

# CORBIN INDEPENDENT SCHOOLS

*"Striving to be the BEST"*



## DISTRICT CODE OF ACCEPTABLE BEHAVIOR & DISCIPLINE

Central Office  
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Corbin, KY 40701  
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### Important Note to Staff:

Upon reading this Code of Acceptable Behavior and Discipline, there are forms provided that must be completed, signed, and returned to the principal or your immediate supervisor.

## INTRODUCTION

The purpose of this Code of Acceptable Behavior and Discipline (the “Code”) is to insure that every school, staff member and all our parents and students are aware of the Corbin Board of Education’s expectations and the behavior standards for students, parents and staff. These expectations and standards are purposed to provide a safe learning environment in order for our students to reach their highest potential.

This Code applies to all students and staff in the Corbin Independent School System (the “District”) while at school, on their way to and from school, while on the bus or other District vehicle, while they are participating in school-sponsored trips and activities, and while they are on property owned or managed by the District. It also applies to all individuals who are on property owned or managed by the District.

In accordance with KRS 158.148 and District Policy 09.42, the Superintendent/Designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination. The school council in each school must adopt policy to select and implement appropriate rules, discipline and classroom management techniques to carry out this Code. Such policy shall be found in the school code of acceptable behavior and discipline, also known as the school handbook, the school code of conduct or (at the high school) the Corbin High School Personal Planner “True Colors.” These school codes also contain school-specific required conduct, policies, procedures, rules and standards that must be followed for each school in addition to those found in this Code.

This Code has been adopted by the District’s Board of Education and shall be posted on the District website and at each school. It shall also be referenced in all school handbooks. All school employees shall be provided, via electronic means or otherwise, a copy of the Code and required to sign a form confirming the employee has received, read and understood the Code. Parents, legal guardians, or other persons exercising custodial control or supervision shall be notified about the Code and provided access to the Code on the District Website, or a hard copy provided if requested.

The District’s Policies and Procedures, which are more detailed than this Code, can be found on-line at the District’s website at [www.corbinschools.org](http://www.corbinschools.org). This Code is provided in compliance with KRS 158.148, 704 KAR 007:050, and District policy 09.438.

## DISTRICT MISSION STATEMENT AND BOARD GOALS

“Striving to be the BEST” is the mission statement of the District’s Board of Education (the “Board”). This Code and our District’s policies and procedures are intended to help our staff and students to be the BEST they can be. The Board’s goals are as follows:

- All students and staff will be challenged to reach their highest potential.
- All students will be equipped with the skills for success beyond high school.
- All students, teachers and staff will use technology to enhance learning.
- All students and staff will work to enhance partnerships among parents, community and business.
- All students and staff will have safe, inviting, clean and drug-free schools.
- All students and staff will embrace diversity and treat others with respect.

## WHO'S IN CHARGE

The Teacher is in charge of the classroom, and the District Employee, Coach or Sponsor is in charge of activities outside of the classroom. The Principal is in charge of the employees (teachers, coach and all staff) and the management of their schools.

The Superintendent is in charge of the Principals, Central Office Staff and responsible for the overall management of the District. He is the executive officer of the District and the professional advisor to the Board. The Superintendent sees that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the policies of the Board are carried into effect. Subject to control of the Board, he has general supervision of the general conduct of the schools, the management of business affairs and, in accordance with state law, the course of instruction, and the discipline of pupils. He makes all appointments, promotions, and transfers of principals, supervisors, teachers, and other public school employees, and at the next Board meeting notifies the Board of all personnel actions taken. He is responsible to the Board for the general condition of the schools.

The Board is in charge of the Superintendent, the District's financial budget, the goals of the District, and the policies and procedures for the District. It has general control and management of the District, including management of all school funds and school property. It also creates and abolishes positions, establishes job classifications, and fixes the compensation for employees.

## KEEPING STUDENTS SAFE

The District has broad policies and procedures to keep our students safe. These policies apply to everyone (students, staff, parents, visitors) on property owned or managed by the District as well as on all trips and activities sponsored or related in any manner with the District. District policy and procedure should be referenced for further detail.

All employees are expected to use sound judgment in the performance of their duties and to take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

Weapons are prohibited (Policy 05.48)

Weapons are prohibited unless specifically excepted by District Policy 05.48. Violations by staff shall constitute reason for disciplinary action, including possible termination. Violations by students shall require that the Principal report to the Superintendent, and may result in expulsion from the District under Policy 09.435 as well as reporting to law enforcement. Violations by visitors shall be reported to a law enforcement agency. Prohibited items may be seized by school officials. Policy 09.436.

Tobacco, drugs, alcohol and mood altering substances are prohibited (Policies 03.1327, 06.221, 09.423, 09.4232, and 10.5)

Tobacco, drugs, look-alike drugs, synthetic compounds/substances, controlled substances, alcohol and mood-altering substances are prohibited by staff, students, parents and visitors unless specifically excepted by District Policy (e.g., prescribed medication). No student or staff member shall purchase, possess, attempt to possess, use, or be under the influence of any of the above listed substances, or be in possession of drug paraphernalia on school property or at school sponsored or sanctioned activities. Activities include, but are not limited to, sporting events, dances, competitions, conferences, conventions, club sponsored activities, or bus trips. Violations by staff shall constitute reason for disciplinary action, including possible termination. Violations by students may result in suspension from school, extracurricular activities or expulsion and may result in reporting to law enforcement. Violations by visitors may result in confiscation and reporting to a law enforcement agency.

Civility is required; Bullying, hazing and abusive language are prohibited (Policy 09.422, 03.1325, and 10.21)

-In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.221; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

-Staff, students and visitors are required to speak and behave in a civil manner toward everyone.

-The use of lewd, profane or vulgar language, including cursing and obscenities, is prohibited.

-When dealing with students, employees (including, but not limited to, administrators, teachers and coaches) shall not engage in language or behavior that is profane or intimidating, nor engage in language or actions that are humiliating or degrading.

-Staff, students and visitors shall not engage in behavior such as hazing, bullying, menacing, taunting, verbal or physical abuse of others, or other threatening behavior.

-This policy includes, but is not limited to, the use of electronic or online methods.

-Students who believe they have been a victim of bullying or who have observed others being bullied shall, as soon as reasonably practicable, report it to a school staff member who shall report it to the school Principal. The Principal shall investigate alleged incidents of such misbehavior and shall take appropriate action to discipline the violator, protect the victim, and ensure such inappropriate behavior does not reoccur.

-Violations of this policy shall result in appropriate disciplinary action. Such disciplinary action for school employees may include termination of contract.

#### D) Supervision of Students (Policy 09.221):

-Students shall be under the supervision of a District employee with the authority to provide student supervision.

-Each teacher and administrator shall hold pupils strictly accountable for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

-A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. A non-faculty coach or a non-faculty assistant may accompany students on athletic trips as provided in statute. All persons designated to accompany students shall be at least twenty-one (21) years old.

#### E) Student Motor Vehicle Use (Policy 09.223)

-With parental request and under conditions prescribed by the school Principal, high school pupils may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless permission is given by the Principal/designee.

-Driving on the school grounds is a privilege that is revocable if policies are violated.

#### F) Emergency Medical Treatment (Policy 09.224)

-First aid shall be provided all pupils in case of an accident or sudden illness until the services of a health care professional become available.

-Each Principal shall develop a procedure for handling medical emergencies.

-When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medication that they are aware the student is taking.

G) Athletics Safety (Policy 09.311)

-The Superintendent/designee shall oversee athletic practices and events to insure that the safety of the student shall be the first consideration.

-All athletic practices and events shall be under the direct supervision of a qualified employee of the Board.

-All persons employed by the District as a coach for any high school athletic activity or sport shall meet statutory training requirements. Training shall include how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition. Coaches at middle and elementary levels may be required to receive special training.

-Prior to assuming their duties, non-faculty coaches/coaching assistants shall successfully complete training provided by the District, which shall include, but not be limited to, the following: (1) Information on the physical and emotional development of students of the age with whom the non-faculty coach and non-faculty assistant will be working; (2) The District's and school's discipline policies; (3) Procedures for dealing with discipline problems; and (4) Safety and first aid training.

-Each student seeking eligibility to participate in any high school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law.

H) Bus Safety (Policy 6.22, 6.34, 9.226; Procedure 6.334AP.1, 6.2AP.12)

-Bus drivers are required to conduct a walkthrough of their bus at the end of each run to ensure that no student is left on the bus. Failure to do so will result in disciplinary action. Policy 6.22

-Bus drivers' first responsibility shall be the safe transportation of their passengers. Students are required to behave in an appropriate, safe manner on the bus. The driver shall ensure that no students are behaving in a threatening or violent manner or in such a way to endanger the safety of other students on the bus. If the driver encounters such conduct, the driver shall stop the bus and contact the transportation director or Superintendent's designee to send someone to pick up the student, or if behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver, as a last resort to protect the bus passengers, may order the offending student from the bus if the student is in the sixth (6<sup>th</sup>) grade or above. At the first reasonable opportunity, the driver shall notify the Principal of the student's school or the Superintendent and the student's parent or legal guardian. Policy 6.34

-The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents when bus-riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year. Policy 6.34, Procedure 06.334AP.1

-Bus drivers shall not use cellular telephones of any type while driving and shall not use any communication device to text or email unless the vehicle is parked or unless expressly excepted by Policy such as for dispatch purposes. Procedure 06.2AP.12

-Students shall wait at their assigned bus stops off the roadway until the bus has completely stopped, and the driver has opened the door and signaled them to enter the bus. Students shall not cross the roadway until signaled to do so by the bus driver. Crossing shall be made in front of the bus and at least ten (10) feet from the bus, so that the students may be seen by the bus driver. Policy 09.226

-Students shall proceed directly to a seat upon entering the bus, and shall remain seated until the bus comes to a complete stop. Students shall not extend arms, legs or heads out the bus window. Policy 09.226

I) VISITORS TO THE DISTRICT (Policy 10.21, 10.5, 10.5AP.1)

-The Board invites parental and community member involvement. The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

-All visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

-District employees shall be courteous and helpful in interacting and responding to parents, visitors and members of the public. Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

-Individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. All visitors must conduct themselves so as to not to interfere with the daily operation of the school program.

-Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Other community members interested in having lunch at the school must obtain special approval from the principal/designee. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

-Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if: (1) the teacher involved is notified in advance of the arrangement; (2) the number in the group is small enough to be accommodated in the classroom without interfering with the class; and (3) the frequency of the visits does not interfere with the scheduled instructional program in the classroom.

J) Electronic Media and Technology in the District:

PERMITTED & ENCOURAGED:

-All students and teachers will have the opportunity to access the latest and most innovative resources available in their learning and teaching environments in order to enhance the learning experience and provide our students with 21st century skills. These opportunities will provide students the freedom to express their understanding of the curriculum at a higher level and become leaders in the classroom and community.

-To access and use electronic media and technology in the District all students and teachers must use such resources appropriately, complying with the District's and School's Policies and Procedures for access and usage.

GENERAL STANDARDS FOR USERS

-Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

-Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

## EMPLOYEE USE

-Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

-Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

-All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct.

## STUDENT USE:

-Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response.

-Internet safety measures shall be implemented in the District.

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

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- Poses a threat to academic integrity, such as cheating,

- Violates confidentiality or privacy rights of another individual,

- Is profane, indecent, or obscene,

- Constitutes or promotes illegal activity or activity in violation of school rules,

- Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device,

- Constitutes hazing, bullying, menacing, taunting, abuse of others, threatening behavior, or behavior that is humiliating or degrading to others.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall be returned only to the student's parent/guardian.

Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of personally owned devices brought onto school property/facilities.

The District shall not be responsible for any fees, charges or expenses incurred in the utilization of any personally owned devices.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate any of the District's or School's policies and procedures, including this Code.

## COMMUNITY USE:

-On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community. Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage for staff personnel.

## AUDIT OF USE:

-The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to: 1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors; 2. Maintaining and securing a usage log; and 3. Monitoring online activities of minors.

## MISUSE AND DAMAGES:

-Individuals who refuse to sign required acceptable use documents [AUP 8.2323] or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

-Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

-Students or staff members who exhibit behaviors that are not permitted (08.2323 AP .1 – 102: Guiding Principles) shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

-Any breach of this Code or the District Policies and Procedures, including but not limited to, Acceptable Use Policy and Administrative Procedures (08.2323 AP .1), by any user will result in the immediate suspension of network access and other appropriate disciplinary action. The length of time of this penalty is to be determined by building and/or district administrators.

-Employees of Corbin Independent Schools will be subject to district personnel policies. The Director of Technology/Chief Information Officer or a system administrator will inform the district/building administrator(s) of the violation and account suspension. They will also provide any necessary documentation. The district/building administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation. Any additional consequences beyond account suspension will be decided upon by the district/building administrator.

## **KEEPING STUDENTS HEALTHY**

### A) Student Welfare and Wellness (Policy 09.2):

--The District School Nutrition Program shall provide modified menus or food preparation for students as required by their individual education plan (IEP), Section 504 plan, or health plan.

- All Corbin Independent School buildings are designated as nut-product free facilities. Nut products are prohibited on all school grounds.

-All students will have opportunities, support and encouragement to be physically active on a regular basis as provided by school council policy.

-All foods and beverages sold or served at school will meet the nutrition requirements of the U.S. Dietary Guidelines for Americans.

-Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs and related community services.

B) Student Health and Safety (Policy 09.22):

-Only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students. Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse.

-By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.

## **STUDENT ATTENDANCE**

Policy 09.122, 09.123, 09.1231

-Students must be physically present in school to be counted in attendance unless specifically excepted by District or School Policy.

-Students are required to attend regularly and punctually the school in which they are enrolled. Absences and tardies shall be recorded in compliance with state regulations.

-Absences will only be excused based on District or School Policy.

-Students shall be granted, pursuant to Policy 09.123, an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within the State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee then to the Board.

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

-Work may be made up for unexcused absences at the discretion of the teacher involved.

-At any time students are dismissed from school, they shall be released according to the written instructions provided by the parent/guardian at the time the student registers/enrolls for the school year. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing in another manner.

## **STUDENT ACTIVITIES AND TRIPS**

### **TO BE ENCOURAGED**

-Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

-In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures, and supervision for these programs.

-The Board encourages all schools to provide field trip opportunities, especially educational field trips, available equally to all students.

-No student may be excluded from participating in a field trip due to the following: inability to pay, a need for health services or a documented disability.

## CONTROL

-All schoolsponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.

-The Principal may suspend a student's eligibility to participate in extracurricular and co-curricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.

-All field trips must be approved and conducted in accordance with District Policy.

-Students must have parental/guardian approval in writing before participating in field trips.

-Students are counted as present in school and counted as instructional time for educational field trips during the school day. Students participating in non-educational or athletic events during the school day will not be counted as instructional time, but their absences from school will be excused absences.

-A field trip is an extension of Corbin Schools and the actions by students and chaperones are to exhibit and display examples of outstanding conduct and REDHOUND pride.

## PROPERTY DAMAGE

(Policy 09.421)

-Students shall be responsible for damage to school property and personal property of others, and may be appropriately disciplined including possible report to law enforcement.

-Students who steal or willfully or wantonly destroy, deface or damage property shall be subject to suspension or expulsion from school.

-Parents shall be liable for property damage caused by their minor children.

## DISCIPLINE AND DUE PROCESS

(Policy 09.43, 09.431)

### General Guidelines

-Student disciplinary measures should not be administered in a manner that is humiliating, degrading or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

-Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

-Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

-In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

-Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines, including those procedures mandated for due process.

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

1. Oral or written notice of the charge(s);
2. If the charge(s) is/are denied, the pupil shall be given an explanation of the evidence against him;
3. The pupil shall be given an opportunity to present his own version of the facts concerning the charge(s).

### Corporal Punishment (Policy 09.433)

-Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

#### C) Detention, Suspension and Expulsion (Policy 09.123, 09.432, 09.434, 09.435):

-The Principal/designee may establish detention as an alternative disciplinary method. A pupil's parent/guardian shall be notified prior to the detention so that transportation may be arranged.

-The Principal or assistant Principal may suspend a pupil up to a maximum of ten (10) days per incident. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

-A pupil shall not be suspended until due process procedures have been provided, unless immediate suspension is essential to protect person or property or to avoid disruption of the educational process. In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

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

-A student on suspension shall not be allowed to participate in any school-sponsored extracurricular activities.

-Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during the suspension shall not be accepted unless an exception is made by the principal.

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

-The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.

-Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

-The Board decision shall be final.

#### D) Use of Physical Restraint (Policy 09.2212):

-Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

-If the ARC (Admissions and Release Committee) or Section 504 Team anticipates that a student may need to be restrained on a frequent basis, the District shall consider whether special restraint training is needed for one (1) or more of the employees who regularly work with the student.

## **CRIMINAL ACTIVITY**

(Policy 9.2211)

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

### [KRS 158.154](#)

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

### [KRS 158.155](#)

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

The person knows or has reasonable cause to believe that conduct has occurred which constitutes:

A misdemeanor or violation offense under the laws of this Commonwealth and relates to: Carrying, possession, or use of a deadly weapon; or

Use, possession, or sale of controlled substances; or

Any felony offense under the laws of this Commonwealth; and

The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

### [KRS 158.156](#)

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

Persons reporting a violation of an incident for which reporting is required under KRS 158.156 shall not be retaliated against, and the District shall protect against such retaliation.

## **CHILD ABUSE/NEGLECT/DEPENDENCY**

### **REPORT REQUIRED**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected shall immediately report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with [KRS 620.030](#).

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

## WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Families and Children or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

## WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

## MAKING AN ORAL REPORT

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, or abused will promptly make an oral report to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused, have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by statute (KRS 620.050).

## **HARASSMENT/DISCRIMINATION**

(Policy 09.42811, 03.162)

- Harassment/Discrimination is prohibited at all times. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.
- Harassment/Discrimination is defined by District Policy and by KRS 525.070 and KRS 525.080.
- Students who engage in harassment/discrimination shall be subject to disciplinary action including but not limited to suspension and expulsion.
- Students who believe they or others have been subjected to harassment/discrimination shall, as soon as practicable, report it to the Principal of the school or the Superintendent of the District. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Harassment/Discrimination complaints shall lead to a documented investigation and a written report. The District shall not be deemed to have received a complaint of harassment/discrimination if the complaint is not made to the Principal, Superintendent or the District's Title IX/Equity Coordinator.
- District employees involved in the investigation of harassment/discrimination complaints shall respect, as much as possible, the privacy and anonymity of both the victims and the persons accused of violations.
- Retaliation against anyone submitting a complaint or assisting or participating in an investigation, proceeding or hearing regarding the charge of harassment/discrimination is prohibited. The Superintendent shall take steps to protect against retaliation.
- Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

## ASSAULT AND THREATS OF VIOLENCE

(POLICY 09.425)

- As soon as the Superintendent/designee confirms a serious threat has occurred, designated personnel shall attempt to notify staff members and/or students who have been threatened and the parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and family FERPA laws.
- Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action which may include suspension or expulsion.
- Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action<sup>1</sup> up to and including expulsion from school and/or legal action.
- School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur.
- Removal of students from a bus shall be made in compliance with [702 KAR 005:080](#).
- Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.
- When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.
- When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.
- Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of weapons violation and/or physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

## SEARCH AND SEIZURE

(POLICY 09.436)

### REASONABLE SUSPICION

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

### AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

## WITNESS/PERSONAL SEARCHES

When a patdown search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

## STRIP SEARCHES

No strip searches of students shall be permitted.

## FAILURE TO COOPERATE

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

## REGULAR INSPECTION

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

## ILLEGAL ITEMS

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

## OTHER DISRUPTIVE ITEMS

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

## DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or parents or returned to the true owner as appropriate.

## USE OF TRAINED DOGS

Subject to the following conditions, the Principal may authorize the use of trained dogs to locate contraband (prohibited items) on school grounds:

The dogs shall be certified as never having been trained as attack dogs.

The Principal or the Principal's designee shall be present.

Searches involving dogs shall be conducted only in areas where students are not present; no student shall be in the vicinity of lockers or other site being searched.

All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

## VIOLATIONS OF THIS CODE

-Violations of this Code shall, as soon as reasonably practicable, be reported to a school staff member who shall report it to the school Principal. The Principal shall investigate alleged incidents of such misbehavior and shall take appropriate action to discipline the violator, protect the victim, and ensure such inappropriate behavior does not reoccur. Violations of this Code shall result in appropriate disciplinary action. Such disciplinary action for school employees may, depending on the gravity of the violation, include termination of contract.

-Retaliation against anyone submitting a complaint or assisting or participating in an investigation regarding violations of the Code is prohibited. The Superintendent shall take steps to protect against retaliation.

# CORBIN INDEPENDENT SCHOOLS

## CONFIRMATION OF RECEIPT OF CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE (Please sign and return to your Principal or Immediate Supervisor.)

I have available a copy and have read:

Code of Acceptable Behavior and Discipline and agree to abide by its content.

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Staff Member Signature

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Date

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School Name or District Assignment

ALL STAFF OF THE CORBIN INDEPENDENT SCHOOL DISTRICT  
MUST SIGN AND RETURN TO YOUR PRINCIPAL  
or IMMEDIATE SUPERVISOR WITHIN ONE WEEK OF OPENING DAY