



CHRISTIAN COUNTY
— PUBLIC SCHOOLS —
A Community Committed to Phenomenal Schools

CODE OF ACCEPTABLE BEHAVIOR

Statement of Rights and Responsibilities

— • —
August 2026

Code of Acceptable Behavior Committee

The Code of Acceptable Behavior Committee Members includes the following:

Elementary Administrator

Middle School Administrator

High School Administrator

Elementary Teacher

Middle School Teacher High

School Teacher Director of

Pupil Personnel Director of

Student Services

District Wide Attendance Specialist

Assistant Superintendent/Operations

Assistant Superintendent/Instruction

Superintendent

Board Member

Board Attorney

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SCHOOL DISTRICT PHONE NUMBERS

Christian County Public Schools

P.O. Box 609/200 Glass Avenue Hopkinsville, KY 42240

☎ 270-887-7000 | 🌐 www.christian.kyschools.us

SCHOOL	ADDRESS	ADMINISTRATOR	CONTACT INFORMATION
Bluegrass Learning Academy	220 Glass Avenue, Hopkinsville, KY 42240	Carrie Caples	270-887-7050
Christian County High School	1 Tiger Way, Hopkinsville, KY 42240	Ken Carver	270-887-7300
Christian County Middle School	215 Glass Avenue, Hopkinsville, KY 42240	Stephanie Blanton	270-887-7070
Crofton Elementary School	12145 South Madisonville Road, Crofton, KY 42217	Chris Guier	270-887-7190
Cumberland Hall	270 Walton Way, Hopkinsville, KY 42240	Dr. Kim Stevenson	270-887-7000
CCLC Day Treatment Center	220 Glass Avenue, Hopkinsville, KY 42240	Dr. Kim Stevenson	207-887-7050
CCPS Day Treatment Center	4001 Fort Campbell Blvd Hopkinsville, KY 42240	Dr. Kim Stevenson	270-887-7390
CCPS Virtual Learning Academy	220 Glass Avenue, Hopkinsville, KY 42240	Carrie Caples	270-887-7050
Freedom Elementary School	831 North Drive, Hopkinsville, KY 42240	Monique Lewis	270-887-7150
Hopkinsville Middle School	14405 Martin Luther King Jr. Way, Hopkinsville, KY 42240	Renikka Owen	270-887-7130
Indian Hills Elementary School	434 Koffman Drive, Hopkinsville, KY 42240	Matthew Francies	270-887-7230
Dr. Martin Luther King Jr. ELC	313 Blane Drive, Hopkinsville, KY 42240	Michelle Lindsay	270-887-7310
Millbrooke Elementary School	415 Millbrooke Drive, Hopkinsville, KY 42240	Tyler Stallons	270-887-7270
Pembroke Elementary School	1600 Pembroke Oak Grove Road, Pembroke, KY 42266	Jason Russell	270-887-7290
Sinking Fork Elementary School	5005 Princeton Road, Hopkinsville, KY 42240	Tammy Ferrell	270-887-7330
South Christian Elementary School	12340 Herndon Oak Grove Road, Herndon, KY 42236	Tiffany Gray	270-887-7350



CHRISTIAN COUNTY, KENTUCKY

EMERGENCY • RESOURCE • PREVENTION DIRECTORY

Christian County Community Resource Guide
For Schools, Families, Students, and Community Members



EMERGENCY
911



NON-EMERGENCY DISPATCH
270-890-1300

AGENCY	SERVICE	CONTACT INFORMATION	PHONE
Emergency Services	Police, Fire, EMS	Emergency Response	911
Christian County Emergency Communications	Non-Emergency Dispatch	Christian County Dispatch Center	270-890-1300
Christian County Sheriff's Office	Law Enforcement	701 W. 7th Street, Hopkinsville	270-887-4141
Christian County Emergency Management	Disaster Preparedness & Community Alerts	216 W. 7th Street, Suite B, Hopkinsville	270-887-6253
Christian County Health Department	Public Health, Immunizations, Harm Reduction, Family Services	1700 Canton Street, Hopkinsville	270-887-4160
Cumberland Hall Hospital	Behavioral Health Hospital, Crisis Stabilization, Inpatient Mental Health Services	270 Walton Way, Hopkinsville	270-886-1919
Pennyroyal Center	Mental Health, Substance Use Treatment, Counseling Services	735 North Drive, Hopkinsville	270-886-5163
Pennyroyal Center	RESPOND Crisis Intervention Program	24-Hour Crisis Services	270-881-9551
Pennyroyal Center	24-Hour Emergency Response Line	Regional Crisis Support	877-473-7766
Sanctuary, Inc.	Domestic Violence & Sexual Assault Services	Victim Advocacy & Shelter	270-885-4572
Sanctuary, Inc.	24-Hour Crisis Hotline	Domestic Violence & Sexual Assault Crisis Line	1-800-766-0000
Pennyroyal Allied Community Services (PACS)	Housing, Utility Assistance, Transportation, Family Resources	Hopkinsville Office	270-886-6341
Pennyroyal Children's Advocacy Center	Child Abuse Prevention & Advocacy Services	Hopkinsville Office	270-881-1111
United Way 211	Community Resource Referrals	Housing, Food, Utilities, Health Services	211
Kentucky Child Abuse Hotline	Child Abuse & Neglect Reporting	Statewide Hotline	1-877-597-2331
Adult Protective Services	Elder Abuse & Vulnerable Adult Reporting	Statewide Hotline	1-877-597-2331
Poison Control Center	Poison Emergencies	National Poison Center	1-800-222-1222
Veterans Crisis Line	Crisis Support for Veterans & Families	Call or Text	988, Press 1
National Human Trafficking Hotline	Human Trafficking Reporting & Assistance	24-Hour Hotline	1-888-373-7888
988 Suicide & Crisis Lifeline	Mental Health Crisis Support	Call or Text	988



MENTAL HEALTH & CRISIS CONTACTS

SERVICE	PHONE
Emergency	911
988 Suicide & Crisis Lifeline	988
Pennyroyal RESPOND Crisis Team	270-881-9551
Pennyroyal 24-Hour Emergency Response	877-473-7766
Cumberland Hall Hospital	270-886-1919
Sanctuary 24-Hour Crisis Hotline	1-800-766-0000



PREVENTION & FAMILY SUPPORT RESOURCES

RESOURCE	PHONE
Christian County Health Department	270-887-4160
Pennyroyal Allied Community Services (PACS)	270-886-6341
Pennyroyal Center	270-886-5163
Pennyroyal Children's Advocacy Center	270-881-1111
Sanctuary, Inc.	270-885-4572
United Way 211	211

★ IMPORTANT NUMBERS ★

Emergency 911	Non-Emergency Dispatch 270-890-1300	Mental Health Crisis 988	Pennyroyal RESPOND 270-881-9551	Cumberland Hall 270-886-1919	Poison Control 1-800-222-1222	Child Abuse Hotline 1-877-597-2331
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♥ We're stronger together. Know the numbers. *Help is here.*

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MESSAGE FROM SUPERINTENDENT CHRIS BENTZEL

The Christian County Public Schools (CCPS) are dedicated to providing a positive educational environment in which our teachers and administrators can effectively assist all students to engage in a high-quality equitable education and prepare for their global and community responsibilities.

CCPS realizes an equally important vision and mission of the schools is the development of students' self-discipline and responsible behavior so they may become successful citizens.

Students are expected to cooperate with and be respectful to teachers, administrators, and all school personnel who are responsible to implement learning. Teachers and administrators will partner with parents/guardians to develop acceptable school related behaviors for their students.

Christian County Public Schools believe safe and orderly learning environments with clear expectations and positive behavior supports affect attitude, behavior and student achievement. In order to provide a classroom/school environment fostering student achievement, Christian County Public Schools are committed to utilizing Positive Behavior Intervention Supports (PBIS).

The purposes of the 2026-2027 Code of Acceptable Behavior include the following:

- Provide students and parents/guardians with a clear set of expectations for positive student behavior, as well as guidelines, which establish consistent guidelines for administering discipline consequences.
- Provide for consistent communication of these expectations and establish consistent guidelines for administering discipline consequences.
- Classify and uphold the rights, including constitutional due process, as well as the responsibilities of all stakeholders involved in the educational program of Christian County Public Schools.
- Provide structured procedural compulsory attendance guidelines, which ensure the regular attendance necessary for students to seize the maximum benefits from the CCPS intensive instructional programs.

Christian County Public Schools will reciprocate to build relationships with students, parents/guardians, and the community in providing the best possible educational experience for all. CCPS pledges to transform the educational environment to meet the ongoing demands of the 21st Century and create a culture of continuous growth through shared partnerships and responsibilities. I would like to express my appreciation to the 2025-2026 Code of Acceptable Behavior Committee. I wish to thank the committee members for their commitment for aggressively seeking input to provide expected behavior and attendance of all students.

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Message from the Christian County Board of Education

In the Christian County Public Schools, students have rights and privileges as well as responsibilities. Our school system is committed to providing a quality education for all students. We believe a safe and orderly environment must be maintained for this process to be effective. High standards have been set for students to conduct themselves in a way that is respectful and helps to build an essential climate necessary for learning. Students should expect school staff to reinforce positive behaviors.

The Code of Acceptable Behavior establishes a variety of interventions prior to consideration of out-of-school suspension or expulsion. The discipline consequence options and guidelines “steps” are clearly stated. In addition, the offenses and consequences are clearly stated to guide school officials to administer discipline consistently.

The Code of Acceptable Behavior is another component of the Christian County Public School’s targeted efforts to keep students in school and on track to graduate.

Sincerely,

Christian County Board of Education

Tom Bell, Chair

Lindsey Clark, Vice-Chair

Rebecca Pepper, Board Member

Ambrea Watkins, Board Member

Erin Westerfield, Board Member

Mission:

The mission of Christian County Public Schools is to ensure meaningful learning experiences that empower ALL students IN reaching their fullest potential in a changing world. We will provide the tools for preschool to post-graduation success by uniting all shareholders to support diverse academic and social-emotional needs.



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s u c c e e d



i n s p i r e



A Community Committed
to Phenomenal Schools

Vision:

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ATTENDANCE

COMPULSORY ATTENDANCE

All students enrolled in the Christian County Public Schools district, between the ages of six (6) and eighteen (18) shall be in regular attendance, in the schools to which they are assigned, and shall be subject to the Kentucky Compulsory Attendance Laws.

Seven (7) Valid Reasons for Excused Absences

The Kentucky Compulsory Attendance Laws, KRS 159.010 and KRS 159.180, states the parent/guardian is responsible for keeping his/her child in regular school attendance. The Christian County Board of Education has approved the following seven (7) valid reasons Christian County Public Schools will approve for excused absences:

1. Illness of pupil, including mental or behavioral health
2. Death in the family or a severe illness in the pupil's family
3. Appointment with a health professional (for student only)
4. Driver's test (A statement from the driver's test administrator must be presented for the student to be excused for a reasonable amount of time.)
5. Court order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
6. One (1) day for the attendance of the Kentucky State Fair per KRS 158.070 to be approved by the Principal prior to the fair
7. Students participating in any of the page programs of the General Assembly per KRS 159.035.
8. Other valid reasons as determined by the principal

Absences Grades K-12

Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days only for the valid reasons listed above. Illness accompanied by a health professional's statement will not be counted as one of the six (6) days.

Procedures for Student Absences

1. A student who is absent must bring a note signed by his/her parent/guardian, adult student, or a health professional stating the reason for the absence.
2. A student who is absent must provide a note within a time period not to exceed five (5) days from the date the student returns to school or the absence will be unexcused. If absences exceed (5) five consecutive days a parent/guardian or adult student may be requested to provide the medical notes prior to the return to school. The parent/guardian is responsible to ensure that the note is turned in to the school attendance office. If the note is sent by the parent/guardian (adult student) through the student, the parent/guardian (adult student) is encouraged to follow-up with the attendance clerk to verify receipt.
3. A health professional's statement will be accepted for the student's personal illness.
4. Students on school-sponsored trips are counted present and are responsible for make-up work.
5. Court appearances are excused if signed by the judge or the clerk of the court for a reasonable amount of time.
6. Requests for an excused absence other than those stated in this provision of the Code of Acceptable Behavior must be made in advance to the principal.
7. When the school notifies a parent/guardian a student is sick and should be picked up, absence for the remainder of that day shall be excused without the necessity of a parent/medical note. In the event there are subsequent absences a parent/medical note will be required for those absences to be excused. The school nurse and the attendance clerk shall communicate regarding these absent events.
8. Contact the school to request make-up work for your student.

Student Consequences when accumulating 15 or more Unexcused Absences

1. Students who have fifteen (15) or more unexcused days and/or unexcused tardies will not be allowed to participate in baccalaureate commencement (graduation) exercises.
2. Students who have fifteen (15) or more unexcused days and/or unexcused tardies will not be able to attend prom as a junior or senior or attend as a guest as a freshman or sophomore.
3. Students who have fifteen (15) or more unexcused days and/or unexcused tardies will not be able to attend project graduation as a graduate or as the guest of a graduate.
4. The above mentioned stipulations in items 1-3 are in addition to consequences for violating the Kentucky Compulsory Attendance Laws, KRS 150.010 and KRS 159.180, and other consequences under the Code of Acceptable Behavior.

NOTE: In reference to unexcused tardies mentioned in items 1-3 above three (3) unexcused tardies are equal to one (1) unexcused absence. Unexcused tardies would be defined as checking in late to school without turning in a parent/guardian note or medical excuse, and checking out of school early without turning in a parent/guardian note or medical excuse when the student returns to school. A tardy event is an absence of sixty (60) minutes or less of the school day.

[Back To Top](#) **Step One**

Procedures when students accumulate ten (10) or more unexcused absences:

- Student conference regarding ten (10) or more unexcused absences regarding end of the year activities and document in truancy tab.
- The parents/guardians of a student who accumulates ten (10) or more unexcused absences will receive a written notification.
- The parents/guardians of a student who accumulates ten (10) or more unexcused absences will be contacted by a school administrator prior to or as follow-up to the initial written notification.
- The 10 day written and verbal contact will be documented in the truancy tab.

The purpose of the ten (10) day warning notification is to provide a courtesy warning to freshmen, sophomores, juniors and seniors they will not be allowed to participate in baccalaureate commencement (graduation) exercises, project graduation or attend prom at any grade level, including juniors and seniors, or participate in any of these events as a freshmen or sophomore.

NOTE: Adult students 18 years or older will receive these notifications.

Step Two

Procedures when students accumulate fifteen (15) or more unexcused absences:

- Student conference regarding fifteen (15) or more unexcused absences regarding end of the year activities and document in truancy tab.
- The parents/guardians of a student who accumulates fifteen (15) or more unexcused absences will receive a written notification.
- The parents/guardians of a student who accumulates ten (15) or more unexcused absences will be contacted by a school administrator prior to or as follow-up to the initial written notification.
- The fifteen (15) day written and verbal contact will be documented in the truancy tab.
- Parents/Guardians/Adult Students are provided an appeal form to complete within five (5) school days of notification and turned in to the Director of Pupil Personnel.

The purpose of the fifteen (15) day warning notification is to provide notification to freshmen, sophomores, juniors and seniors they will not be allowed to participate in baccalaureate commencement (graduation) exercises, project graduation or attend prom at any grade level, including juniors and seniors, or participate in any of these events as a freshman or sophomore.

NOTE: Adult students 18 years or older will receive these notifications.

Step Three

Parents/Guardians/Adult Students will complete the 15 or more unexcused absences written appeal and submit to the Director of Pupil Personnel at the Christian County Board of Education. The individual responsible to turn in the appeal is the parent/guardian or adult student to the Christian County Board of Education. The school is not responsible nor should they email or send the appeal to the Christian County Board of Education. The District Attendance Advisory Committee will review the appeal and a decision will be rendered via written response within five (5) working days. The decision of the District Attendance Advisory Committee shall be the final decision.

On the date gradation practice starts no additional appeals will be reviewed by the District Attendance Advisory Committee.

Student's School Campus Driving Privileges

Christian County Public Schools' students who have a valid driver's license are afforded the privilege to drive to school in lieu of utilizing bus transportation. The following are guidelines to define maintaining and loss of driving privileges while attending Christian County Public Schools:

1. Students who have five (5) or less unexcused absences and/or unexcused tardies will maintain school campus driving privileges.
2. Students who have six (6) to nine (9) unexcused absences and/or unexcused tardies will be suspended from driving on the school campus for two (2) weeks (ten (10) school days).
3. Students who have ten (10) to fourteen (14) unexcused absences and/or unexcused tardies will be suspended from driving on the school campus for four (4) weeks (twenty (20) school days).
4. Students who have fifteen (15) or more unexcused absences and/or unexcused tardies will be suspended from driving on the school campus for the remainder of the school year (number of school days remaining in school year).
5. The above-mentioned stipulations in items 1-4 are *in addition to* consequences for violating the Kentucky Compulsory Attendance Laws, KRS 150.010, KRS 159.180, and the No Pass No Drive Law, KRS 159.051, and other consequences under the Code of Acceptable Behavior.

In reference to unexcused tardies mentioned in items 1-4 above three (3) unexcused tardies are equal to one (1) unexcused absence. Unexcused tardies will be defined as checking in late to school without turning in a parent/guardian note or medical excuse, and checking out of school early without turning in a parent/guardian note or medical excuse when the student returns to school. A tardy event is an absence of sixty (60) minutes or less of the school day. The school administrator/designee will notify the students of the suspended dates of on campus driving privileges. The suspension will begin the next school day after notification.

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Transportation will be provided for students by Christian County Public Schools with the exception of students who are attending out of their school attendance zone.

The transportation of students who are attending out of their school attendance zone based on approved grandfathered-in status or an approved hardship remains the responsibility of the parent/guardian. Students who are attending in their school attendance zone and choose not to utilize transportation provided by Christian County Public Schools the parent/guardian is responsible for their student's transportation.

A student notified of lost school campus driving privileges in items 2 or 3 and attempts to continue to drive on the school campus does not comply with the notification will lose on school campus driving privileges for the remainder of the school year (number of school days remaining in the school year).

The parent/guardian will be notified by the building administrator to provide an opportunity for the parent/guardian to remove the vehicle from school property to meet notification requirements. After the building administrator collaborates with the parent/guardian, if the student continues to violate the notification on the following school day, the student's vehicle may be towed at the owner's expense.

Make-up Work

All work missed shall be made up by the student when he/she is absent from school.

1. Students are responsible for meeting due dates on all long-term projects or assignments unless an exception is approved due to an emergency or extenuating circumstances.
2. Each Site Based Decision Making (SBDM) Council shall adopt a policy to address credit for missed assignments.

Check-In Procedures

1. Students in grade levels K-8 must have an adult sign the Check-In log when tardy to school.
2. Students in grade levels 9-12 may sign the Check-In log when tardy to school.
3. An unexcused check-in or check-out may result in a consequence under the Code of Acceptable Behavior for skipping or other applicable offenses as determined by the building principal.
4. After a student in grade levels 9-12 accumulates three (3) unexcused tardies to school, the school administrator and/or Director of Pupil Personnel has the discretion to require a parent/guardian to sign Check-In Log when tardy to school.
5. Students checking in for any reason other than the seven (7) valid reasons for absence will be unexcused, unless special permission has been granted by the school's administration
6. A student who checks in must bring a note signed by his/her parent/guardian or a health professional stating the specific reason for the absence(s), for example, a parent/guardian or medical excuse.

Check-Out Procedures

1. Students eighteen (18) years or older may check themselves in or out; however, the absence may be excused or unexcused as determined by the building principal or designee. An unexcused check-in or check-out may result in a consequence under the Code of Acceptable Behavior for skipping or other applicable offenses as determined by the building principal.
2. Students checking out for any reason other than the seven (7) valid reasons for absence will be unexcused, unless special permission has been granted by the school's administration.
3. A student under the age of eighteen (18) years may only be checked out of school by the parent/guardian and by adults who have been listed on the Emergency Contact and Check-Out Consent Form. Photo ID's will be required and any other person checking out a student.
4. A student who checks out must bring a note signed by his/her parent/guardian or a health professional stating the reason for the absence(s).
5. When a student is checked-out a parent/guardian or student eighteen (18) years or older must sign the Check-Out Log.

College or Career Days

Requests for college or career days must be made ten (10) days in advance to the principal. Students will be counted present for one (1) day and responsible for make-up work.

Medical Records Requirement

If medical records required by Kentucky law are not given to the schools by the mandated dates, the student may not be allowed to attend school until required documents are provided. These absences will be counted as unexcused absences and could eventually lead to truancy being filed against the parent/guardian.

Lice Policy

Christian County has a "no live lice" policy. If the student has chronic/recurring head lice, any days missed after the first (1st) time the student is sent home will be unexcused. The principal may use discretion when making a decision concerning absences.

Military Leave

1. **Armed Force Day (AFD)**
If a student's parent, de facto custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, a public school principal shall give the student an excused absence for one (1) day when the member is deployed and an additional excused absence for one (1) day when the service member returns from deployment.
2. **Armed Forces Rest and Relaxation (AFR)**
A public school principal shall give the student excused absences for up to ten (10) days for visitation when the member is stationed out of the country and is granted rest and recuperation leave. Parent(s)/Guardian shall complete the proper documentation prior to the absence. Documentation shall be on file for students taking an AFD day(s) and AFR day(s). If no documentation exists, students must be marked absent.
3. **Block Leave (BL)**
Christian County Public Schools will grant up to five (5) days of excused absences for the student of a parent/guardian who has a deployment less than twelve (12) months after the deployment ended. The parent/guardian will present the memorandum provided by the Commander at time of approval. Parent(s)/Guardian shall complete the proper documentation prior to the absence. If proper documentation is not presented prior to the absence, it will be marked unexcused.
4. **Ordinary Leave (E)**
Christian County Public Schools will grant excused absences for ordinary leave based on the Kentucky Compulsory Attendance Laws, KRS 159.010 and 159.080 which state that the parent/guardian is responsible for keeping his/her child in regular school attendance. These excused absences covered under the six (6) parent notes for the seven (7) valid reasons approved by The Christian County Board of Education. Ordinary leave does not warrant any additional excused absences.
5. **Emergency Leave (EL)**
Emergency Leave will be accompanied with Red Cross Documentation. The parent/guardian may be asked to provide a service program or other relevant documentation to validate the absence. Please provide the documentation upon the first day of the students return after leave.

HB 87 Basic Military Training (BT)

Per Section 2 of KRS 159.035 students who have signed up for military service are counted present in school for up to 10 days of basic training.

Educational Enhancement Opportunities (EHO)

Per KRS 159.035 (s), a student may be allowed up to ten (10) days per school year to participate in an educational enhancement opportunity that the principal determines to be of significant educational value. Participation in an educational foreign exchange program or an intensive instructional program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts could be considered an educational enhancement opportunity. Days on which students have been approved by the principal to participate in such an opportunity will be included in aggregate daily attendance. During an Attendance Review, Kentucky Department of Education (KDE) staff will request documentation of the principal approval of EHO days.

House Bill 517 General Assembly Page Program

Per House Bill 517 which amends KRS 159.035 requires that any student enrolled in a public school shall not have his or her perfect attendance record negatively affected by participating in any of the page programs of the General Assembly.

TRUANCY

HB 72 ENFORCEMENT OF TRUANCY LAWS (3/25/05)

Identify any public school student, who has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days as truant; identify as a habitual truant a student who has been reported as truant two (2) or more times; hold a public school student who has attained the age of eighteen (18), but who has not reached his/her twenty-first (21st) birthday, accountable if the student fails to comply with truancy laws; hold the parent, guardian, custodian of a public school student who has not reached his/her eighteenth (18th) birthday accountable if the student fails to comply with school truancy laws; hold the court-appointed guardian of a public school student who has not reached his/her twenty-first (21st) birthday, accountable if the student fails to comply with school truancy laws; require school district personnel to inform students, parents, guardians, and custodians of the penalties for violating school truancy laws; identify as a habitual truant a student who has been reported as truant two (2) or more times.

Any child who has been absent from school without a valid excuse for three (3) days, or tardy to school on three (3) or more days, is a truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Three (3) Unexcused tardies are equal to one (1) unexcused absence. An absence will be calculated on an exact percentage of the day rather than in half-day or whole-day increments. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day.

PROCEDURES FOR HANDLING TRUANCY AND HABITUAL TRUANCY FOR STUDENTS AGES SIX (6) THROUGH SEVENTEEN (17)

Principals or their designee shall follow these procedures regarding truancy:

1. Step One—After the second (2nd) unexcused absence:
 - a. Designated school personnel should attempt to have a conference with the student and document the attempt and/or conference in the Infinite Campus District Truancy Tab.
 - b. Designated school personnel should attempt to notify the Parent/Guardian through Infinite Campus Messenger and/or telephone call. An Infinite Campus messenger report should be sent to the Director of Pupil Personnel/Designee weekly. The Infinite Campus Messenger and/or phone call attempt shall be documented in the Infinite Campus Truancy Tab.
2. Step Two—After the fourth (4th) unexcused absence:
 - a. Designated school personnel should attempt to contact the parent/guardian or any student eighteen (18) years or older by utilizing the district uniform attendance letter.
 - b. The completed district uniform attendance letter should be documented in the Infinite Campus Truancy Tab.
3. Step Three—When five (5) unexcused absences occur:
 - a. The Director of Pupil Personnel should contact the parent/guardian or student eighteen (18) years or older and schedule a conference serving as an attendance intervention.
 - b. If the parent/guardian or student eighteen (18) years or older fails to attend the scheduled conference habitual truancy charges may be filed.
 - c. The Director of Pupil Personnel or designee shall initiate a legal petition against parent/guardian or student eighteen (18) years or older in district court and/or student with the Court Designated Worker for habitual truancy as required by law (KRS 159.150, KRS 159.180) when six (6) unexcused absences occur.

Home Hospital Instruction Program

Home Hospital Students are subject to Truancy, in the event, they are not in attendance on scheduled dates with their home hospital teacher. It is the responsibility of the parent/guardian or eighteen (18) years or older student to contact the home hospital teacher regarding absences, and turn in the appropriate excuse notes as stated in the Code of Acceptable Behavior attendance guidelines. Please note one (1) unexcused Home Hospital absence is equivalent to 2.5 unexcused student attendance days.

Director of Pupil Personnel Discretion Disclaimer

The Director of Pupil Personnel shall have the discretion to proceed with a legal petition in the event the above truancy steps are not completed in their entirety, when in the best interest of the student. A student who has reached his/her eighteenth (18th) birthday is, by law, considered an adult, and is, therefore, no longer under the jurisdiction of the laws pertaining to juveniles. Designated school personnel should follow the above truancy procedures for students eighteen (18) years or older.

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Collaboration with other Agencies regarding Truancy

Christian County Public Schools will collaborate and cooperate with Court of Justice, the **Department of Community Based Services**, the Department of Juvenile Justice, a regional community mental health centers, and other service providers to implement and utilize early intervention and prevention programs, such as truancy diversion, truancy boards, mediation, and alternative dispute resolution to reduce referrals to a court designated worker.

NO PASS NO DRIVE--DRIVER'S LICENSE REVOCATION (KRS 159.051)

Students who are academically deficient, drop-out of school, or accumulate nine (9) or more unexcused absences in the preceding semester, will have their driver's license revoked. Academic and attendance deficiencies for students sixteen (16) or seventeen (17) enrolled in regular, alternative, optional, **CCLC Day Treatment Center**, Christian County Day Treatment Center (CCDTC), part-time, and special education shall be defined as follows:

- 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.
- They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

*The chart below indicates the number of classes that must be passed to keep/obtain a driver's license/permit.

Courses Per Semester	Courses Students Need to Pass
4	3
5	4
6	4
7	5
8	6

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THE DISCIPLINE PROCESS

Christian County Public Schools will utilize a positive, proactive approach which involves student supervision, interaction, counseling, and positive reinforcement as the primary tool for establishing a safe and civil learning environment. The desirable behavior of students is a responsibility shared by the students, parents, guardians, teachers, administrative staff, and all school system personnel. Each school must review its individual SBDM Council policies concerning discipline and present those policies to the Christian County Board of Education for approval. Parents/guardians or students eighteen (18) years or older, may obtain these policies through the building principal.

A. **GENERAL PROVISIONS**

The Discipline Process, as provided for in this Code of Acceptable Behavior, shall apply to student behavior for the following:

1. In the school building and on the school grounds before, during, and after school hours
2. Off the school grounds at an educational function or at any event sponsored by Christian County Public Schools.
3. In route to or from school or educational functions on school buses or other school system-sponsored transportation
4. Assault, 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 (KRS158.150)
5. On or off school property, in speech or conduct toward a teacher or school administrator when such person knows or should know the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school or whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of public school system (KRS 161.190)
6. On or off school property which is of a nature to be classified as a serious assault, robbery, homicide, rape, and/or other such behaviors which undermine the good order and discipline of the school including, but not limited to, the sale of controlled substances. In addition to those actions specifically provided in this Code of Acceptable Behavior the superintendent, principal, other administrator, teacher, or any other school personnel shall have the right to take any action which is then reasonably necessary to carry out or to prevent interference with the educational function of which he/she is in charge.
7. Notwithstanding any other provision of this Code to the contrary, students who possess prescription drugs or other controlled substances for the purpose of sale or distribution on any campus of the school district shall be subject to discipline up to and including expulsion.
8. Notwithstanding any other provision of this Code to the contrary, students who possess prescription drugs or other controlled substances for the purpose of sale or distribution on any campus of the school district shall be subject to discipline up to and including expulsion.
9. Notwithstanding any other provision of this Code to the contrary, students who physically assault, batter, or abuse educational personnel or students at a school or school function shall be subject to discipline up to and including expulsion.
10. Notwithstanding any other provision of this Code to the contrary, any student who physically assaults, batters, or abuses education personnel or other students off school property shall be subject to discipline up to and including expulsion if the incident is likely to substantially disrupt the educational process. [Back To Top](#)

Superintendent Placement Appeal and Hearing Process SY 26-27

Appeals for Suspension and BLA	Appeal Hearing Process Superintendent Placement
For Suspension and BLA Appeals: • Appeals committee consisting of 5 (school level and central office members) • A1 schools will determine the infraction is a suspension - they will ask the parent/guardian if they want to appeal the infraction. The Behavior Referral for SY 26-27 will have a spot notating if they want to appeal or not. • If the parent/guardian wants to appeal, the form will be given to them and they have 24 hours to submit the request to the Director of Student Services. • The Director of Student Services will gather all the information to include: the appeal form with reason for appeal, all discipline documentation to include witness statements, and video (if applicable). The information will be sent to the committee members. • The committee has three days to make the final determination (stating the reason why they made their decision on the appeal form). If the appeal is denied, the school will continue with their normal protocols and parents will be notified by the Director of Student Services along with a written letter. • If the appeal is approved, the school will delete the infraction and excuse the days in attendance. ** For BLA determination - if the student is special needs then a manifestation will need to be conducted before any appeals or consequences can be processed.	For Superintendent Placement Appeals: • Appeals committee determined by Director of Pupil Personnel (representative from each school in pool) • Infractions other than weapons will be reviewed by the Director of Student Services and Superintendent. The superintendent will make the final decision on the consequences. • The parent/guardian will have the option to request an appeal hearing within 48 hours of the decision. The decision of the parent/guardian will be documented and signed by the parent/guardian. • If the parent/guardian doesn't want an appeal hearing, then the consequences determined by the Superintendent will be implemented. • If the parent/guardian wants a hearing, then the Director of Pupil Personnel will set a date within 10 days of the infraction for the hearing process and final decision. ** If this is a special education student, a manifestation will be conducted prior to any hearing and/or consequences.

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B. DETENTION/IN-SCHOOL SUSPENSION(ISS)

A Policy for the procedure of applying detention as a possible consequence shall be promulgated by each school. The school is not responsible for transportation. There are circumstances when it may be necessary to temporarily remove school privileges from students and temporarily separate, under supervision, a student from the presence of other students.

C. CORPORAL PUNISHMENT

- Corporal punishment shall not be used by school personnel in Christian County Public Schools.
- Parents shall not issue corporal punishment on school property.

D. USE OF PHYSICAL RESTRAINT AND SECLUSION BY STAFF

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. The detailed policy and related procedures addressing use of physical restraint and seclusion can be found in Christian County Public Schools Policies & Procedures 09.2212. School personnel and parents can access this policy and related procedures by contacting the Christian County Board of Education. Nothing in the Code of Acceptable Behavior prohibits the exercise of law enforcement duties by sworn law enforcement officers.

Physical Restraint and Seclusion

1. Subject to 704 KAR 007:160, all school personnel may, under the authorization of the Code of Acceptable Behavior, and KRS 161.180, use reasonable physical force to restrain a student when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances.
2. School personnel who have undergone core team training may also use physical restraint in non-emergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others, and whenever immediate action is essential for self-defense, preservation of order, or for protection of other persons or property as provided in KRS Chapter 503.

503.110 Use of force by a person with responsibility for care, discipline, or safety of others

1. The use of physical force by a defendant upon another person is justifiable when the defendant is a parent, guardian, or other person entrusted with the care and supervision of a minor or an incompetent person or when the defendant is a teacher or other person entrusted with the care and supervision of a minor, for a special purpose, and:
 - a. The defendant believes that the force used is necessary to promote the welfare of a minor or mentally disabled person or, if the defendant's responsibility for the minor or mentally disabled person is for a special purpose, to further that special purpose or maintain reasonable discipline in a school, class, or other group; and
 - b. The force that is used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress.
2. The use of physical force by a defendant upon another person is justifiable when the defendant is a warden or other authorized official of a correctional institution, and:
 - a. The defendant believes that the force used is necessary for the purpose of enforcing the lawful rules of the institution;
 - b. The degree of force used is not forbidden by any statute governing the administration of the institution; and
 - c. If deadly force is used, its use is otherwise justifiable under this code.
3. The use of physical force by a defendant upon another person is justifiable when the defendant is a person responsible for the operation of or the maintenance of order in a vehicle or other carrier of passengers and the defendant believes that such force is necessary to prevent interference with its operation or to maintain order in the vehicle or other carrier, except that deadly physical force may be used only when the defendant believes it necessary to prevent death or serious physical injury.
4. The use of physical force by a defendant upon another person is justifiable when the defendant is a doctor or other therapist or a person assisting him at his direction, and:
 - a. The force is used for the purpose of administering a recognized form of treatment which the defendant believes to be adapted to promoting the physical or mental health of the patient; and
 - b. The treatment is administered with the consent of the patient or, if the patient is a minor or a mentally disabled person, with the consent of the parent, guardian, or other person legally competent to consent in his behalf, or the treatment is administered in an emergency when the defendant believes that no one competent to consent can be consulted and that a reasonable person, wishing to safeguard the welfare of the patient, would consent.

Effective: July 1, 1982

History: Amended 1982 Ky. Acts ch. 141, sec. 135, and effective July 1, 1982. -- Created 1974 Ky. Acts ch. 406, sec. 36, effective January 1, 1975.

Pursuant to 704 KAR 007:160, school personnel may, under the authorization of the Code of Acceptable Behavior, and KRS 161.180, use seclusion on only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion

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SUSPENSION, BLUEGRASS LEARNING ACADEMY, EXPULSION

1. All students shall comply with the lawful regulations for the government of the schools, including this Code of Acceptable Behavior. 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 from school, referral to the Bluegrass Learning Academy, or expulsion from school.
2. 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, referral to the Bluegrass Learning Academy, or expulsion from school.
3. The Behavior Violations identified in the Discipline Consequence Options and Guidelines shall also constitute grounds for suspension from school, referral to the Bluegrass Learning Academy, or expulsion in appropriate cases.
4. The decision to suspend, make a referral to the Bluegrass Learning Academy, or recommend expulsion shall be made by school administrators in accordance with this Code of Acceptable Behavior, including the Behavioral Expectations section and the Discipline Consequence Options and Guidelines. Furthermore, all such decisions shall be made in accordance with applicable state and federal law, including the laws applicable to children with Individualized Education Plans (IEP) and Section 504 Plans.
5. Notwithstanding any other provision of this Code of Acceptable Behavior, 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.

E. SUSPENSION/DUE PROCESS/APPEALS PROCEDURES

In School Suspension (ISS):

1. In-School Suspension (ISS) is an in-school alternative to suspension for such infractions as applicable under Code of Acceptable Behavior. **Referrals to ISS are not appealable.**

Out of School Suspension Process:

1. The decision to suspend a student from school shall be made by the building principal, assistant principal or designee of the principal, who must have appropriate administrative certification. The superintendent or designee of the superintendent also has the authority to suspend a student from school, provided the superintendent or designee (who must have administrative certification) of the superintendent complies with the procedures set forth herein. Those with authority to suspend a student from school are hereafter referred to as the "suspending administrator."
2. The suspending administrator may suspend a student from school if the student has committed an offense under the Code of Acceptable Behavior and suspension is an authorized consequence under the Code of Acceptable Behavior.
3. Prior to suspending a student from school, the suspending administrator shall take the following due process procedures **per KRS 158.150:**
 - a. The student has been given oral and written notice of the charge or charges against him or her which constitute cause for suspension.
 - b. The student has been given an explanation of the evidence of the charge or charges if the student denies them; and
 - c. The student has been given an opportunity his or her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from 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 not later than three (3) school days after the suspension.

4. Within 24 hours or such additional time as is reasonably necessary following the suspension, the suspending school administrator shall send (by mail, email, or delivery) a completed behavior referral form to the parent/guardian of the student (assuming the student is under the age of eighteen (18) years). If the student is eighteen years (18) of age or older, the notice shall be made directly

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to the student. A copy of the written statement shall simultaneously be emailed or delivered to the Director of Pupil Personnel and the Director of Student Services.

5. A student may be sent to an in-school suspension (ISS) prior to being suspended (out of school) while the above process, including the investigation, is being completed. The days in ISS DO NOT count toward his/her assigned days of out of school suspension.
6. Suspension of exceptional children, as defined in KRS 157.200 shall be considered a change of educational placement if:
 - a. The child is removed for more than ten (10) consecutive days during a school year.
 - b. The child is subjected to a series of removals that constitutes a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.
7. If the suspension from school creates or is a change of placement for an exceptional child, the admissions and release committee shall meet to review the placement and make a recommendation for continued placement or a change in placement and determine whether regular suspension procedures apply. Additional evaluations shall be completed, if necessary.
8. If the suspension creates a change of placement and the admissions and release committee determines that the exceptional child's behavior for he is being suspended is a manifestation of his disability as defined in 704 KAR 1:340 Section 14, the student shall not be suspended any further unless the current placement could result in injury to the child, other children, or educational personnel, in which case an appropriate alternative placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all. If the admissions and release committee determines that the behavior is not a manifestation of the child's disability, the regular suspension procedures apply, if the behavior so warrants. However, educational services shall not be terminated during a suspension after an exceptional child is suspended for more than a total of ten (10) days during a school year.

Out of School Suspension Appeals:

1. A parent/guardian or adult student may appeal a suspension in writing (preferably using the Suspension Appeal Form in 09.434.AP.2) to the District Discipline Committee by delivering the written appeal to the Director of Student Services setting forth grounds for the appeal. There shall be no appeal rights for a suspension made by the superintendent or designee of the superintendent.
2. The parent/guardian or adult student shall have one (1) school day from the date of the referral to file a written appeal (using the Suspension Appeal Form in 09.434.AP.2) with Director of Student Services by regular mail, certified mail, email, or hand-delivery to the Christian County Board of Education located at 200 Glass Avenue, Hopkinsville, Kentucky 42240.
3. The written appeal shall identify the suspension referral being appealed, the date of the referral, and the basis of the appeal with any documentation or other items the parent/guardian/adult student believes is relevant to the appeal.
4. When the written appeal is received by the Director of Student Services, a copy of the written appeal will be delivered within one (1) school day to the referring administrator, to the Director of Special Education (if the student has an IEP or a Section 504 Plan), and to the Superintendent.
5. Within one (1) school day of receiving the written appeal from the Director of Student Services, the referring administrator may, but is not required to, provide an explanation and supporting materials to the Director of Student Services. The written appeal and the explanation and supporting materials from the referring administrator shall constitute the record on appeal.
6. The Director of Student Services shall promptly submit the record on appeal to the District Discipline Committee.
7. Within three (3) school days of the filing of receiving the record on appeal, the District Discipline Committee shall convene to consider the appeal by reviewing the record on appeal and such other records as the District Discipline Committee considers relevant to the appeal.
8. If the District Discipline Committee determines the appeal should be denied, the District Discipline Committee will issue a written statement (preferably using the Suspension Appeal Form in 09.434.AP.2) denying the appeal, which will be promptly transmitted to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery to the Christian County Board of Education located at 200 Glass Avenue, Hopkinsville Kentucky 42240.
9. If the District Discipline Committee determines the appeal should be granted, the District Discipline Committee will issue a written determination (preferably using the Suspension Form in 09.434.AP.2) granting the appeal and briefly summarizing the reasons for granting the appeal. If the District Discipline Committee grants the appeal, the District Discipline Committee may,
 - a. Reverse the referral and return the student to the school building from which he was suspended or
 - b. Remand the referral back to the referring administrator for further action consistent with the decision of the District Discipline Committee.

10. **The decision of the District Discipline Committee shall be final and may not be appealed.**

Suspension of Exceptional Children:

Suspension of exceptional children, as defined in KRS 157.200, shall be considered a change of educational placement if:

1. The child is removed for more than ten (10) consecutive days during a school year; or
2. The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.
 - a. The admissions and release committee shall meet to review the placement and make a recommendation for continued placement or a change in placement and determine whether regular suspension or expulsion procedures apply. Additional evaluations shall be completed, if necessary.
 - b. If the Admissions and Release Committee (ARC) determines that an exceptional child's behavior is related to his disability, the child shall not be suspended any further or expelled unless the current placement could result in injury to the child, other children, or the educational personnel, in which case an appropriate alternative placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all. If the admissions and release committee determines that the behavior is not related to the disability, the local educational agency may pursue its regular suspension or expulsion procedure for the child, if the behavior warrants. However, educational services shall not be terminated during a period of expulsion and during a suspension after a student is suspended for more than a total of ten (10) days during a school year. A district may seek temporary injunctive relief through the courts if the parent and the other members of the admissions and release committee cannot agree upon a placement and the current placement will likely result in injury to the student or others.

F. BLUEGRASS LEARNING ACADEMY PROCEDURES/APEALS PROCEDURE

Bluegrass Learning Academy Referral Process:

1. The decision to refer a student to the Bluegrass Learning Academy shall be made by the building principal, assistant principal, or designee of the principal, who must have appropriate administrative certification. The superintendent or designee of the superintendent also has the authority to refer a student to Bluegrass Learning Academy, provided the superintendent or designee (who must have administrative certification) of the superintendent complies with the procedures set forth herein. Those with authority to suspend a student from school are hereafter referred to as the "referring administrator."
2. Prior to referring a student to the Bluegrass Learning Academy, the referring administrator shall ensure that an Individual Learning Plan, as required by 704 KAR 3:305, exists and is in place.
3. The referring administrator may only refer a student to the Bluegrass Learning Academy if the student has committed an offense under the Code of Acceptable Behavior and referral to the Bluegrass Learning Academy is an authorized consequence under the Code of Acceptable Behavior.
4. Prior to referring a student to the Bluegrass Learning Academy, the referring administrator shall take the following due process procedures **per KRS 158.150**:
 - The student has been given oral and written notice of the charge or charges against him or her which constitute cause for suspension.
 - The student has been given an explanation of the evidence of the charge or charges if the student denies them; and
 - The student has been given an opportunity his or her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from 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 not later than three (3) school days after the suspension.

5. The referring administrator shall hold a conference or speak via the phone with the student's parent/guardian (assuming the student is less than eighteen (18) years of age) before or at the time the student is referred to the Bluegrass Learning Academy, unless it is not feasible to notify the parent guardian within that time frame.
6. If the student being referred to the Bluegrass Learning Academy has an IEP, the referring administrator shall ensure compliance with 707 KAR 1:340 Sections 13 and 14 (and other applicable federal and state laws), and to that end will consult with the Director of Special Education for guidance as soon as practicable.
7. If feasible, the referring administrator considering a referral shall consult with either the Bluegrass Learning Academy Administrator or the Director of Student Services prior to making the referral. [Back To Top](#)

8. If feasible, the referring administrator will also consult with the Principal of the Bluegrass Learning Academy to ensure the referral will not create a safety issue or otherwise disrupt the educational environment at the Bluegrass Learning Academy. If it is determined the referral will create a safety issue or otherwise disrupt the educational environment at the Bluegrass Learning Academy, the Director of Pupil Personnel will be consulted to determine the appropriate next steps.
9. A referring administrator may refer a student to the Bluegrass Learning Academy, if after complying with the due process steps outlined above, the referring administrator determines that placement in the Bluegrass Learning Academy is necessary and permitted under this Code of Acceptable Behavior.
10. Within 24 hours, or such additional time as is reasonably necessary following the referral, the referring administrator shall send (by regular mail, certified mail, email, or hand delivery) a written statement to the parent/guardian of the student (assuming the student is under the age of eighteen (18) years). If the student is eighteen (18) years or older, the notice shall be made directly to the student) describing:
 - a. The student's conduct,
 - b. The provision of this Code of Acceptable Behavior violated by the student's conduct,
 - c. The disciplinary action taken, and
 - d. The reasons for the action taken.

A copy of the written statement shall simultaneously be emailed or delivered to the Director of Pupil Personnel.

11. A student may be placed in an in-school suspension environment (ISS) prior to being sent to Bluegrass Learning Academy while the above process, including the investigation, due process procedures, and probable cause review, is being completed. The days in ISS **WILL NOT** count toward his/her assigned period at the Bluegrass Learning Academy.
12. Notwithstanding anything herein to the contrary, the placement decisions for all students with an Individual Education Program (IEP) shall be made through the admissions and release committee (ARC) process pursuant to 707 KAR 1:320 and other applicable regulations. If a child with an IEP is referred to the Bluegrass Learning Academy for violation of this Code of Acceptable Behavior, the ARC will make a manifestation determination in accordance with the 707 KAR 1:340 Section 14 and shall comply with said regulation and other state and federal laws depending on the results of the ARC's manifestation determination.
13. For a child with a disability, the IEP shall address the changed educational delivery needs of the student based upon entry into or exit from the Bluegrass Learning Academy.
14. Notwithstanding anything herein to the contrary, the placement decisions for a student who has been identified under 29 USC 794, Section 504 of the Rehabilitation Act of 1973, as amended, shall be made through a team process consistent with the applicable requirements under the 34 CFR Part 104.
15. Notwithstanding anything herein to the contrary, school personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability, if the child:
 - a. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the Kentucky Department of Education or the LEA;
 - b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Kentucky Department of Education or the LEA; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Kentucky Department of Education or the LEA.
16. Notwithstanding anything herein to the contrary, on the date on which a decision is made to make a removal that constitutes a change of placement of a child with a disability because of violation of the Code of Acceptable Behavior, the referring administrators shall notify the parents of the decision and provide the parents with a copy of the procedural safeguards prescribed in 704 KAR 1:340 Section 4.
17. The ARC shall determine the interim alternative educational setting and the services for any child removed under 704 KAR 1:340 Section 13 (4), (10) and 14 (5) of this administrative regulation and other applicable state and federal law.

Bluegrass Learning Academy Appeal Procedures

1. A parent/guardian (or adult student) may appeal in writing (preferably using the Alternative Education Form in 09.4341.AP.21) a referral to an alternative placement for disciplinary reasons to the District Discipline Committee by delivering the written appeal to the Director of Student Services setting forth grounds for the appeal. There shall be no appeal rights for a referral made by the superintendent or designee of the superintendent or by the board of education.
2. The parent/guardian/adult student shall have one (1) school day from the date of the referral to file a written appeal (preferably using the Alternative Education Form in 09.4341.AP.21) with the the Director of Student Services (via regular mail, certified mail, email or hand-delivery) to the Christian County Board of Education located at 200 Glass Avenue, Hopkinsville, Kentucky 42240.
3. The written appeal shall identify the referral being appealed, the date of the referral, and the basis of the appeal with any documentation or other items the parent/guardian/adult believes is relevant to the appeal.
4. When the written appeal is received by the Director of Student Services a copy of the written appeal will be delivered within one (1) school day to the referring administrator, to the Director of Special Education (if the student has an IEP or a Section 504 Plan), and to the Superintendent.
5. Within one (1) school of receiving a copy of the written appeal from the Director of Student Services, the referring administrator may, but is not required to, provide an explanation and supporting materials to the Director of Pupil Personnel and/or Director of Student Services. The written appeal and the explanation and supporting materials from the referring administrator shall constitute the record on appeal.
6. The Director of Student Services shall promptly submit the record on appeal to the District Discipline Committee.
7. Within three (3) school days of receiving the record on appeal, the District Discipline Committee shall convene to consider the appeal by reviewing the record on appeal and such other records the District Discipline Committee considers relevant to the appeal.
8. If the District Discipline Committee determines the appeal should be denied, the District Discipline Committee will issue a written statement (preferably using the Alternative Education Form in 09.431. AP21) denying the appeal. The District Discipline Committee will transmit the written determination denying the appeal to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.
9. If the District Discipline Committee determines the appeal should be granted, the District Discipline Committee will issue a written determination (preferably using the Suspension Form in 09.431. AP21) granting the appeal and briefly summarizing the reasons for granting the appeal. If the District Discipline Committee grants the appeal, the District Discipline Committee may:
 - a. reverse the referral and return the student to the school building from which he was referred or
 - b. remand the referral back to the referring administrator for further action consistent with the decision of the District Discipline Committee. The District Discipline Committee will transmit the written determination granting the appeal to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.
10. **The decision of the District Discipline Committee shall be final and may not be appealed.**

Bluegrass Learning Academy Regulations:

1. Students enrolled in the Bluegrass Learning Academy are expected to comply strictly with the Code of Acceptable Behavior.
2. There will be additional rules that may be necessary for the proper management of an alternative classroom.
3. Students are expected to demonstrate a level of academic performance in accordance with state standards.
4. Students are expected to demonstrate respect for and cooperation with Bluegrass Learning Academy teachers and staff.
5. A student enrolled at the Bluegrass Learning Academy may not leave campus for other school functions unless approved by the Bluegrass Learning Academy principal or his or her designee.
6. Students may not attend any school-related or school-sponsored events or activities which shall include without limitation all of the following: dances, academic events, sporting events, practices, performances, club meetings, and other similar school associate activities or events.
7. A student may be required to provide his/her own transportation to and from the Bluegrass Learning Academy if the student's behavior offense was transportation related. If the student requests to provide his/her own transportation to the Bluegrass Learning Academy, it shall be approved by the Principal/Designee. [Back To Top](#)

8. Bluegrass Learning Academy students may not drive the first 2 weeks assigned. After two weeks driving privileges may be granted pending the following:
 - Grades, Behavior, Attendance are maintained in good standing.
 - Valid Driver's License
 - Parking Sticker
 - Consent to Search by parent/guardian or adult student
 - Driving privileges may be revoked on any violations in the previous bullets and/or disciplinary infraction as determined by the Director of Student Services.
9. Graduation procedures for Bluegrass Learning Academy, CCPS Virtual Learning Academy and Focus and Finish Seniors (involuntary or voluntary placements) will require seniors to participate in Christian County Public Schools Alternative Graduation Ceremony. Participation in other senior-year activities will be at the discretion of the program administrators.
10. Length of stay at the Bluegrass Learning Academy will be determined by the following:
 - Board of Education Recommendations
 - As indicated by the Code of Acceptable Behavior (based on Step 8 Matrix grades 6-8 or 9-12)
 - Students may not be transitioned back to A1 Schools if requirements have not been met.
 - Students will not be transitioned back to A1 School later than one week prior to testing.
 - Upon completion of the Individual Learning Plan Addendum (ILPA)
11. Athletes Returning from Bluegrass Learning Academy to the A1 School:

Any student returning from a Bluegrass Learning Academy assignment must complete a minimum of ten (10) practices (or 14 days) before he or she may participate in any competitive athletic event. The required documentation will be the responsibility of the Head Coach (for the sport which the student participates) to document these practices (or days) and shall submit documentation to the Athletic Director. Upon receipt of documentation from the Head Coach, the Athletic Director may clear students to begin competitive play.

Rationale:

Christian County Public Schools has learned from the COVID-19 pandemic, the importance of reacclimation for any student athlete that had been quarantined or isolated due to close contact or to a positive COVID-19 test. Being without physical activity for any amount of time could be detrimental to the physical conditioning of any student athlete. Nine (9) weeks at the Bluegrass Learning Academy is an extended time without the physical conditioning which correlates with any sport. These required practices (or days) allow the Head Coach to reacclimate a student athlete into the physical and mental rigors and requirements of their respective sport. It is a health and safety precaution for our student athletes as they return to competitive play.

12. For those referred to the Bluegrass Learning Academy because of drug-related infractions, the Bluegrass Learning Academy principal may develop a voluntary random drug testing program for those students. As a part of the voluntary drug testing program, the Bluegrass Learning Academy principal may award those who pass voluntary drug screens early release from the Bluegrass Learning Academy and transition back to their regular school.
13. A transition plan will be developed and managed by the Transition Team and monitored by the Bluegrass Learning Academy Principal in collaboration with the Director of Student Services.

A student may be placed in ISS prior to being sent to the Bluegrass Learning Academy. The days in ISS DO NOT count towards his/her assigned days at the Bluegrass Learning Academy. If a student appeals the referral to the Bluegrass Learning Academy to the building principal, he/she may stay in ISS until the building principal has made a decision. A student has three (3) days to appeal a referral to the Bluegrass Learning Academy. A student who is sent to the Bluegrass Learning Academy for drug/alcohol related behavior violation will be required to attend drug counseling sessions. A student cannot return to his/her A1 School until counseling has been completed and proof has been shown to the Director of Student Services/Designee .

SPECIAL EDUCATION—Change of placement regulations requires an entrance/exit ARC meeting and the head teacher or special education teacher from the Bluegrass Learning Academy must be invited to all manifestation meetings for referrals to the Bluegrass Learning Academy.

A student who is determined by the principal to be a danger to himself or others or who is likely to be destructive or disruptive to the education of others and cannot continue in a safe and orderly manner shall not be allowed to attend school during the appeal process.

G. SUPPORT PLAN FOR TRANSITIONS

Procedures for students transitioning back into CCPS from an outside facility, Department of Juvenile Justice, (DJJ); Bluegrass Learning Academy, Mental Health Facility, Day Treatment Center, or enrollment in the school for the first time from an outside agency.

1. When a student is being brought back into the school setting from one of the agencies listed above the following transition will occur:
 - An individual from the agency or an Administrator (and/or Guidance Counselor) will contact the Director of Student Services through email. [Back To Top](#)

- The Director of Student Services will set up a transition meeting that may include and/or Bluegrass Learning Academy Administrator, School Based Therapist (SBT): representative from outside agency, Director of Special Education (IEP) and administrator of an A1 school.
 - The transition committee will determine the placement of the student depending on their behavior, grades, and credits.
 - After the committee has determined the placement of the student. The Director of Student Services and/or School Based Therapist will meet with student bi-weekly to determine success of transition and give any support the student may need. Administrators will contact teachers of students that are in the transition program.
2. The Director of Student Services and/or SBT will communicate with the school administrator monthly on the status and give feedback on support.
 3. The Director of Student Services and SBT will have caseload files on all students and will meet monthly to discuss each case. At the end of the year, data will be determined by the number of students that have been successful throughout the school year.

H. **EXPULSION PROCEDURES-DUE PROCESS/EXPULSION APPEALS PROCEDURES**

Expulsion Procedures:

Pursuant to the authority set forth by KRS 158.150 and other applicable authority, the board of education may expel a pupil for misconduct for which expulsion is authorized by KRS 158.150 or by this Code of Acceptable Behavior. The board of education shall not expel a pupil 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 of education. **The action of the board of education shall be final.**

The following additional procedures shall be followed in all cases involving the consideration of student expulsion:

1. If, according to the provisions of the Code of Acceptable Behavior, the principal/Designee (or Superintendent/designee) recommends expulsion from school, he/she will submit a recommendation to the board of education and send a notice to the parent/guardian by certified mail or regular mail or hand delivery or scheduled conference within three (3) school days of the date the incident is discovered by or is reported to the principal/designee. The administrator recommending expulsion shall send via regular mail, certified mail, email or hand deliver a copy of the letter recommending expulsion to the Director of Pupil Personnel at the same time the letter is sent to the parents. The recommendation should include:
 - a. A description of the incident;
 - b. The specific standard of the Code of Acceptable Behavior provision KRS 158.150 that has been violated; and
 - c. The recommended length of the expulsion.
2. A student may be suspended pending a hearing on his/her expulsion for a period not to exceed ten (10) school days. In the event the student is suspended pending a hearing for expulsion, the suspending administrator shall take the following due process procedures **per KRS 158.150:**

- The student has been given oral and written notice of the charge or charges against him or her which constitute cause for suspension.
- The student has been given an explanation of the evidence of the charge or charges if the student denies them; and
- The student has been given an opportunity his or her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from 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 not later than three (3) school days after the suspension.

3. The due process procedures outlined in the immediately preceding paragraph shall precede the suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but not later than three (3) school days after the suspension.
4. Within two (2) school days of receiving the expulsion recommendation from the applicable administrator, the Director of Pupil Personnel shall provide written notice to the parent/guardian of the student (or to the student if the student is more than eighteen (18) years of age). In the notice, the Director of Pupil Personnel will notify the parent/guardian/adult child of the date, time, and location of the hearing before the board of education. The notice may be sent by any one or more of the following methods: Regular mail, certified mail, email, hand delivery, or a scheduled conference with the Director of Pupil Personnel.

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5. Within ten (10) school days following the school disciplinary action for the incident, the Board of Education shall hold a hearing to determine whether the student will be expelled and, if so, the length of such expulsion. If the board of education determines that the student should be expelled, the board of education will then provide or ensure that educational services are provided to the student in an appropriate program or setting, unless the board of education had determined, 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 into a state funded program.
6. If the Board determines that the student possessed a deadly weapon (see definition of "unlawful possession of a weapon on school property" under KRS 527.070) , the student shall be expelled for a period of at least 12 months.
7. If the Board determines, by clear and convincing evidence, that the student has made threats that pose a danger to the well-being of students, faculty, or staff of the district, the student shall be expelled for at least 12 months.
8. Nothing shall prohibit the board of education from expelling a student for longer than 12 months.
9. As an alternative to expulsion except as provided in numerical paragraphs 6 and 7 of this section, or as a method of providing educational services to an expelled student, the board of education may refer students to any of the following for such length of time as determined by the board of education:
 - a. Virtual learning services;
 - b. Home-Based Services (available only if student is expelled);
 - c. Bluegrass Learning Academy (available only if student is not expelled)
 - d. Out of school suspension up to ten (10) days.
10. The Board of Education shall notify the parent/guardian or adult student, in writing of its final decision.
11. Within 30 days prior to the end of a student's expulsion, the board of education shall review the details of the expulsion and current factors, including if ending the expulsion will substantially disrupt the education process or constitute a threat to safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed 12 months.
12. In cases where expulsion involves students with disabilities (special education) and/or students who have been referred for evaluation for possible special education placement and/or related services, the following procedures shall be followed:
 - a. As soon as practicable, the Admissions and Release Committee (ARC) must be convened to make a manifestation determination under 707 KAR 1:340 Sections 13 and 14.
 - b. If the conduct violation giving rise to the expulsion recommendation is determined to be a manifestation of the student's disability, then the expulsion proceeding will stop and the ARC must take appropriate steps in accordance with applicable federal and state law.
 - c. If the conduct violation giving rise to the expulsion recommendation is determined to not be a manifestation of the student's disability. The expulsion recommendation will proceed to the board of education.
13. Notwithstanding anything herein to the contrary, school personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability, if the child:
 - a. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the Christian County Public Schools;
 - b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Christian County Public Schools; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Christian County Public Schools.
14. Notwithstanding anything herein to the contrary, on the date on which a decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the Code of Acceptable Behavior, the referring administrators shall notify the parents of the decision and provide the parents with a copy of the procedural safeguards proscribed in 704 KAR 1:340 Section 4.

The ARC of the child shall determine the interim alternative educational setting and the services for any child removed under 704 KAR 1:340 Sections 13(4), (10) and 14(5) of this administrative regulation and other applicable state and federal law. Christian County Day Treatment Center (CCDTC)

I. **Christian County Day Treatment Center (CCDTC)**

The Christian County Day Treatment is a community-based treatment/educational program for teenagers who have been identified by the court and/or community caseworkers as having exhibited behavioral and delinquent patterns that indicate the need for their involvement in an intensive behavior modification/multidisciplinary treatment program.

J. **CRIMINAL VIOLATIONS**

Students are accountable to their school in their role as students, as well as to the law, in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Many behavior violations are, by law, criminal offenses. In addition to any disciplinary action taken by the school, these violations may result in law enforcement involvement.

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As directed by the Kentucky Department of Education (KDE), the District shall report to the Kentucky Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charges criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident. Data collected in a reportable incident, shall be placed in the student's disciplinary record.

K. **WEAPONS/DANGEROUS INSTRUMENTS**

The School Resource Officer (SRO) will make the determination if a prohibited item is a deadly weapon or a dangerous instrument by the definition of the Code of Acceptable Behavior. The SRO will communicate to school administration after the determination is finalized.

Prohibitions against Weapon and Dangerous Instruments:

1. In regards to Firearms, Deadly Weapons, Destructive Devices or Booby Traps, no student shall knowingly deposit, possess, carry, or use, whether openly or concealed, for purposes other than school-sanctioned purposes (e.g., JROTC) any firearm or other deadly weapon, destructive device, booby trap device, or weapon of mass destruction in any school building or bus, on any school campus, grounds, recreation area, athletic field, or any other property owned, used, or operated by any board of education or school, or at any school district or school sponsored function or event wherever said function or event may occur. Unless the Superintendent has acted in lieu of expulsion under KRS 158.150(3)(d), any student who has been determined by the board of education to have violated this prohibition shall be expelled from school for a period of not less than one (1) calendar year. The board may expel any such student for a period of longer than 12 calendar months on a case-by-case basis.
2. In regards to Dangerous Instruments, no student shall knowingly deposit, possess, carry, or use, whether openly or concealed, for purposes other than school-sanctioned purposes, any dangerous instrument in any school building or bus, on any school campus, grounds, recreation area, athletic field, or any other property owned, used, or operated by any board of education or school, or at any school district or school sponsored function or event wherever said function or event may occur. Any student violating this prohibition is subject to discipline, up to and including expulsion.
3. Students with Disabilities should comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the students to which the IDEA applies may only be expelled for behavior unrelated to their respective disabilities and consistent with the procedural safeguards required by the IDEA and KRS 158.150.

NOTE REGARDING PELLET GUNS: LOCAL LAW ENFORCEMENT HAS DETERMINED THAT MOST PELLET GUNS/BB GUNS ARE DEADLY WEAPONS.

L. **EMPLOYEES DUTY TO REPORT TO LAW ENFORCEMENT AND OTHER AUTHORITIES**

Employee reports of criminal activity

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.154 – Principal's Duty to Report Certain Acts to Local Law Enforcement Agency

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, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

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KRS 158.155 – All Employees' Duty to Report Specified Incidents of Student Conduct

Per House Bill 5 (2024) an administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

1. Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately make a report to law enforcement.
2. Any school employee shall immediately report any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:
 - a. Assault resulting in serious physical injury;
 - b. A sexual offense;
 - c. Kidnapping;
 - d. Assault with the use of a weapon;
 - e. Possession of a firearm or deadly weapon in violation of the law;
 - f. The use, possession, or sale of a controlled substance in violation of the law; or
 - g. Damage to property
3. Any school employee who receives information from a student or other person of conduct, which is required to be reported under subsection, shall report the conduct.

KRS 158.156 – All Employees' Duty to Report a Felony Offense Against a Student

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 a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

KRS 620.030 – All Persons' Duty to Report Dependency, Neglect or Abuse

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

M. KRS 158.153 Punishment based on child's records -- Disclosure of records -- Cause of action -- Districtwide standards of behavior for students participating in extracurricular activities.

1. Unless the action is taken pursuant to KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a child based on information contained in a record of an adjudication of delinquency or conviction of an offense received by the school pursuant to KRS 610.345 or from any other source. Nothing in this subsection shall be construed to prohibit a local school board or school official from instituting disciplinary proceedings against any student for violating the discipline policy of the school or school district or taking actions necessary to protect staff and students. Actions to protect staff and students may be taken only after the principal makes a determination that the conduct of the student reflected in the records of the school or obtained by the school from the court indicates a substantial likelihood of an immediate and continuing threat that the student will cause harm to students or staff, and that the restrictions to be ordered represent the least restrictive alternative available and appropriate to remedy the threat, and that the determination and supporting material be documented in the child's record. The action of the principal, in addition to or in lieu of any other procedure available, may be appealed by the child or the child's parent or guardian to the superintendent of the school system or to the Circuit Court in the county in which the school is located, and the appealing party may be represented by counsel.
2. No school, school administrator, teacher, or other school employee who has custody of records received or maintained by the school pursuant to KRS 610.345 or who has received information contained in or relating to a record received by the school pursuant to KRS 610.345 shall disclose the fact of the record's existence, or any information contained in the record or received from the record to any other person, including but not limited to other teachers, school employees, pupils, or parents other than the pupil, or parents of the pupil who is the subject of the record.
3. The child and his parent or guardian shall have a civil cause of action against the school board and against any school administrator violating subsection (1) or (2) of this section or divulging information in violation of KRS 610.345 or 610.340. This civil cause of action shall be in addition to any other criminal or administrative remedy provided by law.
4. Nothing in this section shall be construed to prohibit a local board of education from establishing districtwide standards of behavior for students who participate in extracurricular and curricular activities, including athletics. A school principal may deny or terminate a student's eligibility to participate in extracurricular or co-curricular activities if the student has violated the local district behavior standards or the council's criteria for participation, as described in KRS 160.345(2)(i)8. A student's right to participate in extracurricular or co-curricular activities, including athletics, may be suspended, pending investigation of an allegation that the standards of behavior have been violated.

N. USE OR POSSESSION OF UNAUTHORIZED/PROHIBITED SUBSTANCES/SIMULATED SUBSTANCES/SELLING/BUYING

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, produce, manufacture, 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;
3. Substances that "look like" a controlled substance. (There must be evidence of the student's intent to pass off the item as a controlled substance);
4. Anabolic steroids;
5. Synthetic cannabinoid or piper zines;
6. Synthetic cathinone;
7. Synthetic drugs;
8. Prescription drugs (without a prescription);
9. Cocaine;
10. Marijuana;
11. Hazardous chemical substance;
12. Prohibited volatile substances;
13. Methamphetamine (or precursor);
14. Narcotic drug (without a prescription); or
15. Other substances, possession, trafficking, selling, manufacturing, or producing is prohibited by federal or state law.
16. CBD Products (or similar substances)
17. Students shall not possess prescription or narcotic drugs for the purpose of sale or distribution, even if the student has a valid prescription for said drug.
18. Students shall not take, use, possess any drug or other substances, including but not limited to any of the above listed substances, over-the-counter drugs, and volatile substances (see KRS 217.900) for an abusive and/or intoxicating purpose.

O. USE OR POSSESSION OF TOBACCO AND/OR VAPOR PRODUCTS

Possession or the use of tobacco products, vapor products and/or any other prohibited substances by students shall be prohibited on school property or at any school function at all grade levels (K-12). If there is reasonable cause/suspicion based on some fact, an administrator can search a student's pocket, purse, jacket, back- pack, etc.

The tobacco and/or vapor products will not be returned to the student or the parent/guardian.

P. PRANKS/VANDALISM

Pranks tend to be costly and destructible behaviors at high schools. Students who participate in the pranks will be held accountable for any damages that may result. Disciplinary action, which shall be implemented by the principal/designee, shall include, but is not limited to the following:

- a. Suspension
- b. Restitution
- c. Community Service
- d. Prohibited from participating in graduation activities which include Baccalaureate/Awards' Night, Graduation, and Project Graduation
- e. Prohibited from attending Prom

Q. STUDENT SEARCHES

Students have legitimate expectations of privacy; therefore, they are protected by the Fourth Amendment's protection against unreasonable searches and seizures. However, because of the school's equally legitimate need to maintain a suitable learning environment, school officials are subject to less strict requirements than are other public authorities. School officials do not need to obtain a search warrant prior to any search. In addition, school officials are not subject to the requirement that probable cause must exist that something volatile of the law will be found before a search can take place. School officials can legitimately search a student, his/her locker, or his/her personal belongings if all the circumstances of the search are reasonable. However, the method of the search must be reasonably related to the objectives of the search and must not be excessive, taking into consideration the student's age, sex, and the nature of the infraction. Lockers, as school property, may be subject to random searches. In addition, the use of video cameras/closed circuit television is authorized in areas of the building. Video equipment will be not used in the dressing room or restrooms unless limited to areas that would not compromise the privacy of students. Properly trained dogs sniffing cars and lockers do not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable suspicion for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently present. Trained dogs sniffing individual students shall not be authorized. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

STRIP SEARCHES OF STUDENTS BY EMPLOYEES OF THE CHRISTIAN COUNTY PUBLIC SCHOOLS ARE EXPRESSLY PROHIBITED.

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Use of Metal Detectors

1. The presence of weapons is inherently dangerous to all persons in the school setting and will not be tolerated. The administration is authorized to use metal detectors to enforce this policy.
2. Students will receive annual notice that metal detectors are authorized for use in the schools. Such notice will be made in the student handbook, assembly, or other similar means.
3. When it becomes necessary to use metal detectors, they may be used in these basic ways. Individuals will be screened as follows:
 - a. On an individual basis-when there is reasonable cause to believe that a particular individual has a weapon
 - b. Continuous-when it is necessary to screen all individuals in or entering the school
 - c. Random-when it is feasible to screen a statistical sample of the student body. Each individual in the school has equal probability of being included in the sample, but through this process not every individual is screened (i.e., every 10th or 25th individual).
4. Only those people authorized by the administration may conduct a metal detector search. If the detector activates, the student will be asked to remove metal objects and anything that might be a weapon from his/her person and be scanned a second time. If the detector sounds a second (2nd) alarm, the same process will be followed. If the alarm is sounded a third (3rd) time, the individual should be taken to a room out of view of others where the normal procedures of search and seizure will be applicable.

R. STUDENT GANGS

The board of education believes the presence of gangs and gang activities can cause a substantial disruption of or material inferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. All gang related activities are prohibited; clothing and other items are prohibited, for example, clothing promoting gang affiliation.

S. TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC DEVICES

Possession and Use:

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

1. Per HB 208 a student is prohibited the use of a personal telecommunications device during instructional time, except during an emergency, if directed to do so by the teacher for an instructional purpose, or if authorized by the teacher (does not include any device a student is authorized to use pursuant to the individual with Disabilities Education Act, 20 U.S.C. sec. 1400 et seq., the Americans with Disabilities Act, 42 U.S.C. sec. 12101 et seq., or the Rehabilitation Act of 1973, 29 U.S.C. sec. 701 et seq., or successor acts.
2. Administration/designee will utilize discretion in regard to emergencies, medical monitoring, instructional purposes or any other exceptions.
3. Students are responsible for keeping up with devices they bring to school. Neither the district nor the school shall be responsible for loss, theft, or destruction of devices brought onto school property
4. Students shall comply with rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
5. Students shall not utilize a telecommunication device or a similar electronic device in a manner that would violate the district's Code of Acceptable Behavior or the school's SBDM policy.

Unauthorized Electronic Communication:

Per SB 181 there shall be no unauthorized electronic communications with a student by a district employee. "Unauthorized electronic communication" means an electronic communication with a student by a District Employee or volunteer who is not a student's family member that occurs outside of a designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media or other electronic notification and communication programs outside of a traceable communication system designated by the school district. A district employee shall be reported to their supervisor if the employee initiates communication outside of an approved traceable communication system. Students shall not initiate communication with a District employee or volunteer. If the student initiates communication through a personal email account, text messaging, social media or other electronic notification and communication programs outside those designated by the school district shall be considered in Violation of Personal Electronic Communications per the Code of Acceptable Behavior.

T. BULLYING/HARASSMENT/DISCRIMINATION

Bullying and cyber-bullying, harassment and intimidation, hazing, and bias behaviors are unsafe and do not reflect respect for others as defined by the Code of Acceptable Behavior. If you or someone you know is a target of one of these behaviors, you can report it by using the [Bullying, Harassment, or Intimidation Reporting Form](#), enclosed in this [Code of Acceptable Behavior](#), or on the district website, or from the main office of the school, or the school counseling office. You can also tell a staff member, who will respond quickly and provide a practical, private, and safe place to report. The Director of Student Services will review Bullying reports.

If you are being bullied:

- Utilize the "Stop Tip Line" at www.christian.kyschools.us
- Tell someone—a parent, teacher, or counselor
- Try not to show anger or fear calmly tell the student to stop.....or say nothing and walk away
- Try to avoid situation where bullying is like

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If you know someone who is being bullied;

- Utilize the "Stop Tip Line" at www.christian.kyschools.us
- If you feel safe, tell the bully to stop
- If you do not feel safe...say kind words to the student being bullied
- Do not encourage the bully by laughing or joining in
- Tell other bystanders how to help stop bullying
- Tell an adult
- Encourage the bullied student to tell someone

District staff shall provide for a prompt and equitable resolution of complaints concerning bullying, harassment, or discrimination within twenty-four (24) hours of receiving a serious allegation of bullying, harassment or discrimination. District personnel shall attempt to notify parents/guardians of both student victims and students who have been accused of bullying, harassment or discrimination.

Parents/Guardians, students and staff may complete the Bullying, Harassment, Threat or Intimidation Reporting when reporting a Bullying Incident.

U. **DRESS AND APPEARANCE**

Students are to dress in clothes promoting a safe and respectful learning environment. Clothes creating a disruptive environment or causing a health or safety hazard are not appropriate and not acceptable at school. School personnel will enforce the following dress code:

Headwear (permitted only for)

- Health accommodations
- Safety accommodations
- Religious beliefs

Shoes

- No bare feet
- House shoes

Clothing

- Cannot show profanity, obscenity, violence, or symbols of hate
- Cannot promote alcohol, tobacco, or drugs
- Cannot promote gang colors or gang related signs
- Cannot show underwear or sag
- All pants and shorts shall be worn with a belt at the hip or above with the exception of clothing designated not to be worn with a belt (those items must be worn at the hip or above).
- Cannot show bare skin between upper chest and mid-thigh

Piercings

- Cannot have any facial piercings disruptive to the educational process
- Cannot have any facial piercings that would create a safety concern

Examples of inappropriate dress:

- Baseball caps
- Hats
- Tobacco or alcohol brand T-shirts
- Tank tops
- House shoes
- Pajamas or any type of sleepwear
- Leggings (unless under a dress, long blouse, long shirt, or other long garment) should cover front to back to mid-thigh.
- Biker shorts
- Wallets with chains
- Piercing chains

Students whose appearance does not conform to these rules will be asked to change clothing to meet the Code of Acceptable Behavior. **The decision of the school administrator shall be final.**

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V. **DISCIPLINE PROCEDURES FOR EARLY CHILDHOOD PRESCHOOL STUDENTS**

School staff members shall implement developmentally appropriate behavior interventions in keeping with the purpose of Positive Behavioral Interventions and Supports (PBIS) and to meet developmental levels of the Early Childhood Preschool student. Itinerant, resource, and administrative staff of the Early Childhood Program shall be involved in the development and administrative of discipline/remediation measures. An appropriate Admissions and Release Committee (ARC) meeting shall be conducted to discuss any discipline that would involve out of class placement for ECE Early Childhood students suspected of having disabilities.

W. **TECHNOLOGY**

Christian County Public Schools offers the use of the following forms of technology: the internet, e-mail, Chromebooks, Learning Management Systems (LMS) when applicable as part of the instructional process. Students and parents/guardians must sign a student Acceptable Use Policy agreement before district access to technology: the internet, e-mail, Chromebooks, Learning Management Systems (LMS) would be provided. However, educators may use the Internet during class directed group demonstrations with or without parent/guardian consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand disciplinary action may be taken.



Local Technology Resources

1. The use of your account must be in support of education and research and consistent with the educational objectives of the Christian County Public Schools.
2. You may not give your password to anyone.
3. You may not transmit obscene, abusive, threatening, or sexually explicit language.
4. You may not create or share computer viruses.
5. You may not destroy another person's data.
6. You may not damage or destroy any technology or related devices.
7. You may not use the network for commercial purposes.
8. You may not monopolize the resources of the Christian County Public Schools Network by such things as running large programs and applications over the network, sending massive amounts of e-mail to other users, or using system resources for games.
9. You may not break or attempt to break into other computer networks.
10. You may not use MUD (multi-user games) via the network.
11. You are not permitted to get from or put onto the network copyrighted material (including software, or threatening or sexually explicit material). Copyrights must be respected.

Internet Regulations

1. Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications.
2. Teachers, Library Media Specialists, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
3. You may not offer Internet access to any individual via your Christian County Public Schools account.
4. Purposefully annoying other Internet users, on or off the Christian County Public Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
5. Students should not reveal their name or personal information to or establish relationships with "strangers" on the internet, unless a parent or teacher has coordinated the communication.
6. The school should never reveal a student's personal identity or post a picture of the student or student's work on the Internet with personally identifiable information unless the parent has given written consent.
7. A student who does not have a signed Acceptable Use Policy on file may not share access with another student.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

Electronic Mail Regulations

Students and employees of Christian County Public Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.

1. You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
2. You may not swear, use vulgarities or any other inappropriate languages.
3. You may not send or attach documents containing, pornographic, obscene, threatening, or sexually explicit material.
4. You may not access, copy or transmit another user's messages without permission.
5. Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.
6. You may not send electronic messages using another person's name or account. [Back To Top](#)

7. You may not send electronic messages anonymously.
8. Do not create, send or participate in chain e-mail.
9. The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
10. We are pleased to offer students of the Christian County Public Schools access to the district computer network and technology resources. To gain access to any technology resources, students must obtain parental or legal guardian permission, which must be signed and returned to the school.

Access to technology, for example: the internet, e-mail, Chromebooks, Learning Management Systems (LMS) will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Christian County Public Schools (CCPS) believes the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, the Christian County Public Schools support and respect each family's right to decide whether or not to apply for access.

District Network Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner.

Access is a privilege not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect files stored on district servers, school servers, and or workstations will always be private. Within reason, freedom of speech and access to information will be honored. During school, classroom teachers will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on curriculum and instruction (policy No 08.2323) copies of which are available in school offices, students will NOT:

1. Attempt to damage/alter/remove hardware/software/network files/computer systems or networks;
2. Attempt to access another's folders, work, or files;
3. Attempt to gain unauthorized access to technology resources or waste technology resources;
4. Copy/distribute software owned/licensed to any facility of the Christian County Board of Education;
5. Attempt to transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene language or materials, including sexually explicit materials;
6. Attempt to use CCBOE network for personal or commercial activities, product promotion, political lobbying, or illegal activities;
7. Attempt to use unauthorized games, interactive messaging, or internet-based email accounts;
8. Attempt to use unauthorized software products or Internet resources, which affect computer/network performance;
9. Attempt to use Chromebooks in a non-compliant way.
10. Remove Assets Tags or name plates from technology equipment.

A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. "Bullying/hazing" extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. **VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY/AND OR OTHER LEGAL ACTION.**

X. TERRORISTIC THREATENING

Students who commit Terroristic Threatening or make threat(s) that pose a danger to the well-being of students, faculty or state of the district shall be recommended to the board of education for expulsion pursuant to KRS 158.150(2)(a)(1), unless the Superintendent elects to impose consequences in lieu of expulsion under KRS 158.150(3)(d). If, after a hearing, the board of education determines that by clear and convincing evidence the student has made threat(s) that pose a danger to the well-being of students, faculty or state of the district, the board shall expel the student for at least 12 calendar months.

Y. SCHOOL TRANSPORTATION AND EXPECTATIONS

When we have large, heavy vehicles moving through traffic with many people on board, the thought of an accident brings many frightening pictures to mind; therefore, we need to be aware of ways to help create a safe environment. A great start is to know and obey the posted rules. The school bus is an extension of the school and classroom. Expectations at school and as outlined in the Code of Acceptable Behavior apply anytime students are on a bus. If the driver can spend less time watching and listening to riders, he/she can observe the road and hear sounds that alert us to danger. [Back to Top](#)

Students shall have no expectation of the right of privacy while on said bus, and video cameras will be utilized from time to time to record the activities of all passengers on buses for the protection and safety of other passengers, as well as the maintenance of orderly conduct of passengers while riding on school buses. Students are on notice that they may be, at any time, subject to being recorded by video transcription while passengers on a Christian County school bus. School personnel may use video tapes as evidence in disciplinary cases.

Expectations Posted on the Bus

- Follow all directions given by the driver
- Use appropriate voice levels
- Be courteous and respectful
- Keep hands, feet, and objects to self
- Capped water bottles only
- No food allowed
- Remain seated at all times



Bus Disciplinary Procedures

The principal/designee of the school is responsible by law for the conduct of the pupils on the bus and for disciplinary action when necessary. Fighting on the Bus Consequences

- Step 1: Positive Behavior Techniques
- Step 2: Warning
- Step 3: 1 Day Bus Suspension
- Step 4: 2 Days Bus Suspension
- Step 5: 5 Days Bus Suspension
- Step 6: 10 Days Bus Suspension
- Step 7: 30 Days or longer Bus Suspension – discretion of Administrator

School administrators shall have the discretion to administer school discipline for bus infractions in addition to the bus related discipline referral under Bus Disciplinary Procedures.

Violations of Bus Rules

If a student's behavior is not corrected by a reminder from the driver or monitor or if the behavior is dangerous or disruptive, a misconduct notice is given.

ADDITIONAL MISCONDUCT NOTICES: The driver delivers the discipline form to the school administrator with a copy of the previous written warning attached. Punishment shall be at the discretion of the principal. **Bus suspensions are not appealable offenses.**

Z. VIRTUAL LEARNING ACADEMY

The purpose of the CCPS Virtual Learning Academy is to provide:

1. An alternative option to in-person learning where all coursework can be completed through the CCPS Virtual Learning Academy
2. Learning activities supported by virtual teacher-led instruction as well as utilizing on-line learning opportunities that are aligned with Kentucky Academic Standards
3. A curriculum aligned with the Kentucky Academic Standards and the learning goals in each student's Individual Learning Plan (ILP). The ILP is state mandated for grades 6-12.
4. Individual Learning Plan Addendum (ILPA) is required for each student enrolled in an A5 school.

Criteria

1. Students who are on track for graduation
2. Students who are not in truancy
3. Students who have successfully completed all of the previous year's coursework with passing grades
4. Students who have shown mastery of the previous grade level standards based on multiple measures (universal screeners, teacher recommendations and grades).
5. Medical hardship supported by medical/professional documentation (documentation provided must be current and support the need for VLA enrollment)
6. Students must acquire and maintain consistent internet access
7. Students and guardians will be required to complete an in-person orientation to go over the criteria of the program, complete their On-line registration form and receive a Chromebook (if needed).
8. Exceptions will be considered for students with disabilities [Back To Top](#)

Internet Use Policy

The Christian County Board of Education provides computers as tools to enhance students' learning. The district's computer network and the Internet, whether used on or off-campus; whether owned by the school district or by the student or his/her family; whether accessed on campus or off campus during or after school hours; may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet (commonly referred to as cyberbullying) are unacceptable and will be viewed as a violation of school board policy and the district's acceptable computer use policy and procedures. Malicious use of the district's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Failure to adhere to Internet Acceptable Use Policy will result in the following disciplinary action: the loss of computer privileges and/or removal from the Virtual Program. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

Attendance/Tuancy

Students are required to adhere to the attendance policy as stated in Christian County Public Schools attendance policy.

In the event of an absence, students are to provide a written excuse note of absences to the Virtual Learning Academy attendance clerk within five(5) days of a recorded absence, in accordance with Christian County Public Schools attendance policy. In cases of chronic absenteeism or truancy (6 total days of unexcused absences), and after consultation with the appropriate staff, in accordance with policy and procedures, the Virtual Learning Academy will take action including, but not limited to, removal from the Virtual Learning Academy, referral to the truancy office, issuance of legal notices, and juvenile court intervention. These actions will take place in an effort to remedy any social, emotional, or family support issues that may contribute to a student's excessive absences.

Lost/Stolen Equipment

The equipment is provided for use only while a part of the Virtual Learning Academy. In the event that the student(s) withdraws from the Virtual Learning Academy the equipment must be returned to the Virtual Learning Academy administrator. Failure to return the Chromebook with assigned accessories will result in the equipment being considered stolen and a police report will be filed. If the equipment is lost/stolen during the course of the school year, a replacement will only be considered after a copy of the police report has been received by the Virtual Learning Academy (depending on circumstances, a replacement may NOT be available).

Dress Code

Students are to dress in clothes promoting a safe and respectful learning environment. Clothes creating a disruptive environment or causing a health or safety hazard are not appropriate and not acceptable during virtual class sessions. Virtual Learning Academy personnel will enforce this dress code:

Clothing cannot

1. Display profanity, obscenity, violence, or symbols of hate
2. Promote alcohol, tobacco, or drugs
3. Promote gang colors or gang related signs
4. Reveal underwear due to sagging pants.
5. Reveal bare skin between upper chest and mid-thigh
6. Be inconsistent with dress code policies noted in the Code of Acceptable Behavior.

Discipline Due Process

Virtual Learning Academy will not tolerate any derogatory comments, profanity or threats against any staff member. The referral will be submitted to the Virtual Learning Academy Principal. The principal/designee will investigate a student's alleged misconduct and determine whether disciplinary action is necessary. The principal/designee will provide due process by explaining the program's view of offense. The information gathered during the investigation, will determine the discipline consequences or other behavioral intervention as determined by the principal. The principal/designee will allow the student to explain his/her side or view of the offense. If the principal/designee has knowledge of any serious student misconduct, the principal/designee may immediately remove the student from the Virtual Learning Academy. If it is determined the disciplinary action is not warranted, the incident will be deleted from the file. Parents/guardians will be provided written notice of any misconduct and/or removal from the Virtual Learning Academy. Virtual Learning Academy students will adhere to the policies and procedures included in the Code of Acceptable Behavior.

Academic Integrity Contract

Virtual Learning Academy students must sign a commitment form attesting to academic integrity regarding each of the following topics:

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teachers.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.

- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.

All Virtual Learning Academy teachers utilize a variety of technologies to check student work for authenticity. If the teacher confirms the student has plagiarized work in any manner, the student will be subject to consequences outlined in the CCPS Code of Acceptable Behavior up to and including removal from the program

BEHAVIORAL EXPECTATIONS

Clear and concise expectations for behavior must be communicated to all students in ways that are consistent and understandable.

In Christian County Public Schools, expectations for successful students include:

- Attend all classes daily and on time
- Prepare for class assignments and activities Come to class with appropriate working materials Respect all persons and property
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions Conduct themselves in a safe and responsible manner while in the school environment or on school property
- Be clean, and neat
- Be responsible for their own work and behavior
- Conduct themselves in a safe and responsible manner to and from school with other students, with members of the community and within the community
- Seek changes in an orderly and approved manner
- Ask for help from administrators, counselors, teachers and other staff members for problems, concerns or other issues that you are unable to resolve or get answers to yourself.

Once it is determined a student's behavior is of a nature where the disciplinary process must be invoked, administrators will use as a guide the chart under Discipline Consequence Options and Guidelines ("Consequence Chart") and the Strategies, Interventions, and Administrative Responses for Christian County Students ("Steps") – outlined below – to provide appropriate response to the student behavior. The Consequence Chart and Steps will be applied on a case-by-case basis to each individual situation, but will be applied consistently across all schools for all students.

Christian County School District defines DISCIPLINE as a deliberate, proactive process that supports developing positive social behavior vital to the success of its students, but recognizing that negative consequences are sometimes necessary to provide a safe and non-disruptive educational environment. School administrators must use informed decision making when determining if a student's actions invoke administrative action as outlined in this section of the Code of Acceptable Behavior.

Prior to taking any disciplinary actions, a student shall receive due process. The principal/designee shall review a student's past disciplinary record and full circumstances of the incident involved. *Clark County Board of Education v. Jones*, 625 S.W.2d 586 (Ky. 1981).

The Consequence Chart and Steps shown on the following pages guide administrators with progressive strategies, interventions and administrative responses used to change student behavior. Progressive discipline is using increasingly more severe steps when a student fails to correct a problem after being given a reasonable opportunity to do so. The underlying principle of sound progressive discipline uses the least severe action necessary to correct undesirable behavior. The goal is to modify the unacceptable behavior to provide a safe and non-disruptive educational environment. The goal is not to punish the student but to more strongly alert the student of the need to correct the unacceptable behavior and to provide support to encourage changed behavior.

The Consequence Chart will be used with the Steps to assist administrators in determining what level of response to use for students who exhibit challenging, unacceptable, disruptive or unsafe behaviors while on school property or at a school/district sponsored activity.

In each situation, the principal/designee will determine the appropriate Step by referencing the behavior violation on the Consequence Chart. Generally, a first offense will result in the application of the first available Step for that offense; a second offense will result in the application of the second available Step for that offense; and so on. However, the principal/designee may determine, in his or her judgment, that a different Step is appropriate (more or less intensive) after the principal/designee has considered the totality of the circumstances of the incident and the student, including both mitigating and aggravating factors. In making this judgment, the principal/designees will consider severity of the offense, past discipline, the probability of a recurrence of the unacceptable behavior, and the full circumstances of the incident.

Mitigating factors include, but are not limited to:

- Lack of a prior record
- Positive academic standing
- Student's minor role in the incident
- Provocation
- Genuine remorse/acceptance of responsibility
- Mental or physical illness including any disability

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- Cooperation
- Voluntary cessation of behavior before discovery
- Minor nature of the violation
- Age of Student (as related to student's ability to understand the consequence of their own actions)
- Home/personal/life events that may cause or contribute to the behavior
- Any noted factors noted in IEP or 504 Plan if applicable
- The fidelity with which PBIS Interventions have been implemented

Aggravating factors include, but are not limited to:

- Record of prior similar offense history of unacceptable behavior
 - Severity of offense
 - Use of weapons
 - Severity of injuries
 - Vulnerability of victim
 - Student's major role in the incident
 - Discriminatory/hate related
 - Dishonesty/Concealment
 - Refusal to cooperate
 - The fidelity with which PBIS Threat to students or staff posed by the student
 - Interventions have been implemented
 - Gang Activity
- a. If the principal/designee deviates from the generally applicable Step, the principal/designee will document in writing the factors justifying the deviation.
 - b. An offense will be considered discriminatory/hate related if motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, gender, or sexual orientation.
 - c. Corporal punishment shall not be used by school personnel nor shall parents issue corporal punishment on school property.
 - d. Any student detained while at a school sponsored event/activity will be subject to disciplinary action. Students who engage in criminal offenses as identified by police agencies not listed in this Code of Acceptable Behavior may be recommended for alternative placement and/or expulsion.

Superintendent Placements:

Drugs and Assaults

If a student does any of the following (1) possesses prescription drugs or controlled substances, physically assaults, batters, or abuses educational personnel or other students (2) physically assaults, batters, or abuses educational personnel at a school or school function, or (3) physically assaults, batters, or abuses educational personnel or other students off school property and the incident is likely to substantially disrupt the educational process, the Superintendent, in lieu of expelling the student, may place the student into an alternative program or setting (including virtual) if the superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff. The Superintendent may not take such action until the parent, guardian, or other person having legal custody or control of the student has had an opportunity to have a hearing before the board or an appeals committee.

Upon Expiration of Expulsion

If an expelled student's term of expulsion is about to end, the Superintendent may place the student into an alternative program or setting (including virtual) if the superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff. The Superintendent may not take such action until the parent, guardian, or other person having legal custody or control of the student has had an opportunity to have a hearing before the board or an appeals committee.

A separate Superintendent Action Appeals Committee shall be formed to consider and review placements by the Superintendent under this section of the Code.

Following an initial alternative placement by the Superintendent of this section of the Code, the board of education shall review the alternative program or setting placement to determine if the placement should be continued because determines placement of the student in his or her regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff

This section of the Code shall not impact the ability of building Principals to refer students to alternative placements under this Code and such referrals shall not be subject to review by the Superintendent Action Appeals Committee. Instead, those Principal referrals shall be subject to appeal as otherwise provided herein.

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-DISCIPLINE CONSEQUENCE OPTIONS AND GUIDELINES

Prior to taking any disciplinary action, a student shall receive due process. The principal/designee shall review a student's past discipline record and the full circumstances of the particular incident involved. (Reference: Clark County Board of Education versus Jones, October 2, 1981, Kentucky Court of Appeal).

2026-2027 Elementary (K-5) Consequence Options and Guidelines

Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8 (applicable for 4 th and 5 th grade only- 20 days)	Step 9
1st Degree Assault	*	9.425									•
2nd Degree Assault	*	9.425									•
3rd Degree Assault	*	9.425									•
4TH DEGREE ASSAULT	*	9.425							•	•	•
ABUSE OF A TEACHER/Profanity(ALL STAFF)	*	9.426						•	•		•
Academic Cheating/Plagiarism		9.4293				•	•	•	•		
Alcohol /Possession/Distribution/Use	*	9.423							•	•	•
Arson	*	9.426							•		•
Biting/Hitting/Kicking/Pushing		9.425			•	•	•	•	•		
Bullying		9.422					•	•	•		•
Burglary	*	9.422					•	•	•		•
Bus Disturbances	Bus Disciplinary Procedures										
Step 1: Positive Behavior Techniques											
Step 2: Warning											
Step 3: 1 Day Bus Suspension											
Step 4: 2 Days Bus Suspension											
Step 5: 5 Days Bus Suspension											
Step 6: 10 Days Bus Suspension											
Step 7: 30 Days or longer Bus Suspension											

2026-2027 Elementary (K-5) Consequence Options and Guidelines											
Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8 (applicable for 4 th and 5 th grade only- 20 days)	Step 9
Criminal Abuse		9.4						•	•		•
DANGEROUS INSTRUMENT POSSESSION	*	5.48						•	•		•
Destruction of Property/Vandalism	*	9.426				•	•	•	•		•
DISORDERLY CONDUCT	*	9.426						•	•	•	•
Disruptive Behavior		9.426			•	•	•	•	•		
Dress Code Violation		9.427			•	•	•	•	•		
Drug/Simulated Possession/Distribution/Use	*	9.423							•	•	•
Drug Paraphernalia Violation	*	9.423						•	•	•	•
Driving Under the Influence	*	9.423							•		•
Failure to Attend Detention		9.42				•	•	•			
Failure to honor a directive to disperse from staff		9.426					•	•	•	•	•
Failure to stop fighting		9.426					•	•	•	•	•
Failure to Follow Directives/Insubordination		9.426			•	•	•	•			
Fighting-Student to Other	*	9.425						•	•	•	•
Student to Staff (Physical Aggression- or touch not fighting)	*	9.425						•	•		•
Fighting- Student to Student	*	9.425						•	•		•
Forgery	*	9.42			•	•	•	•			
Fraud		9.4			•	•	•	•			
GAMBLING	*	9.4292			•	•	•	•			
GANG ACTIVITY	*	9.42811						•	•		•
HARRASSING COMMUNICATIONS	*	9.42811				•	•	•	•		•
Harassment	*	9.42811					•	•	•		•
Hazing 1 st Degree		09.422									•

2026-2027 Elementary (K-5) Consequence Options and Guidelines											
Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8 (applicable for 4 th and 5 th grade only- 20 days)	Step 9
Hazing 2 nd Degree		09.422									.
Homicide	*	9.425									.
Inappropriate Contact (no injury)		9.42			.	.	.				
Intentional False Statement w/Evidence		9.426				.	.	.			
Kidnapping	*	9.4									
Leaving Campus		9.42				.	.	.			
Lighter Distribution/Possession/Use		5.48			.	.	.	.	.		
MENACING	*	9.4			.	.	.				
Mild Sexual Behavior/Sexual Activity		N/A							.		.
Out of Area Violation/Skipping Class		N/A			.	.	.	.	.		
Over the Counter Drug Distribution (or possession with intent to distribute)		9.423					.	.	.	.	.
Over the Counter Drug Possession		9.423				.	.	.	.	.	.
Over the Counter Drug Use		9.423				.	.	.	.	.	.
Pepper Spray Possession/Distribution/Use		5.48					.	.	.		
Pornography Distribution/Possession (involving a minor)	*	9.422							.		.
PORNOGRAPHY	*	9.422						.	.		.
Possession of Stolen Property (Under \$50.00)	*	9.4				.	.	.	.		.
Possession of Stolen Property (\$50.00-\$500.00)	*	9.4					.	.	.		.
Possession of Stolen Property (Over \$500.00)	*	9.4							.		.
Profanity/Vulgarity		9.422				.	.	.	.		
Rape	*	9.4									.
Robbery/Theft	*	9.4							.		.
Sexual Assault	*	9.2211							.		.
Sexual Harassment	*	9.422							.		.

2026-2027 Elementary (K-5) Consequence Options and Guidelines											
Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8 (applicable for 4 th and 5 th grade only 20 days)	Step 9
SEXUAL MISCONDUCT	*	9.426							•		•
Sexual Offence (non-touching)	*	9.422						•	•		
Stalking	*	N/A							•		•
Tardy to Class		N/A			•	•					
Taser Distribution/Possession		5.48							•		•
Taser Use		5.48									•
Terroristic-Bomb	*	N/A									•
TERRORISTIC THREAT	*	9.42811							•	•	•
Terroristic-Chemical/Biological/Nuclear	*	N/A									•
THREATENING ANOTHER STUDENT	*	9.42811			•	•	•	•	•		
THREATENING/HARASSING STAFF MEMBER	*	9.42811							•	•	•
Throwing Objects		9.426			•	•					
Tobacco Distribution (including nicotine vapes)		9.4232							•	•	•
Tobacco Possession (including nicotine vapes)		9.4232							•	•	•
Tobacco Use (including nicotine vapes)		9.4232							•	•	•
Under Influence of Alcohol	*	9.423							•	•	•
Under the Influence of Drugs	*	9.423							•	•	•
USE OF FIREWORKS	*	5.48							•		•
VERBAL ABUSE	*	9.422						•	•		•
Violation of Technology Use Policy		8.2323			•	•	•	•	•		
Violation of Personal Electronic Telecommunications		9.4261			•	•	•	•	•		
WANTON ENDANGERMENT	*	N/A					•	•	•		•
Weapon Possession/Distribution/Use	*	5.48									•

2026-2027 Middle and High School (K-5) Consequence Options and Guidelines

The Behavior Violations noted with capitalized letters, and bold may be (but not always) considered a **FOCUSED ACT**. The school resource officers will make the determination whether or not to issue an MOU or citation.

Note: Depending on the facts and circumstances of each case, other violations may have been reported under the provisions of KRS 158.154, KRS 158.155, and KRS 158.1569.

IF A STUDENT DEFIES AUTHORITY WHILE FIGHTING AND DOES NOT STOP WHEN ASKED TO DO SO BY SCHOOL PERSONNEL, HE/SHE MAY BE RECOMMENDED FOR EXPULSION. (09.425 AND 09.426)

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

School Personnel: Any student who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

Refer to Title IX Coordinator regarding Sexual Harassment and Sexual Misconduct Behavior Infractions.

Any student who engages in a fight will not be able to attend any extracurricular activities.

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DISCIPLINE CONSEQUENCE OPTIONS AND GUIDELINES

Prior to taking any disciplinary action, a student shall receive due process. The principal/designee shall review a student's past discipline record and the full circumstances of the particular incident involved. (Reference: Clark County Board of Education versus Jones, October 2, 1981, Kentucky Court of Appeal).

2026-2027 Middle and High School (6-12) Consequence Options and Guidelines

Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1st Degree Assault	*	9.425									•
2nd Degree Assault	*	9.425									•
3rd Degree Assault	*	9.425									•
DEGREE ASSAULT	*	9.425								•	•
ABUSE OF A TEACHER/PROFANITY TO STAFF	*	9.426							•	•	•
Academic Cheating/Plagiarism		9.4293				•	•	•	•	•	•
Alcohol/Possession/Distribution/Use	*	9.423								•	•
Arson	*	9.426									•
Biting/Hitting/Kicking/Pushing		9.425				•	•	•	•		
lying		9.422					•	•	•	•	•
Burglary	*	9.422								•	•
Bus Disturbances	Bus Disciplinary Procedures										
Step 1: Positive Behavior Techniques											
Step 2: Warning											
Step 3: 1 Day Bus Suspension											
Step 4: 2 Days Bus Suspension											
Step 5: 5 Days Bus Suspension											
Step 6: 10 Days Bus Suspension											
Step 7: 30 Days or longer Bus Suspension											
Criminal Abuse	*	9.4						•	•	•	•
DANGEROUS INSTRUMENT POSSESSION	*	5.48						•	•	•	•
Destruction of Property/Vandalism	*	9.426						•	•	•	•
DISORDERLY CONDUCT	*	9.426						•	•	•	•

2026-2027 Middle and High School (6-12) Consequence Options and Guidelines											
Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Disruptive Behavior		9.426			.	.	.	.			
Dress Code Violation		9.427			.	.	.	.	.		
Drug/Simulated Possession/Distribution/Use	*	9.423								.	.
Drug Paraphernalia Violation	*	9.423						.	.	.	.
Driving Under the Influence	*	9.423								.	.
Failure to Attend Detention		9.42				.	.	.			
Failure to honor a directive to disperse from staff		9.426							.	.	.
Failure to stop fighting		9.426								.	.
Failure to Follow Directives/Insubordination		9.426			.	.	.	.			
Fighting-Student to Other	*	9.425							.	.	.
Student to Staff (Physical Aggression- or touch not fighting)	*	9.425							.	.	.
Fighting-Student to Student	*	9.425							.	.	.
Forgery	*	9.42			.	.	.	.			
Fraud		9.4			.	.	.	.			
GAMBLING	*	9.4292			.	.	.	.			
GANG ACTIVITY	*	09.425						.	.	.	.
HARASSING COMMUNICATIONS	*	9.42811						.	.	.	.
Harassment	*	9.42811						.	.	.	.
Hazing 1 st Degree		09.422									.
Hazing 2 nd Degree		09.422									.
Homicide	*	9.425									.
Inappropriate Contact (No Injury)		9.42			.	.	.	.	.		
Intentional False Statement w/Evidence		9.426				.	.	.			
Kidnapping	*	9.4									.
Leaving Campus Step 5=10 days lose driving privileges Step 6=20 days lose driving privileges Step 7=Rest of the school year lose driving privileges		9.42					.	.	.		

2026-2027 Middle and High School (6-12) Consequence Options and Guidelines

Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Lighter Distribution/Possession/Use		N/A				.	.	.	.		
MENACING	*	9.4				.	.	.	.	.	.
Mild Sexual Behavior/Sexual Activity		N/A								.	.
Out of Area Violation/Skipping Class		N/A				.	.	.	.		
Over the Counter Drug Distribution (or possession with intent to distribute)		9.423						.	.	.	.
Over the Counter Drug Possession		9.423						.	.	.	.
Over the Counter Drug Use		9.423						.	.	.	.
Pepper Spray Possession/Distribution/Use		5.48							.	.	.
Pornography Distribution/Possession (involving a minor)	*	9.422								.	.
PORNOGRAPHY	*	9.422							.	.	.
Possession of Fireworks	*	5.48							.	.	.
Possession of Stolen Property under \$50.00	*	9.4						.	.	.	.
Possession of Stolen Property (\$50.00-\$500.00)	*	9.4							.	.	.
Possession of Stolen Property (over \$500.00)	*	9.4								.	.
Profanity/Vulgarity		9.422				.	.	.	.		
Rape	*	9.4									.
Refused to be Searched (High School)	*	9.436								.	.
Refused to be Searched (Middle School)	*	9.436							.	.	.
Robbery/Theft	*	9.4								.	.
Sexual Assault	*	9.2211									.
Sexual Harassment	*	9.422							.	.	.
SEXUAL MISCONDUCT	*	9.426								.	.
Sexual Offense (non-touching)	*	9.422							.	.	.
Stalking	*	N/A								.	.
Tardy to Class		N/A			.	.	.	.			
Taser Distribution/Possession		5.48								.	.

2026-2027 Middle and High School (6-12) Consequence Options and Guidelines

Behavior Violations	Report to Law Enforcement	Board Policy Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Taser Use		5.48									•
Tardy to Class		N/A			•	•	•	•			
Taser Distribution/Possession		5.48								•	•
Taser Use		5.48									•
Terroristic Bomb	*	N/A									•
Terroristic Threat	*	9.42811									•
Terroristic-Chemical/Biological/Nuclear	*	N/A									•
THREATENING ANOTHER STUDENT	*	9.42811					•	•	•	•	
THREATENING/HARASSING STAFF MEMBER	*	9.42811							•	•	
Throwing Objects		9.426			•	•	•				
Tobacco Distribution (including nicotine vapes)		9.4232							•	•	
Tobacco Possession (including nicotine vapes)		9.4232							•	•	
Tobacco Use (including nicotine vapes)		9.4232							•	•	
Trespassing BLA students (Extended Stay)		9.221							•		•
Trespassing School to School		9.221							•	•	•
Trespassing School to Work		9.221							•	•	•
Under the Influence of Alcohol	*	9.423								•	•
Under Influence of Drugs	*	9.423								•	•
USE OF FIREWORKS	*	5.48							•	•	•
VERBAL ABUSE	*	9.422						•	•	•	
Violation of Technology Use Policy		8.2323						•	•	•	
Violation of Personal Electronic Telecommunications		9.4261					•	•	•	•	
WANTON ENDANGERMENT	*	N/A						•	•	•	•
Weapon Possession	*	5.48									•
Weapon Distribution	*	5.48									•
Weapon Use	*	5.48									•

2026-2027 Middle and High School (6-12) Consequence Options and Guidelines

The Behavior Violations noted with capitalized letters, and bold may be (but not always) considered a **FOCUSED ACT**. The school resource officers will make the determination whether or not to issue an MOU or citation.

Note: Depending on the facts and circumstances of each case, other violations may have been reported under the provisions of KRS 158.154, KRS 158.155, and KRS 158.1569.

IF A STUDENT DEFIES AUTHORITY WHILE FIGHTING AND DOES NOT STOP WHEN ASKED TO DO SO BY SCHOOL PERSONNEL, HE/SHE MAY BE RECOMMENDED FOR EXPULSION. (09.425 AND 09.426)

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Refer to Title IX Coordinator regarding Sexual Harassment and Sexual Misconduct Behavior Infractions.

Any student who engages in a fight will not be able to attend any extracurricular activities. This stipulation includes prom for high school students.

Christian County Public Schools
STRATEGIES, INTERVENTIONS AND ADMINISTRATIVE RESPONSES FOR CHRISTIAN COUNTY STUDENTS

Step 1 and 2 are classroom intervention strategies. Students can receive two minors per teacher and the third one will result in a major office referral with minors attached.

Step 1: Classroom Level Strategies/Teachers will use Classroom Management strategies through the MTSS model to manage behavior incidents.

Step 1 is for the use of interventions by the teacher in the classroom relating to the student's behavior. For the 1st offense - **it will be documented on a minor behavior form**. The student will review the form and understand the behavior and consequences while the teacher reteaches the expectations and consults with the student.

- Call to parent
- Conference with student
- Reteach Expectations
- Referral to Counselor (if necessary)

Step 2: Appropriate strategies through Step 1 have not been effective. Teachers use the following interventions to help students change their behavior in the classroom. **This will be documented on a minor behavior form**. The student should review the form and understand the behavior and consequences. They need to sign the form.

- Call to parent
- Proximity/nonverbal cues
- Reteach Expectations
- Lunch Detention and/or After School Detention
- Change of seat (if applicable)
- Hallway conference with student (if applicable)
- Referral to Counselor (if necessary)

Step 3: Appropriate when matrix indicates Step 3 response

- Referral submitted to administrator (**minors attached**)
- School Counselor will consult with student
- Time-Out (three periods or less)
- Parent/Guardian contact
- Continue to reteach appropriate behaviors

Step 4: Appropriate when matrix indicates Step 4 responses

- Referral submitted to administrator with all documentation
- School Counselor will begin intervention process with student
- CCPS Bullying Intervention Protocol (if applicable)
- Parent/Guardian conference
- In School Suspension for one day
- Behavior Support Plan developed (if applicable)
- Students due process required
- MOU completed (if applicable)

Step 5: Appropriate when matrix indicates Step 5 responses

- Referral submitted to administrator with all documentation
- School Counselor will begin intervention process with student
- CCPS Bullying Intervention Protocol (if applicable)
- In School Suspension for two days
- Behavior Support Plan (monitored and documented)
- Students Due Process Required
- MOU or Citation completed (if applicable)

Step 6: Appropriate when matrix indicates Step 6 responses

- Referral submitted to administrator
- Out of School Suspension for one day
- Restorative practices upon return of student (school counselor)
- Parent/Guardian conference required with teacher/student and administrator
- Tier II Interventions begin and/or continue
- Student Due Process required
- Mandatory report to Director of Alternative Programs and Director of Special Education (if applicable)
- Behavior Support Plan (monitored and documented)
- MOU or Citation completed (if applicable)

Step 7: Appropriate when matrix indicates Step 7 responses

- Referral submitted to administrator with all documentation
- Out of School Suspension for two days
- Restorative practices upon return to school (school counselor)
- Behavior Support Plan (monitored and documented)
- Parent/Guardian conference required with teacher/student and administrator
- Student Due Process required
- Mandatory report to Director of Student Services and Director of Special Education (if applicable)
- Tier II Intervention begins and/or continue
- MOU or Citation completed (if applicable)
- Pre-Alternative Form completed

Step 8: Appropriate when matrix indicates Step 8 responses

- Referral submitted to administrator will all documentation
- Referral to Bluegrass Learning Academy - if it is a progressive step then all interventions will need to be documented with monitoring and progress notes and submitted to Director of Student Services before ILPA date will be given - if it is an automatic step 8 - contact Director of students for approval - Bluegrass Learning Academy Principal will provide ILPA date
- Student due process is required
- Parent/Guardian conference required with teacher/student and administrator
- MOU or Citation completed (if applicable)
- Mandatory Report to Director of Student Services and Director of Special Education (if applicable)

Step 9: Appropriate when matrix indicates Step 9 responses

- Referral submitted to Administrator with all documentation
- Consequences will be determined by district committee with the following options
 - Expulsion Hearing
 - Bluegrass Learning Academy
 - Referral to Day Treatment
- Student Due Process required
- Parent/Guardian conference required with teacher/student and administrator
- MOU and/or Citation completed

Bluegrass Learning Academy students reaching a Step 8 may be sent to Day Treatment and/or expulsion depending on evidence of from the infraction.

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Administrators should reference matrix to make Bluegrass Learning Academy Referrals	
Bluegrass Learning Academy Step 8 Matrix 6th-8th Grades	
<u>Step 8 Behavior Infractions</u>	<u>Length of Stay in Days</u>
3rd Degree Assault	One calendar year
4th Degree Assault	45 days
Abuse of a Teacher	45 days
Academic Cheating/Plagiarism	25 days
Alcohol (Distribution, Possession and/or Use)	60 days
Bullying	25 days
Burglary	45 days
Criminal Abuse	25 days
Dangerous Instrument Possession	45 days
Destruction of Property/Vandalism	45 days
Disorderly Conduct	45 days
Drug/Simulated Drug (Distribution, Possession and Use)	90 days (could be extended due to positive drug test after 45 days)
Driving Under the Influence	45 days
Failure to Stop Fighting	25 days
Fighting (Student to Other) Physical Aggression	25 days
Student to Staff (Physical Aggression or touch not fighting)	25 days
Fighting (Student to Student) Physical Aggression	25 days
Gang Activity	45 days
Harassing Communications	45 days
Harassment	45 days
Menacing	25 days
Mild Sexual Activity/Sexual Activity	25 days
Pepper Spray (Distribution, Possession and/or Use)	25 days if Distribution/Possession – 45 days if Used
Pornography (Distribution and/or Possession)	25 days
Pornography involving a minor (Distribution and/or Use)	45 days
Possession of Fireworks	25 days
Possession of Stolen Property (\$50.00 - \$500.00)	25 days
Possession of Stolen Property (over \$500.00)	25 days
Possession of Stolen Property (under \$50.00)	25 days
Robbery/Theft	45 days
Sexual Harassment	45 days
Sexual Misconduct	45 days
Sexual Offense (non-touch)	25 days
Stalking	25 days
Taser (Distribution, Possession and/or Use)	25 days if Distribution/Possession – 45 days if Used
Terroristic Threat	Superintendent Placement Decision
Threatening/Harassing Staff Member	45 days
Tobacco (Possession, Distribution and/or Use)	45 days

Administrators should reference matrix to make Bluegrass Learning Academy Referrals	
Bluegrass Learning Academy Step 8 Matrix 6th-8th Grades	
Under Influence of Alcohol	45 days (due to positive drug test after 45 days term could be extended)
Under Influence of Drugs	45 days (due to positive drug test after 45 days term could be extended)
Use of Fireworks	25 days
Verbal Abuse	25 days
Violation of Personal Electronics	25 Days
Wanton Endangerment	25 days

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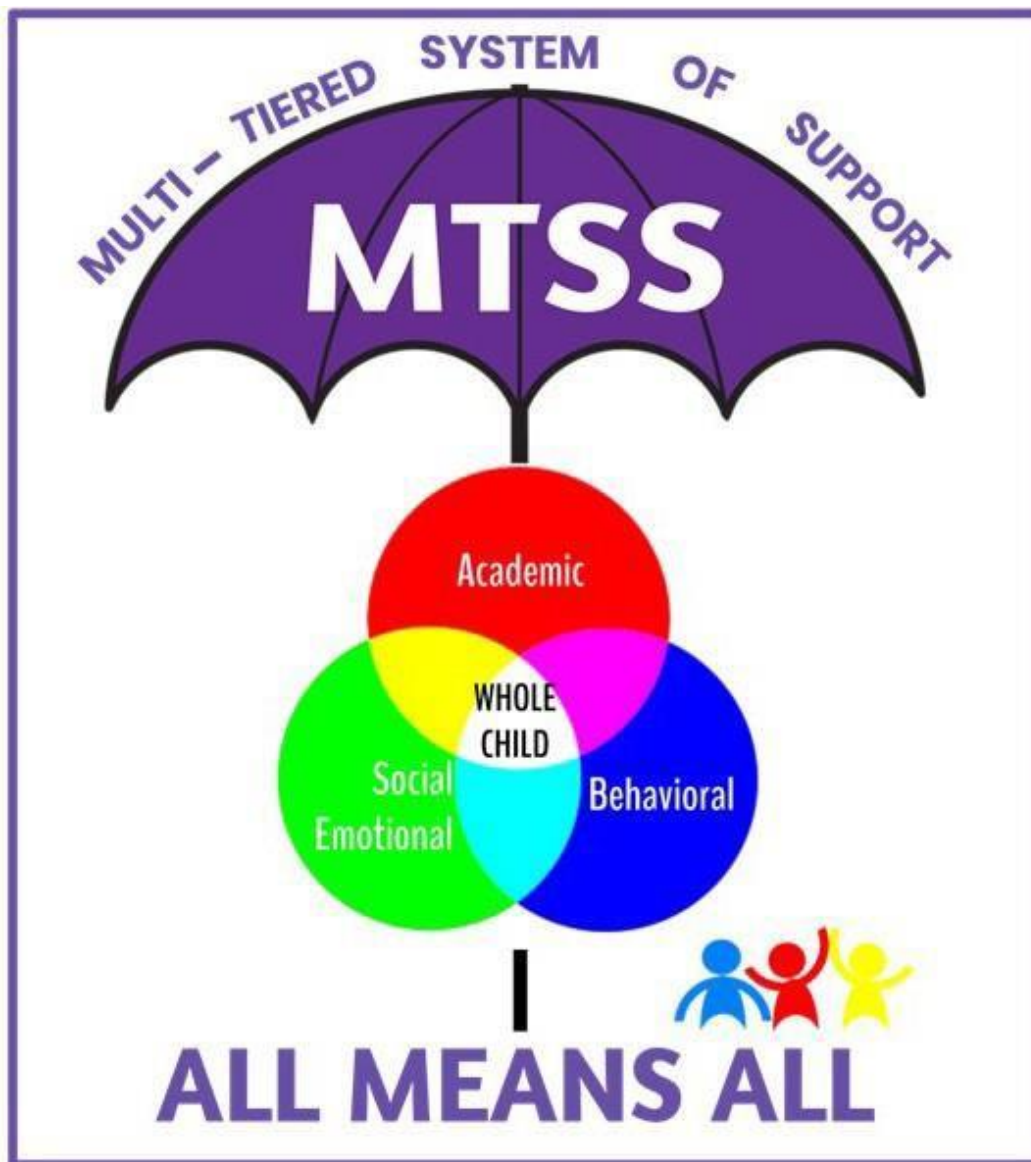
Administrators should reference matrix to make Bluegrass Learning Academy referrals	
Bluegrass Learning Academy Step 8 Matrix 9th-12th Grades	
<u>Step 8 Behavior Infractions</u>	<u>Length of Stay</u>
3rd Degree Assault	One calendar year
4th Degree Assault	90 days
Abuse of a Teacher	45 days
Academic Cheating/Plagiarism	45 days
Alcohol (Distribution/Possession and/or Use)	90 days
Bullying	45 days
Burglary	90 days
Criminal Abuse	45 days
Dangerous Instrument Possession	90 days
Destruction of Property/Vandalism	90 days
Disorderly Conduct	90 days
Drug/Simulated Distribution, Possession and Use	180 days (stay could be extended if positive drug test after 90 days)
Driving Under the Influence	90 days
Failure to stop fighting	90 days
Fighting (Student to Other) Physical Aggression	90 days
Fighting (Student to Student) Physical Aggression	90 days
Gang Activity	45 days
Harassing Communications	45 days
Harassment	45 days
Menacing	45 days
Mild Sexual Activity/Sexual Activity	45 days
Pepper Spray (Distribution/Possession and/or Use)	45 days for Distribution/Possession and/or Use – 90 days for Use
Pornography (Distribution and/or Possession)	45 days
Pornography involving a minor	90 days
Possession of Fireworks	45 days
Possession of Stolen Property (\$50.00-\$500.00)	45 days
Possession of Stolen Property (over \$500.00)	45 days
Possession of Stolen Property (under \$50.00)	45 days
Robbery/Theft	90 days
Sexual Harassment	90 days
Sexual Misconduct	180 days
Sexual Offense (non-touch)	45 days
Stalking	45 days
Taser (Distribution/Possession and/or Use)	45 days for Possession/Distribution – 90 days for Use
Terroristic Threat	Superintendent Placement Decision
Threatening Another Student	45 days
Threatening/Harassing Staff Member	90 days
Tobacco (Possession/Distribution and/or Use)	45 days

Administrators should reference matrix to make Bluegrass Learning Academy referrals	
Bluegrass Learning Academy Step 8 Matrix 9th-12th Grades	
Trespassing School to School or Work to School	25 days
Under Influence of Alcohol	180 days
Under influence of Drugs	180 days
Use of Fireworks	45 days
Verbal Abuse	45 days
Violation of Personal Electronics	25 days
Wanton Endangerment	45 days

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Multi-Tier System of Support for ALL students

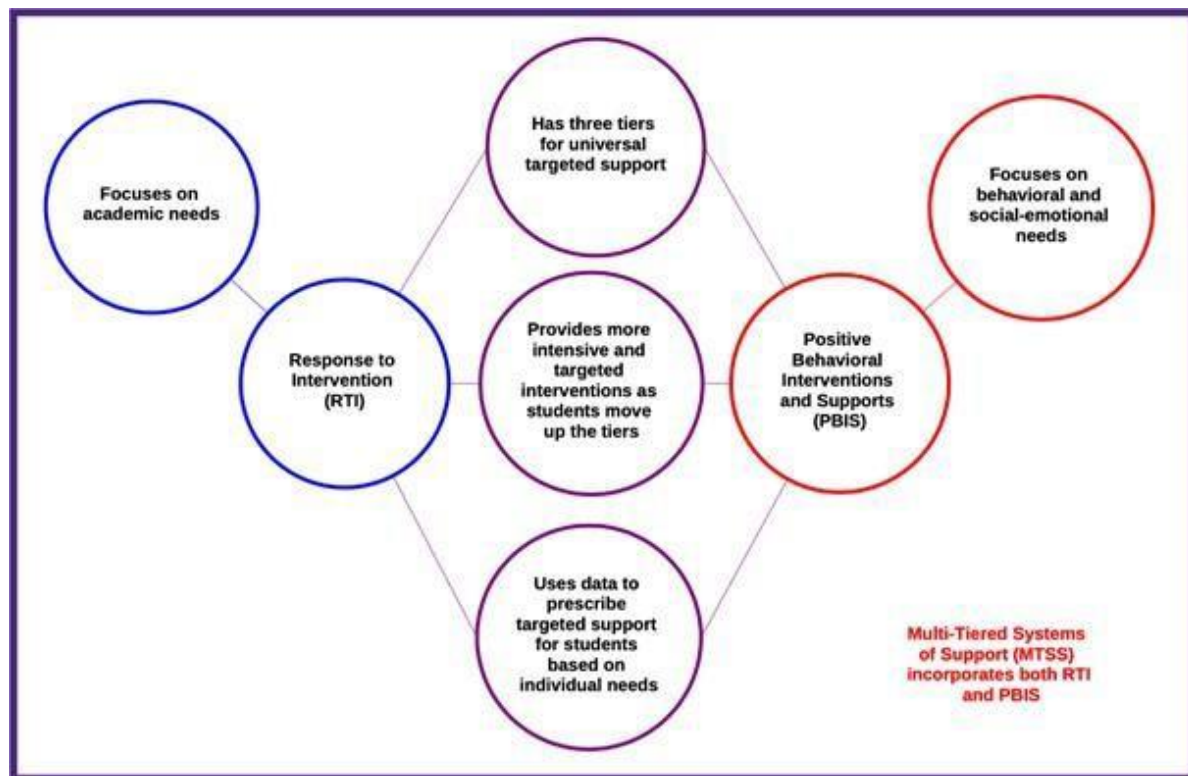
A multi-tiered system of supports helps school and district to organize resources through alignment of academic standards and behavioral expectations implemented with fidelity and sustained over time, in order to accelerate the performance of every student to achieve and/or exceed proficiency.



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A major initiative in the Christian County School System is a Culturally Responsive Positive Behavior Support. Culturally responsive means the valuation, consideration, and integration of an individual's culture, language, heritage and experiences leading to supported learning and development.

This initiative includes strategies for defining, supporting and teaching developmentally appropriate behaviors and social skills enabling classroom teachers and schools to create and maintain positive learning environments. Culturally diversity promotes healthy character development for all students by utilizing proactive strategies at the individual, classroom and building levels to prevent challenging behaviors that interfere with learning



THE GRIEVANCE PROCEDURE

A public school system, in order to be effective, must be attentive to the individual needs and concerns of its constituency—the students and parents/guardians who are served by it. Therefore, the Christian County Board of Education adopts, as a necessary part of this Code of Acceptable Behavior, the following grievance procedure to provide students and parents with an appropriate means to resolve problems, which may occasionally arise in the operation of the public school.

CONDITIONS

1. All grievances are individual in nature and must be brought by the individual grievant
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

TIME LIMITS

1. Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

BOARD OF EDUCATION'S INVOLVEMENT

1. If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student will then be offered an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance initially presented. The decision of the Board of Education shall be final.

Christian County Board of Education
P.O. BOX/200 Glass Avenue
Hopkinsville, KY 42240
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STUDENT BILL OF RIGHTS

Student Bill of Rights Preamble

A student has legal rights guaranteed by the Constitution of the United States. These can be exercised in school as long as they do not interfere with the rights of others or the school's responsibility to provide safe and orderly schools. The Christian County Public School (CCPS) District encourages each student to balance the expression of his or her rights by honoring his or her responsibilities as outlined in the Code of Acceptable Behavior and the Student Bill of Rights.

1. The Right to an Education

Under Kentucky law, children between the ages of 5 and 21 years have a right to an education. This education is provided free of charge to students until they have completed a 12-year program or reached their twenty-first birthday. (Children eligible for Exceptional Child Education [ECE] services are guaranteed a free and appropriate public education [FAPE] between the ages of 3 and 21.)

Discipline is necessary to maintain a climate conducive to learning, and a student may forfeit his or her right to an education under the Code of Acceptable Behavior. A student's right to an education will not be taken away without due process, as guaranteed by the Constitution of the United States.

2. The Right to Academic Grades Based on Academic Performance

Academic grades will be assigned based on academic performance. Academic grades will not be reduced as punishment for misconduct. A student is entitled to an explanation of how his or her academic grades were determined.

3. The Right to Make-Up Work

A student receiving an excused absence shall have the opportunity to make up missed schoolwork.

The local School-Based Decision Making (SBDM) Council or, if none exists, the principal, with input from teachers and parents, shall establish rules regarding make-up work for excused and unexcused absences.

4. The Right to Confidentiality of/Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) and KRS 160.700-160.730 guarantee to parents/guardians of students younger than age 18 and to eligible students age 18 and older the right to:

- Inspect and review the student's educational records within 45 days of the day the school receives a request for access.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosures without consent.

- Request an amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- File with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520, a complaint concerning alleged failures by the district to comply with the requirements of FERPA.

School records of active students are maintained and kept by the school office in a secure location. Records include credits earned, standardized test results, academic portfolios, grade point averages (GPAs), behavioral and psychological evaluations, screening and health records, attendance records, and directory information. The file may contain temporary disciplinary records.

In order to inspect, review, or transfer educational records, the eligible student and/or the parent/guardian must complete the Student Educational Request Form. To request the amendment of educational records, the parent/guardian or eligible student must submit the request in writing to the school principal.

Under the provisions of FERPA, the district may release, without written consent, a student's educational records to school officials with a legitimate educational interest; to other school systems, colleges, and universities to which the student intends to enroll or transfer; and to certain other agencies specified by state and federal law. A school official is a person employed by the district, a person serving on the School Board, a person or company with whom the district has contracted as its agent to provide a service instead of using its own employees, or a person serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. No other person may inspect, review, or transfer a student's educational records without:

- The written consent of the eligible student;
- The written consent of the parent/guardian if the student is under 18 years of age; or
- A properly issued court order or subpoena.

The district may release directory information without written consent to organizations or individuals with a legitimate educational interest and purpose unless the eligible student and/or parent/guardian submit the Directory Information Opt-Out Form.

5. Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students the right to:

Consent Before Participation in Protected Information Surveys

- Consent before a student is required to submit to a survey that concerns one or more 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. These protected areas are as follows:
 - 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, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of others with who respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive Notice and an Opportunity to Opt Out

- Any other protected information survey, regardless of funding;
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
- 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 the Following Items Upon Request 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.

The district will notify parents or eligible students at the start of each school year of the specific or approximate dates of the planned activities or surveys listed above and will provide reasonable notification of activities or surveys planned after the school year begins. The parent or eligible student may opt out of participation in the specific activity or survey. Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

6. The Right of Access to Services for All Students With Disabilities/Child Find

A student with a disability will be provided FAPE. Students who are eligible for special education include those students who have hearing impairments, vision impairments, emotional and behavioral disorders, deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, developmental delay, or traumatic brain injuries and who, because of these impairments, need special education and related services.

7. The Right to Representation and Involvement

A student has the right to be represented by peers in making decisions that affect him or her. These include decisions about standards of achievements, conduct, elections, activities, and other facets of

student life. Each student is encouraged to exercise this right by seeking to serve as a Student Council representative, a club officer, or a representative of a school or district committee. In general, any student may make suggestions on matters that affect him or her through the school administration.

8. The Right to Freedom of Expression

A student has the right to freedom of expression as it relates to speech, assembly, appearance, publications, and the circulation of petitions. This right must be exercised in such a way that it does not interfere with the rights of others or the orderly operations of the school. A student is encouraged to form opinions and express them in a responsible manner. Conduct that interferes with the learning process or the orderly operations of a school may be restricted.

- A student has the right to assemble peacefully as long as such assembly does not interfere with the learning process or the orderly operations of the school.
 - A student has the right to choose his or her manner of dress and otherwise to arrange his or her own personal appearance subject to the school rules and regulations regarding dress or appearance. However, any such rules must relate to a specific educational purpose, such as health, safety, full participation in classes or school activities, and/or preventing the disruption of the educational process.
 - School publications, such as the school newspaper, will be free from censorship or prior restraint. School officials may establish guidelines for school newspapers and other publications, including the restriction of libelous or obscene material or materials that would incite others.
 - Guidelines must be consistent with governing legal standards and with the rules and regulations of the Board of Education. A student involved in any such publication is responsible for knowing his or her legal responsibilities and the consequences for failure to follow the guidelines.
 - A student or student group has the right to access the pages of the student newspaper and to distribute leaflets, pamphlets, and other literature on school grounds as long as school regulations for their distribution are followed. The distribution of materials must not interfere with the orderly operations of the school nor violate the rights of others.
-

9. The Right to Freedom From Abuse

A student has the right to freedom from verbal and/or physical abuse by school staff or other students. Punishments that are cruel and unusual, demeaning, humiliating, excessive, or unreasonable are prohibited. The use of obscene or abusive language by school staff or students is prohibited. Corporal punishment is prohibited. However, staff may use reasonable physical force to restrain a student for self-defense, to protect others or property, or to maintain order.

10. The Right to Participate

A student has the right to be a member of a school club or organization as long as he or she meets the criteria for membership. School clubs and organizations must apply criteria for membership to all applicants equally. Under federal law, no club or organization may restrict memberships on the basis of

age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation, and/or religion, or for any reason.

A student may petition the principal to form a new school club or organization. If the club or organization meets the guidelines of the Christian County Board of Education, a faculty sponsor will be selected by the principal and students. The students and their faculty sponsor are entitled to use school facilities, including classrooms and the public-address system, as approved by the principal.

11. The Right to Freedom From Unreasonable Search and Seizure of Property

A student has the right to freedom from unreasonable search and seizure of his or her person and property. School officials, however, have a right under the law to search students or their property whenever there is a reasonable suspicion that they have something that violates school rules or endangers others.

Students may be searched to maintain the ongoing educational process, to maintain order, and/or to protect people and property. Searches may include the student and his or her locker, desk, automobile, or personal belongings. A personal search includes a search of a student's accessories (purse, wallet, backpack, cell phone, notebooks, gym bag, etc.) and/or outer garments (pants/skirt pockets, shirt/blouse pockets, pant legs, socks, shoes, jacket pockets, waistband, etc.) that would not require disrobing.

The Police Detection Canine Team may conduct random and unannounced searches of general school areas, including school lockers and parking lots. A hand-held metal detector may be used by a school official who has reasonable suspicion that the student is in possession of a weapon or when it is necessary to screen all individuals.

12. The Right to Due Process and Appeal

A student has the right to due process anytime a charge is made against him or her. This means that the student has the right to know what he or she is accused of doing, the right to know the evidence for the charge, and the right to present his or her perspective regarding the charge.

The student or parent/guardian has the right to appeal any action taken by the school that he or she believes to be an unfair or inequitable application of the Code of Acceptable Behavior or the Student Bill of Rights. Students and parents/guardians will be informed of these rights at the beginning of the school year or when the student enrolls in school.

The student or parent/guardian must initiate the appeal. He or she should do the following:

- First, try to resolve the problem by discussing it with the people involved.
 - If that is unsuccessful, he or she should request an informal hearing with the administrator at the school. A written decision may be requested.
-

13. The Right to Freedom from Harassment and Discrimination

The CCPS District is governed by federal, state, and local anti-discrimination laws and acts. CCPS has adopted policies that forbid harassment and discrimination in providing equal educational opportunities on

the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation, and/or religion.

In cases where a student and/or parent/guardian thinks that a student has been harassed or discriminated against for any reason, the parent/guardian/student must file a complaint by following the Christian County Board of Education Discrimination Grievance Procedure.

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FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

As governed by the Family Educational Rights and Privacy Act (FERPA), each student over eighteen (18) years of age or his/her parent, if the student is under eighteen (18) or is the parent's dependent, has a right to (1) inspect and review the student's educational records, and (2) challenge any misleading or inaccurate statement contained in records and request such statements be removed or corrected. For purposes of access to student records, "parent" is defined as: "natural parent, guardian, lawful custodian, or an individual acting as a parent of a pupil in the absence of a parent or guardian." Either parent has the authority to exercise the rights inherent in this policy unless the schools have been provided with a court order which provides expressly to the contrary.

A student's "educational record" is defined as: Documents and other materials directly related to a student that are collected, maintained, or used by the Christian County Public Schools. This includes records maintained by other agencies and individuals who have performed services for students on behalf of the Christian County Public Schools. Educational records include, but are not limited to:

- personal and family data;
- evaluation and test data, including aptitude, achievement, intelligence, personality, behavior observation, and other diagnostic information;
- medical, psychological, and anecdotal reports (if shared with others);
- all records of school achievement and progress reports;
- student portfolios;
- all discipline records;
- records of conferences with students and/or parents;
- copies of correspondence about the student;
- any photographs or video recording of a student;
- other information or data that is used in working with the student or required by federal and state regulations.

Other than school staff, authorized volunteers, contractors and vendors, and certain other agencies approved by federal law, no person may inspect or review a student's educational records without the consent of the student, if he/she is eighteen (18) years of age; or parent, if the student is under eighteen (18) or is the parent's dependent; or without a properly issued court order.

Upon request, the District will disclose records without consent to officials of another school district in which the student seeks or intends to enroll.

"Directory Information" shall be released, upon written request, to the news media, athletic associations, higher education providers, scholarship or college entrance committees, or official organizations only if the need for data is connected with a legitimate educational interest and purpose. Directory information may be released to official law enforcement agencies with permission of the Superintendent/designee. The District may disclose directory information unless notified in writing to the contrary by October 1 of each school year or within 30 days of enrollment if after October 1. Directory information may include a student's name, address, telephone number and date of birth; student's participation in officially recognized activities and sports, including weight and height; student's dates of membership with Christian County Public Schools; student's awards of credits, diplomas, and special recognitions (including but not limited to, honor roll and proficient/distinguished test scores); and the last educational institution that the student was enrolled, prior to enrollment in Christian County Public Schools. Directory information does not include educational records.

Military Recruiters: Under current law, U.S. military recruiters have access to the names, addresses and telephone numbers of secondary school students. A parent, guardian or student may choose not to have this information released. To request that recruiters not receive information on a student, a Release of Information to Military Recruiters Opt-Out Form (available at each high school) must be completed and sent to the Superintendent's office. The opt-out request will remain in effect unless revoked by the parent/guardian or student.

Each parent and eligible student has the right to file a written complaint with the United States Department of Education if he/she feels the right to inspect the student's records, as set forth in Board Policy 09.14, has been wrongfully denied.

Challenge to Content/Accuracy of Records

- a. In the event of a challenge to the content or accuracy of a student's records upon the basis that the information contained therein is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, Form SRF 119 (in Principal's office) must be completed and the parent of the student or the eligible student must be given the opportunity for a hearing to be conducted by the appropriate administrator appointed by the Superintendent, who shall be designated as the "hearing official." The hearing will be held within a reasonable period of time after the Superintendent has received a request for such a hearing and the parent of the student and/or the eligible student shall be given notice of the date, place, and time of the hearing reasonably in advance of the same.
- b. The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of his or her choice, including an attorney, at his or her own expense.
- c. If, as a result of the hearing, the Board of Education, through its hearing official, decides that the information is not

inaccurate, misleading, or otherwise in violation of privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the hearing official.

- d. Any explanation placed in the education records of the student, under paragraph (c) above, shall:
 - 1. Be maintained by the Board of Education as part of the education records of the student as long as the records or contested portion thereof are maintained by the Board of Education, and
 - 2. If the education records of the student or the contested portion thereof are disclosed by the Board of Education to any party, the explanation shall also be disclosed to that party.
- e. The hearing official shall make his/her decision in writing within a reasonable period of time after the conclusion of the hearing.
- f. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Parents/eligible students shall be notified of and given the opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

NOTIFICATION OF PPRA RIGHTS

The PPRA affords parents and eligible students (those who are 18 or older or who are emancipated minors) 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:

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

Receive notice and an opportunity to opt a student out of:

- 1. Any other protected information survey, regardless of funding
- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law); and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. Notification will provide an opportunity to opt a student out of participating in those activities.

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

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

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If you know of a child or youth who lives in Christian County, may have disability and is not receiving needed services bring, telephone, or send the information to:

Child Find activities will continue throughout the school year. As part of these efforts, Christian County Schools will use screening information, student records, and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education.

Any information the district collects through Child Find is maintained confidentially.

Student records shall include discipline records with regards to suspensions and expulsions.

Parents, guardians, or eligible students have the right to file a complaint with the U.S Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is: Family Policy and Regulation Office, U.S. Department of Education, Washington, D.C., 20202.

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 at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

***Director of Pupil Personnel
Christian County Public Schools
200 Glass Avenue
P.O. Box 609
Hopkinsville, KY 42240
(270) 887-7000***

The district office is open Monday through Friday, from 7:30 a.m. to 4:00 p.m. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Pupil Personnel or the Director of Special Education at the address or phone number listed above for the district office.

***Director of Special Education
Christian County Public Schools
200 Glass Avenue
P.O. Box 609
Hopkinsville, KY 42240
(270) 887-7000***

CHRISTIAN COUNTY BOARD OF EDUCATION NON-DISCRIMINATION POLICY STATEMENT

As required by federal law, the District does not discriminate on the basis of race, color, or national origin, sex, genetic information, disability or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups. Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the district shall be provided to the employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

Students, their parents, employees, and potential employees of the Christian County Schools are hereby notified that the Christian County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, career and technical education (vocational) programs, or activities set in compliance with the Office of Civil Rights, Title VI, VII, IX, ADA, and Section 504.

The Christian County School System offers the following career and technical education programs for students in grades 9-12: Agriculture, Family and Consumer Sciences, and Industrial Technology. The following career and technical courses are available to students in grades 9-12: Auto Mechanics, Business and Office, Carpentry, Electricity, Health Services, Information Technology, Machine Tool, and Welding.

Adult education classes are offered to individuals pursuing a GED certificate. Adult programs are offered periodically based upon the demand for specific classes.

Any person having inquiries concerning Christian County Public Schools compliance with the Office of Civil Rights Law, Title VI, VII, IX, ADA, and Section 504 is directed to contact the Director of Pupil Personnel, Christian County Board of Education, 200 Glass Avenue, Hopkinsville, Kentucky, 42240, 887-7000.

PARENT/GUARDIAN RESPONSIBILITIES

PARENT/GUARDIAN RESPONSIBILITIES

All parents and guardians have the responsibility to:

1. Send their child to school as required by Kentucky School Law (KRS 159-010) unless he/she is exempt under KRS 159-030.
2. Make certain their child's attendance at school is regular and punctual, and all absences properly explained.
3. See that the child is clean, dressed in compliance with school rules of sanitation and safety, and dressed in a fashion that will not disrupt classroom procedures.
4. Help the child develop socially acceptable standards of behavior, including exercise of self-control, and accountability for his/her actions.
5. Teach the child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
6. Become familiar with and support the rules the child is expected to observe at school; to be aware of the consequences for violations of these rules; and to accept legal responsibility for the child's actions.
7. Become acquainted with their child's school, its staff, curriculum and activities; and to attend parent-teacher conferences and school functions.
8. Accept their own role as the primary educators of their child by providing for the physical needs of their child; and to inform the school staff of any significant physical or emotional problems, chronic or communicable illnesses, or concerns of their child which might affect the child's behavior and performance.
9. Encourage their child to develop proper study habits at home.
10. Cooperate with, show respect for, and lend support to the teachers, administrators, and other school personnel.
11. Be a role model of responsible citizenship.
12. Communicate with their child concerning academic performance and behavior.
13. Discuss problems with the appropriate school personnel.

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CIVILITY POLICY 10.21

Board Intent

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

Preparation of Employees

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

Behavior Standards

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

Employee Options

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others.

In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the

individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences.

The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

References

- KRS 161.190
- KRS 503.110
- KRS 518.090

Related Policies

- 03.1325
- 03.2325
- 09.425
- 10.2
- 10.5

Adoption Information

Adopted/Amended: September 9, 1999

Order Number: 34-B

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Notice to Individuals Regarding IX Sexual Harassment/Discrimination

TITLE IX INFORMATION

Christian County Public Schools is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment.

Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Assistant Secretary for Civil Rights

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SE
Washington, D.C. 20202-1100

Phone: 1-800-421-3481

TDD: 1-800-877-8339

Fax: 202-453-6012

Email: OCR@ed.gov

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Title IX is a federal law that states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX).

The District's policies and procedures for addressing reports and complaints of sex-

based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

TITLE IX COORDINATOR

Who Is the Title IX Coordinator?

The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations.

Contact Information

Aaron Harrell, Title IX Coordinator
Email: aaron.harrell@christian.kyschools.us
Phone: (270) 887-7000

Christian County Board of Education
200 Glass Avenue
Hopkinsville, KY 42240

Who Can Contact the Title IX Coordinator?

Any person may report sexual discrimination, including sexual harassment, to the Title IX Coordinator(s), regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How Can I Contact the Title IX Coordinator?

Any person can contact the Title IX Coordinator(s) in person, by mail, telephone, or by electronic mail using the contact information listed above, or by any other means that results in the Title IX Coordinator(s) receiving the person's verbal or written report.

A report may be made at any time, including during non-business hours, by using the telephone number, electronic mail address, or mailing address listed for the Title IX Coordinator(s).

SEXUAL HARASSMENT UNDER TITLE IX

What Is Sexual Harassment?

Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A district employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

How Does the District Respond to Reports of Sexual Harassment?

All students and employees are encouraged to report sexual harassment to the Title IX

Coordinator(s).

Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator(s) will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.

FORMAL COMPLAINT OF SEXUAL HARASSMENT

What Is a Formal Complaint of Sexual Harassment?

Either a complainant or the Title IX Coordinator(s) can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator(s).

The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How Does the District Respond to Formal Complaints of Sexual Harassment?

Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations.

The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09-428111 AP.11 referenced below.

Copies of these policies and procedures can be accessed at the links below or requested from the Title IX Coordinator(s).

TITLE IX POLICIES AND PROCEDURES

Policies and procedures can be found at:

<https://www.christian.kyschools.us/titleix>

TITLE IX TRAINING

Title IX training materials utilized by the District may be reviewed at:

<https://content.schoolinsites.com/api/documents/449547efac5c44a393e88427a3476248.pdf>

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Glossary of Terms

Term	Definition
1st Degree Assault	Intentionally causes serious physical injury (reference KRS 500.080 for complete definition of "serious physical injury," particularly for children ages 12 and under) 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; complete definition found in KRS 508.010. Consult with law enforcement (such as School Resource Officer) or board attorney before choosing 1st Degree Assault.
2nd Degree Assault	Same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument; complete definition found in KRS 508.025.
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; complete definition found in KRS 508.025
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; complete definition found in KRS 508.030
Absence	An absence is considered being absent from school for 61 minutes or more.
Abuse	Abuse is to hurt or injure in a rough or cruel way.
Abuse of a Teacher/Staff	Whenever a teacher/staff, classified employee or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for an person to direct speech or conduct toward the teacher, classified employee or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with the normal school activities or will nullify or undermine the good order and discipline of the school. This would be considered non-physical verbal assault to a school district employee.
Academic Cheating/Plagiarism	Academic Cheating/Plagiarism is unauthorized use of information materials, devices, sources or practices in completing academic activities
Administrator	A staff member designated to enforce the Code of Acceptable Behavior, including Superintendent, School Director, Principal, or Assistant Principal.
Admissions and Release Committee (ARC)	An ARC is a committee of school personnel and parents authorized to plan special education program placement for identified students.
Alcohol Distribution	Alcohol distribution includes distribution of a liquor, brew, or mixture containing alcohol. Examples include beer, whiskey, and wine,
Alcohol Possession and Use	Alcohol Possession and Use includes possession and use of a liquor, brew, or mixture containing alcohol. Examples include beer, whiskey, and wine.
Arson	Arson is any intentional burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft.
Biting/Hitting/Kicking/ Pushing	behavior violations involving biting, hitting, kicking and pushing
Board Attorney	The attorney who is the general counsel for the Christian County Board of Education.
Bullying	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. These unwanted verbal, physical or social behaviors occur on school premises, on school sponsored transportation, at school sponsored events or disrupts the educational process.
Burglary	A person is guilty of burglary when, with the intent to commit a crime, he knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, vehicle, watercraft or aircraft where any person lives or where people assemble for purposes of business, government, education, religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be counted as burglary.

Bus Disturbances	Bus Disturbances include any behavior infractions that violate the safety of the bus.
Cheating	A student acting deceptively or dishonestly, including a student copying another's work and using it as his/her own, and tampering with official school records.
Classroom Rules	rules used to regulate behavior by clearly defined classroom expectations of student behavior and the consequences to inappropriate behavior
Co-curricular activities	Those activities that take place outside the six (6) hour instructional day and are directly related to an instructional class for which the student receives a grade.
Criminal Abuse Misdemeanor	(1) A person is guilty of criminal abuse in the third degree when he recklessly abuses another person or permits another person of whom he has actual custody to be abused and thereby: (a) Causes serious physical injury; or (b) Places him in a situation that may cause him serious physical injury; or (c) Causes torture, cruel confinement or cruel punishment to a person twelve (12) years of age or less, or who is physically helpless or mentally helpless. Criminal abuse in the third degree is a Class A misdemeanor.
Criminal Abuse Felony	(1) A person is guilty of criminal abuse in the first degree when he/she intentionally abuses another person or permits another person of whom he/she has actual custody to be abused and thereby: (a) Causes serious physical injury; or (b) Places him in a situation that may cause him serious physical injury; or (c) Causes torture, cruel confinement or cruel punishment to a person twelve years of age or less, or who is physically helpless or mentally helpless. (2) A person is guilty of criminal abuse in the second degree when he wantonly abuses another person or permits another person of whom he has actual custody to be abused and thereby: (a) Causes serious physical injury; or (b) Places him in a situation that may cause him serious physical injury; or (c) Causes torture, cruel confinement or cruel punishment to a person twelve years of age or less, or who is physically helpless or mentally helpless. Criminal abuse in the first degree is a Class D felony.
Criminal Violation	An act which is an offense defined by Kentucky law (Kentucky Revised Statutes [KRS]).
Dangerous Instrument	A dangerous instrument is any instrument, including parts of the human body when a serious physical injury is a direct result of the use of that part of the human body, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury. "Dangerous instrument" shall include, but is not limited to, any ordinary pocket knife or hunting knife. The term "dangerous instrument" shall also include instruments or objects which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike" weapon), or any other object, device or material which is reasonably determined by the Principal and/or the Board to be used or possessed for the purpose of intimidating, threatening or injuring another person or for causing damage to property of others.
Deadly Weapon	A weapon of mass destruction
	- Any weapon from which a shot, readily capable of producing death or other serious physical injury may be discharged; - Any pocket knife other than ordinary pocket knife or hunting knife; - Billy, nightstick, or club; - Blackjack or slapjack; - Nun-chuck or karate sticks; - Shuriken or death star; or - Artificial knuckles made from metal plastic or other similar hard material; - Pellet Guns
Deliberate Classroom Disruption	Intentional student behaviors that disrupt the instruction or intended classroom activity to cease or proceed with difficulty
Destruction of Property	is the damage to or the destruction of public or private property, caused either by a person who is not its owner. Property damage caused by persons is generally categorized by its cause: neglect and intentional

	damage. Intentional property damage is often, but not always, malicious. Property damage caused by natural phenomena may be legally attributed to a person if that person's neglect allowed for the damage to occur.
Destructive device	Any explosive, incendiary, or poison gas bomb, grenade, mine, rocket, missile, or similar device and includes the unassembled components from which such a device can be made. The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon.
Detention	A disciplinary program where students are kept for a period of time before or after school.
Disorderly Conduct	Committing a breach of peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof, he/she:
District Employee or Volunteer	District employee or volunteer means a school administrator, classified or certified employee, volunteer, non-faculty coach or assistant coach, student teacher, or sponsor of an extracurricular program or activity (added clarification for Traceable Communications Policy 08.2324)
Disruptive Behavior	Disruptions that impede the delivery of instruction or alter the flow of school or district related business. Disruptions may be defined by written referrals from teachers or staff to the principal.
Dress Code Violation	A dress code violation is not adhering to a set of rules specifying the correct manner of dress while on the school premises or attending a school activity
Drug Distribution	Drug Distribution: distribution of a controlled substance, such as:
	• Amphetamines
	• Barbiturate
	• Cocaine
	• Hallucinogens
	• Heroin (opioids)
	• Inhalant
	• Marijuana/Hashish (including vaping THC (tetrahydrocannabinol) oil)
	• Methamphetamine
	• Prescription Drugs
	• Steroids(anabolic)
	• Synthetic drugs
	• Over the counter drug
	• Look-alike drugs
Drug Possession	Drug Possession: possession of a controlled substance, such as:
	• Amphetamines
	• Barbiturate
	• Cocaine
	• Hallucinogens
	• Heroin (opioids)
	• Inhalant
	• Marijuana/Hashish (including vaping THC (tetrahydrocannabinol) oil)
	• Methamphetamine
	• Prescription Drugs
	• Steroids(anabolic)
	• Synthetic drugs
	• Over the counter drug
	• Look-alike drugs
Drug Use	Drug Use: use of a controlled substance, such as:
	• Amphetamines
	• Barbiturate
	• Cocaine
	• Hallucinogens
	• Heroin (opioids)
	• Inhalant
	• Marijuana/Hashish (including vaping THC (tetrahydrocannabinol) oil)
	• Methamphetamine
	• Prescription Drugs

	• Steroids(anabolic) • Synthetic drugs • Over the counter drug • Look-alike drugs
Drugs/Over the Counter Drug Possession	Over the counter medicine you can buy without a prescription in a student possession.
Drugs/Over the Counter Drug Use	Over the counter medicine you can buy without a prescription without following proper school procedures for personal consumption.
Drug/Simulated Distribution	Distribution of a substance that is not a controlled substance which by dosage unit appearance, including color, shape, size, and markings and by representations made would lead a reasonable person to believe the substance is a controlled substance.
Drug/Simulated Possession	Possession of a substance that is not a controlled substance which by dosage unit appearance, including color, shape, size, and markings and by representations made would lead a reasonable person to believe the substance is a controlled substance.
Drug/Simulated Use	Usage of a substance that is not a controlled substance which by dosage unit appearance, including color, shape, size, and markings and by representations made would lead a reasonable person to believe the substance is a controlled substance.
Drug Paraphernalia	Is a term, to denote any equipment, product or accessory that is intended or modified for making, using, or concealing drugs, typically for recreational purposes. Examples include, marijuana, cocaine, heroin, and methamphetamine are related to a wide range of paraphernalia.
DUI (Driving under the influence)	Operating a motor vehicle with alcohol concentration of or above 0.08 for those above 21 and 0.02 for those under age 21, or while under the influence of alcohol or other substance which impairs driving ability.
Excused Absence	A legitimate absence from school verified by written note from the parent/guardian. The student may make up all missed work from the excused absence under the school SBDM policy guidelines.
Extracurricular Activities	Those activities that normally take place outside the six (6) hour instructional day and are under the supervision of an assigned certified employee.
Failure to Attend Detention	A student is noncompliant to attend detention as assigned at the school level.
Failure to Follow Staff Directives/Insubordination	A student is noncompliant to comply with an official school/school district rule as instructed by school staff.
Family Educational Rights and Privacy Act (FERPA)	The Federal and State laws that protect a family from having unauthorized persons access a student's records without permission.
Family Member	Family member means parent, brother, sister, son, daughter, aunt, uncle or grandparent (added clarification for Traceable Communications Policy 08.2324)
Fight	An act to struggle against someone with hands or with weapons.
Fighting Student to Other	A student fighting with an individual other than a CCPS staff or student.
Fighting Student to Student	A student fighting with another CCPS student.
Firearm	A firearm is any weapon which will expel a projectile by the action of an explosive.
Focused Acts	Focused Acts include all misdemeanor type Public Offenses except those involving serious bodily harm.
Forcible Rape	A person is guilty of forcible rape when he/she engages in sexual contact or deviate sexual contact with another person by force.
Forgery	Forgery occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument (e.g., checks, transcripts, official identification, currency).
Fraud	Fraud is obtaining money or property by false pretenses.
Gambling	Gambling is staking or risking something of value upon the outcome of a contest, game, gaming scheme, or gaming device which is based upon an element of chance, in accord with an agreement or understanding that someone will receive something of value in the event of a certain outcome, on school property or at a school sponsored event. This does not include school sanctioned activities of chance.

Gang Activity	Gang activity suggests a “pattern of criminal activity” and means the commission of, conspiracy to commit, or solicitation of two or more underlying crimes or acts by a juvenile or student 18 years or older.
Grievance Procedure	A fair, step-by-step approach to address complaints and concerns through the school system.
Habitual Truant	A student is truant two (2) or more times (six [6] unexcused absences).
Handgun	Any pistol or revolver originally designed to be fired by the use of a single hand, or any other firearm originally designed to be fired by the use of a single hand.
Harassing Communication	(1) A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, when he or she: a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; (b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or (c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication. Harassing communications is a Class B misdemeanor.
Harassment	intent to intimidate, harass, annoy or alarm another person (complete definition found in KRS 525.070)
Hazing 1st Degree	(1) A person is guilty of hazing in the first degree when he or she intentionally or wantonly engages in an act of hazing that result in serious physical injury or death to a minor or student. (2) It shall be a defense under this section that the act was part of reasonable and customary: (a) Interscholastic or intercollegiate athletic practices, competitions, or events; (b) Law enforcement training; or (c) Military training. (3) Hazing in the first degree is a Class D felony.
Hazing 2nd Degree	(1) A person is guilty of hazing in the second degree when he or she recklessly engages in an act of hazing. (2) It shall be a defense under this section that the act was part of reasonable and customary:
Homicide	the deliberate and unlawful killing of one person by another; murder
Inappropriate Contact (no injury)	Not suitable or proper state or condition of physical touching.
Intentional False Statement w/Evidence	statement that is untrue, but necessarily told to mislead as a true statement given by someone who knows the statement is untrue; evidence of intentional false statement must be present
Individual Education Plan (IEP)	An IEP is a written document developed by a committee (teachers, principals, parents, etc.), which specifies the regular education, special education, and related services needed to meet the needs of a student with disabilities.
Kidnapping	A person is guilty of kidnapping when he/she unlawfully restrains another person and when his intent is: (a) To hold a person for ransom or reward; or (b) To accomplish or to advance a commission of a felony; or (c) To inflict bodily injury or to terrorize the victim or another; or (d) To interfere with the performance of a governmental or political function; or (e) To use a person as a shield or hostage; or (f) To deprive the parents or guardian of a the custody of a minor, when the person taking the minor is not a “person exercising custodial control or supervision” is defined in KRS 600.020.
Leaving Campus	Leaving the school grounds without permission is considered leaving campus.
Look-alike Drug Possession/Distribution/ Use	The use, possession or distribution of a look-alike or counterfeit drug as a substance that the student believes to be or represents to be illegal or a substance where the student engaged in behavior that would cause a reasonable person to believe the drug was illegal.
Make-up Work	Academic assignments completed by a student to fulfill missed class work assigned during an absence.

Menacing	A person is guilty of menacing when he/she intentionally places another person in reasonable apprehension of imminent physical injury. Menacing is a Class B misdemeanor.
Out of Area/ Skipping Class	attending school, but not going to class.
Parent/Legal Guardian	Parent or legal guardian is considered the parent, legal guardian of the record or other person or agency responsible for the student (added clarification for Traceable Communications Policy 08.2324)
Physical injury	Substantial physical pain or any impairment of physical condition is considered a physical injury.
Pornography	printed or visual material containing the explicit description or display of sexual organs and/or activity
Pornography involving a minor	distributes or possesses of pornographic images involving a minor (under the age of 18)
Possession/Distribution of Pornography (involving a minor)	the state of having and/or sharing to a recipient or group of recipients printed or visual material containing the explicit description or display of sexual organs and/or activity involving an individual under 18 years old.
Possession	Means to have actual physical possession or otherwise to exercise actual dominion or control over a tangible object.
Possession of Fireworks	the state of having a device containing gunpowder and other combustible chemicals causing an explosion when ignited on school property and/or at a school sponsored event.
Possession of Stolen Property/Theft	Violations that include buying, receiving, or possessing stolen property.
Possession of Weapon Handgun	A handgun is any pistol or revolver originally designed to be fired by the use of a single hand, or any other firearm originally designed to be fired by the use of a single hand. A firearm is any weapon that will expel a projectile by the action of an explosive. This offense encompasses manufacture, sale, or possession of handguns on school property or at a school function. (By Kentucky law KRS 527.070, this excludes students 18 years of age and older who have these firearms in their automobile on school property).
Possession of Weapon/Other Firearm/Distribution	Weapons other than handguns, rifles, or shotguns that will expel a projectile by the action of an explosive. Examples of other firearms include air guns (that use pneumatic pressure or pressurized cartridges to fire a projectile) also known as BB guns and other homemade firearms. (By Kentucky law KRS 527.070 this excludes students 18 years of age and over who have these firearms in their automobile on school property).
Possession of Weapon Rifle	A rifle is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger. This category also includes shotguns. This offense encompasses sale or possession of rifles or shotguns on school property or at a school function. (By Kentucky law KRS 527.070, this excludes students 18 years of age and older who have these firearms in their automobile on school property).
Prescription Drugs Distribution	Unauthorized possession and/or distribution of medications that are available only with prescriptions from a doctor or dentist to a pharmacist
Prescription Drugs Possession and Use	Unauthorized possession and use of medications that are available only with prescriptions from a doctor or dentist to a pharmacist
Procedural Due Process	The procedure guaranteed for a student accused of a behavior violation which includes explaining the charges and allowing an ample opportunity for response to the charges.
Profanity/Vulgarity	Profanity is obscene lewd or abusive language; vulgarity is an obscene act or expression
Reasonable Physical Force	Holding, restraining, or using one's person in a manner that prevents injury to student, teacher, parent, or other citizen is considered reasonable physical force.
Referral Form	A behavior referral form a pre-printed document on which student misconduct and other rule infractions are listed.
Robbery	The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force and/or putting the victim in fear is considered robbery.

Serious Physical Injury	Means physical injury which creates a substantial risk of death, or which causes serious and prolonged disfigurement, prolonged impairment of health, or prolonged loss or impairment of the function of any bodily organ.
Mild Sexual Behavior/Sexual Activity	Inappropriate sexual behavior exhibiting intimate physical contact in school or at any school related activity, on site or off site. This sexual contact can be consensual or unwanted.
Sexual Assault	Includes all degrees of rape, sodomy, sexual abuse, and sexual misconduct as defined by KRS Chapter 510.
Sexual Harassment	unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The sexual conduct is unwelcome whenever a person subjected to the conduct considers it to be unwelcome.
Sexual Misconduct	Includes all forms of unwelcome sexual advances, unwelcome sexual contact, and the unwelcome touching of the sexual or other intimate parts of a person.
Sexual Offense (non- touch)	an offense that causes someone to have a reasonable belief they are going to be a victim of sexual violence or misconduct.
Stalking Felony	(1) A person is guilty of stalking in the first degree: (a) When he intentionally: 1. Stalks another person; and 2. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:
Stalking Misdemeanor	(1) A person is guilty of stalking in the second degree when he intentionally: (a) Stalks another person; and (b) Makes an explicit or implicit threat with the intent to place that person in reasonable fear of: 1. Sexual contact as defined in KRS 510.010; 2. Physical injury; or 3. Death Stalking in the second degree is a Class A misdemeanor.
Statutory Rape	A person is guilty of statutory rape (in KY, rape in the second degree) when: (a) Being eighteen (18) years old or more, he or she engages in sexual intercourse with another person less than fourteen
Stealing	Unlawfully taking, carrying, leaving, or riding away with property of another person without threat, violence, or bodily harm. This also includes the unauthorized possession, sale, or attempted sale of another's property. The school is not responsible for personal property brought onto school campuses. Any personal property or materials brought onto campus for classroom use is at the risk of the owner. Personal property could include, but is not limited to: wallets, purses, backpacks, clothing, collectibles, electronic devices such as cell phones, Ipods, MP3 players, CD players, tablets, readers,
Synthetic Drug Possession or Use	Includes possession and/or use of a synthetic drug. Synthetic drug is defined as a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade restrictions against illegal
Synthetic Drug Distribution	Includes sale and or distribution of synthetic drugs
Suspension	Removal of the student from the school setting for a period not to exceed ten (10) school days.
Tardiness	Being absent for sixty (60) minutes or less or not being in homeroom, classroom, or other assigned area at the designated time.
Telecommunications Device	A device that emits audible signal, vibrates, displays a message, otherwise summons or delivers a communication to the possessor, including but not limited to do so by a teacher for instructional purposes (added clarification for Telecommunication Devices 09.4261)
Terroristic Bomb	bomb threat or threat of explosive device bomb threat or threat of explosive device
Terroristic Chemical/Biological/Nuclear	chemical, biological or nuclear threats
Terroristic Threatening	See page 77
Threatening/Another Student	Using verbal messages or physical actions toward a student or other non-staff person that imply the threat of serious physical injury.
Threatening/Harassing of Staff Member	Using verbal messages or physical actions toward a staff person or school representative that imply the threat of serious physical injury.
Throwing Objects	to propel or cast an object
Tobacco Distribution	distribution of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products

Tobacco Possession	possession of nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products
Tobacco Use	under the influence of or use of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products
Traceable Communication System	A traceable communication means on or more electronic school notification and communication
Truant	Being absent from school without a valid excuse for three (3) or more days, or tardy on three (3) or more days.
Unauthorized Electronic Communication	Unauthorized electronic communication means an electronic communication with a student by a District Employee or volunteer who is not the student's family member that occurs outside of a designated traceable communication system and without prior legal guardian consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable communication system (added clarification for
Under Influence (Alcohol/Drugs)	Includes all offenses of intoxication (with the exception of driving under the influence). 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.
Unexcused Absence	An absence from school which does not entitle the student to make up missed work. Students returning from suspensions may make up major tests or projects.
Use of Fireworks	The action of using a device containing gunpowder and other combustible chemicals causing an explosion when ignited.
Vapor Product/Nicotine	The use or possession of a vapor product, which includes but is not limited to any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. (KRS
Vapor Product/Controlled Substance	The use of a vapor product with a controlled substance for example THC
Verbal Abuse	Is the excessive use of language to undermine someone's dignity and security through insults or humiliation, in a sudden or repeated manner.
Violation of Personal Electronic Communications	Failure to adhere to the rules and/or expectations in the use of a personal electronic communication device, which would allow for the exchange of communication/information over significant distances.
Wanton Endangerment Felony	(1) A person is guilty of wanton endangerment in the first degree when, under circumstances manifesting extreme indifference to the value of human life, he/she wantonly engages in conduct which creates a substantial danger of death or serious physical injury to another person. Wanton endangerment in the first degree is a Class D felony.
Wanton Endangerment Misdemeanor	(1) A person is guilty of wanton endangerment in the second degree when he/she wantonly engages in conduct which creates a substantial danger of physical injury to another person. Wanton endangerment in the second degree is a Class A misdemeanor.
Weapon Category	All incidents involving the possession of guns or other deadly weapons on school property or at school functions must be reported as a behavior incident in the student information system.
Weapon Possession	possession of any item used, 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
Weapon Distribution	distribution of any item used, 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
Weapon Use	use of any item used, 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
Weapon of Mass Destruction	Any destructive device, but not fireworks as defined in KRS 227.700;

TERRORISTIC THREATENING

A person commits the offense of terroristic threatening when he or she:

A. Weapon of Mass Destruction Threats Involving Schools or Government Property

Intentionally makes false statements that he or she, or another person, has placed a weapon of mass destruction on:

1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education;
 2. A school bus or other vehicle owned, operated, or leased by a school;
 3. The real property or any building, public or private, that is the site of an official school-sanctioned function; or
 4. The real property or any building owned or leased by a government agency; or
 5. Intentionally and without lawful authority places a counterfeit weapon of mass destruction at any location or on any object specified in Section A.
-

B. Threats Related to School Functions or Weapons of Mass Destruction

When he or she intentionally:

1. With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to:
 - a. Any student group;
 - b. A teacher;
 - c. A volunteer worker;
 - d. An employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education; or
 - e. Any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons, or at a school, does not need to identify a specific person, persons, or school in order for a violation of this section to occur.
 2. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in Section A above; or
 3. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in Section A above.
-

C. Criminal Threats and False Evacuation Statements

When he or she:

1. Threatens to commit any crime likely to result in:
 - a. Death;
 - b. Serious physical injury to another person; or
 - c. Substantial property damage to another person; or
 2. Intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.
-

D. Lawful Placement During Official Training Exercises

A counterfeit weapon of mass destruction is placed with lawful authority if it is placed, with the written permission of the chief officer of the school or other institution, as part of an official training exercise and is placed by a public servant, as defined in KRS 522.010.

E. Exception for Good Faith Reporting

A person is not guilty of terroristic threatening if he or she, innocently and believing the information to be true, communicates a threat made by another person to:

1. School personnel;
2. A peace officer;
3. A law enforcement agency;
4. A public agency involved in emergency response; or
5. A public safety answering point, and identifies the person from whom the threat was communicated, if known.

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Christian County Public Schools

BULLYING/HARASSMENT INCIDENT REPORT FORM

Bullying, harassment, or intimidation are serious and will not be tolerated. This form to report alleged bullying, harassment, or intimidation occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time (for definitions of Harassment, Intimidation, and Bullying, please reference the bottom of the page).

Was the behavior intentional, repeated over time, intended to harm, involving a power differential, and creating a hostile educational environment? ☐ YES ☐ NO

GENERAL INFORMATION

Date (MM/DD/YYYY): _____ School: _____

School System/District: _____

PERSON REPORTING INCIDENT

Reporting Party (check one):

☐ Student ☐ Witness/Bystander ☐ Parent/Guardian ☐ Close Adult Relative ☐ School Staff

Name: _____ Telephone: _____

E-mail: _____

STUDENT VICTIM INFORMATION

Name of Student Victim: _____ Age: _____

ALLEGED OFFENDER(S) INFORMATION (if known)

Name	Age	School	Student?
_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	☐ Yes ☐ No

INCIDENT INFORMATION

Date(s) of Incident (MM/DD/YYYY): _____

Location of Incident (check all that apply)

- ☐ On school property
☐ School-sponsored activity/event
☐ School bus
☐ Electronic communication/social media

Type of Behavior (check all that apply)

- ☐ Demeaning or humiliating behavior
☐ Threatening or rude gestures
☐ Physical aggression or intimidation
☐ Encouraging others to harm the student
☐ Extortion or exploitation
☐ Spreading rumors or gossip
☐ Teasing, name-calling, or threats
☐ Electronic communication/cyberbullying
☐ Other: _____

BEHAVIORAL ASSESSMENT

Was the behavior intentional, repeated over time, intended to cause harm, involving a power imbalance, and creating a hostile educational environment?

☐ YES ☐ NO

DESCRIPTION OF INCIDENT

CAUSE/MOTIVATION

INJURY/IMPACT ASSESSMENT

Physical Injury

☐ No injury ☐ Injury did not require medical attention ☐ Injury required medical attention

Permanent Effects Expected? ☐ Yes ☐ No

Psychological Injury

☐ No psychological injury ☐ Psychological services not sought ☐ Psychological services sought

School Absence Resulting from Incident

☐ No ☐ Yes Number of days absent: _____

(Attach additional pages if necessary.)

SIGNATURE

Signature: _____

Date: _____

Definition of Bullying, Harassment, and Intimidation

Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. Occurs on school property, at a school activity or event, or on a school bus; or 2. Substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic telecommunications device, including but not limited to, a telephone, cellular phone, computer, or pager.

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