

STUDENT CODE OF CONDUCT



2022-23

**Crittenden County Schools
Marion, KY**

CRITTENDEN COUNTY SCHOOLS

601 West Elm Street
Marion, KY 42064
270.965.3525

Tonya Driver, Superintendent

BOARD OF EDUCATION

Chris Cook, Chair
Ryan McDaniel, Vice Chair
Bill Asbridge
Eric Larue
Tim Grau

STATEMENT OF NONDISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Crittenden County Board of Education does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, age, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities.

The Crittenden County School District is an Equal Opportunity Employer. Employees shall not be discriminated against in appointments, promotion, demotion, dismissal, assignments, or other conditions of employment because of their race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Further, the Crittenden County Board of Education does not discriminate against or deny services on the basis of race, color, national origin, sex, or disabilities in its vocational education programs. The district offers a complete vocational program that is open to all students.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

504/ADA

Director of Special Education
601 West Gum Street
Marion, KY 42064
270.965.3525

Title IX

Director of Pupil Personnel and/or Director of Human Resources
601 West Gum Street
Marion, KY 42064
270.965.3525

TABLE OF CONTENTS

Statement of Nondiscrimination	2
Superintendent's Message	4
Superintendent and Board Chairperson Certificates	5
Introductory Statement	6
Supervision of Students	
Rights and Responsibilities	
Parental Grievance Procedures	10
Public Notice Regarding Confidentiality and Child Find	10
Attendance	12
Excused Absence Events and Tardiness	
Early Dismissal by School Nurses	
No Pass/No Drive: Driver's License Revocation	
Absentee Procedures	
School/Home Communications	
Disciplinary Procedures	16
Disciplinary Options	
Suspension and Expulsion of Children with Disabilities	
Discipline Committee	
Conduct Warranting Disciplinary Action	
Disciplinary Consequence Matrix	
Transportation	25
Discharge of Pupils from Bus	
Rules and Regulations for Pupils Riding School Buses	
Violations of the Rules and Regulations for Riding a School Bus	
Withholding of Riding Privileges	
Students with Disabilities	
Due Process	27
Right to Due Process	
Students with Disabilities	
Transfer of Records	
Search and Seizure	27
Reasonable Suspicion	
Authorized Personnel	
Witness	
Personal Searches	
Strip Searches	
Failure to Cooperate	
Regular Inspection	
Motor Vehicle Inspection	
Illegal Items	
Other Disruptive Items	
Disposition of Items	
Use of Metal Detectors	
Physical Restraint	29
Crittenden County Alternative Learning Center	29
Harassment/Discrimination Policy	29
Definition of Harassment/Discrimination and Harrassing Communications	
Prohibited Conduct	
Disciplinary Action	
Reporting Guidelines	
Notification of Parents	
Confidentiality	
Retaliation Prohibited	
False Complaints	
Bullying/Hazing	31
Actions Not Tolerated	
Bullying Defined	
Reporting	



Dear Students, Parents, and Caregivers,

All school year starts are special, but this one is to me, especially, as it marks my first as your Crittenden County superintendent. What an honor it is to lead this great district and our outstanding students as we go #BackToThe Future for our 2022-23 school year.

Each year, we select a theme as our guiding principle for the year, and I think this one is quite fitting as we go “back” to some of our basic foundations of teaching and learning, yet continually look to the “future” as we prepare our students to be productive, contributing citizens who can compete with those across our Commonwealth, our nation, and our world in becoming creators, innovators, and leaders.

My team and I are dedicated to providing resources and support to ensure all of our students' success. One way we accomplish this is through our Crittenden County School District Code of Conduct. This document contains the behavioral and dress code expectations, and attendance policies for our schools. These rules and responsibilities create a safe and productive learning environment that allows our students and staff to grow, learn, and thrive.

Student and staff safety is my first priority, and the Code of Conduct is rooted in that goal. Please read and review this document with your student, and feel free to reach out to your student's principal, or to myself, if you have any questions, comments, or concerns. I value your input and place a high priority on open communication. Together, we can achieve great success for our Rockets!

With Rocket Pride,

A handwritten signature in blue ink that reads "Tonya Driver". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Tonya Driver
Superintendent
Crittenden County Schools

SUPERINTENDENT'S CERTIFICATE


I, Tonya Driver, Superintendent of the Crittenden County Schools, hereby certify that the Code of Acceptable Behavior and Discipline has been reviewed and approved by the school board attorney, Roy Massey, of the Massey Law Firm in Princeton, Kentucky.



Tonya Driver, Superintendent
Crittenden County Board of Education

BOARD CHAIRPERSON'S CERTIFICATE

I, Chris Cook, Chairperson of the Crittenden County Board of Education, hereby certify that the Code of Acceptable Behavior and Discipline was adopted by the Crittenden County Board of Education on the 14th of June, 2022.



Chris Cook, Chairperson
Crittenden County Board of Education

Student Code of Conduct

Crittenden County Board of Education Policy – 09.438

- Development: In accordance with KRS 158.148 and 704 KAR 7:050, the Crittenden County Board of Education shall develop a student discipline code, which shall be posted at each school, referenced in all school handbooks, and provided to school employees and parents. The code shall establish standards of acceptable student behavior and will include district-wide standards of behavior for students who participate in extracurricular and co-curricular activities.
- Distribution: Once reviewed and approved, the ***Student Code of Conduct*** shall be made available to all students, parents/legal guardians, and school employees in the district.
- Review: The student discipline code shall be reviewed annually by the Board.

I. INTRODUCTORY STATEMENT

The Attorney of the Board of Education has reviewed this code as well as the Crittenden County Board of Education.

The Crittenden County Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to code standards in a fair manner. Compliance with the standards is necessary to provide: orderly operations of the schools; a safe environment for students to achieve a high academic level in a productive learning environment; assistance for students at risk of failure or engaging in disruptive behavior; regular attendance of students; and protection of property.

This code applies to all students in the district while at school, on their way to and from school, while on the bus or other district vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for administration throughout the district. The principal is responsible for administration and implementation of this code within his/her school in a uniform and fair manner without partiality or discrimination.

The principal shall also be responsible for seeing that discussion about its contents occur with students in a timely and age-appropriate manner. In addition, each school will reference the code in the school's handbook(s). On request, the principal shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in the code.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this code and shall provide a list of the school's rules and discipline procedures in the school handbook(s). Teachers and other instructional personnel are responsible for administering code standards in the classrooms, halls and other duty assignment locations.

This code establishes minimum behavior standards, and recognizes that each school council, grade or class may require special provisions. Administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility. This code provides everyone with the

opportunity to know the basic procedures that will be followed in disciplinary matters and the meanings and explanations of each.

Kentucky Revised Statutes has outlined the legal notes and responsibilities for the local boards of education, the superintendent and school councils related to the implementation of the **Student Code of Conduct**.

SUPERVISION OF STUDENTS

Each teacher and administrator in the public schools shall, in accordance with the rules, regulations and bylaws of the board of education made and adopted for the conduct of pupils, hold pupils strictly accountable for their conduct on school property, at school sponsored or related activities whether on or off school property, and on school provided transportation, whether within or outside regular school hours.

The board of education may use instructional assistants in supervisory capacities relating to the supervision and control of the conduct of pupils. Instructional assistants shall have the same authority and responsibility as is granted teachers in the performance of the same duties.

RIGHTS AND RESPONSIBILITIES

Under a democratic system, the existence of individual rights is unquestionable. Equally unquestionable is the necessity for corresponding responsibilities. It is on those principles that the District Code of Rights and Responsibilities is built.

STUDENT RIGHTS/RESPONSIBILITIES:

Students have the right:

1. To an education preparing them, within the limits of their abilities, to reach maximum potential for contributing to their own welfare and that of society.
2. To freedom of speech and expression.
3. To request an explanation of the purpose of rules and policies.
4. To suggest rules or changes in rules.
5. To "due process" in regard to disciplinary action, including the right to hear charges, to state their side, and to appeal decisions, honestly believed unjust, from teacher to Principal to Superintendent to Board according to established procedures.
6. To protection of person and property to the fullest extent possible by the school.
7. To participate in all school programs and activities within their capabilities and the established standards, without regard to race, creed, or sex.
8. To confidentiality of personal school records.

Students have the responsibility:

1. To attend school regularly and to take advantage of the opportunities offered with those trying to teach, by working at the job of learning and by not interfering with the rights to an education of fellow students.
2. To use freedom of speech and expression in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
3. To obey the rules of the classroom, school, and school district.
4. To question the rules, if necessary, in a way that earnestly seeks explanation for understanding and not just for the purpose of an argument.
5. To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just that of one or a few individuals.

6. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations for petty or vicious reasons.
7. To refrain from acts or actions which would endanger self, others or property, and to take those steps and precautions necessary to protect self and possessions.
8. To make the best contribution possible with individual abilities, to support the school in all phases of its programs and activities, and to behave in such a way that participation will be a contribution and not a detriment.

PARENT/GUARDIAN RIGHTS/RESPONSIBILITIES

Parent/guardians have the right:

1. To send the child to a school with an environment where learning is valued.
2. To expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
3. To enroll students in the attendance zone where they shall attend classes regularly and promptly with minimal interruptions.
4. To expect the school to maintain high academic standards.
5. To review the student's academic progress and other pertinent information which may be contained in the student's personal records.
6. To address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

Parents/legal guardians have the responsibility:

1. To instill in their student the need for an education
2. To instill in their student a sense of responsibility
3. To assist their student in understanding the need for a positive school learning environment.
4. To become familiar with the educational policies and programs of the Crittenden County Board of Education
5. To aid their student in understanding the disciplinary procedures of their school
6. To instill in their student a desire to follow all school policies
7. To see that their student is regular in attendance and participation
8. To inform school officials of any long-term physical or mental illness affecting their student
9. To demonstrate respect for all school personnel at school and related activities
10. To inform school officials of concern pertaining to disciplinary procedures
11. To instill in their student the need for proper and appropriate student attire and hygiene
12. To exhibit concern for the progress and grades of their student
13. To assure that a designated person will meet their preschool or kindergarten student when they exit the bus
14. To inform the school of daily absences
15. To advise the school of changes in household contact information

TEACHER RIGHTS/RESPONSIBILITIES

Teachers have the right:

1. To support co-workers, administrators and parents.
2. To work in an educational environment with a minimum of disruptions.
3. To expect all assignments, including homework, to be completed and turned in as assigned.
4. To remove from class, as prescribed by the Principal, any student whose behavior significantly disrupts a positive learning environment.
5. To have safety from physical harm and freedom from verbal abuse.
6. To provide input in the formulations of policies that relate to their relationships with students and school personnel.
7. To take action, necessary in emergencies, to protect their own person and property or persons and property in their care.

Teachers have the responsibility:

1. To present, in the interest of learning, subject matter and related experiences to students.
2. To use effective teaching methods and motivational techniques to maximize the potential for learning to occur.
3. To inform students and parents/guardians of achievements and/or problems.
4. To aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
5. To assist in the administration of such discipline as necessary to maintain order throughout the school without discrimination on any basis.
6. To exhibit behavior in action, dress, hygiene, and speech that can serve as a positive role model for students.
7. To use correct English in both speech and writing.
8. To evaluate student assignments and return them as soon as possible.
9. To reward exemplary behavior or work of students.
10. To maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
11. To maintain necessary records of student progress and recommend promotion or retention based on meeting of standards as prescribed by law and Board policy.
12. To maintain records of student attendance and encourage all students to attend school regularly and promptly and attempt to instill in students the value of education and time spent in school.
13. To follow and enforce rules and regulations of the Board and/or the school administration.
14. To care for the equipment and the physical facilities of the school

PRINCIPAL/DESIGNATED ADMINISTRATOR RIGHTS/RESPONSIBILITIES**Principals/designated administrators have the right:**

1. To support students, parents, and teachers in carrying out the educational programs and policies established by the school system.
2. To provide input for the establishment of policies and procedures that relate to the school.
3. To be safe from physical harm and verbal abuse.
4. To take necessary action in emergencies to protect personal property or the property of those in his/her care.
5. To suspend any student whose conduct disrupts the educational process.
6. To administer a school environment that provides the proper learning atmosphere.

Principals/designated administrators have the responsibility:

1. To create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
2. To provide leadership and support for staff in refining teaching strategies, curriculum, and motivation for teachers and students to ensure that learning is the focus of the school operation.
3. To administer discipline fairly and equally, using the best judgment within guidelines set forth in policy.
4. To implement and evaluate all aspects of the educational program to improve learning and to comply with the procedures, policies, regulations, or laws of the District, state and nation.
5. To direct a program of dissemination of information explaining the Student Discipline Code to the school community.
6. To exhibit behavior in action, dress, grooming, speech and attitude that provides a positive role model for both staff and students.

II. PARENTAL GRIEVANCE PROCEDURES FOR CODE OF CONDUCT VIOLATIONS

Parties involved in the grievance procedure may have advisory representation at any or all conferences. Parents/guardians desiring to question actions taken by school personnel may follow this procedure:

1. If the problem is related to the classroom, the parent/guardian will contact the principal to arrange a conference with the classroom teacher as soon as possible to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal or designee with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the principal directly.
4. If none of the above procedures result in a satisfactory solution to the problem, the parent shall state the complaint in writing and may request a conference with the Superintendent or designee within five (5) school days after the request.
5. During this conference, either party may present individuals having knowledge relative to factors involved. The other party shall be notified in advance if such persons are to be present.
6. The Superintendent or designee will advise the parent in writing of the disposition within five (5) school days after the conference.
7. The parent may appeal in writing to the Superintendent who will arrange a meeting with the Board of Education if the parent/guardian is not satisfied with the decision of the Superintendent or designee; however, if the grievance is regarding an SBDM policy, the parent may appeal in writing to the principal who will arrange a meeting with the SBDM council if the parent/guardian is not satisfied with the decision of the principal.

III. PUBLIC NOTICE REGARDING CONFIDENTIALITY AND CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION, 504 SERVICES, OR PRESCHOOL SERVICES

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Crittenden County School District's (CCSD) requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies of these procedures 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 the Principal or the Director of Special Education. Stated in this notice is a summary of your rights under the Act.

These rights are passed on to the student at age eighteen. For the purpose of this notice, the student 18 years or older, will be referred to as the "eligible" student (who is age 18 or who is attending a postsecondary institution). Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where that student attends. The CCSD will presume that the parents have the authority to review and inspect records relating to their child unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

The CCSD obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA. Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The CCSD has described in their policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent. Any parent or guardian of a student, or any eligible student may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted in writing to the Principal of your child's school.

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

In accordance with federal regulation concerning the release or transfer of education records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred. The CCSD keeps child and youth records in a secure computer system and files in each school and in a centralized location.

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 CCSD may destroy the educational records of a child without parent request three 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 CCSD 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.

Child Find for Students with Disabilities Under Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, and Preschool

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

The CCSD will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child. Parents, relatives, public and private agencies, and concerned citizens are urged to help the CCSD find any child who may have a disability and needs Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed. Letters and phone calls are some of the ways the CCSD collects the information needed.

The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services. Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services. Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student’s ability to access the school environment or school activities to be substantially limited.

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

Child Find activities will continue throughout the school year. As part of these efforts the CCSD will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through Child Find is maintained confidentially. The CCSD provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of a child who lives within the boundaries of the CCSD who may have a disability, and may need but is not receiving Special Education or 504 services, please call or send the information to the District's Director of Special Education/504 Coordinator. If you know of a child who attends a private or home school within the boundaries of CCSD, who may have a disability, and may need but is not receiving Special Education services, please call or send information to the Director of Special Education. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the CCSD Director of Pupil Personnel or the Director of Special Education/Section 504 Coordinator. You may contact either of these individuals at (270) 965-3525. The hours for the Crittenden County Board of Education are 7:30 a.m. to 4:30 p.m. and the office is located at 601 West Elm Street, Marion, KY 42064.

IV. ATTENDANCE

Crittenden County Board of Education Policy – 09.123

EXCUSED ABSENCE EVENTS AND TARDINESS

Student attendance will be calculated based on the following guidelines found in 702 KAR 7:125:

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 thirty-five (35) percent or less of the regularly-scheduled school day for the pupil's grade level, whether morning or afternoon.
3. A half day absence shall be recorded for a pupil who is absent thirty-six (36) percent to eighty-four (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 eighty-four (84) percent of the regularly-scheduled school day for the pupil's grade level.

Students in Crittenden County Schools for the full year shall be allowed up to five (5) absence events per year to be excused with a signed parent note. Students who enroll after October 1 will be allowed one (1) parent note for each two (2) months they are enrolled. If the limit of parent notes has been reached, the absence/tardy will be considered unexcused.

The District shall excuse up to ten (10) absence events with doctor/medical excuse/notes. Any absence events due to medical reasons in excess of ten (10) shall require the presentation of the District's Medical Excuse Form RX10 before the absence will be excused. The RX10 forms shall be available at each school, Superintendent's office and some medical facilities upon parent request. Students who have been court-ordered to attend school must use RX10 forms for all absences and tardies, which must be signed by the medical provider on the first day of the student's absence. All absence events and tardies shall be considered unexcused until the appropriate signed note, excuse, or documentation is presented to the school. These notes, excuses, etc. must be turned in to the school within five (5) days after the absence event or tardy. Any absence still unexcused on the 5th day will remain unexcused.

Students in Crittenden County Schools' shall be allowed up to four (4) daily tardies to be excused with a signed parent note for the entire school year.

When a student is deemed Chronically Absent (has absences and tardies, excused or unexcused, that equal or exceed 10% of instructional time to date), the following consequences may be incurred:

1. Exclusion from activities considered extra or non-essential to the academic process
2. Forfeiture of the driving privilege

Note: Any student who is absent from school for more than five (5) consecutive days without a valid notification to the school shall be considered unexcused. Valid notification is defined as an approved contact from a parent or guardian.

An excused absence event or tardiness is one for which there is a valid reason and for which work may be made up for credit. Valid reasons shall include:

1. Personal illness of the pupil including emergency medical and dental care - After the fourth and subsequent absence event for illness, the Principal may require the student to submit a physician's statement, signed by the physician, stating the specific cause of the illness and how long the student will be out of school. As prescribed by order of the District Juvenile Court, dated May 1, 1991, a doctor's statement shall state the specific cause of illness and the actual days the student should be excused from school.
2. Death in the pupil's immediate family - Immediate family shall mean brother, sister, mother, father, grandmother, grandfather. The Principal may recognize others as immediate family, depending upon circumstances. Up to three (3) consecutive events may be excused by the Principal for death in the family.
3. Court appearances by subpoena -Verification may be required.
4. Act of God, such as extreme weather conditions (earthquake, etc.).
5. Test for driver's license, if accompanied by parent or guardian and with prior approval of the Principal.
6. College visitation for seniors limited to one (1) event. College visitation days shall be granted to students who are perceived to have a genuine interest in attending college or another post-secondary institution and who have registered for or taken the ACT or the SAT prior to the visit, unless the visit is to a vocational school. Visits must be pre-arranged and approved by the Principal. Prior to the visit, parents must arrange for a conference with the Principal if a visit will require more than one (1) day of travel.
7. Approved religious holidays and practices deemed to be legitimate by the school authorities.
8. Participation in co-curricular activities that are not sponsored by the school. Parents/guardians shall pre-arrange such activities with the Principal at least three (3) days in advance, in order for the absence to be excused.
9. Documented military leave.
10. One (1) day prior to departure of parent/guardian called to active military duty.
11. One (1) day upon the return of parent/guardian from active military duty.
12. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
13. Trips which qualify as educational enhancement opportunities, as determined by the Principal.

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

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

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

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

Educational Enhancement Opportunities will not be approved for students who are considered Chronically Absent (have absences and tardies, excused or unexcused, that equal or exceed 10% of instructional time to date).

14. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
15. Treatment of parasites such as head lice, bed bugs, etc. (maximum of three (3) absences per school year). The day the student is sent home from school does not count toward the three (3) day total.

Note: Participation in school-sponsored co-curricular activities, as approved under Board Policy 09.122, is not considered an absence.

After the fourth and subsequent absence event for reasons other than illness, the Principal may require a signed, dated and notarized note from the parent/guardian of the reasons for the absence or tardiness.

Make-up of work missed during an excused absence or tardiness is the responsibility of the student. A reasonable amount of time shall be allowed for make-up work to be completed, as determined by the teacher.

EARLY DISMISSAL BY SCHOOL NURSES

When children are recommended by the school nurse to be sent home early from school due to illness, the nurse will provide a "nurse excuse" that will excuse the child for the remainder of that day. In certain circumstances, such as a fever over 100.4, the nurse may excuse the following day, as well. In cases of parasites, such as head lice, a child will be limited to 3 nurse excuses per school year.

Nurses will recommend sending children home early from school for illness as needed based on guidelines from the Graves County Health Department. Other illnesses or circumstances not addressed in the guidelines will be handled by the nurse using their best professional judgment.

If children are sent home with a nurse's excuse, depending on the circumstance, it may be recommended by the nurse that the parent should consider seeing their physician.

If children miss continued day(s) of school after leaving school with a nurse's excuse, these continued absences will have to be excused by either parent note or doctor excuse as required in current attendance policies. Otherwise, they will be unexcused.

School officials reserve the right to rule on any situation not covered in the general guidelines stated above or those provided by the Graves County Health Department.

NO PASS/NO DRIVE: DRIVER'S LICENSE REVOCATION

All students ages 16 or 17 enrolled in regular, alternative, part-time, and special education programs who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit, or driving privilege revocation. A student is academically deficient if he/she has not passed a minimum of 66% of their courses the preceding semester as recommended by the Kentucky Department of Education based on KRS 159.051. A student is deficient in attendance when he/she accumulates nine (9) or more unexcused absences the preceding semester. Suspensions shall be considered unexcused absences.

ABSENTEE PROCEDURES

Students who have been absent or tardy shall bring, upon their return to school, a dated signed note explaining their absence, which is signed by one of their parents/guardians or by a physician or other person who can attest to the validity of the excuse. Failure to adhere to this requirement shall result in the student's absence event(s) being officially recorded as "unexcused."

The Principal/designee shall determine whether absence events and tardiness are excused or unexcused, even when a student may have had parental consent to be absent or tardy.

SCHOOL/HOME COMMUNICATIONS

The school will strive to maintain open and on-going communications with parents/guardians concerning the attendance status of their children through such measures as reporting attendance on report cards, sending letters, and making phone calls.

If no call is received from the home, schools shall call parents/guardians when their child is absent, to affirm the parent's knowledge of the absence or, when there are excessive absences, to verify the reasons for the absence and check on the child's welfare.

When the school determines there are excessive absences or tardiness, or when there are truancy concerns, the following process shall be implemented:

1. At the discretion of the Principal/designee, letters may be sent from the school advising parents of excessive absenteeism or tardiness and the school's concern that those will impede the child's educational progress.
2. On the third day of unexcused absence or tardy, the Principal/designee shall notify the parent/guardian in writing that the student has three (3) days of unexcused absence and is now classified as a truant, as defined by Kentucky Compulsory Attendance Law. The notification shall contain a summary of this policy and inform the parent of any requirements for doctor's statements or notarized excuses. In addition, the notice shall include an explanation of the academic and legal consequences of unexcused or excessive absenteeism and invite the parent to meet with the Principal/designee. A copy of the notice shall be sent to the Director of Pupil Personnel (DPP).
3. After the fourth day of unexcused absence or tardy, the Principal/designee shall send the parent/guardian a second Truancy Notice.
4. After the sixth day of unexcused absence or tardy, at which time the student is formally classified as an "habitual truant" and upon request of the Principal, the DPP shall send the parent/guardian, by certified mail or hand delivered, a legal Final Notice, which shall list the individual days missed without valid excuse and a directive that the student has twenty-four (24) hours to return to, and remain in school or face charges for being a persistent violator of the Kentucky Compulsory Attendance Law.
5. Failure of the parent/guardian to respond within the given time frame may result in the processing of a Final Notice by the DPP. After the Final Notice has been processed, the case may be referred to the court system. The form "Truancy Allegations/Assessment" required by the CDW shall be completed by the DPP, who shall file a Juvenile Complaint using the petition form. Criminal charges may be filed by the DPP against parent/guardian in District Court.
6. After the student has appeared before the CDW, the school should notify the DPP when the student misses another day of school, regardless of the reason. The DPP shall immediately notify the CDW.
7. Parents of students who are deemed Chronically Absent (have absences and tardies, excused or unexcused, that equal or exceed 10% of instructional time to date) will be notified by the DPP.

Charges against a student between the ages of eighteen (18) to twenty-one (21) shall be referred to the County Attorney for processing as an adult offender.

The Principal and/or the DPP are authorized to by-pass or otherwise modify these steps based on extraordinary circumstances and/or past attendance records of the student.

V. DISCIPLINARY PROCEDURES

This section of the Student Code of Conduct contains the recommended procedures to use in applying disciplinary action to specific conduct offenses. There are five (5) options that may be used ranging from the least severe (Teacher-Imposed) to the most severe (Recommendation for Expulsion). The level of severity is dependent upon variables such as the circumstance of the offense, the degree of seriousness, and the frequency of the offense.

Due to these variables, a number of disciplinary response options have been developed for each level of misconduct. These disciplinary response options will allow the teacher and principal (or his/her designee) to review and recommend the most appropriate action for the student and thus assure that the particular procedure will best fit the problem.

Repeated incidents of misbehavior may be referred to the next level of consequence.

DISCIPLINARY OPTIONS

A. CLASSROOM DISCIPLINE: Teacher-Imposed Option

The Teacher- Imposed Option would be used for minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Options MAY Include (not necessarily in order):

- a. Verbal Warning
- b. Notification to parents/legal guardians by phone, letter, or message
- c. Behavior Contract
- d. Loss of privileges
- e. Classroom probation/isolation
- f. Refer student to principal

NOTE: There may be situations in which ANY misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

B. IN-SCHOOL DISCIPLINE: Principal-Imposed Option

The Principal-Imposed Option would be used for misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the classroom or school. These infractions often are continuous even after initial intervention. They require the intervention of administrative personnel because initial disciplinary actions failed to correct the behavior, or because the infraction is more serious.

Options (not necessarily in order):

- a. ANY option listed in "A" above
- b. In-School or After-School Detention
- c. Probation/Written Contract
- d. Restitution
- e. Bus Suspension (for bus infractions)
- f. Petition/warrant signed (the principal or designee may sign a petition/ warrant when a Kentucky Revised Statute is violated)

NOTE: There may be situations in which ANY misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

C. ALTERNATIVE SCHOOL

The Crittenden County Alternative School is an in-school alternative to suspension program for students assigned by a principal or the Crittenden County Board of Education. The goals and objectives of the Alternative School are to reduce disruptive behavior, reduce suspensions, reduce drop-out rate, improve the self-esteem of the student, and promote a more positive attitude toward school. Students exhibiting delinquent and pre-delinquent behavior patterns need a highly structured environment in which they can re-evaluate their attitudes, experience growth in self-awareness, and realize the inevitable result of continued improper behavior. The Crittenden County Alternative School provides such an environment.

Students may be required to remain in Alternative School longer than originally assigned due to misbehavior, poor attendance, and/or lack of academic progress. All Special Education Regulations will continue to be followed.

NOTE: There may be situations in which ANY misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

D. SUSPENSION

Suspension shall mean a denial of attendance at any single subject or class, or at any full schedule of subjects or classes, or at any other type of activity conducted by or on behalf of Crittenden County Schools for the stated period of time. The student is not allowed to attend school functions or to be on school property (including community-sponsored activities) anywhere in the district during the time the suspension is in force. Suspended students shall be expected to complete on-going assignments/projects that were assigned before the suspension period began. Suspension days will count as unexcused absences for attendance purposes. The student will be readmitted to school only after a parent/student/school conference.

Who may suspend: In accordance with KRS 158.150, the principal or assistant principal may suspend a pupil up to a maximum of ten (10) days per incident.

Length of suspension: A pupil may not be suspended for more than a total of ten (10) days per incident. Suspension of elementary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

Prior due process required: A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

Imminent danger: In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

Written report required: The principal or assistant principal shall report any suspension in writing immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

Extracurricular activities: A student on suspension shall not be allowed to participate in any extracurricular activity sponsored by the school.

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

E. RECOMMENDATION FOR EXPULSION

Expulsion shall mean a denial of attendance of any full schedule of subjects or classes, denial of attendance at any other type of activity conducted by or on behalf of the Crittenden County Schools, and any combination of the foregoing for a period of time. An expulsion shall include denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Crittenden County Board of Education. (Refer to Board Policy 09.435)

Authority for expulsion: The Board of Education may expel a student for the duration of the semester, the remainder of the school year, or a period deemed appropriate by the Board. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board. In the case of expulsion, due process procedures as outlined in Board Policy and this **Student Code of Conduct** will be followed.

Educational services must continue unless the Board of Education has made a determination, on the record, supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in to a state-funded agency program. For special education students, temporary injunctive relief through the courts can be sought if the parent and the other members of the Admissions and Release Committee (ARC) cannot agree upon a placement and the current placement will likely result in injury to the students or others.

The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency/program. (KRS 158.150) The Board of Education is required under HB 330 to expel a student from school for a period of not less than one (1) year for bringing a weapon to school. To determine if a student has brought a weapon to school, the Board of Education shall use the definition of "unlawful possession of a weapon on school property" stated in KRS 527.07.

SUSPENSION AND EXPULSION OF CHILDREN WITH DISABILITIES

The Superintendent, director of special education, and building principals make sure that appropriate procedures are followed in the suspension and expulsion of children with disabilities. For any child with a disability who has been referred for in or out of school suspension, the principal shall contact the student's caseload manager for possible revision or implementation of his or her behavior management plan before any disciplinary action is taken. To the extent removal would be applied to children without disabilities, school personnel may remove a child with a disability from the child's current placement for not more than a total of ten (10) consecutive school days for a violation of school rules.

DISCIPLINE COMMITTEE

Any regular education student enrolled in the CCSD who commits a violation resulting in referral to Alternative School or recommendation for expulsion shall appear for a meeting with the Crittenden County Discipline Committee. The discipline committee shall be made up of the referring principal(s) and the Director of Pupil Personnel (DPP). The student will be asked to appear with his/her parent/guardian to review the allegations along with the student's discipline history, attendance, and grades to determine the most appropriate consequences. If the Discipline Committee recommends expulsion given the nature of the violation and/or other factors, a student discipline hearing will be scheduled before the Crittenden County Board of Education as soon as reasonably possible.

All decisions of the discipline committee are appealable to the Crittenden County Board of Education.

CONDUCT WARRANTING DISCIPLINARY ACTION

The ***Student Code of Conduct*** is applicable to any activities on school property, at school sponsored or related activities whether on or off school property, and on school provided transportation, whether within or outside regular school hours. Many of the items defined in the code of conduct are considered behaviors that are disruptive to the educational process. Such behavior will not be tolerated and shall subject the offending student to appropriate disciplinary action. Board Policy 09.426 broadly defines disrupting the educational process.

Arson

Intentional burning or attempt to burn a house, public building, vehicle or aircraft

Assault

1st Degree Assault: intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person

2nd Degree Assault: same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument

3rd Degree Assault: recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers

4th Degree Assault: intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument

Abuse of School Personnel

Intentional verbal, mental, or physical abuse of a staff member

Academic Cheating/Plagiarism

Includes knowingly deceiving or attempting to deceive school district personnel for the purpose of academic gain

Academic Noncompliance

A student that fails to, in a timely manner, complete instructional tasks assigned by the teacher

Alcohol-Related Offense

Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling of alcohol

Bullying

Any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process

Students who believe they have been a victim of bullying or who have observed other students being bullied shall as soon as is reasonably practical report it to a member of the school staff.

Bus Rule Violation

Includes behavior that is disruptive to the safe, orderly operation of vehicles used in the transportation of students

Cell Phone/Personal Electronic Device Violation

Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras and/or phones and other personal electronic devices

Contributing to a Fight

To verbally or otherwise try to encourage a student to bully, intimidate, hit, or fight another student

Dangerous Instrument

Includes the use, possession, or attempt to use or possess any instrument such as fireworks, chemical sprays, knives, razor blades, tasers, clubs, chains, or the like, that can be used to inflict bodily injury to another person or themselves

Destruction of Property

The act of causing damage to the property of the school or another person

Dishonesty/Lying

The act or practice of being intentionally deceptive or not fully truthful in some way

Disrespectful Behavior

Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting

Disruptive Behavior

Includes behavior that is disruptive to the educational environment or the orderly operation of the school. Disruptive behavior can include loud arguments, confrontations, pushing, shoving, spitting, hitting or other disruptive behavior that serves no legitimate purpose

Dress Code Violation

Includes failing to adhere to the student dress code established in the student code of conduct and/or the dress code established by the school SBDM

Drug Related Offense

Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling of any substance such as amphetamines, barbiturates, crack/cocaine, hallucinogens, heroin (opioids), inhalants, look-alike drugs, marijuana, methamphetamine, narcotics, prescription, over-the-counter, steroids (anabolic), synthetic, and other drugs. This policy includes drug paraphernalia

Failure to Attend Detention

Intentional failure to attend assigned detention

Failure to Follow Staff Instructions

The refusal to comply with reasonable requests of school personnel or refusal to comply with the school rules

Fighting

The willful engagement of physical contact for the purpose of inflicting harm or injury to another student or a staff member

Forgery

Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument

Gambling

Includes any participation in games of chance for the express purpose of exchanging money items of monetary value

Harassing Communications

Intent to intimidate, harass, annoy, or alarm another person through telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication

Harassment

Intent to intimidate, harass, annoy, or alarm another person based on race, color, national origin, age, religion, sex, disability, marital status, or sexual orientation that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's educational environment

Inappropriate Sexual Behavior

A person is guilty of inappropriate sexual behavior when he or she subjects another person to sexual contact with or without consent of the other person. In addition, inappropriate sexual behavior may include sexual remarks, name calling, indecent exposure, stories, jokes, pictures, video, and photographs with or without consent which may or may not be electronically transmitted, or objects that are offensive to one's gender, requests for sexual favors and spreading sexual rumors. This may also include inappropriate public display of affection

Leaving Campus

Includes unauthorized leaving the school grounds. Students must receive authorization from the principal or designee before leaving the school grounds

Menacing

Intentionally places another person in reasonable apprehension of imminent physical injury

Out of Area

Being in an area of the school or campus where a student is not allowed to be; including a hallway without a hall pass

Physical Aggression

Acts that include pushing, shoving, spitting, hitting or other physically aggressive behavior toward another student

Possession of Stolen Property

To receive, retain, or dispose of movable property of another knowing that it has been stolen, or having reason to believe that it has been stolen

Profanity or Vulgarity

This misconduct applies to the student's use of language that is irreverent, vulgar, or offensive

Safety Violation

Deliberate failure or refusal to comply with rules intended to protect the welfare of students and staff

Sex-Related Offenses

Includes the following sexual offenses: distribution/possession of pornography, Indecent Exposure, Prostitution, Rape, Sexual Abuse, Sexual Assault, Sodomy or other sexual related offenses defined in chapters 510, 529 and 531 of the Kentucky Revised Statutes

Skipping Class

Includes purposefully missing a portion of a school day when school is in session.

Skipping School

Includes purposefully missing a school day when school is in session

Stalking

To engage in an intentional course of conduct that is directed at a person or persons which seriously alarms, annoys, intimidates, or harasses the person or persons and which serves no legitimate purpose

Tardy to Class

Includes failure to report to class prior to the tardy bell

Tardy to School

Includes repeated incidences of being late to school once tardy notes are exhausted

Terroristic Threatening

1. Intentionally making false statements about placing a weapon of mass destruction on school property;
2. Intentionally placing a counterfeit weapon of mass destruction on school property;
3. Intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff;
4. Threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or
5. Intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation

Theft/Stealing/Robbery

Includes taking of property of others without their consent; the possession of stolen property, or possession without the owner's permission; or the stealing of school property; also includes robbery, larceny, and motor vehicle theft

Threatening Another Student

Any statement, communication, conduct or gesture, including those in written form, directed toward another student that causes reasonable apprehension of physical harm to person or property

Threatening Staff

Relates to any threat of intentional injury or damage to a staff member or their property

Tobacco-Related Offense

The distribution, possession or use of any tobacco product in any form (smoking or smokeless), alternative nicotine product, or vapor product as defined by KRS 438.305 is prohibited on school property. This policy applies to any student who is a participant or observer in a school sponsored activity. This policy includes tobacco paraphernalia (matches, lighters, vapor devices, electronic cigarettes, etc.)

Under the Influence

Includes all offenses of intoxication. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance or other intoxicating substance

Vandalism

Includes the destruction, defacing, marring or arson of property located on school premises or owned by the board of education. The student and/or the student's parent/guardian will be responsible for restitution

Vape-Related Offense

Possession, Use, or Distribution of a device used to inhale vapor through the mouth that contains nicotine or some other drug

Verbal Abuse

Using abusive or demeaning language to attack or injure an individual, including but not limited to talking back, name calling, and creating socially rude interactions

Violation of Acceptable Use Policy

Inappropriate use of district or school technology resources, including district network systems and use of district/school equipment

Wanton Endangerment

To wantonly engage in conduct which creates a substantial danger of physical injury to another person defined by KRS 508.060 and 508.070

Weapon-Related Offense

The distribution, possession or use of any item designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person, including; firearms, deadly weapons, destructive devices, booby trap devices, and look-alike weapons

Other: to include but not limited to other violations of the law

All students shall obey all laws of the Commonwealth of Kentucky. There are certainly other acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal, principal's designee, the superintendent, superintendent's designee, the Board of Education. Violations of law may also result in separate charges being filed by law enforcement agencies (Crittenden County School Resource Officer, Crittenden County Sheriff Department, Marion Police Department, Kentucky State Police, etc.)

DISCIPLINARY CONSEQUENCE MATRIX

	Teacher-Imposed	Principal-Imposed	Suspension	Alternative School	Recommendation for Expulsion
Arson		X	X	X	X
Assault			X	X	X
Abuse of School Personnel		X	X	X	X
Academic Cheating/Plagiarism	X	X	X	X	
Academic Noncompliance	X	X	X	X	
Alcohol-Related Offense		X	X	X	X
Bullying		X	X	X	X
Bus Rule Violation		X	X (from bus)		
Cell Phone/Personal Electronic Device Violation	X	X	X		
Contributing to a Fight		X	X	X	
Dangerous Instrument		X	X	X	X
Destruction of Property		X	X	X	
Dishonesty/Lying	X	X			
Disrespectful Behavior	X	X	X	X	
Disruptive Behavior	X	X	X	X	
Dress Code Violation	X	X	X		
Drug-Related Offense		X	X	X	X
Failure to Attend Detention		X	X		

Failure to Follow Staff Instructions	X	X	X	X	
Fighting		X	X	X	X
Forgery		X	X	X	
Gambling		X	X	X	
Harassing Communications		X	X	X	X
Harassment		X	X	X	X
Inappropriate Sexual Behavior	X	X	X	X	
Leaving Campus		X	X	X	
Menacing		X	X	X	
Out of Area	X	X	X		
Possession of Stolen Property		X	X	X	X
Profanity or Vulgarity	X	X	X	X	
Sex-Related Offenses		X	X	X	X
Skiping Class	X	X	X	X	
Skiping School		X	X	X	
Stalking		X	X	X	X
Tardy to Class	X	X			
Tardy to School	X	X			
Terroristic Threatening		X	X	X	X
Theft/Stealing	X	X	X	X	X
Threatening Another Student	X	X	X	X	X
Threatening Staff		X	X	X	X
Tobacco-Related Offense		X	X	X	X
Under the Influence		X	X	X	X
Vandalism		X	X	X	X
Verbal Abuse	X	X	X	X	
Violation of Acceptable Use Policy	X	X	X	X	
Wanton Endangerment		X	X	X	X
Weapon-Related Offense		X	X	X	X
Other: to include but not limited to other violations of the law		X	X	X	X

NOTE: There may be situations in which ANY misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

NOTE: Disciplinary consequences can be carried over from one school year to the next.

VII. TRANSPORTATION

Crittenden County Board of Education Policy – 09.226

DISCHARGE OF PUPILS FROM BUS

The parents of all Preschool and Kindergarten students will be given an ID card which must be shown by an adult at the bus stop for the student to get off the school bus. Students in 1st, 2nd, or 3rd grade must have an adult visible to the driver before being allowed to get off at the bus stop. Students will be returned to the school if not properly received. Continued violations may result in the suspension of all transportation privileges and/or the notification of child welfare agencies.

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the principal of the school where the pupil attends or the superintendent and the student's parent or legal guardian.

RULES AND REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

1. The driver is in charge of the bus and pupils. Students should obey the driver promptly.
2. Students should be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Students should be at the bus stop five (5) minutes before the bus is scheduled to arrive.
3. Students should wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus. Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver. Students should not run toward or run across the street in front of a school bus while it is in motion.
4. Students shall board the bus and immediately take a seat without disturbing other passengers. They shall remain in the seat assigned by the driver and/or bus monitor and shall not exchange seats unless given permission by the driver and/or bus monitor. Students are to keep heads, arms, and legs inside the bus windows at all times.
5. Students are not to leave their seats unless getting on or off the bus or unless authorized by the bus driver and should remain seated until the bus has come to a complete stop.
6. If a student is to exit the bus at a stop other than the designated regular stop, parental consent must be given to the school office.
7. If a student is a guest on a bus, written permission must be signed by a parent and approval must be given by the school office.
8. Any damage done to the bus should be reported promptly to the driver. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.
9. Pupils shall not engage in any activity that might divert the driver's attention away from driving the bus and cause an accident such as:
 - a. Loud noises (including talking or laughing) or unnecessary confusion
 - b. Unnecessary conversation with the driver
10. The following activities are prohibited at all times:
 - a. Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, showing or similar offensive acts
 - b. Throwing objects in or from the bus
 - c. Tampering with mechanical equipment, accessories, or controls of the bus

- d. Obstructing the aisles or doors in any manner
 - e. Occupying more space in a seat than required
 - f. Bringing any live animals or reptiles on the bus; bringing any preserved specimens on the bus that would likely frighten any pupil or cause a commotion
 - g. Littering the bus or deliberately tracking mud and dirt onto the bus
 - h. Possession and use of any/all tobacco products;
 - i. Possession of knives or sharp objects
 - j. Possession of any type of fireworks, firearms, or weapons (either operative or ceremonial)
11. Any student refused admission to school due to parasites, communicable disease, or other health related problems may be refused bus transportation until being examined and readmitted to the school.
 12. No preschool, kindergarten, first grade or severely disabled student shall exit the bus unless received by a properly credentialed adult or accompanied by a 4th grade or older student that resides at the residence.
 13. Any student suspended from bus riding for disciplinary reasons will be suspended from ALL transportation privileges (including provided transportation for extracurricular activities).
 14. Any complaints of drivers, students, or parents not specified in the above regulations, shall be reported promptly to the principal and director of transportation.

VIOLATIONS OF THE RULES AND REGULATIONS FOR RIDING A SCHOOL BUS

In the event of a student violating the rules and regulations for riding a bus, the bus driver will conference with the student and contact the parent/guardian. The driver will also assign the student to the most appropriate seat as a means of maintaining order or providing a safe environment. Students who continue to violate the rules and regulations for riding a bus shall be referred to the principal, who will conference with the student and assign the appropriate consequences.

WITHHOLDING OF RIDING PRIVILEGES

Riding a school bus is a privilege conditioned upon the student obeying all rules and regulations. Suspension of bus riding privileges applies to all buses. Once a pupil has been suspended from riding one school bus, the pupil is not eligible to ride any school bus until the suspension is served. This means that a pupil who is suspended from his regular bus cannot ride another bus to school. The suspension may apply to co-curricular activity trips, field trips, or athletic trips.

The principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus-riding privileges have been withheld.

The superintendent or the superintendent's designee may withhold bus riding privileges up to the remainder of the school year.

STUDENTS WITH DISABILITIES

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

VIII. DUE PROCESS

Crittenden County Board of Education Policy – 09.431

RIGHT TO DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures.

1. The pupil shall be given oral or written notice of the charge(s) against him.
2. If the pupil denies the charge(s), he shall be given an explanation of the evidence against him.
3. The pupil shall be given an opportunity to present his own version of the facts concerning the charge(s).

STUDENTS WITH DISABILITIES

In cases that involve students with disabilities, procedures mandated by federal and state law shall be followed. Due process to be followed by the principal/assistant principal/designee:

1. Evaluate the violation
2. Obtain statements from witnesses such as teachers, students, and others regarding the incident
3. Tell the accused student the charges against him/her
4. Give the accused student an opportunity to explain the incident
5. Have the student who violated the rule prepare, date, and be given the opportunity to sign statement;
6. Refer to the ***Student Code of Conduct*** to determine the severity of the offense and appropriate disciplinary action.

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing is completed.

IX. SEARCH AND SEIZURE

Crittenden County Board of Education Policy – 09.436

RANDOM SWEEPS UTILIZING TRAINED DOGS MAY OCCUR DURING THE COURSE OF THE SCHOOL YEAR IN ACCORDANCE WITH BOARD POLICY 09.436

REASONABLE SUSPICION

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

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the principal of the school, which the pupil attends.

WITNESS

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

PERSONAL SEARCHES

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

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

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

REGULAR INSPECTION

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

MOTOR VEHICLE INSPECTION

Driving rules shall be given to each driver, including a statement giving school officials the right to search a vehicle parked on school property and to search individual automobiles when conditions exist in the school or community that would cause reasonable suspicion that dangerous weapons could exist that threaten the safety of employees and/or students.

ILLEGAL ITEMS

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

OTHER DISRUPTIVE ITEMS

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

DISPOSITION OF ITEMS

All items that have been seized shall be turned over to the proper authorities or returned to the true owner.

USE OF METAL DETECTORS

In accordance with procedures reviewed by the board, school administrators are authorized to use stationary or mobile metal detectors in the following circumstances:

1. To search an individual when there is reasonable cause to believe that students possess weapons at school;
2. To search all students entering the premises; or
3. To search students on a random basis.

Any search of a student's person, as the result of the activation of the detector will be conducted in private. In the enforcement of these provisions, principals may authorize:

1. Unannounced inspections of pupils' desks and lockers;

2. Inspection of pupils' automobiles driven to school; and
3. Students' personal belongings if suspected to contain weapons.

X. PHYSICAL RESTRAINT

Crittenden County Board of Education Policy – 09.433

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object; or to protect property from serious harm.

XI. CRITTENDEN COUNTY ALTERNATIVE LEARNING CENTER

The Crittenden County Alternative Learning Center is an in-school alternative to suspension program for students assigned by a principal or the Crittenden County Board of Education. In addition, the Alternative Learning Center may be an educational placement option designed to assist students in grades 6-12 who are at risk of academic failure; who are a safety risk to themselves or others; or who have personal and/or lifestyle problems that prevent them from succeeding in the traditional school program.

The goals and objectives of the Alternative Learning Center are to reduce disruptive behavior, reduce suspensions, reduce drop-out rate, improve the self esteem of the student, and promote a more positive attitude toward school.

NOTE: There may be situations in which ANY misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

XII. HARASSMENT/DISCRIMINATION POLICY

Crittenden County Board of Education Policy 09.42811 and Kentucky Revised Statutes 158.156 and 525.080

DEFINITION OF HARASSMENT/DISCRIMINATION

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

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and other illegal conduct of a sexual nature when:

1. Submission to such conduct by a student is made explicitly or implicitly a term or condition of a student's status in school or his/her participation in school activities or organizations

2. Submission or rejection of such conduct by a student is used as the basis for improving his/her status with other students or with staff, either in promotions/retention, academic work, student participation in school activities or his/her participation/membership in organizations.
3. And such conduct has the purpose or effect of interfering with a student's academic work performance, his/her participation in athletic events or any other school activities and/or organizations or by creating an intimidating, hostile, or offensive school environment.

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

DEFINITION OF HARASSING COMMUNICATIONS

A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, he or she:

1. Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
2. Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
3. Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Harassing communications is a Class B misdemeanor.

PROHIBITED CONDUCT

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

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

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to suspension and expulsion. Disciplinary action shall follow due process requirements and shall be accompanied by documentation of allegations and defense.

REPORTING GUIDELINES

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

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

NOTIFICATION OF PARENTS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, district personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination. In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

CONFIDENTIALITY

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

RETALIATION PROHIBITED

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

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

FALSE COMPLAINTS

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

XIII. BULLYING/HAZING

Crittenden County Board of Education Policy – 09.422 and Kentucky Revised Statute 158.148

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

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

BULLYING DEFINED

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that either:

- occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
- disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

REPORTING

Students who believe they have been a victim of bullying or who have observed other students being bullied, shall, as soon as reasonably practicable, report it to a school staff member.