST APPROVAL: PROM, PROJECT GRAD, AND DANCES

All Calloway County High School students requesting to bring a guest that is not currently enrolled at Calloway County High School must complete a *Guest Verification Form.*

This form must be completed and submitted to the school office one week prior to the scheduled dance/prom.

No guest shall be below 9th grade in school, and the maximum age for an out-of-school date is twenty (20) years old.

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 s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

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

I. FALSE COMPLAINTS

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

LOCKERS

- Each student will be provided a locker.

- Students **MUST** use the locker assigned to them.
- Students are responsible for keeping their lockers properly closed and locked
- Students are not permitted to place stickers on lockers.
- Students must keep combinations confidential to ensure security of belongings.
- All lockers are the property of Calloway County High School and may be searched at any time.

MEALS AND FOOD SERVICES

The Superintendent/designee shall annually submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning student eligibility for free and reduced-price meals.
Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office.

ADULT MEALS
The charge for adult meals shall reflect, at the minimum, the highest amount charged to students in the paid category, plus the current value of the appropriate reimbursement and the commodity assistance. Any downward adjustment of that charge shall only be made as follows:
Adult meals at no charge - Pursuant to Federal Regulation (USDA FNS Instruction 782-5), individuals who are assigned to work full- or part-time in the school nutrition program and whose salaries are paid one hundred percent (100%) from federal funds may receive meals at no cost. Substitute cafeteria employees may also receive school meals at no cost during hours of employment.

1) Charges will be made for student meals only at Calloway County Elementary Schools and the Calloway Pre school. There will be NO charges at Calloway High or Calloway Middle. No a la carte items will be charged at any school.

2) The charge warning point will be $3 at the pre-school and elementary schools. The warning point means a letter will be sent to parents advising them of a charge balance and asking for payment. 3) The pre-school and elementary schools will continue to provide meals to students regardless of the amount of charges. A letter warning parents of possible litigation in small claims court will be sent when total family charges reach $10. The board gives the Food Service Director authority to file in Small Claims Court. 4) Report cards for students with charge balances over the limit may be held in the school cafeteria by the cafeteria manager to be picked up by the student and/or parent upon request. The manager will advise the student and/or parent of their outstanding charges at this time.

5) Pre-payment money will not be returned to a student who is remaining in the system. If a student is leaving the district, pre-payment money will be returned to the parents, upon request, by a check from food service following the next regularly scheduled Board meeting.

6) No charges will be made to any student account until previous year's charges are paid. (Policy adopted/amended 11/11/10).

MEDICATION

If it becomes necessary for a student to take any form of prescription medication at school, a signed authorization form from the doctor responsible for that student must be on file in order for medication to be accepted and dispensed by school personnel.

All prescription medication will be kept in and dispensed through the main office, Harbour Youth Services or clinic. Any misrepresentation of the need for medication for the purpose of getting out of class will be treated as a disciplinary matter similar to skipping.

Nonprescription medication must be accompanied by a signed note from a parent or guardian, must be clearly labeled, and must be taken to the nurse's office. Any student, whose parents sign, allowing their son/daughter to request Tylenol through the office, is limited to four doses of Tylenol per 18-week term unless authorized by the school nurse.
Any passing, sharing, selling, being under the influence of, or improper usage of prescription or nonprescription medication may result in suspension, expulsion, and/or drug testing.

In some instances, the administration may require medication to be delivered to school by parents or guardians only.

If a student is going on a school trip, the medication must be given to the district representative sponsoring the trip. The medication will then be dispensed by that representative.

PHONES AND ELECTRONIC DEVICES

Students are permitted to use their phones during non-instructional time (before school, during passing periods, during lunch, and after school), but are still prohibited from talking on the phone, videoing, or taking pictures without permission.

During class time, phones are NOT to be accessed unless being used for instructional purposes under the direction of the teacher.

PHONES:

a. NO STUDENT is to use the office phone unless there is an emergency.
b. No personal calls will be received in the classroom.
c. Calls made from classroom phones are made at the teacher's discretion. Teachers may deny access to their phone at any time.

MESSAGES:

a. Only messages which indicate an emergency will be delivered immediately.
b. Messages concerning transportation or other important and pertinent information will be accepted and delivered during lunch or at the end of the school day.
c. No messages can be reasonably taken and delivered after 2:30 pm.

EARBUDS:

a. Students may use ONE earbud in the hallways, corridors, commons areas, and cafeteria. When using two earbuds, it becomes a safety concern because they cannot hear instructions, warnings, etc.
b. Earbuds are NOT to be used in the classroom unless permission is granted by the teacher.

PROHIBITED BEHAVIORS - MISCELLANEOUS

STUDENTS SHOULD REFRAIN FROM THE FOLLOWING PROHIBITED BEHAVIORS:

1. Stealing
2. Chronic poor classroom or school behavior such as: talking too much, too loud, or without permission, making unnecessary

noise or actions, throwing items, etc.
3. Picking on other students: name-calling, pushing, horseplay, etc.
4. Use of profanity or vulgarity, dirty jokes, etc.
5. Having possession, using or under influence of drugs and/or alcohol.
6. Cheating on test or other classwork.
7. Disrespect to or disobeying teacher or staff member.
8. Vandalism-destruction of school property.
9. Smoking, chewing tobacco or snuff, and having a lighter/matches (smoking related or not)
10. Public Displays of Affection, kissing, etc. Only hand holding is permissible.
11. Possession of weapons such as guns, stun-guns, knives, pocket-knives, etc.
12. Going to car without permission from principal or assistant principal.
13. Sitting in car after arrival at school.
14. Driving fast or reckless on parking lot or school zone in front of building.
15. Poor behavior or manners in cafeteria.
16. Pulling false fire alarm and/or making bomb threats.
17. Forgery (excuses, school communications to parents, forms requiring parent's signature, etc.)
18. Gambling-participating or being involved in any game for the appearance or purpose of exchanging money.
19. Arson-starting a fire or attempting to start a fire on school property for any purpose not approved by school personnel.
20. Selling of personal items to other students at school (Example bringing gum, candy or cigarettes to sell at school).
21. Use or possession of fireworks of any type, including lighters and matches.
22. Having an unlocked locker.
23. Sniffing glue, paint thinner, etc.
24. Exhibiting poor bus behavior.
25. Exhibiting poor behavior in the library
26. Having candy/chewing gum not allowed by teachers
27. Bringing toys, skateboards, laser lights and other items that may be disruptive to the educational process is prohibited in the school building when school is in session unless there is special permission granted.
28. Bringing firearms, weapons or ammunition
29. Surfing the Internet to retrieve information not related to class assignments/projects.
30. Tampering with school computers to deliberately damage computers, delete, install and/or change passwords, etc.
31. Entering the teachers' workroom before, during, and after school. This prohibition includes all student aides as well.
32. Using the copying machine—unless authorized by an actively supervising teacher.
33. Using the gym without proper supervision.
34. Possession of drug paraphernalia as identified by school officials and/or law enforcement personnel.
35. Students are not to open locked outside doors for other students. (Students are to enter the building through the designated entrances.)
36. Using threats or intimidation against any other person.
37. Returning from vocational school and entering the hallways prior to the bell ringing.
(Students should remain in the Front Commons Area.)
38. Using both earbuds or headphones in both ears in the hallways, cafeteria, and other common areas. Only one earbud is allowed to be in use.
39. Sharing and/or jamming locker.
40. Bringing a portable speaker to school or playing it in class or on a bus.
41. Bringing outside food and drinks - Including sodas, energy drinks, and other drinks. (See USE OF CORRIDORS) 45. Bringing and/or using Yeti style cups, glass containers, and other containers which do not have "screw on" lids to school. (See USE OF CORRIDORS)
42. Bringing blankets to school.
43. Only one person is allowed in a restroom stall at a time.
44. Deliveries for students will not be accepted at CCHS.
45. Outside food or drinks from restaurants must be placed in an unmarked container. No logos should be visible.
46.. Other acts inappropriate in the school setting.

***See the CCHS Discipline Matrix for related consequences.**

SELLING OF PRODUCTS

All selling projects involving students must have approval from the appropriate school administrator and the Board of Education. Students will not be allowed to solicit or sell products on school buses. The sale

of food or beverage products must be in accordance with state food service guidelines. 702 KAR 6:075 Section 2

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, as identified according to the Individuals with Disabilities Act Amendments of 1997 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. Access to applicable Calloway County manuals regarding services to students with disabilities is available at the Board of Education and at each school site.

Public Notice Regarding Confidentiality & Child Find for Children with Disabilities in Need of Special Education, 504 Services or Preschool Services

Child Find for Students with Disabilities under
Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, & 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 to160%. 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 7:30 a.m. to 4:30 p.m. and the office is located at 2110 College Farm Road, Murray, Kentucky 42071.

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

SUSPENSION POLICY

DEFINED BY **KRS 158.150**, A STUDENT MAY BE SUSPENDED FOR ANY OF THE FOLLOWING REASONS:

- WILLFUL DISOBEDIANCE
- PROFANITY/VULGARITY
- ASSAULT, BATTERY, OR ABUSE
- THREAT OF FOR OR VIOLENCE
- USE OR POSSESSION OF ALCOHOL OR DRUGS
- THEFT
- DEFACING, DAMAGING, OR DESTRUCTION OF SCHOOL PROPERTY
- POSSESSION OF A WEAPON OR DANGEROUS INSTRUMENT
- OTHER INCORRIGIBLE CONDUCT

The principal or assistant principal may suspend students from school and/or from riding the bus for violation of school rules. A suspended student will be prohibited from making up and receiving credit for daily work, daily quizzes or projects which are assigned and due during the period of suspension. Suspended students will receive credit for and be allowed to:

1) make up major work assignments made before the suspension and due during the suspension

2) complete major tests and projects that are due during the suspension, but which cover material that was addressed before the suspension began.

Absences because of a suspension are unexcused absences from school. Suspended students may not attend school events or practices for school events during the suspension.

TOBACCO/SMOKING/VAPING POLICY

SMOKING AND OTHER USE OF TOBACCO PRODUCTS BY STUDENTS ON CAMPUS IS PROHIBITED. WHEN A DEVICE OR MATERIAL IS CONFISCATED, IT WILL NOT BE RETURNED.

A. Smoking, vaping, and chewing of tobacco on school buses, at school, and at extracurricular activities is prohibited.
B. Students may not use, possess, transmit, or sell 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 instrumen*ts while on campus. This includes being in one's vehicle, attending school-sponsored events after hours, or on school-sponsored trips.
C. Tobacco products are not to be brought into school building(s). Teachers/Administrators will take all tobacco products and smoking/vaping paraphernalia, including matches, lighters, pods, charging stations, etc. brought into the building and they will be turned into the office. Possession of any of the aforementioned items is prohibited.

D. Possession of tobacco products and other items as listed above will result in disciplinary action as outlined in the discipline matrix.
E. Any smoking on Calloway County District buses will result in bus suspension if evidence supports such action.

***See the CCHS Discipline Matrix for related consequences.**

USE OF CORRIDORS, HALLWAYS, COMMONS AREA

A. Students are not to engage in horseplay, shouting, or fighting in halls.
B. Students ARE NOT to RUN in the halls at ANY time.
C. Students are not to congregate outside of classroom doors before the bell or during lunch. D. Students are not to be in the halls, lockers, and designated bathrooms without an approved pass from a teacher or administrator. It is the student's responsibility to obtain a pass before leaving the classroom or offices.
E. Students may not have opened drinks in the halls, with the exception of approved water bottles with "screw-top" lids.
F. Students are not to bring carbonated drinks to school. Students may bring only unopened bottles of plain water to school. This water must be in a labeled bottle. If a student has specific hydration needs, the student should see an administrator and the school nurse for possible exception to the rule. Students who participate in after school activities may keep unopened sports drinks in their bags for after school use.
G. Students may bring personal lunches to school. For classroom experiences, students may only bring pre-packaged, unopened food items. No home-made foods will be allowed for shared consumption. (Exceptions to this must be approved by Administration)
H Students should not inappropriately tamper with fire alarms, fire extinguishers, or make emergency 911 calls. Inappropriate actions related to these items will result in charges and possible referral to the Board of Education.
I. Students are not allowed in the halls before the 7:30 am bell without a note from a teacher.

USE OF INTERNET: RULES AND REGULATIONS

a. Students' use of Internet materials must be confined to classroom subject matters.
b. Students' use must be in accordance with the ***Responsible Use Policy*** - a copy of this policy is disseminated upon completion of Internet Training.

We are pleased to offer students of the Calloway County Public Schools access to the district computer network for data bases and the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and return a form signed by parent/guardian to the Library Media Specialist. Students 18 and over may sign their own names. Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Calloway County Public Schools support and respect each family's right to decide whether or not to apply for access.

RULES AND REGULATIONS

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a responsible manner. Access to network service is a privilege—not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals using the network. The user must have a teacher sponsor. Parent permission is required and access is a privilege—not a right.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

Violations may result in loss of access or other disciplinary or legal action.

Recognizing Calloway County's strong commitment to creating a connection to the world outside our classrooms and strengthening our home-school connection, parents are advised that disks carried between home and school cannot be certified to be virus-free. Washington, D.C. 20202-5901

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary, as well as requiring restitution and/or police intervention.

***SEE THE CCHS DISCIPLINE MATRIX**

VISITORS

All visitors are encouraged to make an appointment before visiting Calloway County High School.

Parents/guardians are encouraged to visit Calloway County High School at their convenience. If parents/guardians wish to have a conference with individual teachers of their children, they should arrange an appointment with the teacher or through the principal's office. Students will not be allowed to bring visitors to school. Students are allowed to bring a guest to certain school-sponsored extracurricular activities; however, these guests must be signed up in the office and approved by the principal.

Calloway County High School has a closed campus, and all visitors must report to the office first upon

entering. Anyone who is a visitor must be approved by administration, must have a photo ID, must sign in and out at the front office, and wear a badge identifying them as a CCHS visitor. Office staff will telephone the teacher to get permission for a visitor to proceed to a classroom.

WEAPONS AND DANGEROUS INSTRUMENTS

Carrying, bringing, using, or possessing any firearm or other deadly weapon or destructive devices or booby trap device or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. IN ADDITION, STUDENTS ARE PROHIBITED FROM POSSESSING OR USING A KNIFE OF ANY KIND OR SIZE, INCLUDING A POCKET KNIFE, HUNTING KNIFE, AND/ OR UTILITY KNIFE, IN ANY SCHOOL BUILDING, ON SCHOOL GROUNDS, IN ANY SCHOOL VEHICLE, OR AT ANY SCHOOL SPONSORED ACTIVITY. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of weapons on school property.

***See the CCHS Discipline Matrix for related consequences.**

WITHDRAWAL PROCEDURE

A student who must withdraw from CCHS during the school year should contact the counselors or the main office. Each student will be provided with an individual conference in order to complete the necessary details related to:

1. Verification of withdrawal
2. Return of textbooks
3. Clearance of charges and fees
4. Transfer of credits to another school
5. Transfer of health records to another school
6. Related Counseling

REQUIRED NOTIFICATIONS 2026-2027

NOTIFICATIONS TO INCLUDE IN THE SCHOOL HANDBOOK

- PUBLIC NOTICE OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA). THIS NOTICE SHOULD APPEAR IN EACH SCHOOL HANDBOOK.
- PUBLIC NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA). THIS NOTICE SHOULD APPEAR IN EACH SCHOOL HANDBOOK.
- CHILD FIND FOR STUDENTS WITH DISIABILITIES UNDER INDIVIDUALS WITH DISABILITIES ACT, SECTION 504 OF

THE REHABILITATION ACT. THIS NOTICE SHOULD APPEAR IN EACH SCHOOL HANDBOOK

- RIGHT TO REQUEST TEACHER QUALIFICATIONS. A LETTER FROM THE SUPERINTENDENT SHOULD APPEAR IN EACH SCHOOL HANDBOOK.
- TERRORISTIC THREATENING NOTIFICATION. THE UPDATED LETTER SHOULD APPEAR IN EACH SCHOOL HANDBOOK.

REFERENCES TO SCHOOL HANDBOOK IN THE 2023-23 CABD

INCLUDE THESE ITEMS THE SCHOOL HANDBOOK:

- P.1 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

. • P.3 EE. REFRAIN FROM USING, POSSESSING, TRANSMITTING, SELLING, OR BEING UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR 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;

- P.3 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;
- P.3 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.
- P.4 C.(4) 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;
- P.7 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.
- P.8 14. 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;
- P.19 E. IN ADDITION, EACH SCHOOL WILL REFERENCE THE CODE IN THE SCHOOL'S HANDBOOK(S)III. REFERENCES TO REQUIREMENT TO POST CABD AND HAVE ITS CONTENTS EXPLAINED:
- PAGE 19 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.

DESIGNATION OF TITLE IX COORDINATOR

The following individual has been designated to serve as the District's Title IX Coordinator. Such Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Josh McKeel
Deputy Superintendent, Director of Pupil Personnel
270-762-7375
2110 College Farm Road, Murray Kentucky 42071
josh.mckeel@calloway.kyschools.us

NOTIFICATION OF POLICY

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

NOTIFICATION OF GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

THE DISTRICT'S POLICY AND PROCEDURES CAN BE FOUND AT:

HTTP://POLICY.KSBA.ORG/CHAPTER.ASPX?DISTID=173 TEACHER QUALIFICATION LETTER

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 7:30 a.m. to 4:30 p.m. and the office is located at 2110 College Farm Road, Murray, Kentucky 42071.

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

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

TITLE IX REQUIRED NOTICE

DESIGNATION OF TITLE IX COORDINATOR

THE FOLLOWING INDIVIDUAL HAS BEEN DESIGNATED TO SERVE AS THE DISTRICT'S TITLE IX COORDINATOR. THE COORDINATOR IS AUTHORIZED TO COORDINATE THE DISTRICT'S EFFORTS TO COMPLY WITH ITS RESPONSIBILITIES UNDER TITLE IX.

JOSH MCKEEL
ASSISTANT SUPERINTENDENT, DIRECTOR OF PUPIL PERSONNEL
270-762-7375
2110 COLLEGE FARM ROAD, MURRAY, KENTUCKY 42071
JOSH.MCKEEL@CALLOWAY.KYSCHOOLS.US

NOTIFICATION OF POLICY

THE DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ITS EDUCATION OR ACTIVITIES, INCLUDING ADMISSION AND EMPLOYMENT, AND IS REQUIRED BY TITLE IX AND ITS IMPLEMENTING REGULATIONS NOT TO DISCRIMINATE IN SUCH A MANNER. INQUIRIES ABOUT THE APPLICABILITY OF TITLE IX AND ITS IMPLEMENTING REGULATIONS TO THE DISTRICT MAY BE REFERRED TO THE DISTRICT'S TITLE IX COORDINATOR, TO THE ASSISTANT SECRETARY FOR THE U.S. DEPARTMENT OF EDUCATION'S OFFICE FOR CIVIL RIGHTS, OR BOTH.

NOTIFICATION OF GRIEVANCE PROCEDURE

THE DISTRICT HAS ADOPTED A GRIEVANCE PROCEDURE TO PROVIDE FOR THE PROMPT AND EQUITABLE RESOLUTION OF STUDENT AND EMPLOYEE COMPLAINTS ALLEGING ANY ACTION THAT WOULD BE PROHIBITED BY TITLE IX AND ITS IMPLEMENTING REGULATIONS. THE PROCEDURE DESCRIBES HOW TO REPORT OR FILE A COMPLAINT OF SEX DISCRIMINATION, HOW TO REPORT OR FILE A COMPLAINT OF SEXUAL HARASSMENT, AND HOW THE DISTRICT WILL RESPOND.
THE DISTRICT'S POLICY AND PROCEDURES CAN BE FOUND AT:
HTTPS://POLICY.KSBA.ORG/CHAPTER.ASPX?DISTID=173

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.