

CARLISLE COUNTY
PUBLIC SCHOOLS
BEHAVIOR CODE
2009 - 2010
FOR
GRADES K-12

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BEHAVIOR CODE
2009-2010

A committee of parents, students, and school personnel formulated this code of behavior and conduct. It was adopted by the Carlisle County Board of Education in July. It has been expanded to meet currently applicable statutes and regulations. The code shall become effective when students enter the kindergarten and shall continue in effect through the twelfth grade.

The code will be reviewed annually in May of each year. Changes and revisions will be made at that point should revisions be recommended to and approved by the School Based Decision Making Council (SBDM) and Board of Education.

Copies of this code of behavior will be distributed to all students, teachers, and parents in the district. An orientation to the code will be made at the beginning of each school year for students and teachers. Additionally, students entering during the school year will be given an orientation at the time of their entrance into the system.

The policies of the Carlisle County Board of Education, including the code of behavior, are drawn in a non-discriminatory manner and are intended to be applied without regard to race, creed, or sex. All pupils are guaranteed due process and may appeal to the Superintendent should issues of fairness or lack of due process arise. The ultimate appeal would be up to the Board of Education.

Though the code of behavior is specific there shall be allowances for flexibility. Teachers and principals are expected to exercise reasonable judgment in the application of the procedures set forth in this document.

The tender age of primary students will be taken into account in determining consequences under the discipline code.

The Carlisle County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability.

The following are members of the discipline code committee:

SUPERINTENDENT.....KEITH SHOULDERS
ASSISTANT SUPERINTENDENTCASEY HENDERSON
BOARD CHAIRMANBRIAN GROGAN
HIGH SCHOOL PRINCIPALKELLI EDGING
HIGH SCHOOL TEACHER.....JONATHAN GROMS
HIGH SCHOOL & MIDDLE SCHOOL PARENT CAROL HARDY
MIDDLE SCHOOL PRINCIPAL..... CHRIS SHEFFER
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This code of behavior was developed during 2003-04 and formally adopted on July 19, 2004. The Discipline Code Committee meets annually to review this policy.

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**** FORMS WHICH MUST BE TURNED IN TO THE OFFICE.**

I. RATIONALE FOR PROMULGATION OF A CODE OF BEHAVIOR

Students, teachers, parents, administrators, and the school district as a political entity, are endowed with certain rights considered basic and unalienable. Assumption of these rights portends assumption of responsibility to not only self, but to the greater good of the school, student body, faculty and staff, and the community. To this end, this document becomes a portion of the policy of the Carlisle County Board of Education.

This code shall apply to all pupils of the school in grades kindergarten through twelve while at school, an extra-curricular events, while riding the school bus, and on the way to or from school. All school personnel are responsible for seeing that the code is adhered to. Cooks, custodians, bus drivers, aides, or secretaries are expected to report violations of the rules to the proper authorities. Teachers and principals are responsible for carrying out the mandates of this code.

II. STUDENT RIGHTS AND RESPONSIBILITIES

1. A. A student has a right to an education appropriate to his/her age and commensurate with his/her ability.
B. A student has the responsibility to attend school regularly, take advantage of opportunities offered, and to respect and grant others the same right.
2. A. A student has the right to freedom of speech and expression.
B. A student has the responsibility to not offend rights or beliefs of others with speech, action, assembly, appearance, publication, or petition. The same responsibility extends to the orderly process of the school day.
3. A. A student has the right to request an explanation and purpose of rules.
B. A student has the responsibility to obey the rules should an explanation be requested, seek understanding of the rules in a courteous, positive manner.
4. A. A student has a right to due process with regard to disciplinary action.
B. A student has the responsibility to accept just punishment for infractions of the rules. The responsibility extends to avoiding unreasonable appeals or making false accusations.

5.
 - A. A student has the right to participate in school programs and activities within the limits of capability and established standards.
 - B. A student has the responsibility to participate in school activities so as to make the best contribution possible to support the school and its program. The student also accepts the responsibility to adopt behavior that will bring honor to the student, his or her parents, and the school
6.
 - A. A student has the right to protection of his personal and property while under the direction of the school.
 - B. A student has the responsibility to refrain from actions that would endanger self or others and that would harm the property of the student, another person, or the school. Students are also expected to take steps to adequately protect their property.
7.
 - A. A student has the right to receive grades based on academic performance.
 - B. A student has the responsibility to study and maintain the highest possible level of academic achievement.
8.
 - A. A student has the right to suggest rules and revisions of those rules.
 - B. A student has the responsibility to consider the rights of others and to consider the welfare of all pupils.

III. PARENT RIGHTS AND RESPONSIBILITIES

1. A. A parent has a right to expect the school to maintain an environment conducive to learning.
B. A parent has a responsibility to instill in their children the value of education, a sense of responsibility, a sense of respect, and a knowledge of the rights of others.
2. A. A parent has the right to expect that classroom disruptions be dealt with fairly, firmly, and quickly.
B. A parent has the responsibility to inform their children about the necessity of discipline so that the educational process will not be disrupted.
3. A. A parent has the right to expect the school to maintain high academic standards but at the same time provide for individual differences in ability.
B. A parent has the responsibility to be familiar with the school and its program and to see that the student is present and on time.
4. A. A parent has the right to review the academic progress of the student.
B. A parent has the responsibility to be supportive of the school and its staff and to demonstrate respect for the school and its staff.
5. A. A parent has the right to question grades, code of conduct, and other matters concerning his/her child and to expect an answer in a reasonable time.
B. A parent has the responsibility to address questions courteously, to the proper authority and in the proper sequence.

IV. CLASSIFIED PERSONNEL RIGHTS AND RESPONSIBILITIES

1. Classified personnel have the right to:
 - A. The support of co-worker, administrators, and parents.
 - B. Work in an educational environment with a minimum of disruptions.
 - C. Safety from physical harm and freedom from verbal abuse.
 - D. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
 - E. Take necessary action in emergencies to protect their own person or property, or the person or property of those in their care.
 - F. Be treated with courtesy and respect.

2. Classified personnel have the responsibility to:
 - A. Support efforts of all school personnel in seeing that students are educated in a safe, nurturing environment.
 - B. Assist in seeing that the curriculum which meets the needs of all students is carried out.
 - C. Enforce rules to comply with individual job classifications.
 - D. Assist in the implementation of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
 - E. Exhibit exemplary behavior in action and speech.
 - F. Exhibit neatness and cleanliness of personal dress and hygiene.
 - G. Reward exemplary behavior of students.
 - H. Maintain an atmosphere conducive to good behavior.
 - I. Follow and Enforce all policies, rules and regulations by the Board of Education and/or school administration.

V. TEACHER RIGHTS AND RESPONSIBILITIES

1.
 - A. A teacher has a right to the support of the principal, superintendent, and school board as well as parents and students.
 - B. A teacher has a responsibility to be aware of laws, regulations, and policies and to follow those laws, regulations, and policies.
2.
 - A. A teacher has a right to work in an educational environment that is free from threats of harm to their person or belongings and is free from harassment or abuse.
 - B. A teacher has the responsibility to assist the administration with discipline and to exhibit exemplary behavior in manner, speech, dress, and personal hygiene.
3.
 - A. A teacher has the right to expect all assignments, including homework, to be completed and presented on time.
 - B. A teacher has the responsibility to evaluate student assignments and return them in timely fashion.
4.
 - A. A teacher has a right to remove from class, for no more than one class period, any student whose behavior significantly disrupts the positive learning environment of that class.
 - B. A teacher has a responsibility to maintain an atmosphere of learning which will lead to good behavior and to exhibit respect for the pupils.
5.
 - A. A teacher has the right to share with administrators ideas and opinions concerning the educational environment and concerning policies or practices affecting employment.
 - B. A teacher has the responsibility to make suggestions in a reasonable manner with consideration to what is best for the school and its pupils.
6.
 - A. A teacher has the right to take action in emergencies for the protection of persons or property.
 - B. A teacher has a responsibility to conduct himself or herself in interpersonal relationships with pupils, co-workers, and parents so as to reduce the probability of physical harm to person or property.

VI. ADMINISTRATORS RIGHTS AND RESPONSIBILITIES

1.
 - A. An administrator has the right to support from the superintendent, Board of Education, teachers, parents, and students.
 - B. An administrator has the responsibility to conduct himself or herself, in speech, action, dress, and personal hygiene, so as to be worthy of respect of students, teachers, and parents.
2.
 - A. An administrator has the right to provide input into the establishment of policies, employment practices, curriculum management, and student behavior.
 - B. An administrator has the responsibility to see that all laws, regulations, and policies are followed so that an environment conducive to both learning and positive behavior is present.
3.
 - A. An administrator has the right to be safe from physical or verbal abuse.
 - B. An administrator has the responsibility to administer both discipline and rewards fairly and equitably to students or staff.
4.
 - A. A principal or superintendent has the right to suspend any student whose conduct disrupts the educational process.
 - B. An administrator has the responsibility to disseminate and explain the code of conduct to the students, faculty, and community.

VII. CARLISLE COUNTY ATTENDANCE POLICY

UNEXCUSED ABSENCE OR TARDY: Any absence or tardy which is not defined as excused in this policy.

EXCUSED ABSENCE OR TARDY: An excused absence or tardy for any of the following reasons: **(When accompanied by a note or phone call from a parent or legal guardian.)** All notes or calls must be presented within three (3) days of the absence in order to be excused.

1. Doctor's Appointment (when accompanied by a doctor's note).
2. Doctor's recommendation that the student not attend school for medical reason (when accompanied by a doctor's note). If it is the recommendation of the doctor that the student must remain absent for 5 consecutive days, or more, contact the principal about providing homebound services. Homebound services are utilized to keep students on a regular schedule and to alleviate attendance issues.
3. Court Appearances (accompanied by a note from the Circuit Court Clerk).
4. A student will be excused for the remainder of the day upon the school nurse's recommendation that the student be sent home for illness or head lice (only on first occurrence).
5. Funeral of immediate family.
6. Co-curricular, college, Educational Enhancement, or other school related trips

NOTE: Tardies will only be excused for reasons 1 thru 6

PARENT/NOTE EXCUSES: Students may receive up to five (5) parent/note excuses per year for any of the following reasons: **((When accompanied by a note or phone call from a parent or legal guardian.)** All notes or calls must be presented within three (3) days of the absence in order to be excused.)

- a. Illness of the student not serious enough for medical attention, but requiring the parent or legal guardians judgment for absence from school.
- b. Serious illness within the student's immediate family.
- c. Any other event involving the student, or the student's immediate family, of such a serious nature that it prevents the student from engaging in routine daily activities at school. . Unforeseen circumstances.

Any absence for any of the above reasons in excess of five (5) per year will be considered an "unexcused" absence for the purpose of the Attendance Policy, (excluding 1-6 in the section above). All "unexcused" absences will count against parent note/excuses eligibility.

General Provisions

1. Each student, regardless of grade level, may not accumulate more than 6 unexcused absences or tardies during a school year. Upon the sixth (6th) unexcused absence or tardy, the parent or legal guardian will be sent a final notice in accordance with Kentucky truancy laws. If a seventh (7th) unexcused absence or tardy occurs, charges will be filed with the Carlisle County District Court against the parent/guardian and/or student.
2. **When using the five (5) parent note/ excuses of the year, a note or call must be presented in order to be excused.**
3. Under present Kentucky attendance guidelines, early check outs will be counted as tardies or absences depending on the percentage of the day attended. Absences from school such as leaving early or coming in late that result in unexcused tardiness or absences will not be erased each semester.
4. Perfect attendance awards will be given only to those students who have been neither absent or tardy for an entire day.
5. No student shall be dismissed early from school without permission from the principal or their designee. Any student who leaves the school grounds without permission from the principal or designee shall be subject to appropriate disciplinary action. No student shall be dismissed from school without written permission or phone call from a parent or legal guardian. The absences from class will be counted as either excused or unexcused. All students must comply with the sign-out regulation. (Refer to attendance policy for regulation.)
6. Students arriving late must stop at the office, check in (**with parent or guardian at elementary and middle school**), and get an admit slip. Students arriving during a class change must check in before going to class. Failure to sign in may result in disciplinary action. Prior to checking out the students parent or guardian must contact the appropriate school official. Notes will not be accepted. Requests to leave school should be made prior to the beginning of the regular day. Leaving the school grounds without an authorized checkout will result in disciplinary action.
7. If a student requests to attend an event in one of the other schools on our campus during the school day, a parent or designated guardian must physically check out that student and take them to the other school for that event. **Parent phone calls will not be accepted to attend such events.**
8. All students who apply for any Educational Enhancement Opportunity attendance credit must comply with KRS 159.035 and seek Principal approval for acceptance.

Make-Up Work

All students must be in compliance with the Kentucky Compulsory Attendance laws and statutes.

A student who is absent for an “excused” reason will be given the opportunity to make-up the missed work, and will receive credit for any made-up work. A student will have the same number of days to make up work as the number of days missed.

A student who is absent for unexcused reasons or for disciplinary reasons will be allowed to make up work but not be given credit for it.

Students who accumulate an excessive number of absences per class, may be referred to the Attendance Review Committee of each school to evaluate the student’s academic progress. After evaluation, recommendations will be made in order for the student to stay abreast academically. Missed time may be completed hour for hour depending on time missed during Extended School Services.

VIII. REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

The Carlisle County Board of Education has elected to provide transportation for pupils who are enrolled in the public schools. Pupils have the privilege of riding a Carlisle County School bus to and from school provided they comply with the directions of the driver and the regulations for pupils riding school buses.

The following regulations have been developed in order to provide all pupils with the safest possible transportation. It is the responsibility of each pupil to know and follow these regulations in order to maintain their privilege of riding the school bus.

The Carlisle County Board of Education will be responsible for students when boarding, riding, and unloading from a bus.

AT THE BUS STOP



Be on time. Do not expect the bus driver to wait on those who are tardy.



Do not run toward or across the street in front of a bus while it is in motion.



Always cross the street in front of a bus at a safe distance in front of the bus to be seen by the bus driver. (Minimum of 10-12 feet) Cross only on the driver’s signal.



Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street. Wait until the bus stops and then walk to the door and board the bus in an orderly manner. Do not push or shove others.



Pupils should board the bus and immediately take a seat without disturbing other passengers.





RIDING THE BUS



The driver is in charge of the bus and students are to follow the directions of the driver. The driver may assign students to specific seats.




Pupils are to ride their assigned bus.

-  No persons other than those assigned to a bus are allowed on the bus.
-  Report promptly to the driver any damage to the bus. Persons causing damage shall be required to pay the cost of the damage.
-  Pupils are to remain seated while the bus is in motion.
-  Pupils should not engage in any activity which might divert the driver's attention away from safely driving the bus. This activity will be under the discretion of the Transportation Director, Principal or designee.

Such activities include the following:



1. Loud talking, laughing or unnecessary confusion
2. Unnecessary conversation with the driver
3. Extending any part of the body out of the bus

-  Pupils shall not engage in any activity which might damage or cause excessive wear to the bus or other property.

The following activities are prohibited at all times:

1. Improper behavior including: vulgarity, foul language, disobedience, fighting, pushing, shoving, and similar offensive acts.
2. Smoking or use of other tobacco.
3. Possessing knives, guns, or other weapons.
4. Bringing animals on the bus.
5. Throwing articles or objects in or from the bus.
6. Tampering with mechanical equipment, accessories, or controls of the bus.
7. Obstructing the aisle in any manner.
8. Occupying more space in a seat than is required (all items which are brought aboard a bus should be such that they can be held in the student's lap).
9. Littering the bus.
10. No food or drinks-etc.

ON THE TRIP HOME

-  Pupils are permitted to leave the bus only at regular designated bus stops. Any change must be with the parent's consent and approved by a school administrator.
-  If a pupil lives on the opposite side of the road from the bus stop, the pupil shall wait until the driver gives the signal to cross the road. The pupils then shall cross in front of the bus so as to be seen by the driver (minimum of 10-12 feet in front of the bus)

CONSEQUENCES OF BUS MISBEHAVIOR

- First & Second Offense– Discipline referral to be sent home for parent signature or phone contact.
- Third Offense– 1 to 3 days suspension from bus privileges.
- Fourth Offense– 5 to 10 days suspension from bus privileges.
- Fifth Offense– 20 day suspension from bus privileges.
- Sixth Offense– Riding privileges terminated for the year.
- *More serious offenses such as fighting or destruction of property will be handled as regular school offenses and result in a bus suspension while that punishment is carried out.*
- *The Transportation Director, Principal or designee reserves the right to assign consequences or bus suspensions as necessary based on the severity of the offense or to guarantee the safety of the driver and students on board.*

IX. DISCIPLINARY ACTIONS, DEFINITIONS, AND EXPLANATION OF...

DETENTION: Detention is extra time spent before or after school when engaging in a constructive activity.

1. A detention period is designed as an intermediate consequence to a violation of the Code of Conduct. Detention may be assigned by teachers or by an administrator.
2. Policy for applying detention is listed in numbers 1-9.
3. The Detention Policy includes, but is not restricted to, the following provisions:
 - A. Detention may be assigned before school, during lunch, or after school.
 - B. Students should be engaged in a constructive learning activity while serving detention time.
 - C. Students are responsible for bringing necessary supplies to Detention.
 - D. Students' activities are restricted to those of a constructive learning nature, (socializing, sleeping, and talking to other students are not allowed).
 - E. Students shall remain in the detention room while serving Detention.
 - F. Students are not to have food or drinks in the detention room.
 - G. Students must be in their assigned seats at the initiation of the detention period.
 - H. A specific supervisor, location, and hours of operation shall be promulgated at each school level.

4. Violation of the Detention Policy shall be a Level II or III offense in the Code of Conduct. If the violation is for missing detention, the detention will still have to be served in addition to the violation punishment.
5. Records shall be kept of all detention time served.
6. Detention shall be served as soon as possible after its determination as the proper consequence.
7. Students shall be notified of the specific violation of which they are charged and the proper modification of their behavior that would keep them from having to serve more detention time.
8. Normal due process procedures shall be followed.
9. The school is not responsible for transportation following afternoon detention or before morning detention.

EXTENSION: Extra time served before and after school on the same day.

- * Same rules apply as with detention.

SUSPENSION: Suspension shall mean a denial of attendance and all other school activities for a period of time not to exceed ten (10) school days. All school suspensions will be recorded as unexcused absences and the student will receive no credit for work missed. A suspended student will not appear on school grounds or at school related activities off school grounds while under suspension.

For a suspension of (10) days or less, constitutional due process requires the following procedures:

1. Oral or written notice of the charges to the student.
2. An explanation of the evidence if the student denies the charges-the rule broken must be defensible.
3. An opportunity for the student to present his own version of the case at an informal, impartial administrative hearing.
4. Written notification of the action taken; a copy of the suspension shall be sent to the parent and/or guardian, and one copy placed in the student's file.
5. Suspension begins immediately, or at the end of the school day, depending on the severity of the offense
6. Suspension ends at the beginning of the day following the last day of suspension.

EXPULSION: Expulsion shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or in behalf of Carlisle County Schools, and any combination of the foregoing for a period of time not to exceed the current school year. An expulsion shall include denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Carlisle County Board of Education.

The difference between suspension and expulsions is the following: the principal or designee may suspend a student for up to ten (10) days of school. The Board of Education may expel a student for the time period determined by the Board of Education.

In the case of expulsion, due process procedures will be followed.

X. STUDENT DRIVING

Under the provisions prescribed by the high school principal, high school students may be permitted to drive motor vehicles onto school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be moved or visited during the school day unless permission is given by the Principal or the Principal's designee.

Under the authority set forth by Board Policy 09.223, Motor Vehicle Use, the following guidelines and consequences are set forth for student drivers in an effort to keep all students and staff safe on the school campus.

*** Moving motor vehicle on campus without permission or at unauthorized time.**

Students are not allowed to move motor vehicle on campus without permission of the Principal/designee. Students are not allowed at the end of the school day to move motor vehicles from the student parking area to the rear of the high school until all buses and student pickup vehicles have exited the campus. If authorized student vehicles are in the rear of the high school when buses park for afternoon loading, the student vehicles may not exit the area until all buses have exited the campus. Failure to follow these regulations will lead to the following consequences:

Consequences-Loss of driving privileges

1st offense-seven days

2nd offense-thirty days

3rd offence-remainder of school year

*** Carrying passengers in an unsafe manner on any vehicle or in the back of a pickup**

No student may be carried on any vehicle or in the back of a pickup. Failure to follow these regulations will lead to the following consequences:

Consequences-Loss of driving privileges

1st offense-30 days

2nd offense-120 days

3rd offense-permanent

***Reckless driving on campus**

Students may not operate vehicles in a reckless manner on campus. Students may not operate vehicles in a loading or unloading zone. Students may not move vehicles when buses are in place for loading or unloading or are loading or unloading.

Students may not use excessive speed. Students must obey any instructions given by a school employee while operating motor vehicles. Failure to follow these regulations will lead to the following consequences.

Consequences-Loss of driving privileges and police notification.

1st offense-120 days and police notification

2nd offense-permanent and police notification

*** Drug/Alcohol Violations**

Possession of drugs or alcohol in a vehicle will subject the student to the drug/alcohol provision of the Carlisle County Public Schools Code of Behavior. Driving privileges will be lost for the duration of any suspension or assignment in the Alternative Program.

*****DRIVER'S LICENSE REVOCATION*****

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

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

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

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

XI. SEARCH AND SEIZURE

School officials must be concerned with safeguarding the rights of students, teachers, and administrators. For this reason school official at times may be forced to search students, purses, bags, and lockers. Automobiles may also be the target of searches, but stricter guidelines must be enforced. Following are the guidelines for student search and seizure in the Carlisle County Schools:

1. A search by school officials is generally reasonable if it bears a relationship to a legitimate educational interest and is based upon reasonable suspicion. A search is reasonable “when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.”
2. Only the principal, or a certified person under the authority of the principal will search in the presence of another certified person.
3. Search and seizure will be conducted in the event of a reasonable suspicion of possession of illegal drugs, weapons, stolen property, fireworks or other illegal contraband.
4. Parents will be contacted if any of the above items are found.
5. In the event an automobile search is warranted, the principal and another certified person will accompany the student to the vehicle. If the vehicle is unlocked, it will be searched. If the student refuses to open any portion of the vehicle for examination, a law enforcement official will be called. The student will lose his or her driving privileges and will appear at the next school board meeting.
6. Trained Dogs may be utilized to locate controlled substances in school buildings or on school grounds.

Safety

- All students’ persons, possessions, and lockers will be subject to random search by metal detector. Any individual student’s person, possessions, and locker will be subject to individual search based on reasonable suspicion.
- No laser pointers are to be located or used on school property by students.

XII. GRADING AND MISCONDUCT

No student's grades will be lowered on the basis of misconduct. Grades will be arrived at solely on the basis of scores earned by the student.

XIII. SPECIAL EDUCATION DISCIPLINE

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment, and consequences should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program, which might result in more appropriate interventions.

In deciding *Kaeline V. Grubbs*, (June 9, 1982), the Sixth Circuit Court of Appeals has outlined general standards governing the suspension and expulsion of students with disabilities in Kentucky, Ohio, and Michigan.

1. A child with disabilities may be suspended temporarily without the special education change of placement procedures. (KRS 158.150 and OAG 78-637 outlines due process requirements which must be followed in suspension of all children.)
2. A child with disabilities may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disability condition.
3. A child with disabilities may not be expelled if the committee determines that the child's disruptive behavior was a result of the disability condition.
4. Even if the child is expelled through the appropriate procedures, there must not be a complete cessation of education services. Therefore, if a child with disabilities is expelled, alternative serves such as homebound instruction must be provided.
5. A child with disabilities may be placed in the alternative school without the special education change of placement procedures. The alternative school is considered an extension of the child's school, not a change in placement.

XIV. COMMUNICATION DEVICES

No paging devices, cell phones, or CD/MP3/IPOD players will be allowed or in use during the regular school hours.

XV. DRESS CODE

All Carlisle County students shall observe modesty, appropriateness, and neatness in clothing and personal appearance at all times shall conform to the standards of dress and appearance accepted in Carlisle County. A student shall be deemed inappropriately dressed if he/she is a disturbing or disruptive influence in the classroom or school because of mode of dress or personal appearance. Students are reminded that while some garments may be suitable for some occasions, they may not be decent for school attire.

However, the administration has the discretion to make decisions regarding appropriate dress. This policy applies to visible appearance of all students during academic school hours, except for physical education classes. Other exceptions may be made for medical purposes, religious restrictions, and special performances such as interviews, plays, oral reports, etc.

Logos, Pictures, and Writings

- a. Students may wear tops promoting academics, sports, and school clubs. Brand logos may be worn.
- b. No apparel or accessory will contain logos, pictures, or writings that promote alcohol, drugs, tobacco, violence, or illegal behavior.
- c. Apparel or accessories which depict vulgar, obscene, sexual, racial, or religious harassment, or derogatory language or illustrate name or sign names or graffiti will not be permitted.

Apparel

- a. No spaghetti-strap tops, halter-tops, or tops that expose cleavage.
- b. All tops must cover a student's midriff at all times and must be able to be tucked in. (tops should be worn so that no part of the stomach or back show if and when arms are raised.)
- c. No holes or tears in apparel above the knee that reveal undergarments.
- d. Dress, skirt (includes slit), skort, and short length shorts shall be worn no shorter than mid-thigh.
- e. Shorts must be loose fitting and appropriate length for school. An inseam of 6 inches or more will be appropriate.
- f. No blouse or top shall be worn if it is of see through material.
- g. No apparel shall be worn inside out.
- h. No long, large, or oversized coats are to be worn within the school buildings.
- i. No headwear of any kind, unless special permission granted by school administrator, allowed inside buildings.

Footwear

- a. Students must wear standard public footwear.
- b. Footwear will not contain attachments (taps, blades, rollers, etc.)

Physical Education (High School Only)

- a. All students are required to wear gray shorts, which adhere to the dress code with a solid maroon shirt with the Carlisle County P.E. logo. (no other logos, pictures, or writings.)
- b. Students will wear tennis shoes.

Dress Code Grades K-3

A more liberal stance can be taken with grades K-3 due to their high degree of activity and lack of physical maturity. However, a child's physical maturity rather than grade level will determine appropriate dress for this age group. No indecent garment or accessory with suggestive logo or outward or underlying reference to sex, drugs, alcohol, violence, or vulgarity of any kind shall be worn. Special care should be given to the length and tightness of shorts and tops.

XVI. MEDICATION

The school for the purpose of administering to pupils shall NOT furnish internal medicine, which includes Tylenol. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Pupils may take medicine that is brought from home with a written parental request¹ according to the following guidelines:

1. The parents of the students must deliver the medication to the school in person. The medication must be in the original container bearing the pharmacy label, which includes the direction from the physician, the physician's name, the name of the medication, the strength of the medication, the date, and the student's name.
2. The parent must sign an authorization card for administering of medication by school personnel that is to be obtained from the principal. The parent must sign a release of information consent to the prescribing physician for release of information to school officials.
3. The parent is encouraged to bring limited amounts of medication to school and to schedule times of administration so that minimum number of doses will be given during the school day. Parents should ask the pharmacist for a small bottle with the pharmacy label attached to accommodate medicine to be brought to school if the student is to receive the medicine at home as well as school.
4. A member of school staff in the presence of the parent will count all medications.
5. All medications shall be kept in a secure location.
6. Prescribed inhalers, such as used by asthmatics, shall be kept in the school's office so that students can be monitored whenever using the inhaler and documentation made. The parent must bring the inhalers to school with the pharmacy labels on them just as all other prescribed medicine.
7. Each school will make accommodations to assist any diabetic student in checking his/her blood sugar and the administration of any insulin. All insulin must have pharmacy label attached.
8. School personnel will not dispense aspirin to students due to possible link with Reye's Syndrome.
9. If an Emergency Kit, such as Epi-Pen, is to be kept at school, it must have the pharmacy label on it. In such cases, the school has a legal form to be filled out signed by the parent as well as the medication cards. Designated school personnel will be instructed in how to give emergency medications as well as any injections .
10. All over-the-counter medications must have the student's name on it and be brought to the school by the parent. The parent must fill out a school medication card with instructions, etc.

Students will **NOT** be allowed to carry medications prescribed by a physician on or with them unless their physician cites a pressing need to do so and provides written documentation to the school. School personnel will dispense all other medications .

Dispensing Medication

Provided the parent/guardian and physician files the written statement/authorization each year as requires by law, a student under treatment for asthma shall be permitted to self-administer medication.²

Students shall not share any prescription of over-the-counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary actions, including but not limited to suspension or expulsion.

All school personnel responsible for dispensing medication shall receive appropriate training. Personnel such as registered nurses, physicians, pharmacists, and dentists can provide training.

XVII. HARASSMENT/DISCRIMINATION/THREAT/BULLYING

DEFINITION

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

PROHIBITION

Harassment/Discrimination/Threat/Bullying is prohibited at all times on the school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/ discrimination based on sex may be committed by persons of the same or opposite sex.)

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

DISCIPLINARY ACTION

Students who engage in harassment/discrimination/threat/bullying of any employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they have been a victim of an act of harassment/discrimination/threat/bullying or who have observed incidents involving other students that they believe to be an act of harassment/discrimination/threat/bullying shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination/threat/bullying at the building level. Otherwise, reports of harassment/discrimination/threat may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged reports may be made directly to the District

Title IX Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

Students will be provided with the proper reporting forms and applicable Board Policy/Procedures upon reporting of the incidence.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination/threat/bullying to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination/threat. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students which may include, but not be limited to, the following:
 - A. Written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - B. Such other measures as determined by the Superintendent/designee.
4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination/threat.

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

NOTIFICATION OF PARENTS

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

PROHIBITED CONDUCT

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

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

All of the above constitutes a violation of the student code of conduct.

CONFIDENTIALITY

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

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination/threat, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination/threat complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination/threat as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

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

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

FALSE COMPLAINTS

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

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that govern the allegations.

CONTACTS

If any student or adult has questions or wishes to report inappropriate behavior, please contact one of the following administrators.

Kelli Edging High School Principal	Phone- (270) 628-3800 Ext. 4500
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Jackie Ballard Middle School Principal	Phone- (270) 628-3800 Ext. 2500
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Jessica Thomas Elementary School Principal	Phone- (270) 628-3800 Ext. 6500
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XVIII. WEAPONS

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE. *A ten (10) day suspension and an expulsion hearing will be requested.

XIX. ALTERNATIVE LEARNING PROGRAM

The Alternative Learning Program is to be the first line of use in lieu out-of-school suspension when the ALP room can be staffed with a supervisor. Assignment to ALP will be for a given number of days with the student expected to earn credit for each day assigned. Points are earned in ALP for: attendance, work, respect for self and others, and following directions. Failure to earn the necessary points will result in the student being assigned additional time in ALP.

A student assigned to the Alternative Learning Program will not be allowed to participate in extracurricular or co-curricular activities until the next day after the assignment is completed.

ALP Regulations

1. Consequences for ALP Violations are as follows:
 - a. Short Term Suspension– 3 Days
 - b. Long Term Suspension– 10 Days or file charges with the Court Designated Worker/ County Attorney for the student and/or parent to appear in Carlisle County District Court.
 - c. Recommendation to the BOE for board hearing regarding expulsion of the student.
2. Any student assigned to ALP is not allowed to participate or to be present at any school related activities, such as extracurricular, co-curricular, and community/school activities on or off school grounds.

Extended Stay ALP Rules

Extended stay ALP will be a total of twenty-five (25) days.

- Students may not drive to school or have their vehicle on school property while placed in the ALP. Students placed in the ALP must ride the bus or have a parent/parent designee to transport them to and from school.
- If a parent/parent designee chooses to transport a student to the ALP, they must be picked up and dropped off at the door leading directly into the ALP behind the high school.
- Enter and leave only through the outside door leading directly into the ALP classroom.
- The student will be dismissed and escorted to his/her means of transportation by the ALP staff.
- **Students are not allowed to participate in any extracurricular activities (i.e. dances, ballgames, etc.) or be on school property other than during class time.**

XX. GRADES K-3 INFRACTION CHARTS

Level I Infractions

- 1st Offense-Warning
- 2nd Offense-Miss 10 minutes of recess
- 3rd Offense-Miss all of recess
- 4th Offense-Parent Contact
- 5th Offense-ALP Discipline Write-up & Referral to Principal (After 2 becomes Level II Infractions)

- a. Violations of classroom behavior regulations
- b. Tardiness to school or to class
- c. Hallway/restroom/campus violations
- d. Violations deemed by administrators and staff
- e. Dress Code violations
- f. Paging devices/cell phones

Level II Infractions

- | | |
|--------------------------|--|
| 1st Offense-2 Write-ups | (1)Day of Detention or Saturday School |
| 2nd Offense- 3 Write-ups | (2) Days of Detention or Saturday School |
| 3rd Offense- 4 Write-ups | (2) Days of ALP or Corporal Punishment |
| 4th Offense- 5 Write-ups | (5) Days of ALP |
| 5th Offense- | Will be 10 days of ALP |

Level II Infractions

- 2.01 Repeated Breaking of Level I Rules

- 2.02 Smoking/Possession of tobacco products

- 2.03 Destruction/Defacing of property

- 2.04 Theft- Less than \$20

- 2.05 Possession of stolen property with knowledge- Under \$50

- 2.06 Trespassing

- 2.07 Offensive touching of another

- 2.08 Written or verbal propositions

- 2.09 Use of obscene manifestations

- 2.10 Acts of disrespect toward School Board Employees

- 2.11 Plagiarism/Academic dishonesty
 - ** First offense will result in a "0" for the assignment and parent contact.
 - ** Second offense will result in a "0" for the assignment and will be treated as a level II offense.

- 2.12 Repeated violations of Dress Code

- 2.13 Violation deemed by Principal

-
- 2.14 Detention Violation
 - 2.15 Skipping a Class (without leaving the building or campus)
 - 2.16 Inappropriate Use of technology, material, or equipment
 - 2.17 Unnecessary roughness
 - 2.18 Possession of a pocket knife or ammunition (without intent to use)
 - 2.24 Indecent Exposure
-

Level III Infractions

- 1st Offense- (5) Days of ALP
 - 2nd Offense-(10) Days of ALP
 - 3rd Offense-(1-3) Days of Suspension
-

Level III Infractions

- 3.01 Repeated breaking of level II rules
 - 3.02 Defiance of school board employee's authority
 - 3.03 Assault
 - 3.04 Attempted extortion
 - 3.05 Unjustified activation of a fire alarm
 - 3.06 Directing obscene language to a school board employee or other student
 - 3.07 Possession and/or igniting fireworks
 - 3.08 Use or possession of prescription of O.T.C. Drugs
 - 3.09 Fighting
 - 3.10 Skipping school
 - 3.11 Violation deemed by principal
 - 3.12 False accusation (criminal mischief)
 - 3.13 Harassment, Intimidation, or Threat of Violence
 - ** First offense will result in 1-3 days of suspension and 15 days of ALP
 - ** Second offense is a Level IV offense
 - 3.14 Theft more than \$20 but less than \$300
 - 3.15 Possession of a weapon (without intent to harm)
 - ** First offense is 5 days suspension from school
 - ** Second offense is treated as a level IV offense
 - 3.16 Inappropriate use of technology, material or equipment.
-

Level IV Infractions

Every offense– ALP until Discipline Hearing

4.01 Repeated Breaking of Level III Rules

4.02 Inciting or Participating in a Major Student Disorder

4.03 Arson

4.04 Battery Upon School Board Employee

4.05 Robbery

4.06 Stealing-Larceny-Grand Theft

4.07 Burglary of School Property

4.08 Criminal Mischief

4.09 Possession of a Weapon With Intent to Use

4.10 Bomb Threat

4.11 Explosives

4.12 Sexual Acts

4.13 Aggravated Battery, Malicious Fighting

4.14 Repeated Failure to Respond to Previous Disciplinary
Actions

4.15 Possession/Misuse of Drugs or Alcohol

4.16 Transferring or Selling Drugs or Alcohol

4.17 Violation Deemed by Principal

4.18 Harassment, Intimidation, or Threat of Violence

** First offense– Suspension from school until the Board of Education has an
opportunity to hold an expulsion hearing.

4.19 Inappropriate Use of Technology, Material, or Equipment.

XXI. GRADES 4-12 INFRACTION CHARTS

LEVEL I VIOLATIONS CHART

****Level I violations start over new for second semester.**

LEVEL I infractions are those behaviors on the part of students which impede orderly classroom procedures or interfere with orderly operation of the school. Examples of Level 1 behaviors are listed below but are not limited to those listed below.

The classroom teacher may assign Level 1 consequence.

Behavior Violations 1. Warning 2. Parent Contact 3. Detention

Level 1 Infractions

-
- a. Violations of classroom behavior regulations

 - b. Unexcused tardiness to school and/or class

 - c. Hallway/restroom/campus violations

 - d. Violations deemed by administrators and staff

 - e. Dress Code violations, all head gear will be taken for the remainder of the year
 - ** First offense will result in a detention
 - ** Second offense will result in an extended day
 - ** Third offense will result in Saturday School
-

LEVEL II VIOLATIONS CHART

****Level II violations start over new for second semester.**

LEVEL II infractions are those behaviors, which are disruptive or offensive in nature and would be handled by the principal or his designee. Examples of Level II behaviors and responses are listed below but are not limited to those listed below.

A.L.P. is to be first line of use in lieu of out-of-school suspension when the A.L.P. room can be manned with a supervisor.

Behavior Violations 1. Extension 2. Saturday School 3. ALP (5 Days) 4. ALP (10 Days)

Level II-All Violations are combined.

-
- 2.01 Repeated Breaking of Level 1 Rules

 - 2.02 Smoking/Possession of Tobacco Products

 - 2.03 Destruction/Defacing of Property

 - 2.04 Theft-Less than \$20

 - 2.05 Possession of Stolen Property with Knowledge-Under \$50

 - 2.06 Trespassing

 - 2.07 Inappropriate Touching of Another Person

 - 2.08 Written or Verbal Propositions

 - 2.09 Use of Obscene Manifestations

 - 2.10 Acts of Disrespect and Defiance of authority toward any person employed by the school.

 - 2.11 Plagiarism/Academic Dishonesty
 - ** First offense will result in a "0" for the assignment and parent contact.
 - ** Second offense will result in a "0" for the assignment and will be treated as a Level II offense.
-

-
- 2.12 Repeated violations of Dress Code
-
- 2.13 Violation deemed by Principal
EXAMPLE: Violation of detention policy
-
- 2.14 Detention Violation
-
- 2.15 Skipping Class (with/without leaving the building or campus) (consequences will begin at second offense)
-
- 2.16 Inappropriate Use of Technology, Material or Equipment
-
- 2.17 Unnecessary Roughness
-
- 2.18 Possession of a pocket knife, ammunition, or other weapon (without intent to harm)
-
- 2.19 Excessive Unexcused Tardiness 2nd tardy will be a parent contact, 3rd will be a detention, 4th will be an extended day, 5th and 6th will be a Saturday school, 7th through 9th will be suspended day or ALP, 10th or more will be a 25 day stay in ALP.
-
- 2.20 Public Display of Affection
-
- 2.21 Communication Devices/Unauthorized Items (cell phones, pagers, CD/MP3/IPOD players), 1st offense device is taken and must be picked up by the parent or will be returned to the student one week later, 2nd offence it is a \$10 fine to get it back or get it back at the end of the year. Every offense after will result in AN ADDITIONAL \$5 ADDED PER OFFENSE.
-
- 2.22 Verbal or Written Misconduct
-

LEVEL III VIOLATIONS CHART

****Level III violations carry over from 1st semester to 2nd.**

Level III infractions are those serious behaviors that pose a threat to persons or property. Such behaviors may require immediate removal from school “suspension” and/or notification of law enforcement officials. Examples of Level III behaviors and responses are listed below but are not limited to those listed on the next page.

Behavior Violations **1. 15 Days ALP** **2. 5 Weeks Intensive ALP**
Level III– All violations are combined.

3.01	Repeated breaking of Level II Rules
3.02	Defiance of or Disrespect toward School Board Employee –Any person employed in any capacity by the school.
3.03	Assault
3.04	Attempted Extortion
3.05	Unjustified activation of a fire alarm
3.06	Directing Obscene Language to a School Board Employee or other Student
3.07	Possession and/or Igniting Fireworks
3.08	Misuse Prescription or O.T.C. Drugs
3.09	Fighting
3.10	Skipping School
3.11	Violation Deemed by Principal
3.12	False Accusation (Criminal Mischief)
3.13	Harassment, Intimidation, or Threat of Violence ** First Offense– 1-3 Days of suspension and 15 days ALP Second Offense– Treated as Level IV Offense
3.14	Theft more than \$20 but less than \$300
3.16	Inappropriate Use of Technology, Material, or Equipment
3.17	Pornography
3.18	Destruction/Defacing of Property
3.19	Inappropriate Touching of Another Person
3.20	Indecent Exposure

LEVEL IV VIOLATION CHART

****Level IV violations carry over from 1st semester to 2nd.**

Level IV infractions are those activities that are clearly criminal in nature and pose a threat to persons or property. Such behaviors require immediate removal from school and notification of law enforcement officials. Examples of Level IV behaviors and responses are listed on this page and the next page but are not limited to those listed on these pages.

School consequences for Level IV violation unless otherwise noted are as follows:

- A. Suspension from school for a minimum of three (3) days
- B. Assignment to the Alternative Program until a Board of Education discipline hearing can be held.
- C. Discipline hearing conducted by Board of Education to determine final school consequences which may include a long-term assignment in the Alternative Program or expulsion from school for a period of time.

Behavior Violation Level IV	Suspended, Assigned ALP, and Board of Education Discipline Hear- ing
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4.01	Repeated Breaking of Level III Rules
4.02	Inciting or Participating in a Major Student Disorder
4.03	Arson
4.04	Battery Upon School Board Employee
4.05	Robbery
4.06	Stealing, Larceny, Grand Theft
4.07	Burglary of School Property
4.08	Criminal Mischief
4.09	Possession of a Weapon
4.10	Bomb Threat
4.11	Explosives
4.12	Sexual Acts
4.13	Aggravated Battery, Malicious Fighting
4.14	Repeated Failure to Respond to Previous Disciplinary Action
4.15	Possession/Misuse of Drugs or Alcohol
4.16	Transferring or selling drugs or alcohol
4.17	Violation deemed by principal
4.18	Harassment, intimidation or Threat of Violence **First offense will be a suspension from school until the Board of Education has the opportunity to hold an expulsion hearing.
4.19	Inappropriate use of technology, materials, equipment
4.20	Destruction/Defacing of property

****NOTE: Charges may be filed on the student in the Carlisle County District Court for any violation(s) within this discipline code.**

XXII. EXPLANATION OF VIOLATIONS

LEVEL 1

FAILURE TO FOLLOW CLASSROOM BEHAVIOR OR SCHOOL RULES

TARDY– Reporting late to class. Principal excuses tardy to school: teachers excuse tardy to class.

INAPPROPRIATE BEHAVIOR- Running in the halls, rough-housing, scuffling or horse-play.

LOITERING IN AN UNAUTHORIZED AREA- includes but not limited to loitering in parking lot, school yard or school building after school hours.

****ANY OTHER VIOLATIONS WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL IN THIS CATEGORY. SEE KRS 158.150**

LEVEL II

2.01 REPEATED BREAKING OF LEVEL I RULES

2.02 SMOKING OR USE OF SMOKELESS TOBACCO-use or possession of any tobacco product including smoking materials such as matches, lighter, etc.

2.03 DESTRUCTION OF PROPERTY- intentional and deliberate action resulting in property damage of less than \$200 to public property or the real and personal property of another. Full restitution will be paid.

2.04 THEFT– the intentional unlawful taking and/or carrying away of property valued at less than \$20.00 belonging to or in lawful possession or custody of another.

2.05 POSSESSION OF STOLEN PROPERTY– with knowledge that it is stolen and valued at less than \$50.00.

2.06 TRESPASSING-willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited, or having been authorized, licensed, or invited, is warned by authorized person to depart and refuses to do so.

2.07 INAPPROPRIATE TOUCHING OF ANOTHER PERSON

2.08 WRITTEN OR VERBAL PROPOSITIONS TO ENGAGE IN SEXUAL ACTS

2.09 USE OF OBSCENE MANIFESTATIONS (verbal, written, gesture) TOWARD ANOTHER PERSON

2.10 ACTS OF DISRESPECT AND DEFIANCE OF AUTHORITY OF SCHOOL STAFF EMPLOYEES– an act of rudeness displayed upon a school board employee (verbal or physical)

2.11 PLAGIARISM/ACADEMIC DISHONESTY

2.12 REPEATED VIOLATION OF DRESS CODE

2.13 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY. SEE KRS 158.150

2.14 DID NOT ATTEND DETENTION ASSIGNMENT; DID NOT FOLLOW DETENTION REGULATIONS.

2.15 SKIPPING CLASS OR SCHOOL with/without leaving the building or campus.

2.16 INAPPROPRIATE USE OF TECHNOLOGY MATERIAL OR EQUIPMENT (disruptive or offensive)

- 2.17 UNNECESSARY ROUGHNESS (pushing, shoving, etc.)
- 2.18 POSSESSION OF A POCKET KNIFE without exposure and a blade of less than 4 inches (includes case and clip), without intent to harm one's self or others, and without the thought of a threat to oneself or others or possession of ammunition without a firing device. (Grades 4-12 only)
- 2.19 EXCESSIVE UNEXCUSED TARDINESS– This is when a student obtains 3 or more unexcused tardies for the semester. See the chart on page 32 for an explanation of consequences.
- 2.20 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION– the only display of affection allowed is visible hand holding.
- 2.21 COMMUNICATION DEVICES OR UNAUTHORIZED ITEMS OR OBJECTS–students are not permitted to bring radios, CD's or tape players to school. Any food and drink brought to school will be regulated according to board policy and be restricted to authorized areas.
- 2.22 PORNOGRAPHY– Any possession, distribution, or attempt to obtain pornographic material by computer or any other source.
- 2.23 VERBAL OR WRITTEN MISCONDUCT
- 2.24 INDECENT EXPOSURE- Any exposure of areas deemed inappropriate by an administrator

NOTE: Damages must be paid for in Level II.

LEVEL III

- 3.01 REPEATED BREAKING OF LEVEL II RULES
- 3.02 DEFIANCE OF SCHOOL BOARD EMPLOYEE'S AUTHORITY-any verbal or non verbal refusal to comply with a lawful direction or order of a school board employee or any serious act of disrespect toward any school board employee.
- 3.03 ASSAULT– actually and intentionally touching or striking another student against the will of the other, or intentionally causing bodily harm to an individual.
- 3.04 ATTEMPTED EXTORTION– verbally or by a written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatever, or with the intent to compel the person so threatened, or any other person, to do any act against his or her will.
- 3.05 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM
- 3.06 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TO A SCHOOL EMPLOYEE OR OTHER STUDENT.
- 3.07 POSSESSION AND/OR IGNITING FIREWORKS OR FIRECRACKERS.
- 3.08 INCLUDES BUT NOT LIMITED TO DISTRIBUTING OR INGESTING OF PRESCRIPTION OR OVER-THE-COUNTER DRUGS.
- 3.09 FIGHTING-Physical action directed from one person to another including striking, hair-pulling, etc.
- 3.10 SKIPPING SCHOOL-unauthorized leaving school grounds without permission or absent from school without parent's permission.
- 3.11 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.
- 3.12 INTENTIONALLY PROVIDING FALSE INFORMATION OF A CRIMINAL NATURE TO A DISTRICT EMPLOYEE OR THE CONCEALMENT OF INFORMATION DIRECTLY RELATED TO A LEVEL III CRIMINAL ACT RELATING TO SCHOOL BUSINESS.

- 3.13 The intentional, unlawful threat by word, work, or action to do violence or mental/emotional anguish (to include bullying) to the person of another student or staff member, coupled with an apparent ability to do so and doing of some act which will instill fear that such a threat is imminent. A report to the police may be made.
- 3.14 THEFT– the intentional unlawful taking and/or carrying away of property valued at more than \$20 but not exceeding \$300 belonging to or in the lawful possession or custody of another.
- 3.15 POSSESSION OF A WEAPON WITHOUT INTENT TO USE THE WEAPON– K-3 only.
- 3.16 INAPPROPRIATE USE OF TECHNOLOGY MATERIAL OR EQUIPMENT (serious-may pose threat to persons or property).
- 3.17 PORNOGRAPHY-any possession, distribution, or attempt to obtain pornographic material by computer or any other source.
- 3.18 DESTRUCTION OF PROPERTY– intentional and deliberate action resulting in property damage to public property or the real or personal property of another. Full restitution will be paid.
- 3.19 INAPPROPRIATE TOUCHING OF ANOTHER PERSON
- 3.20 INDECENT EXPOSURE- Any exposure of areas deemed inappropriate by an administrator

****DAMAGES MUST BE PAID FOR IN LEVEL III OFFENSES****

LEVEL IV

- 4.01 REPEATED BREAKING OF LEVEL III RULES
- 4.02 MAJOR STUDENT DISORDER-inciting or participating in a major student disorder
- 4.03 ARSON- the willful and malicious burning of any part of the building or its contents
- 4.04 BATTERY UPON SCHOOL BOARD EMPLOYEE- the unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.
- 4.05 ROBBERY- the taking of money or property from the person or custody of another by force, violence, assault, or putting him/her in fear of it.
- 4.06 STEALING, LARCENY, GRAND THEFT– the intentional unlawful taking and/or carrying away of property valued at more than \$300 or more belonging to or in lawful possession or custody of another.
- 4.07 BURGLARY OF SCHOOL PROPERTY– entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 4.08 CRIMINAL MISCHIEF– intentional and deliberate injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another.

4.09 POSSESSION OF A WEAPON– any firearm (including a starter pistol) which will, or is designed to, or may be readily converted to expel a projectile by the action of an explosive: the frame or receiver of any weapon: any firearm muffler, or firearm silencer: any destructive device. DISCHARGING OF ANY PISTOL, RIFLE, SHOTGUN, AIR GUN, OR ANY OTHER DEVICE.

POSSESSION OF WEAPONS- a switchblade knife, or any knife, metallic knuckles, teargas gun, chemical weapon, or device or any other weapon, instrument, or object with the intent to go armed. Knife with exposure (includes case and clip), or with intent to harm one's self or others, or with thought of threat to oneself or others.

- 4.10 BOMB THREATS– any such communication(s) directed at a school board employee, which has the effect of interrupting the educational environment.
- 4.11 EXPLOSIVES– preparing, possessing, or igniting on school board property explosives capable of causing serious bodily injury or property damage.
- 4.12 SEXUAL ACTS– acts of a sexual nature, which are committed against the will of another.
- 4.13 AGGRAVATED BATTERY- malicious fighting or intentionally causing bodily harm, disability or permanent disfigurement, use of a deadly weapon or a dangerous instrument.
- 4.14 REPEATED FAILURE TO RESPOND TO PREVIOUS DISCIPLINARY ACTION
- 4.15 DRUGS AND ALCOHOL– if and when a student has possession of and/or has misused drugs, drug paraphernalia, look alike drugs, or alcohol, he/she shall be assigned to Alternative Learning Program by the principal until an expulsion hearing by the Carlisle County Board of Education.
- 4.16 DRUGS AND ALCOHOL- when a student has transferred or sold drugs, look alike drugs, drug paraphernalia, or alcohol, he/she shall be assigned to Alternative Learning Program by the Principal until an expulsion hearing by the Carlisle County Board of Education. Proper law enforcement authorities will be notified.
- 4.17 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY. SEE KRS 158.150
- 4.18 HARASSMENT, INTIMIDATION, OR THREAT– The threat of violence with the presence of a weapon or device with the possible intent to do bodily harm that could result in a fatality or serious injury to another student or staff member. Charges will be filed with the police.
- 4.19 INAPPROPRIATE USE OF TECHNOLOGY MATERIAL OR EQUIPMENT (Criminal Activity)

****DAMAGES MUST BE PAID FOR IN
LEVEL IV OFFENSES****

CARLISLE COUNTY SCHOOL DISTRICT ACCEPTABLE USE POLICY

The Carlisle County School District is pleased to offer access to the Internet and other telecommunications technologies through the district computer network. Access to the network is a privilege and carries responsibilities. The guidelines in this Acceptable Use Policy cover access to Internet, e-mail and all local technology and telecommunications resources, which include all hardware, software and network access.

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Why are electronic information resources being provided?

Electronic information resources are provided for purposes directly related to the support of education and for research/communications needs consistent with the educational objectives set forth by the district.

What is the relationship between network access and the district's instructional strategy?

Access to the Internet will allow users to explore thousands of libraries, databases and other helpful resources throughout the world such as online bulletin boards. Through e-mail, users may communicate with a variety of individuals, agencies and news media. **Communications on the network are public and therefore can be read by anyone, including network administrators who may review files to maintain system integrity and to ensure responsible use.** Users must exercise good behavior on school computer networks just as they do in the classroom or any other professional environment.

What are the responsibilities of students?

As outlined in Board of Education policy and procedures on student rights and responsibilities, the following are **NOT PERMITTED**:

- Logging onto the Internet without proper supervision

- Sending, downloading or otherwise displaying offensive messages or pictures (materials alluding to or containing pornography, inappropriate alcohol, tobacco or drug use, or encouraging violence in any way)
- Using obscene language
- Harassing, insulting or attacking others online
- Damaging computer systems or computer networks by creating or spreading viruses or other harmful programs
- Violating copyright laws
- Plagiarism or any materials accessed via the Web, e-mail or from any other resource
- Using another person's password
- Trespassing in another person's files or work
- Using the network for personal financial gain
- Using district resources to establish or communicate through e-mail accounts accessed via third-party providers or any non-standard electronic mail system (examples include but are not limited to Yahoo, Hotmail and MSN mail accounts)
- Attempting to break into other computer networks
- Purchasing goods or services without approval from parent/guardian and appropriate school staff member
- Participating in conversation chat rooms and posting information to bulletin boards not authorized by the appropriate school authorities
- Accessing any social networking site including, but not limited to, Facebook, Bebo, MySpace, Twitter, Friendozle, etc. without prior approval of District Technology Coordinator.
- Revealing personal information to establish relationships with strangers on the network, unless this relationship has been coordinated by the student's teacher and approved by the student's parent/guardian
- Using e-mail for mass mailings, including but not limited to chain letters, invitations to activities not directly related to school functions and surveys not previously approved by the District Technology Coordinator
- Downloading programs, games, music, movies/videos or other graphics not directly related to classroom assignments
- Downloading any software not approved by the District Technology Coordinator
- Allowing anyone else to use your password to gain access to the network for any purpose unless approved by the District Technology Coordinator
- Accessing, transmitting, copying or printing another individual's e-mail messages without permission
- Excessively using e-mail for communications that are not directly related to instruction, sanctioned school activities or a person's job
- Using phones/fax machines in offices or classrooms for any type of communication not pre-approved by the appropriate school authorities
- Abusing any type of technology related equipment, be it through negligence, carelessness or otherwise. This includes, but is not limited to, phones laptops, flash drives, monitors, stationary computers, wireless keyboards and mice. Carlisle County School System reserves the right to collect monetary compensation up to the amount of purchase price for any damaged equipment.
- Allowing the removal or personally taking any technology-related equipment off campus without prior approval and appropriate documentation by the school technology coordinator.
- Attempting to bypass the proxy server by using anonymizer or any other method.

- Bringing personally owned equipment in to access the district network without prior approval of the District Technology Coordinator.

What are the responsibilities of faculty, staff and community members?

The following are **NOT PERMITTED**:

- Sending, downloading or otherwise displaying offensive messages or pictures (materials alluding to or containing pornography, inappropriate alcohol, tobacco or drug use, or encouraging violence in any way)
- Using obscene language
- Harassing, insulting or attacking others online
- Damaging computer systems or computer networks by creating or spreading viruses or other harmful programs
- Violating copyright laws
- Plagiarism or any materials accessed via the Web, e-mail or from any other resource
- Using another person's password
- Trespassing in another person's files or work
- Using the network for personal financial gain
- Using district resources to establish or communicate through e-mail accounts accessed via third-party providers or any non-standard electronic mail system (anything but an Exchange or Outlook e-mail account)
- Attempting to break into other computer networks
- Purchasing goods or services without approval from appropriate school staff member
- Participating in conversation chat rooms and posting information to bulletin boards not directly related to a classroom project
- Revealing personal information to establish relationships with strangers (for self or students) on the network, unless this relationship is in direct connection with a classroom project (parents must be notified in writing of such projects)
- Using e-mail for mass mailings, including but not limited to chain letters, invitations to activities not directly related to school functions and surveys not previously approved by the District Technology Coordinator
- Downloading games, music, movies/videos or other graphics not directly related to classroom assignments
- Downloading any software not approved by the District Technology Coordinator
- Allowing anyone else to use your password to gain access to the network for any purpose unless approved by the District Technology Coordinator
- Accessing, transmitting, copying or printing another individual's e-mail messages without permission
- Excessively using e-mail for communications that are not directly related to instruction, sanctioned school activities or a person's job
- Using phones/fax machines in offices or classrooms for excessive personal communications
- Using phones/fax machines in offices or classrooms for any purpose that would be considered unprofessional, including but not limited to using obscene language during a conversation or harassment of any kind toward another individual

- Abusing any type of technology related equipment, be it through negligence, carelessness or otherwise. This includes, but is not limited to, phones, laptops, flash drives, monitors, stationary computers, wireless keyboards and mice. Carlisle County School System reserves the right to collect monetary compensation up to the amount of purchase price for any damaged equipment.
- Allowing the abuse of any type of technology related equipment, be it through negligence, carelessness or otherwise. This includes, but is not limited to, laptops, flash drives, monitors, stationary computers, wireless keyboards and mice. Carlisle County School System reserves the right to collect monetary compensation up to the amount of purchase price for any damaged equipment.
- Allowing the removal or personally taking any technology-related equipment off campus without prior approval and appropriate documentation by the school technology coordinator.
- Accessing any social networking site including, but not limited to, Facebook, Bebo, MySpace, Twitter, Friendozle, etc. without prior approval of District Technology Coordinator.
- Attempting to bypass the proxy server by using anonymizer or any other method. Bringing personally owned equipment in to access the district network without prior approval of the District Technology Coordinator.

The following things **ARE EXPECTED** of faculty and staff:

- To maintain a culture of professionalism and respect, providing a healthy atmosphere for student growth and learning, while remaining within proper boundaries.
- Inform parents in writing before allowing e-mail or Internet projects where strangers will be contacted for ongoing correspondence with students
- Provide reasonable supervision during all Internet, e-mail or other network usage
- Enforce all rules regarding Internet, e-mail and other network usage in a positive and consistence manner
- Select and guide students in the use of instructional materials on the Internet
- Explain and encourage proper e-mail etiquette
- Contact the District Technology Coordinator before allowing any technological devices to leave the building with faculty, staff or students to get approval and document use of school equipment off campus.

What is the role of the parent/guardian?

District policy holds that the benefits to users exceed any possible disadvantages. Ultimately, however, parents and guardians of minors are responsible for establishing the standards that their children should follow when using media and other telecommunications technologies. Carlisle County School System respects each family's right to decide whether to grant permission for student access. It is to be understood by students and parents/guardians that Internet access outside the school is completely the domain of the parents/guardians.

Parents and guardians are recognized stakeholders in policy implementation for students.

How does the school system monitor its network?

Communications via Carlisle County School System's network are public in nature. They will be reviewed periodically by designated school officials for inappropriate use as described above in the rights and responsibilities section for students and for faculty, staff and community members.

In compliance with Senate Bill 230, district wide Internet activity is monitored by using a proxy server. This server runs software that logs all Internet activity by every user. This software also allows blocking and filtering of sites deemed inappropriate by Carlisle County School District. Although this software is very restrictive, it is to be understood that it does not block 100 percent of the sites that would be deemed inappropriate. This is next to impossible due to the fact that new sites of this nature are created every day and to catch them all is not possible. Proxy Logs will be kept on record for 90 days. After this time, they will be discarded unless questionable material has been found and is being investigated.

E-mail will also be monitored periodically to ensure that non-compliant e-mail systems are not being used by students, staff or faculty. This will also be monitored to ensure that all communications are appropriate in nature and do not include abusive language, sexual or other inappropriate discussions and uphold the integrity expected by school and board employees.

How will this policy be enforced?

Users will be contacted and informed on any possible violation. Violation of this policy may result in immediate loss of all network access including Internet and e-mail privileges as well as other disciplinary actions for all those involved in misconduct.

To acquire access to the Internet via Carlisle County School System's network for the purpose of using Internet or e-mail or any other technology resource for research materials, he or she must:

- Read and sign the User Agreement Form. For minors (under 18 years of age), parent or guardian must also sign the form.
Return the signed form to the school.
- In order to modify or rescind the agreement, the user (and parent/guardian if the user is a minor) must submit a written request to the Superintendent.

How often is this policy updated?

Changes may be made to this policy at any time deemed necessary by members of the Board of Education. The policy and the User Agreement Form will be reviewed for update annually by the District Technology Committee.

XXIV. NOTICE REGARDING DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Carlisle County School System obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Carlisle County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the Carlisle County School System to include this type of information from your child's education records in certain school publications. Examples include, but not limited to, the following:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll and other recognition lists
- Graduation programs
- Sport's rosters

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings,-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Carlisle County School System to disclose directory information from your child's education records without your prior written consent, you must notify the guidance counselor, in the particular school, in writing. The Carlisle County School System has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent education agency or institution attended

XXV. FIELD TRIPS/ALTERNATIVE TRANSPORTATION

Students suspended or placed in ALP at the time of the school sponsored field trip are ineligible to attend the trip. If a student behaves inappropriately on a field trip, the student may be denied the privilege of attending future field trips. After being assigned to the ALP for disciplinary infractions, a student may be denied field trip privileges or the parent/guardian may be required to accompany the student.

Parents may transport their own children on school-sponsored field trips. Under extreme circumstances a parent may be approved to transport a student who is not his/her own. In such cases the school will be responsible for obtaining approval from the Director of Transportation.

Any overnight trips must be approved by the Carlisle County Board of Education, according to district policy, approximately one month before the trip is scheduled at their monthly meeting.

XXVI. NOTICE REGARDING INTEGRATED PEST MANAGEMENT

Carlisle County Board of Education

4557 St. Rt. 1377
Bardwell, KY 42023
Phone (270) 628-3800
Fax (270) 628-5477

NOTICE

2009-2010 School Year

Dear Parent/Guardian, District Employee, or Health Professional,

The Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pest in a way that minimizes economic, health, and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. Pesticide application will take place the same day each month and will take place after the regular school day is over. If you wish to be notified in advance of a planned pesticide application or as soon as possible when an emergency application is necessary, please register at the office of the school. (Employees assigned to a non-school work site may register at the Central Office.) You may also register by phone.

XXVII. STUDENT INFORMATION SHEET

Please complete the following information so we can update your child's records.

Student Name: _____

Grade: _____

Date of Birth: _____

Social Security #: _____

Name of Parent/Guardian #1: _____

Address: _____

Phone: _____

Email Address: _____

Employer Name and Phone Number: _____

Name of Parent/Guardian #2: _____

Address: _____

Phone: _____

Email Address: _____

Employer Name and Phone Number: _____

Name of Emergency Contact #1: _____

Relationship to Student: _____

Phone: _____

Name of Emergency Contact #2: _____

Relationship to Student: _____

Phone: _____

Please list any additional information the school needs to be aware of such as medications, allergies, etc. _____

I have read and understand the Carlisle County Public School Behavior Code 2009-2010

Date: _____

Parent/Guardian Signature: _____

Student Signature: _____

**XXVIII. EMERGENCY INFORMATION AND
TREATMENT RELEASE FORM**

TO PARENTS AND GUARDIANS:

To serve your child in case of **ACCIDENT OR SUDDEN ILLNESS** either at school, on a field trip, or any school sponsored activity, it is necessary that we have this release form signed.

I undersigned, do hereby authorize officials of the **Carlisle County School System** to contact directly the persons named as emergency contact on the student directory information sheet and do authorize the emergency care provider (emergency contact, EMS, ER doctor) to render such treatment as may be deemed necessary in an **Emergency**, for health of the said child.

In the event the parent(s)/guardian(s) or the emergency contacts cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the said child.

I **will not** hold the school district financially responsible for the emergency care and/or transportation of the said child.

Student's Name: _____

Signature of Parent or Guardian: _____

Date: _____

Known Allergies to Drugs and Anesthetics: _____

XXIX. CARLISLE COUNTY BOARD OF EDUCATION

Permission for Prescribed or Over-the-Counter Medication

Carlisle County Schools require Parent/Guardian to hand deliver medication in the original container to the school office.

Student's Name: _____ Grade: _____

Homeroom/Class: _____ Date of Birth: ____/____/____ Age: _____

To Be Completed By the Physician or Authorized Prescriber

_____ Prescription medication

_____ Over-the-Counter medication provided by parent/guardian

Name of Medication: _____

Reason for Medication: _____

Tablet/Capsule: _____ Liquid: _____ Inhaler: _____ Injection: _____ Nebulizer: _____

Other: _____

Dose and time to be given at school: _____

Starting Date: _____

Stopping Date: _____ for emergency/episodic events only _____ -

End of school year: _____

Restrictions and/or important effects: _____ Yes

Please describe: _____

Storage requirement: ___ None ___ Refrigerate ___ Other _____

Student is capable of/responsible for self-administering the medication?

_____ Yes _____ No _____ Supervised

Student has been instructed in self-administering the medication?

_____ Yes _____ No

Student must carry this medication on his/her person?

_____ Yes _____ No

Please indicate additional information:

_____ On back of this form _____ As an attachment

Physician/Authorized Prescriber's Signature

Date

Signature of Parent/Guardian for Over-the-Counter Medication

Date

Physician's Name: _____

Address: _____

Phone: _____ Fax: _____

To the school: Please report concerns about medications or the student's condition to the above physician.

To Be Completed by Parent/Guardian

I give permission for _____ to receive the above medication at school according to standard school policy and expressly waive any liability on behalf of the school or its employees and agents as a result of administration of the above medication. I understand that I have the ultimate responsibility for providing the school with an adequate supply of medication to enable the physician's orders to be followed.

Signature: _____ Relationship: _____ Date: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____

I acknowledge receipt of the foregoing Physician's Statement and Parent's authorization.

CCS Staff

