

Campbell County Schools



OUR COMMUNITY. OUR SCHOOLS.
OUR COMMITMENT.

2010 - 2011 *Discipline Code*

Campbell County Schools

Calendar 2010-2011

August 16.....	Opening Day For Staff - No School for Students
August 17.....	Professional Development - No School
August 18.....	First Day For Students
September 6.....	Labor Day— No School
October 4-8.....	Fall Break—No School
October 8... ..	Professional Development—No School For Students
November 1.....	Planning Day—No School For Students
November 2.....	Election Day—No School For Students
November 24-26.....	Thanksgiving Break -No School
December 23- January 1.....	Winter Break—No School
January 17.....	Martin Luther King Day -No School
February 21.....	Professional Development -No School For Students
March 28-April 1.....	Spring Break-No School
March 29-31.....	Planning Days—No School For Students
April 1.....	Professional Development- No School for Students
May 17.....	Election Day—No School For Students
May 23.....	Students Last Day (projected with no closures)
May 24.....	Closing Day

***Makeup Days As Needed in order (up to 10 days): May 24 through May 27 (Days 1-4), February 21 (Day 5), May 31—June 6 (Days 6-10).**

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Campbell County Schools Mission Statement

The mission of the Campbell County School District, in partnership with students, staff, parents, and community, is to provide the best possible education for all students in a safe environment, enabling them to become contributing, successful citizens and lifelong learners.

2010-2011 COMPREHENSIVE DISTRICT PLAN GOALS

GOAL A. STUDENT ACHIEVEMENT

By 2011, increase the overall percentage of students scoring proficient or better and decrease the percentage of novice so that all Campbell County Schools will meet or exceed the growth index established by the Kentucky Department of Education.

GOAL B. REDUCING BARRIERS

Decrease the number of reported safety and discipline incidents that affect the learning environment by 5% as evidenced by school reports and discipline records. Improve attendance to 96%.

GOAL C. PARENT/COMMUNITY ENGAGEMENT

Improve communication, transfer of information, and involvement among home, school and community as measured by parent/teacher surveys administered in schools.

CAMPBELL COUNTY SCHOOLS
Our Community. Our Schools.
Our Commitment.

OUR VISION

Campbell County Schools will be a district which:

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

OUR MISSION

The mission of the Campbell County School District, in partnership with students, staff, parents, and community, is to provide the best possible education for all students in a safe environment, enabling them to become contributing, successful citizens and lifelong learners.

WE BELIEVE

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

RESOLUTION:

THEREFORE, BE IT RESOLVED THAT THE CAMPBELL COUNTY SCHOOL BOARD DIRECTS ITS SUPERINTENDENT OF SCHOOLS TO:

- (1) ASCERTAIN THAT BUILDING LEVEL DISCIPLINARY PROCEDURES ADHERE AS CLOSELY AS POSSIBLE TO THE ABOVE-STATED BELIEFS AS PERMITTED BY EXISTING SCHOOL DISTRICT AND BUILDING-LEVEL CODES OF STUDENT BEHAVIOR,**
- (2) EXAMINE THE SCHOOL DISTRICT CODE OF STUDENT BEHAVIOR FOR CONSISTENCY WITH THE ABOVE-STATED BELIEFS,**
- (3) PROPOSE REVISIONS TO THE CODE IF NECESSARY TO ACHIEVE CONSISTENCY, AND**
- (4) PERSUADE AND ASSIST BUILDING-LEVEL ADMINISTRATORS AND SBDM COUNCILS TO REVISE THEIR BUILDING-LEVEL CODES OF CONDUCT AND DISCIPLINARY PROCEDURES TO ACHIEVE DISTRICT-WIDE CONSISTENCY.**

STATEMENT OF PURPOSE

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

The purpose of this document is:

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

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

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

JURISDICTION OF CODE

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

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

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

APPLICATION OF CODE

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

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

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

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

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

Note that consequences and interventions are at the discretion of administration when incident(s) rise to that level.

Reaching the goals outlined requires cooperative relationships among the students, parents, and educators and may be more easily achieved through acceptance of RESPONSIBILITIES.

ATTENDANCE REGULATIONS

- (1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
- (2) A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
- (3) A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
- (4) A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Parents will need to send a signed note to school anytime a child is absent including tardies within a reasonable time limit (refer to school policy) of the student returning to school after an absence. If a valid note is not received within the allotted time limit, the absence will be recorded as unexcused. A note is required even if the parent noted the reason on the sign-in/sign out log at the time of check in or check out. Per board policy 09.123, a parent is allowed 3 per semester or 6 such notes per school year.

The Truancy Statutes classify a student that has accumulated six (6) unexcused absences, tardies or a combination thereof as habitually truant. For Campbell County School's purpose of calculating habitual truancy, we will use a cumulative figure with the absences/occurrences noted as attendance events.

DRIVER'S LICENSE REVOCATION

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

ACADEMIC AND ATTENDANCE DEFICIENCIES

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

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTIFICATION OF FERPA RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

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

Parents or eligible students should submit to the school Principal/designee a written request that identifies the records they wish to inspect. The Principal 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, misleading, or in violation of the student’s privacy or other rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

Directory Information

The Superintendent or the Superintendent’s designee is authorized to release Board approved directory information. Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year.

Notification of FERPA Rights

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or eligible student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Protection of Pupil Rights Amendment Notification of PPRA Rights

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or those duly enrolled in a post-secondary school program) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- **Consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:**
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 - Religious practices, affiliations, or beliefs of the student or the student’s parents; or
 - Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program).

- **Receive notice and an opportunity to opt a student out of:**
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for any physical exam or screening permitted or required under state law); and
 - 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:**
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

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

Optional "Right to Privacy" Forms

Directory Information Opt-Out Form

FOR ALL STUDENTS

If you **do not** want the student's name, address, and telephone number released to **prospective colleges or employer, the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office by September 30, 2010.**

I hereby exercise my rights under state and federal law and hereby request that the name, address, grade level, and major field of study of _____(student name), currently a student at _____(school name), **not** be released without prior written consent.

Signed by (Check one): eligible student parent/guardian

_____ Signature

_____ Name (Please print.)

_____ Address

_____ City/State/Zip

Military Recruiter Opt-Out Form

FOR HIGH SCHOOL STUDENTS ONLY

If you **do not** want the student's name, address, and telephone number released to **military recruiters, the student (regardless of age), or parent/guardian must sign this form and return it to the school office by September 30, 2010.**

I hereby exercise my rights under state and federal law and hereby request that the name, address, and telephone number of _____(student name), currently a student at _____(school name), **not** be released to military recruiters without prior written consent.

Signed by (Check one): student parent/guardian

_____ Signature

_____ Name (Please print.)

_____ Address

_____ City/State/Zip

CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION OR 504 SERVICES

Child Find

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

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

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

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

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

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

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

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

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

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

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

Campbell County Schools Special Education Director
101 Orchard Lane
Alexandria, KY 41001
Phone – 859-635-2173, ext. 303
Fax – 859-448-2794

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

Campbell County Schools Special Education Director
101 Orchard Lane
Alexandria, KY 41001
Phone – 859-635-2173, ext. 303
Fax – 859-448-2794

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

Written Policies and Procedures have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “Child Find” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Campbell County Schools Special Education Director
101 Orchard Lane
Alexandria, KY 41001
Phone – 859-635-2173, ext. 303
Fax – 859-448-2794

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

The Campbell County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Special Education Director at the address or phone number listed above.

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Students have the right to:

1. be respected as a worthwhile human person, regardless of race, creed, national origin, economic status, sex or age;
2. attend the public schools from entry through the twelfth grade (providing the student is under 21 years of age);
3. be kept informed as fully as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights;
4. enjoy personal safety and the protection of their personal property and freedom from verbal abuse within the total school environment;
5. make recommendations regarding classes offered and to select and participate in classes that will best meet individual needs;
6. seek advice and counseling in academic, personal, social, and career related concerns;
7. be involved in co-curricular school activities that are governed by clearly defined rules and standards for participation;
8. have all constitutional rights recognized and be informed as fully as possible of these rights;
9. participate in decision making procedures directly affecting student (when appropriate);
10. expect that when information is offered in a disciplinary case, the confidentiality of the students will be respected unless the testimony of the student is required in a hearing in the school or before the Board of Education or in a court proceeding;
11. expect that all school personnel will carry out their assigned duties and responsibilities;
12. have access to and interpretation of their own personal school records if 18 years of age or older, or if younger with consent of parent/guardians in accordance with FERPA;
13. have their records maintained accurately and confidentially;
14. learn decision-making and problem-solving skills;
15. be provided with the objective, content, and requirements of each course at the beginning of the course;
16. be provided with the method of grading to be used in each course at the beginning of the course;
17. receive academic grades based only upon academic performance;
18. attend a fully accredited school in the manner prescribed in the eligibility guidelines established by the Board of Education;
19. have assignments and/or tests missed due to absence handled in accordance with established individual school policies;
20. express themselves, including, but not limited to appearance, assembly, association, and circulation of petitions and literature provided that it does not disrupt the educational process, is not a danger to the health and safety of persons or property, or does not infringe on the rights of others, nor does not violate school policy;
21. procedural due process concerning disciplinary action;
22. expect the school property to be attractive and well maintained;

23. privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing material(s) prohibited by law or individual school policy.

Students have the responsibility to:

1. attend school and classes regularly, to arrive on time, (refer to compulsory school attendance law) and to have needed materials;
2. fulfill, to the best of their ability, the objectives of each course;
3. refrain from possessing any firearm, knife, deadly weapon or dangerous instrument on school property, at school sponsored functions, before or after school programs, field trips, athletic events or on school buses;
4. refrain from possessing, using, being under the influence of, and/or selling alcohol, controlled substances, marijuana, or any other non prescription mind or mood altering substances while at school or on school buses;
5. refrain from vulgar or profane language and acts of violence, to include: verbal and physical intimidation or abuse of students, invited guests and/or school employees;
6. become familiar with and observe the laws, policies, rules, and regulations of the state, district, and individual school which concern their conduct;
7. refrain from using any electronic pager or cellular telephone while at school or while attending a school sponsored or school-related activity or on school buses; (see policy on page 18)
8. show respect and cooperation toward teachers, substitute teachers and other school employees;
9. refrain from possessing or using any tobacco products;
10. show consideration for the rights of others within the total school environment;
11. pursue and complete the course of study prescribed by the state and local boards of education;
12. conduct themselves on the school buses in accordance with rules governing safety and school conduct in general;
13. refrain from conduct that disrupts classroom work or school activities, creates disorder, invades the rights of others, or damages or destroys private or public property;
14. report knowledge of wrongdoing where confidentiality and protection from reprisal is assured as much as possible;
15. practice self-control and use the proper channels through which rules or practices may be questioned or changed;
16. make reasonable effort to secure personal property;
17. participate in school activities and functions in order to have a more positive school experience;
18. assume responsibility for their academic achievement and conduct;
19. be aware of their academic progress and status at all times and to communicate this information to their parents or guardians and to encourage parents to become involved in educational activities and at-home learning;
20. learn and use problem-solving methods rather than avoidance behavior in conflict situations (i.e., teacher-student conflict, schedule change, parent-student conflict, etc.);
21. provide explanation for any absence or tardiness to the school in accordance with the established school policy;
22. cooperate with teachers and administrators in maintaining a safe and orderly school environment which promotes an atmosphere conducive to learning;
23. apply themselves consistently and diligently to in-class and at-home learning tasks;

24. make up, in accordance with established school policies, assignments and/or tests missed due to absence;
25. comply with established standards of personal grooming and dress as established in individual school codes.
26. refrain from bullying behavior, bullying is repeated, persistent negative action over time showing an imbalance of power which is purposeful and not accidental

PARENTS AND GUARDIANS RIGHTS AND RESPONSIBILITIES

Parents and guardians have legal rights in the education of their children from kindergarten through high school. These rights are of two kinds, both equally important: the rights that parents have on their own, as parents, and the rights they have as agents for their children.

Parents and guardians have the right to:

1. enroll their child in a fully accredited school as prescribed by the procedures established by the Board of Education and the respective school;
2. expect a safe and orderly school environment which promotes an atmosphere conducive to learning;
3. be respected as an individual regardless of race, creed, national origin, economic status, sex, or age;
4. be represented in the process of developing academic and disciplinary policies;
5. expect effective instruction which addresses the needs of all students and reflects world-class standards of academic achievement;
6. receive timely and thorough reporting of their child's progress;
7. examine their child's personal school records in accordance with State A Federal laws.
8. expect school personnel to notify parents/guardians of important school news and messages, particularly as they relate to children;
9. be informed of the academic requirements of any course and school program and the grading and promotion policies;
10. consent to the placement, in accordance with established guidelines, of their child in a special education class (unless proper due process procedures are followed to affect a placement with such consent);
11. expect classroom disruptions to be dealt with firmly and quickly;
12. participate in meaningful parent-teacher conferences to discuss their child's progress and welfare.

Parents and guardians have the responsibility to:

1. ensure regular, punctual attendance, unless the child is physically unable, in accordance with the compulsory school attendance law;
2. report and explain any absence to the school in accordance with established school policy;
3. inform the school of any condition or circumstance which may affect their child's learning, attendance, or participation in school programs and activities;
4. accept their own role as the primary educators of their child;
5. establish and maintain in the home an atmosphere which fosters a positive attitude toward education and learning;

6. establish and maintain a home environment in which their child can accomplish at-home learning tasks without distraction or disturbance;
7. demonstrate respect for teachers, administration, and school personnel in the home, at school, and at school-related activities;
8. inspect their child's cumulative record and request removal or correction of any false or misleading statements, in conformity with current guidelines, and to receive upon request, names and addresses of all persons or agencies outside the school system who have been given information about their child;
9. discuss problems with appropriate school personnel;
10. assist their child in complying with established standards of personal grooming and dress;
11. show an interest in their child's school work and progress through regular communication with the school;
12. cooperate with the school when their child is involved in a disciplinary matter;
13. maintain contact with the school staff through conferences, messages, or appointments made through school office;
14. develop in their child positive self-concept, self-respect, and self-confidence;
15. communicate with their child concerning academic performance and behavior;
16. actively participate in the recommending of policies proposed for adoption by the Campbell County Board of Education and/or School Based Decision Making (S.B.D.M.) councils.

TEACHERS RIGHTS AND RESPONSIBILITIES

Teachers of Campbell County Schools have the right to:

1. require responsible attendance on the part of students;
2. expect all students to complete class assignments, including homework assignments and make up assignments that occur as a result of absences in compliance with established policies;
3. work in an educational environment that is safe and orderly with a minimum of disruptions;
4. have the support of the school principal, subject area coordinators, and administrators;
5. expect the principal, through proper disciplinary procedures, to deal with any student whose behavior disrupts learning, or who violates the code of conduct;
6. enjoy freedom from verbal abuse and safety from physical harm as is possible to assure;
7. apply the established academic and disciplinary policies according to prescribed guidelines;
8. establish classroom rules which shall be more specific extensions of established academic and disciplinary policies;
9. take prudent action in emergencies to protect their own person and all persons in their care;
10. have a personal life and privacy outside of school;
11. be treated with courtesy and respect by students and parents;
12. expect the involvement of parents and guardians in the education of their child.

Teachers of Campbell County Schools assume the responsibility to:

1. exemplify responsible attendance at classes and assigned supervisory duty positions;
2. maintain a positive, professional attitude and behavior toward all students, parents, administrators, other teachers, and the Board of Education;
3. possess a thorough knowledge of the subject matter and to understand the cultural as well as the practical values of that knowledge;
4. maintain on-going professional development and to employ an understanding of human growth and development;
5. implement the Board approved curriculum by developing instructional activities which meet students' academic needs;
6. refer students with possible special problems to the appropriate resources (i.e., speech therapist, social worker, special education, etc.) and notify parents or guardians of such referral;
7. maintain a classroom atmosphere conducive to learning with mutual respect and trust and with appropriate discipline;
8. deal firmly, promptly, and consistently with disruptions or violations of Board policy, the code of conduct, and school procedures, and, if necessary, enlist the support of administrators in extreme cases;
9. inform parents/guardians of student's successes, problems, or failures in learning and behavior;
10. evaluate students' assignments, returning them as soon as possible, and maintain necessary records of student progress and attendance;
11. reply promptly with respect and courtesy to inquiries and suggestions from parents/guardians and administrators;
12. follow the policies, regulations, and standards adopted by the Board of Education/administration, policies adopted by site-based councils, and work appropriately where change is desired;
13. explain specific rights and responsibilities as described in the adopted code, as well as school and classroom procedures;
14. help students to master the basic skills, develop positive self concepts, self-respect, and self-confidence in order to respect the worth and dignity of others; clarify their values; and make choices that lead to responsible citizenship;
15. be role models of responsible citizenship;
16. provide adequate supervision for students assigned to their care and inform the principal's office or colleague if absent from assignment;
17. devote the full academic day to providing instruction, guidance, and supervision, and use the planning period for the benefit of the school, student, teacher, or professional planning and development;
18. provide students with the method of grading used in each course at the beginning of the course;
19. provide, if possible, continuity of teaching experiences for students in their care during the regular teacher's absences;
20. provide students with the objectives, a brief summary of content, and requirements of each course at the beginning of the course;

21. provide information, upon request of a student or parent, about the student's progress in academic achievement and conduct during the course;
22. dress appropriately and professionally.

PRINCIPALS AND ADMINISTRATORS RIGHTS AND RESPONSIBILITIES

Principals and administrators have the right to:

1. participate in the formulation of administrative policy;
2. have sufficient and proper staff, facilities, and supplies needed for the educational program within available resources;
3. expect staff members to comply with policies and directives;
4. have a personal life and privacy outside of the school;
5. deal appropriately under Board policies with any student whose conduct disrupts the learning of others, or violates the Code of Conduct;
6. expect and receive adequate support from the Board of Education and administrative superiors in administering the school.

Principals and administrators have the responsibility to:

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

Campbell County Board of Education has the right to:

1. expect responsible attendance on the part of administrators, teachers, and students;
2. receive the support of administrators, teachers, parents/guardians, and students in implementing the established academic and disciplinary policies of the district and schools;
3. expect cooperation from administrators, teachers, and students in the process of state-mandated assessment;
4. expect the involvement and cooperation of parents/guardians in the education of their child.

Campbell County Board of Education assumes the responsibility to:

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

CAMPBELL COUNTY SCHOOL SYSTEM WEAPON OR FIREARM POLICY

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

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

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

TELECOMMUNICATION DEVICES

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall not be visible nor shall they be turned on and operated while on buses to and from school or other events. During the school day, devices may only be used before and after the regular school day and must not be seen or turned on at any other time.

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

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of

telecommunication or other electronic devices.

4. Students shall not utilize a telecommunication or similar electronic device in a manner that would Violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

Campbell County School Bus Conduct Rules

The privilege of riding a school bus will depend upon students obeying the following rules and procedures.
PLEASE KEEP IN MIND THAT RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.

1. Students should arrive at the bus stop 5 minutes prior to the bus's scheduled arrival time.
2. Students are to sit in the seat assigned by the bus driver. If no seat has been assigned, student should sit in the first available seat.
3. Students are to obey the driver and bus monitor (if assigned) promptly.
4. Students are to help keep the bus clean by cleaning their feet before entering the bus, and keeping wastepaper and rubbish off the floor and seats.
5. Students are not to possess any firearm(s), knife, deadly weapon or dangerous instrument on the school bus.
6. Students are to avoid unnecessary conversations with the bus driver.
7. Students are not to use loud, abusive or profane language, or gestures while on the bus.
8. Students are not to lean out of the bus windows. They must keep their arms, legs, head and property inside the bus.
9. Students are to enter and leave the bus only after it has come to a complete stop.
10. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
11. Students are to ride only their assigned bus and leave the bus only at their regular stop or at school. Exceptions will be made only with permission from the principal/designee in writing.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs to anyone the bus passes along the road.
13. Students are not to damage the bus and should report any *damage to* the driver. If they do cause damage, their parents or guardians will be held responsible for restitution.
14. Students are not to interfere with the vision of the driver.
15. At no time are students permitted to eat, drink, be in possession or use tobacco products (including matches and lighters) on the bus.
16. Students are not to block the aisle of the bus or place any carry-on objects in the aisle.
17. Live animals may never be transported on the bus. No preserved specimens are allowed on the bus.
18. Cell phones or paging devices shall not be visible or turned on and operated while on buses to and from school or other events.

19. Students may not bring any carry-on objects on the bus that:

- (a) cannot be held on the lap without taking more seat room than the student in the seat. Object must be lower than the student's neck.
- (b) if placed on the floor between the legs, the height of the object must be below the student's neck.

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

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

ADDITIONAL INFORMATION:

“It shall be the responsibility of the parent, guardian, or person authorized by the parent of a child to provide safe supervision to and from the bus stop and delivery to and receipt from the driver assistant. This responsibility also includes the child’s conduct during this time.”

- A. Bus transportation service is provided for Four-Year-At-Risk and Preschool Program with Disabilities pupils daily on an assigned route. Information on bus assignments will be available one week prior to school opening. To protect children’s safety, those students enrolled in various special education programs, pre-school programs, or kindergarten will not be dropped off at a location where an adult is not present. To help ensure this, plans must be made by parents/guardians to have children picked up and dropped off at the same location on a regular basis.
- B. Some items may not be transported by bus which may include but are not limited to glass objects, skateboards, balloons, certain band instruments, skis, etc. Contact the Transportation Department for any questions regarding the transportation of particular items by bus.
- C. Should the conduct of a pupil on a bus endanger the lives and/or safety of others and the offending pupil fails to cease such conduct when directed by the bus driver, it shall be the duty of the driver to put the offender off the bus and report the action to the principal and the Director of Transportation immediately. This should be done only in extreme cases and as a last resort to protect the safety of other pupils.
- D. Any complaints of drivers, pupils, or parents not specified in the regulations listed above shall be reported promptly to the principal or the Director of Transportation.
- E. After verification by the principal, parents will be notified of each offense that is submitted to the school the pupil attends.
- F. When an offense occurs during the morning run, the pupil will be permitted to ride home in the afternoon if the principal deems it to be safe and appropriate for all.
- G. When an offense occurs during the afternoon run, the pupil will be permitted to ride to school the following morning if the pupil does not present a danger to the lives or morals of other pupils. This is done because the driver cannot report the incident to the principal for disciplinary action until that time.
- H. Preschool and Kindergarten students who are continually (3 or more times) brought back to school due to parents/ guardians being unavailable to receive them may have their transportation service suspended.

CAMPBELL COUNTY SCHOOLS STUDENT DISCIPLINE FORM

Student's Name _____

Date ____/____/____

Grade _____

Time _____

Area of Incident

- | | | |
|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> 1. bus | <input type="checkbox"/> 5. hallway | <input type="checkbox"/> 9. extra-curricular activity |
| <input type="checkbox"/> 2. cafeteria | <input type="checkbox"/> 6. library | <input type="checkbox"/> 10. school grounds |
| <input type="checkbox"/> 3. classroom | <input type="checkbox"/> 7. office | <input type="checkbox"/> 11. other _____ |
| <input type="checkbox"/> 4. gym | <input type="checkbox"/> 8. rest room | |

LEVEL I MISBEHAVIORS - TEACHER INTERVENTION

- 101. violation of established rules/procedures
- 101.1 cell phone violation
- 102. cheating/plagiarism
- 103. lying
- 104. horseplay/scuffling/running
- 105. minor defacement of school property
- 106. minor damage to property of others
- 107. refusal to work—repeated
- 108. tardiness
- 108.1 class tardy
- 109. throwing objects
- 110. unprepared for class
- 111. incomplete/undone work
- 112. disrespect
- 113. disruptive behavior/disturbing class
- 114. inappropriate or cruel teasing
- 115. falsification of documents
- 116. dress code violation
- 117. chewing gum
- 118. inappropriate familiarity (mild)
- 119. failure to dress for P.E.
- 120. other minor behavior problems

LEVEL I CONSEQUENCES/INTERVENTIONS

- 151. student conference
- 151.1 student-teacher contract
- 152. change seating
- 153. time out
- 154. verbal warning/correction
- 155. withdrawal of privileges _____
- 156. after school detention
- 157. area clean-up
- 158. teacher contact parent
- 159. student call parent
- 160. parent/teacher conference
- 161. restitution of damages
- 162. writing assignment
- 163. cooling-off or time-out
- 164. rewards or demerits
- 166. temporary confiscation of items that disrupt the educational process
- 167. refer to counselor
- 168. conference with teachers, special services, or administrative personnel
- 169. refer to services/programming (frysc, sro, etc.)

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

LEVEL II MISBEHAVIORS - ADMINISTRATOR INTERVENTION

- 201. persistent Level I misbehaviors_____
- 202. dissemination of unauthorized materials
- 203. affiliation with unauthorized organizations
- 204. truancy (unexcused absences and tardies)
- 204.1 class absence/skipping
- 204.2 left class without permission
- 205. loitering in unauthorized areas
- 206. gambling
- 207. gross and/or repeated violation of dress code
- 208. inappropriate familiarity (gross)
- * 209. defiance of authority/insubordination
- 209.1 noncompliance
- 210. missed detention
- 210.1 failure to attend Friday school
- * 211. profane/inappropriate language (gross, non-directed)
- * 212. tobacco violation/possession/use of tobacco products (including lighters, matches etc.)
- 213. inappropriate use of technology
- 214. violation of established bus rules/procedures
- 215. other persistent/serious misbehavior(s)_____
- 216. physical altercation
- 217. bullying (includes but not limited to the use of electronic or on-line methods)
- * 218. cell phone violation

LEVEL II CONSEQUENCES/INTERVENTIONS

- 251. writing assignment
- 252. after-school detention
- 253. restitution of damages
- 254. student call parent
- 255. Friday school / Saturday school
- 256. bus suspension
- 257. in-school detention / alternative classroom education (ACE Room)
- 258. out of school suspension (1 day)
- 259. out of school suspension (2 days)
- 260. out of school suspension (3 days)
- 261. banned from campus except for classes
- 263. refer to counselor
- 264. refer to services/programming (frysc, sro, etc.)
- 265. suspension of technology privileges (specified)

After 10 offenses, all Level I and II offenses will fall under misbehavior #301 under Level III misbehaviors.

* Denotes Board Violation

** Denotes Law Violation

LEVEL III MISBEHAVIORS - ADMINISTRATOR INTERVENTION

(requires counseling)

- 301. persistent Level I and Level II misbehaviors _____
- * 302. fighting
- 302.1 assault
- ** 303. possession/use of fake/look-alike weapons
- 303.1 possession/sale/use/delivery of look-alike substance/drugs
- ** 304. vandalism/defacement of school property
- * 305. threats/intimidation
- 306. extortion/coercion/blackmail
- * 307. disrupting school environment
- 308. physical abuse
- * 309. profane / inappropriate language, verbal or written
- 310. hazing
- 311. false fire alarm/tampering with equipment
- * 312. sexual harassment
- 313. gang-related activities
- * 314. leaving school grounds without permission
- 315. harassment/discrimination
- 317. damage to property of others
- ** 318. stealing/theft/possession/sale of another's property
- ** 318.1 stolen property (buy/receipt/possession)
- ** 319. fraud/forgery/falsification of documents
- 320. injury to others or self
- ** 321. disorderly conduct/disruptive behavior (gross)
- 322. obscene literature
- ** 323. sells / delivers / possesses look-alike drugs
- 324. non-school time violation
- 325. other very serious misbehavior(s) _____
- * 326. bullying (persistent) (includes but not limited to the use of electronic or on-line methods)
- * 327. possession, display, or distribution of threats, obscene materials or objects

LEVEL III CONSEQUENCES/INTERVENTIONS

- 351. restitution of damages
- 352. contacted law enforcement agency
- 353. Friday school / Saturday school
- 354. in-school detention
- 355. after-school detention
- 356. temporary/emergency removal
- 357. out of school suspension (1 day)
- 358. out of school suspension (2 days)
- 359. out of school suspension (3 days)
- 360. out of school suspension (4 days)
- 361. out of school suspension (5 days)
- 362. out of school suspension (6 days)
- 363. out of school suspension (7 days)
- 364. out of school suspension (8 days)
- 365. out of school suspension (9 days)
- 366. out of school suspension (10 days)
- 367. suspension from school bus transportation
- 368. banned from campus except for classes
- 369. recommendation for expulsion
- 370. refer to services/programming (frysc, sro, etc.)

After 5 offenses, all Level I, II, and III offenses will fall under misbehavior #401 under Level IV misbehaviors.

* Denotes Board Violation

** Denotes Law Violation

LEVEL IV MISBEHAVIORS - CENTRAL OFFICE INTERVENTION

- 401. persistent Level I, II, and III misbehaviors
- 402. aggression towards teachers/employees/others
- 402.1 assault/aggravated assault
- ** 403. sell/deliver/possess/use dangerous/illegal drugs/controlled substances
- ** 403.1 drug abuse violation
- ** 403.2 drug paraphernalia
- ** 403.3 misuse of prescription/non-prescription drugs
- ** 404. sells/possesses/delivers alcoholic beverages
- ** 405. under the influence of drugs or alcohol
- ** 406. possession/use of a weapon and/or dangerous instrument
- 407. offense related to abusable glue or aerosol paint
- ** 408. arson
- 409. criminal mischief (felony)
- ** 410. breaking and entering any Campbell County School property, building, facility or a vehicle
- ** 410.1 criminal trespass
- ** 411. robbery/larceny-theft
- ** 412. bomb threat
- 413. possession/use of minor fireworks/explosives
- 414. endangering the safety and welfare of others
- 414. 1 criminal homicide
- 414. 2 forcible rape
- 414. 3 possession use/sale of harmful substances
- 415. other extremely serious misbehavior(s) _____

LEVEL IV CONSEQUENCES/INTERVENTIONS

- 451. restitution of damages
- 452. contacted law enforcement agency
- 453. out of school suspension (10 days)
- 454. recommendation for expulsion

Teacher Action Taken:

Administration Action Taken:

prior actions taken

major action taken _____

action taken (if Level I)

supporting action taken _____

Teacher/Initiator/s Signature

Administrator's Signature

Date: _____

Date: _____

Comments: _____

Comments: _____

* Denotes Board Violation
** Denotes Law Violation

Bullying Prevention

Campbell County Schools defines bullying as repeated, persistent negative action over time showing an imbalance of power which is purposeful and not accidental. This includes written, verbal, physical and electronic methods that have become prevalent in today's society. The Campbell County School District believes everyone should be treated with respect and common courtesy to ensure a safe learning environment. Our prevention efforts include annual training that is on-going with all staff and students regarding bullying education/recognition, prevention and intervention. Anyone within the school environment that has witnessed or been a victim of bullying behavior can report it to school or district officials verbally or in writing so that appropriate action may be taken to prevent such behavior.

Cyberbullying and Cyberconduct

Definitions

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

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

Kentucky Revised Statute (KRS) Chapter 158

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

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

(2) An agency receiving a report under subsection (1) of this section shall investigate the matter referred to it. The school board and school personnel shall participate in the investigation at the request of the agency.

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

(4) Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District or Circuit Court regarding student harassment.

When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property. **(KRS 158.154)**

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

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

COMPULSORY ATTENDANCE

Regular attendance is the responsibility of the parent, guardian, or custodian. Kentucky state law places the responsibility with the parent, guardian, or custodian of enrolling a child in school and keeping the child in regular attendance. (KRS 157.317, 158.030, 159.010, KRS 159.150)

KRS 157.311 Development of state-wide kindergarten program

The Department of Education shall develop, or cause to be developed a statewide kindergarten program which shall include principles of child development, early childhood education, and all other related concepts which deal with generally accepted kindergarten programs.

KRS 158.030 "Common school" and "primary school program" defined, who may attend

- (1) "Common school" means an elementary or secondary school of the state supported in whole or in part by public taxation. No school shall be deemed a "common school" or receive support from public taxation unless the school is taught by a certified teacher for a minimum school term as defined by KRS 158.070 and every child residing in the district who satisfies the age requirements of this section has had the privilege of attending it. Provided, however, that any child who is six (6) years of age, or who may become six (6) years of age by October 1, shall attend public school or qualify for an exemption as provided by KRS 159.030. Any child who is five (5) years of age, or who may become five (5) years of age by October 1, may enter a primary school program, as defined in subsection (2) of this section.
- (2) "Primary school program" means that part of the elementary school program in which children are enrolled from the time they begin school until they are ready to enter the fourth grade. Notwithstanding any statute to the contrary, successful completion of the primary pursuant to the goals of education as described in KRS 158.6451.

KRS 159.010 Parent or custodian to send child to school: age limits for compulsory attendance: written notification sixty days prior to: withdrawal counseling session required

- (1) Except as provided in KRS 159.030, each parent, guardian or other person residing in the state and having in custody or charge any child who has entered kindergarten or any child between the ages of six (6) and sixteen (16) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the Board of Education of the district makes provision for the child to attend. A child's age is between six (6) and sixteen (16) when the child has reached his sixth birthday and has not passed his sixteenth birthday.
- (2) An unmarried child between the ages of sixteen (16) and eighteen (18) who wishes to terminate his / her public or nonpublic education prior to graduating from high school shall do so only after a conference with the principal or his/her designee, and the principal shall request a conference with the parent, guardian, or other custodian. Written notification of withdrawal must be received from his/her parent, guardian, or other person residing in the state and having custody or charge of him/ her. The parent(s) and child shall be required to attend one (1) hour counseling session with a school counselor on potential problems of nongraduates.
- (3) A child's age is between sixteen (16) and eighteen (18) when the child has reached his/her sixteenth birthday and has not passed his/her eighteenth birthday. Written permission for withdrawal shall not be required after the child's eighteenth birthday. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he/she nor the person in charge of him/ her shall be excused from the operation of those laws or the penalties under them on the grounds that the child's residence is seasonable or that his/her parent is a resident of another state.

KRS 159.150 DEFINITION OF TRUNACY

Any child who has been absent from school without valid excuse for three (3) or more days or tardy on three (3) or more days is a truant. Any child who has been reported as a truant two (2) or more times is a habitual truant. Being absent for less than one hour of a school day shall be regarded as being tardy.

Valid Excuse: In general this means any legitimate excuse, including visit to a doctor, a dentist, confirmed illness, death in the immediate family or other reasons as approved by the school principal.

SPECIAL CIRCUMSTANCES (KRS 159.035)

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

Further, any student who has a parent, guardian or other person with legal custody that is a member of the United States Armed Forces called to active duty shall receive an excused absence for one day when the member is deployed and one day when the member returns from deployment (KRS 159.035).

MEETING HEALTH REQUIREMENTS FOR SCHOOL ATTENDANCE

Meeting health requirements for school attendance is an important part of making sure your child is ready for school. These requirements provide the assurance that your child is not only up-to-date on necessary immunizations, but also that he/she is healthy for school. Keep your child "on track" by making sure that he/she meets the health requirements every school year.

IMMUNIZATIONS

Kentucky laws mandate that all children in public and private school are currently immunized according to state guidelines. These guidelines include:

PRESCHOOL: All children enrolling in Preschool must present a Kentucky Immunization Certificate showing that they are currently immunized with the diphtheria/pertussis/tetanus vaccine (DPT), polio Vaccine (IPV), measles/mumps/rubella vaccine (MMR), haemophilis B conjugate vaccine (HIB), varicella (VAR) and the series of hepatitis B vaccine (HBV) according to their age. These vaccines must be received before they may enroll in school.

KINDERGARTEN: All children enrolling in kindergarten must present a Kentucky Immunization Certificate showing all age appropriate vaccines including an additional dose of diphtheria/pertussis/tetanus vaccine (DPT), polio vaccine (IPV), and measles/mumps/rubella vaccine (MMR) received on or after their fourth birthday. These vaccines must be received before they may enroll in school.

MIDDLE SCHOOL: All children enrolling in sixth grade must present a Kentucky Immunization Certificate showing all age appropriate vaccines including two doses of measles/mumps/rubella vaccine (MMR), a complete series of Hepatitis B (HBV) vaccine and an additional dose of Tetanus/diphtheria (Td) if at least 5 years have elapsed since their last dose of DPT. These vaccines must be received before they may enroll in school.

HIGH SCHOOL: All students must present a Kentucky Immunization Certificate showing all age appropriate vaccines including receipt of a diphtheria/tetanus vaccine booster (Td). A booster of this vaccine is required every 10 years. For some students, this vaccine will be due when they are 14-16 years of age. This vaccine must be received before they may enroll in school.

A Kentucky Immunization Certificate can be obtained from the doctor, clinic or health department that administered the vaccine. Physicians can obtain blank certificates from the Board of Health. This certificate must show the dates of all vaccines received, be dated to expire when the child is due to receive another booster and have a physician signature or office stamp affixed.

PHYSICAL EXAMINATIONS

Regular physical examinations are a must for all school children, but are required for:

PRESCHOOL AND KINDERGARTEN: All children enrolling in preschool or kindergarten must have a physical examination performed within one year prior to their admission to school. This examination must be recorded on the school medical examination form and may be obtained from any Campbell County school.

PRE-PARTICIPATION SPORTS PHYSICAL: Any student trying out for sports activities, including cheerleading, at the high school level, must have a physical examination performed before tryouts. This examination must be recorded on the sports physical examination form, which may be obtained from any member of the high school coaching staff. Some elementary schools also require students to have a sports pre-participation physical for sports activities.

MENINGOCOCCAL MENINGITIS

As part of the information our schools provide to you concerning students and school health issues, Campbell County Schools is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck.

The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Although the disease is rare, it can be prevented through vaccination.

Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers and college students can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students are at greater risk for contracting the disease, up to 83 percent of the cases in this age group may be prevented through immunization.

For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry and for all upcoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12 year olds.

For more information about meningococcal disease, you should consult their child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations:

American Academy of Family Physicians, www.aafp.org
American Academy of Pediatrics, www.aap.org
Centers for Disease Control and Prevention, www.cdc.gov
Meningitis Foundation of American, www.musa.org
National Association of School Nurses, www.nasn.org
National Foundation for Infectious Diseases, www.nfid.org
National Meningitis Association, www.nmaus.org

In addition, the Kentucky Department of Education provides links to this information and the above Web addresses from its Web site at www.education.ky.gov.

CORPORAL PUNISHMENT/KAR 7:055

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

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

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

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

For the discussion and consideration of a grievance, any employee or student or group of employees or students should contact the coordinator verbally concerning the matter. The matter should then be put in writing signed, dated, and delivered to the coordinator. The coordinator has ten (10) days to respond to the complaint or grievance. If the matter cannot be resolved through the coordinator, the matter may be taken to the school Superintendent. If, after processing of the claimed grievance by the Superintendent, the employee or student is not satisfied that the matter has been fully, fairly and properly resolved, the employee or student shall, as the final step in such procedure, submit the claimed grievance or complaint, in writing, to the Board of Education for further consideration.

SEARCH AND SEIZURE/OAG 79-168

A student in the public common schools has the constitutional right to be secure in his or her person from all unreasonable search and seizure. A search of a student by school officials is generally reasonable if it bears a rational relationship to a legitimate educational interest and is based upon reasonable suspicion. Limitations on the reasonableness of a search exist depending upon the nature of the place searched, along with other factors such as the age of the student and the purpose of the search, and a teacher or administrator who participates in or conducts an unreasonable search of a student could be sued for damages in state court on the theory of invasion of privacy, trespass or assault and battery, or in federal court for a civil rights violation. A student's consent to be searched must be scrutinized carefully.

SUSPENSION OR EXPULSION OF PUPILS/KRS 158.150

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

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

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

SUSPENSION/EXPULSION PROCEDURES FOR IDENTIFIED EDUCATIONALLY DISABLED STUDENTS

Due Process Procedures 707 KAR 1:180

- (1) The Superintendent, Director of Special Education, and building principals make sure that appropriate procedures are followed in the suspension and expulsion of children and youth with disabilities.

Suspensions of less than ten (10 days) in length, which are utilized as temporary disciplinary measures (if the suspension is for a minor infraction and no further disciplinary action is planned), the an ARC meeting is not required unless requested by the parent of principal or other service providers. However, for an aggregate of 10 days of suspension for the year, or where expulsion is contemplated, the Administrative ARC convenes.

- (2) For suspensions of ten (10) days in length where expulsion is contemplated, parents are given prior written notification of the admissions and release committee meeting. The notice meets regulatory criteria for an admissions and release committee meeting notice as set forth in 707 KAR 1:060, the Due Process Procedures Manual. Parents are given a copy of their rights, which include that they have the right to a due process hearing if they disagree with the committee's determinations as outlined below. It is recommended that a statement signed and dated by the parents be placed in the file at this time indicating that the parents have been given their rights at this point in the proceedings, that their rights have been fully explained to them, and that the parents understand their rights.

Interim Alternative Education Settings for Up to Forty-five (45) Days. Your child with a disability is subject to placement in an interim alternative educational placement for up to forty-five (45) days if your child: a.) carries a weapon to school or to a school function under the jurisdiction of the District or the State; b.) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the District or the State; or c.) is in a current placement that is substantially likely to result in injury to your child or to others.

- (3) Once the Admissions and Release Committee is convened, the Admissions and Release Committee must make the following determinations:
 - if the IEP and placement are appropriate and being fully and correctly implemented, and,
 - whether or not the behavior or misconduct is a manifestation of the pupil's disabling condition.

The Ninth Circuit Court of Appeals tried to provide some guidance in determining what conduct is a manifestation of a student's disability in a footnote to Doe v. Maher. the precursor of Honig v. Doe. The Ninth Circuit said:

"The district court usually used the term "conduct that is a manifestation of the child's handicap" to describe the kind of student misbehavior that has a "protected" status under the EAHCA. To avoid awkward circumlocutions or monotony in this opinion, we have sometimes used other terms such as "conduct that is caused by the handicap" and "handicap-related misconduct." As we use them, these phrases are terms intended to mean the same thing. They refer to conduct that is caused by, or has a direct and substantial relationship to, the child's handicap.

Put another way, a handicapped child's conduct is covered by this definition only if the handicap significantly impairs the child's behavior controls. Although this definition may, depending on the circumstances, include the conduct of handicapped children who possess the raw capacity to conform their behavior to prescribed standards, it does not embrace conduct that bears only an attenuated relationship to the child's handicap. An example of such attenuated conduct would be a case where a child's physical handicap results in his/her loss of self-esteem, and the child consistently misbehaves in order to gain the attention, or win the approval, of his/her peers, although such scenario may be common among children suffering from low self-esteem for other, equally tragic reasons."

- (4) If the Admissions and Release Committee finds that the IEP or placement are not appropriate or not being fully and correctly implemented, appropriate modifications should be determined at the Admissions and Release Committee meeting and no further disciplinary action beyond the suspension should occur.

- (5) If the Admissions and Release Committee finds that the IEP and placement are appropriate and being fully and correctly implemented, they must then consider whether or not the behavior or misconduct was a manifestation of the disabling condition.
- (6) If the Admissions and Release Committee finds that the student's misconduct was a manifestation of the student's disabling condition, this should be set down as a written determination and transmitted directly to the local Superintendent. If this determination is made, the local Superintendent may not recommend expulsion to the local Board of Education; however, if a proper determination has been made that the student's conduct was a manifestation of the disabling condition and, therefore, is not eligible for expulsion, another course of action may be available. In instances of extreme serious misconduct in which it appears that maintaining a student in his/her current educational placement is substantially likely to result in injury to self or others, districts may pursue, through the judicial system, exclusion of the student from school. It appears that district would not have to pursue due process hearing remedies prior to initiating exclusionary procedures through the courts. It further appears that either state or federal courts could be accessed for such a proceeding. However, the above committee determinations would of necessity have to be made prior to the initiation of such proceedings, and in no event could a disabled student be excluded from a school program in excess of ten (10) days. In a discussion of exclusionary procedures in the Honig decision, the Supreme Court established a presumption in favor of retaining the student in his/her educational placement which can be overcome by school officials ONLY "by showing that maintaining the child in his or her current placement is substantially likely to result in injury to himself or herself, or to others." The burden of proving that is in fact the case on the local school district. If the district cannot make that showing, it is very possible that the student will be returned to his or her previous placement. In any event, once the matter has been placed before the court, the district will follow judicial directives regarding programming for the student. However, absent a direct order of the court contradicting the mandate of Kaelin that educational services may not cease, an educational program will be provided.
- (7) If the Admissions and Release Committee finds that the student's misconduct was not a manifestation of the student's disabling condition, this should be set down as a written determination and transmitted directly to the local Superintendent. If this determination is made, the local Superintendent may recommend expulsion to the local Board of Education. Under the mandate of Kaelin v. Grubbs, even if the student is expelled, educational services may not cease. CAVEAT: If district finds itself in the position where the Superintendent is about to recommend expulsion to the Board under these circumstances, please check with the Office of Legal Services or your board attorney to see if there have been any further legal interpretations or clarifications regarding Honig v. Doe before recommending expulsion.
- (8) If parents disagree with the Admissions and Release Committee's decisions on the determinations outlined above, they may request a due process hearing. If they do so, once the fixed term of the disciplinary suspension expires (not to exceed ten (10) days) the student returns to his/her previous educational placement, absent parent agreement to a different placement. Once the hearing decision is completed, the committee picks back up at that point in the process where the hearing was convened.

Non-Discrimination Policy Statement

No student, teacher, administrator, faculty member or staff member of the Campbell County School District shall be discriminated against on the basis of sex, race, religion, age, disability or nationality or any other legally or constitutionally recognized class. All policies of the district contained herein in addition to the Campbell County Board Policy Manual shall be enforced equally without any discriminatory purpose.

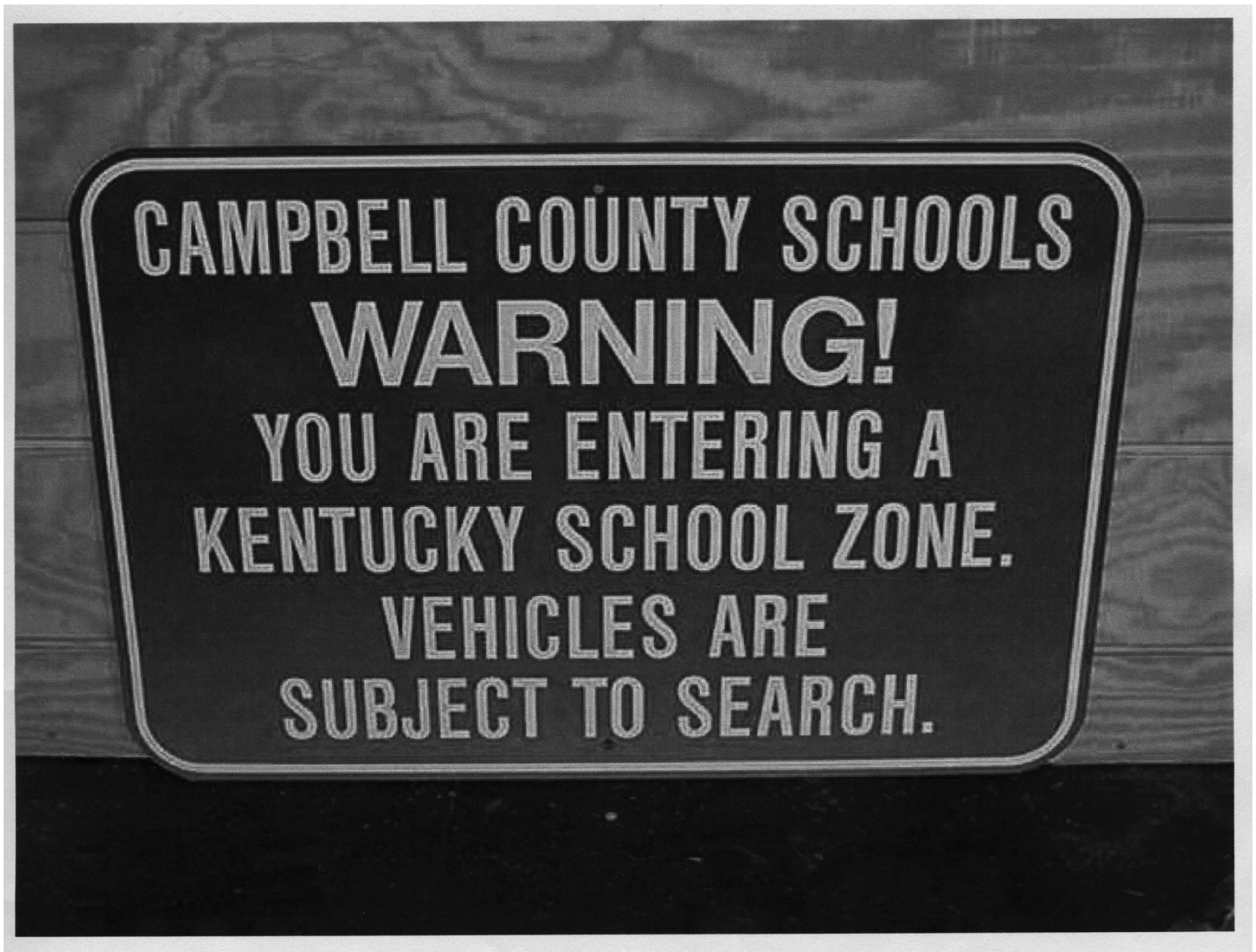
Canine Sweeps

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

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

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

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



Note: These signs will be placed at the entrances to all Schools!

Alcohol, Drugs, and Other Prohibited Substances

DRUGS/ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

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

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

DEFINITIONS

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

Prohibited substances include:

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

AUTHORIZED MEDICATION

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

PENALTY

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

Reporting

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

DRUG TESTING PROGRAM PURPOSE

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

The program consists of two components:

1. Education and Prevention Plan
2. Drug Testing Policy

EDUCATION AND PREVENTION PLAN

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

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

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

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

ALCOHOL AND DRUG SAFETY POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SANCTIONS:

First Violation

1. A student testing positive will be suspended for the next **four (4) consecutive interscholastic/extracurricular events or the next four (4) weeks of the season**, whichever is greater in time. Student drivers will be denied permission to drive and/or park on school property for the next four (4) consecutive weeks of school during school hours. The suspension will begin the date that the results are confirmed from the testing agent to the school designee. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season as well as affecting driving and parking on school property. In addition to the suspension period, the student will also be required to speak with a school counselor of their choosing for a minimum of one acceptable counseling session. (Counselor will sign off on the student's success or lack thereof.)

• In order to be eligible to return to the activity and practice during the suspension, the student must enroll in a school-approved drug-counseling program, (approved by the counselor who conducted the previous counseling session), at their expense and submit to weekly drug testing at their expense and maintain a negative test result.

• Prior to readmission to participation to the athletic team/ extracurricular activity or reauthorization to drive (after the four week suspension), the student must submit to a new drug test administered for the student and in accordance with the same procedures utilized for random drug testing at the student's expense (at an approved outside agency- if the CCS testing agent has not yet returned). The test results must be presented and be negative for a reinstatement to occur. A positive result shall be treated as a second violation.

2. If a student is reinstated to the athletic team/extracurricular activity or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (Either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension. The student is still required to serve the unexpired portion the suspension before becoming eligible for participation in any other extracurricular activity. A student serving a suspension for any sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student successfully makes the team or joins an extracurricular group, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

Second Violation

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

Third Violation

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

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

NOTICE TO PARTICIPANTS. A WRITTEN COPY OF THIS POLICY IS CONTAINED WITHIN THE 2010-2011 DISTRICT CODE OF CONDUCT BOOK PROVIDED TO EVERY STUDENT UPON THE START OF SCHOOL OR ENROLLMENT OF THE STUDENT. PARENTS AND STUDENTS SHALL BE REQUIRED TO SIGN A STATEMENT INDICATING THAT THEY HAVE READ AND UNDERSTAND AND FULLY AGREE TO BE BOUND BY THE TERMS, CONDITIONS, AND PROCEDURES UNDER THIS POLICY.

A written copy of this policy can also be obtained from the District Web page. Please follow these steps (Internet Explorer is a better navigator than Netscape for viewing the District page):

WWW.CAMPBELLCOUNTY.SCHOOLS.ORG

1. Click on the left hand side the button marked Board Information
2. Click on the right hand side, under the Reports section, click on the link marked District Policy Manual.
3. In the top right hand corner, click the tab marked "All Documents," type in the first box the Policy # 09.423.

PREVENTION PROGRAM

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

The dangers of drug/alcohol/substance abuse in the schools;

The District's policies and related procedures on drug free/alcohol free schools;

The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;

Information about available drug/alcohol counseling programs and available rehabilitation/ student assistance programs; and

Penalties that may be imposed upon students for drug/alcohol abuse violations.

REFERENCES:

[OAG 82-633](#)

[KRS 160.290](#); [KRS 161.180](#)

[KRS 218A.010](#)

[KRS 158.150](#)

[KRS 158.154](#)

[KRS 158.155](#)

Clark County Board of Education vs. Jones, KY. App., 625 S.W.2d 586 (1981)

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).

Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities

[OAG 93-32](#)

RELATED POLICY:

09.2241

Adopted/Amended: 12/16/2002

Order #: 1141

Amended: July 9, 2007

Alcohol, Drugs, and Other Prohibited Substances

STUDENTS

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

Students will be involved in activities that help develop their problem-solving abilities and encouraged in implementing self-management systems that emphasize responsible group membership as well as self-sufficiency.

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

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

All student athletes/marching band participants/drivers and their parents/guardians must read the policy and accompanying procedures and must acknowledge, in writing, that they understand the policies and procedures, and agree to be bound by their terms and conditions. This form is identified as The CCS Drug Policy/Procedure Acknowledgment and Drug Training/Testing Agreement.

The policy will be monitored by the Superintendent or his designee.

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

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

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

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

SEMINARS

- A. Educational training required for all athletes and extracurricular team members and those students wishing to obtain a parking pass to drive and park on school property.
1. All athletes and extracurricular team members will have an educational training administered for their respective teams during the first week of their season beginning.
 2. Those students wishing to obtain a parking pass to drive and park on school property will have only one (1) educational training session required of them. The training must be conducted before a student is given a parking pass application. Students will have the following options for obtaining their educational training:
 - a. At least one session each day (Schedule pick-up week)
 - b. Three sessions within the first week of school
 - c. One session during the fall semester and one session during the spring semester.
- B. **Drug Awareness for Staff**
1. Faculty and staff at Campbell County Middle School and Campbell County High School will be offered training to assist them in incorporating drug awareness information in their current curriculum.
 2. Training will be offered on signs and symptoms of abuse as well as methods of referral.
- C. **Training for Parents/Guardians and the Public**
1. A seminar will be offered annually to inform the parents and public about the forms of drug abuse and provide necessary information regarding drug prevention.

RANDOM TESTING

1. A minimum of 20% of the active participants (whether sport, extra-curricular, or student drivers) at the given time of the test will be tested. A random test will be conducted at least once per season; however, more than one random test may be administered.
2. The testing procedure used will either be by collection of urine or saliva sample.
3. Students who REFUSE to complete the random drug testing when selected will be treated as having a positive test result and will fall into the First Violation category. Further, students unable to provide a sample during the testing time frame will be treated as having a positive test result and also fall into the First Violation Category. The parent/guardian will be contacted by an appropriate staff member if a student refuses random drug testing and it will be suggested to have him/her tested. A student who refuses may also not come back the next day and ask to submit.
4. Beginning with the 2003-04 school year, the cost of the drug testing will be covered by an annual fee assessed through athletic, extra-curricular, or parking fees collected from students.
5. A Parent/Guardian will be contacted by phone by the Testing agent upon a positive result. A student who is 18 years of age will be told of his/her positive result first, then the parent/guardian will also be told of the positive result.
6. Test results will then be reported to the Director of Pupil Personnel and appropriate building level designee who will take appropriate action.

IMPLEMENTATION AND EVALUATION

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

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

Two separate subcommittees for each school (CCHS and CCMS) consisting of the following members:

- 1 Administrator
- 1 Guidance Counselor
- 1 Parent from Site Base Council or Volunteer
- 1 Male coach/sponsor/director
- 1 Female coach/sponsor/director

Each sub committee will then provide recommendations to the Administrator (who is a representative of the steering committee). The Administrator will then provide to the steering committee any procedural changes and concerns of the effectiveness of the Alcohol, Drugs, and Other Prohibited Substances policy.

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

Revised July 12, 2010

DISCIPLINE CODE COMMITTEE

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



Anthony Strong, Superintendent

Anthony Strong, Superintendent

Local discipline code committee members:

Anthony Strong, Superintendent
Campbell County Schools
101 Orchard Lane
Alexandria, KY 41001

Shelli Wilson, Associate Superintendent
Campbell County Schools
101 Orchard Lane
Alexandria, KY 41001

Sally Kalb, Assistant Superintendent
Campbell County Schools
101 Orchard Lane
Alexandria, KY 41001

Kerry Hill, Executive Director Pupil Personnel/Operations
Campbell County Schools
101 Orchard Lane
Alexandria, KY 41001

Christie Henson, Assistant Principal
Campbell County Middle School
8000 Alexandria Pike
Alexandria, KY 41001

Julie Hubbard, Principal
John W. Reiley Elementary School
10631 Alexandria Pike
Alexandria, KY 41001

Renee Boots, Principal
Campbell County High School
909 Camel Crossing
Alexandria, KY 41001

John Hardy, Assistant Principal
Campbell County High School
909 Camel Crossing
Alexandria, KY 41001

Amy Razor, Principal
Grant's Lick Elementary School
944 Clay Ridge Rd.
Alexandria, KY 41001

Andrew Perrin/Student
Campbell County High School
8000 Alexandria Pike
Alexandria, KY 41001

Garry L. Edmondson/Jason Reed
Edmondson, & Associates
Attorneys for Campbell County Schools
28 W. 5th Street
Covington, KY 41011

Donna Rauch, Transportation Dept.
Campbell County Schools
101 Orchard Lane
Alexandria, KY 41001

Anthony Mazzei, Principal
Campbell Ridge Elementary School
2500 Grandview Road
Alexandria, KY 41001

Officer James P. Stricklen, SRO
Campbell County Middle School
8000 Alexandria Pike
Alexandria, KY 41001

Officer Jim Snider, SRO
Campbell County High School
909 Camel Crossing
Alexandria, KY 41001

Dianne Perrin, Parent
Campbell County High School
8000 Alexandria Pike
Alexandria, KY 41001

Brian Mercer, Chief Information Officer
Campbell County Schools
101 Orchard Lane
Alexandria, KY 41001

Lynn Poe, Principal
Donald E. Cline Elementary School
5586 East Alexandria Pike
Cold Spring, KY 41076

Kim Visse, Principal
Crossroads Elementary School
475 Crossroads Blvd.
Cold Spring, KY 41076

John Schmidt, Principal
Alexandria Education Center
51 Orchard Lane
Alexandria, KY 41001

