



Garrard County Schools Code of Acceptable Behavior And Discipline

2017-2018 School Year

Garrard County Schools
322 West Maple Ave.
Lancaster, Kentucky 40444

www.garrard.kyschools.us

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

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The Code of Acceptable Behavior and Discipline will be reviewed and revised every two years.

The **Code of Acceptable Behavior and Discipline** was reviewed in 2012 by a district-wide committee. It was also reviewed in March, 2014 by a representative group from elementary, middle, and high school levels. In 2015 changes were made to dates and calendars. In 2016, changes were made to the district technology policy entries after revisions to that policy by the Board of Education.

The committee members included the Superintendent, District PBIS Coach, High School Principal, Middle School Principal, one Elementary School Principal, and one other district level employee.

The **Code of Acceptable Behavior and Discipline** is reviewed for students by their teachers at the beginning of the school year. Each parent and student is asked to sign a statement acknowledging receipt and a request is made to have these statements returned to school.

MISSION

The mission of the Garrard County Schools is the following:

Garrard County Schools, united with families and community members, will provide all students an education which enables them to graduate college and career ready and become successful, productive citizens in a global society.

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No provisions in this **Code of Acceptable Behavior and Discipline** are intended to grant students or parents more rights than are provided by the United States Constitution, federal statutes, the Kentucky Constitution, and/or Kentucky statutes, and are instead intended solely to reflect the Garrard County Public Schools' understanding and intended application of those federal and state constitutional and statutory provisions.

PHILOSOPHY AND RATIONALE

The Garrard County School system is committed to the principle that every child has worth, dignity, and potential; and that it is our responsibility to assure that the children who attend our schools believe that of themselves. We believe that our work as educators of children must reflect a caring attitude and a commitment to learning that enables every child to experience positive growth and development throughout their school career and beyond as they transition into colleges and careers.

We recognize that such growth and development must be nurtured in an atmosphere where appropriate behaviors are modeled for our students. Thus, through both our actions and the instructional approach, we intend to teach the value of education, respect for authority, self-esteem, the worth and dignity of all persons, patriotism, and honesty in both work and deed.

These values can best be taught through a curriculum that offers instruction that speaks to the needs of children both individually and collectively. In order to accomplish this, instruction must be comprehensive and diverse, ranging from the most basic skills through advanced courses of study. During their education, students must have equitable access to programs that meet individual needs, including education of children with disabilities, education of children who are gifted and talented, and alternative programs offered for students who are unable to be successful in a standard program.

Realization of such a broad and all-encompassing program requires the commitment of not only educators, but also parents and the public at large. The effort must be one of cooperation and coordination among local, state, and federal government; community, civic, and business organizations; and parents and students.

Thus, the goal of the Garrard County School System is to offer a program of continuous learning that is enhanced by quality teachers and diverse and appropriate teaching techniques. This includes a curriculum that will:

- 1) Provide students with the necessary skills in language arts, mathematics, science, social studies and the humanities.
- 2) Provide students with instruction in 21st Century skills including the application of technology in learning experiences.
- 3) Offer opportunities which will enhance the student's ability to make wise choices in career development.
- 4) Provide students the opportunity to gain knowledge of, appreciation for, and skills in the art forms.
- 5) Foster the development of health and physical fitness through a comprehensive health and physical education program.
- 6) Facilitate the development of citizenship by providing programs and environments which allow experience in democratic living.
- 7) Contribute to the development of a positive and realistic self-concept in each student through developmental guidance and counseling services.
- 8) Offer training in business and career and technical skills commensurate with student interests and abilities.
- 9) Provide instruction in alcohol and drug education.
- 10) Foster the development of social skills, leadership ability, and school spirit through curricular and extra-curricular activities.

With the skills attained, our students will successfully transition into colleges and careers, fully prepared to assume their responsibilities as citizens in a free democratic society.

WHERE AND WHEN APPLICABLE

Students should be held strictly accountable by the principals, teachers, bus drivers, and supervisory employees at all times, from the time they leave home to come to school until they arrive home that afternoon, or until they are properly released during the school day to their parents or guardians (KRS 161.180), or when in attendance at any school function before or after school hours on or off school property when under the supervision of school personnel. Students, while being transported, are subject to rules set forth in this **Code of Acceptable Behavior and Discipline**. Any person who enters school property should be held strictly accountable by the school and should abide by all rules and regulations as set by the state, Board, and school officials.

PERSONNEL AUTHORIZED TO ADMINISTER

Each teacher is primarily responsible for monitoring the conduct of students assigned to his or her class. However, the teacher should also assume responsibility for correcting improper conduct on the part of students of any level in any situation around the school, if they are not under the direct supervision of another person at that time. The classroom teacher is expected to work out discipline problems as much as possible. If it becomes necessary, students in question should be referred to the principal's office.

In addition to the Superintendent, principals, and assistant principals are empowered to suspend students, but should report any such action in writing immediately to the Superintendent/Designee and to the parent or guardian.

NON-DISCRIMINATION

The Garrard County Board of Education hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability.

INTERESTS AND RESPONSIBILITIES

Every citizen, both in and out of school, has rights and freedoms, but at the same time, they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. Rules which establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code which reflects the community's standards and expectations for student behavior. Schools must prepare students to assume their responsibilities as adults in a democratic society.

Students' Interests and Responsibilities

Students' interests are recognized as:

1. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
2. Physical safety and protection of their person and/or property.
3. Courtesy from other students and school personnel.
4. Examination and confidentiality of their disciplinary records by the students, their parents/guardians, or their authorized representative(s).
5. Presentation of complaints or grievances to school authorities and receiving replies from School officials regarding disciplinary matters.
6. All rights granted to students by the State.

Students have the responsibility to:

1. Exhibit appropriate behavior in action, speech, dress, and hygiene, providing a role model of responsible citizenship. Refer to the student handbook of the school where the student attends for information on appropriate dress or attire.
2. Be a positive member of the school community by following all school regulations as described in the **Code of Acceptable Behavior and Discipline**.
3. Exercise courtesy and reason at all times, accept just punishment, avoid unreasonable appeals, and refrain from making false accusations.

Parents'/Guardians' interests are recognized as:

1. Enrolling their student(s) in classes where there are minimal disruptions.
2. Expecting the teachers to teach and demonstrate classroom rules and procedures at the beginning of the school year.
3. Expecting all disruptive behavior to be dealt with fairly, firmly, and in a timely manner.
4. Examining their students' disciplinary records.
5. Addressing grievances to proper school authorities concerning their children and receiving a prompt reply pertaining to the specific grievances. Generally, the building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.

Parents/Guardians have the responsibility to:

1. Instill in their student(s) a sense of responsibility and respect.
2. Demonstrate respect for all school personnel at school and related activities.
3. Become familiar with the **Code of Acceptable Behavior and Discipline** of the Board of Education.
4. Aid their student(s) in understanding the **Code of Acceptable Behavior and Discipline** and disciplinary procedures of the schools.
5. Encourage their student(s) to follow all school regulations.
6. Inform school officials of concerns pertaining to disciplinary procedures.
7. See that their child is in regular in attendance.
8. Instill in their child the need for proper and appropriate student attire. Refer to the student handbook of the school where the student attends for information on appropriate attire.

TEACHERS' INTERESTS AND RESPONSIBILITIES

Teachers' interests are recognized as:

1. Expecting appropriate behavior and conduct as well as courtesy from all students.
2. Working in an educational environment with a minimum of disruptions.
3. Removal of a student from class, by a principal or assistant principal for no more than one class period, any student whose behavior significantly disrupts a positive learning environment.
4. Safety from physical harm and freedom from verbal abuse.
5. Taking prudent action in emergencies to protect their person or property and/or the persons or property of those in their care.

Teachers have the responsibility to:

1. Maintain a classroom atmosphere conducive to learning, with mutual respect and trust, and with appropriate discipline.
2. Emphasize positive reinforcement and praise, and to encourage students to see themselves as worthwhile persons.
3. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
4. Exhibit appropriate behavior in action, speech, dress, and hygiene, providing a role model of responsible citizenship.
5. Refer students with possible special problems to the appropriate resources (i.e., speech therapist, social worker, special education, etc.) and notify parents/guardians of such referral.
6. Inform parents/guardians of students' successes, as well as, problems, and/or failures in learning and behavior.

PRINCIPALS' DUTIES AND RESPONSIBILITIES

Principals and Assistant Principals have the duty and responsibility to:

1. Administer the **Code of Acceptable Behavior and Discipline** of the Board of Education.
2. Maintain a school atmosphere conducive to learning, with mutual respect and trust, and with appropriate discipline.
3. Exhibit appropriate behavior in action, speech, dress, and hygiene, providing a role model of responsible citizenship.
4. Direct a program of dissemination of information explaining the **Code of Acceptable Behavior and Discipline** to teachers, students, and parents.

HARASSMENT/DISCRIMINATION

The Garrard County Board of Education has adopted policies ensuring that students are not denied equal education opportunities and do not suffer harassment/discrimination. No discrimination is allowed on the basis of race, color, age, sex, religion, creed, national origin, economic status, marital or parental status, political affiliation, or disabling conditions. Harassment/discrimination is defined as unlawful 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.

Examples of conduct and/or actions prohibited include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane, and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Instances involving sexual violence.
4. 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 based on any of the protected categories.
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.
7. Destroying or damaging an individual's property based on any of the protected categories.

When a student or parent believes the student has been harassed or discriminated against, a complaint may be filed using the following procedure:

1. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level (or to the Superintendent's designee if the principal is an alleged party to the harassment or discrimination).
2. The Principal or the Superintendent's designee should promptly investigate the allegation, attempt to resolve the issues presented, advise the Superintendent about the matter, and take corrective measures if warranted. See Board Policy 09.42811.
3. District employees involved in the investigation of the complaints, should respect as much as possible, the privacy and anonymity of both victims and persons accused of violation.

The Garrard County Board of Education intends that the program(s) are in full compliance with the Title IX Federal provisions and with the provisions of all Disability Education Acts.

References:

42 USC 2000e, Civil Rights Act of 1964, Title VII
Racial Incidents and Harassment against Students at Educational Institutions; Investigative Guidance (U.S. Department of Education)
US Supreme Court - Franklin vs. Gwinnett County
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX
Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)
Davis v. Monroe County Bd. Of Educ., 119 S. Ct. 1661 (1999)

Related Policies:

03.162;
03.362
09.13;
09.227
09.422;
09.426;
09.42811

Grievance Procedure

The Garrard County Board of Education has adopted policies that provide students with the opportunity to appeal issues regarding equal educational opportunities and educational concerns or practices. When a student or parent has an educational concern, a complaint must be filed using the following procedure:

General Any student who wishes to express an educational concern or grievance should observe the following order of appeal:

1. From Student to Teacher;
2. From Teacher to Principal;
3. From Principal to Superintendent/Designee;
4. From Superintendent to Board

The order of appeal should not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish.

Exception Sexual harassment allegations are to be governed by Policy 09.42811. See Harassment and Discrimination.

Procedure

1. The student or parent should discuss the issue with the teacher. The teacher should make a decision and give that decision to the grievant within five (5) school days after the discussion.
2. The decision of the teacher may be appealed to the principal within five (5) school days after receipt.
3. The Principal should give a written decision to the grievant within five (5) school days. The Principal's decision may be appealed by the grievant filing a formal written complaint with the Superintendent within (5) school days of the receipt of the Principal's decision .
4. The Superintendent upon review of the complaint should give a written decision to the grievant within (5) school days of the receipt of the complaint.
5. The Superintendent's decision may be appealed to the Board of Education. The Board of Education should have the discretion to decline to consider appeals involving matters outside its area of authority, such as grievances relating to personnel matters or implicating the need to take personnel action. The Board of Education may hear the appeal at the next regularly scheduled Board meeting, providing it is received at least five (5) days prior to the meeting date. Otherwise, the appeal may be heard at the next Board meeting following the conclusion of the five (5) day period.

Equal opportunities are to be provided to all persons throughout Garrard County School District with access to and participation in the educational programs without regard to race, ethnic origin, sex, color, creed, religion or national origin.

RELATED POLICIES:

07.1
08.13451
09.42811, 10.2

Absences and Excuses

The Garrard County Board of Education has established policies in accordance with KAR 7:125 that require all pupils to attend school regularly and punctually at the school in which they are enrolled. Recording of absences and tardies should be made in compliance with the requirements of KAR 7:125.

TRUANCY DEFINED

Any student who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

Habitual truants should be reported to the Principal/designee, and then to the office of the Director of Pupil Personnel (DPP), all of whom should take the appropriate action. Written notifications should be made to the parent/guardian.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district should become part of their official attendance record for that school year.

TARDINESS DEFINED

Tardiness is defined as not being in the assigned area at the time designated. It includes being late to homeroom, class, library, and other school activities or leaving school before classes are dismissed.

Excessive unexcused tardies may result in the student being assigned to the Alternative Education program or being suspended. For complete information concerning the high school tardy policy, refer to the handbook section for students in grades nine through twelve (9-12).

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the student's immediate family,
2. Illness of the student.
3. Religious holidays and practices approved in advance by the Principal,
4. Family emergencies requiring immediate attention, as approved by the Principal,
5. One (1) day for attendance at the Kentucky State Fair,
6. Two (2) campus visits to colleges or universities, approved in advance by the Principal and restricted on seniors only. (Documentation from the college or university is required),
7. Court appearances requiring the student's presence. (Documentation from the court is required)
8. Clinical appointments, verified by statement from a health care professional. (An original note from the health care professional must be provided. Faxed notes are accepted only if received from the fax machine in the health care professional's office),
9. Documented military leave,
10. One (1) day prior to departure of parent/guardian called to active military duty,

11. One (1) day upon the return of parent/guardian from active military duty,
12. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
13. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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

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

Parents/guardians should contact the school at least five (5) days prior to pre-planned absences for determination if the absence will be excused or unexcused. The Principal may make the final determination after reviewing all documentation. If needed, the Principal may request additional supporting documentation. Because the decision rests with the Principal, absences may be handled differently from school to school.

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

UNEXCUSED ABSENCES

Examples of absences that are unexcused include, but are not limited to, the following:

1. Vacations, trips or retreats,
2. State basketball tournament,
3. Work (including farm work),
4. Business,
5. Personal reasons,
6. Car trouble,
7. Missed ride (including missing the bus),
8. Skipping,
9. Non-medical appointments, and
10. Oversleeping.

Students with unexcused absences and/or tardies may face disciplinary action as determined by SBDM Council policy or District policy. A student's grade should not be lowered as a disciplinary action.

MAKE-UP WORK

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

Students are responsible for making arrangements with their teachers for all work missed during periods for which they have an excused absence.

Work made up due to an unexcused absence(s) may not be accepted for full credit.

NOTES REQUIRED

Upon the student's return to school, the student who has been absent or tardy should bring a written and dated note signed by his/her parent(s), guardian, or a health care professional explaining the reason for absence or otherwise satisfy the Principal as to the validity of the excuse. Notes must be presented within five (5) days of the date the student returns to school in order for the absence to be considered excused.

Parent notes will be accepted for the above reasons for the first four (4) days missed each semester for middle school and high schools students. After a middle school or high school student has missed five (5) days in one semester or nine (9) days in a school year, a statement from a health care professional must be presented for the absence to be excused.

Parent notes will be accepted for the above reasons for the first five (5) days missed each semester for elementary students. After an elementary student has missed six (6) days in one semester or eleven (11) days in a school year, a statement from a health care professional must be presented for the absence to be excused.

All students may have a total of twelve (12) medical excuses each year. Any absences due to medical reasons in excess of twelve (12) will require completion of the Medical Excuse Form (09.123 AP.2).

Appeals Committee

At the beginning of each school year, the Principal should establish an Appeals Committee consisting of the Principal/designee and four (4) additional faculty members

Attendance Review Committee

Each school will establish an attendance committee to provide oversight of school attendance procedures and to hear student and parent appeals concerning absenteeism.

The high school and middle school attendance review committee will consist of the Truancy Diversion Program committee members. The elementary school attendance review committee will consist of the principal, counselor, attendance secretary, school nurse and the Director of Pupil Personnel.

REFERENCES: ¹702 KAR 7:125

KRS 36.396, KRS 38.470, KRS 40.366
KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294
KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180
OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

RELATED POLICIES:

09.111, 09.122, 09.428109.126 (re requirements/exceptions for students from military families)

Additionally, **Policy # 09.3** states that "a student who is not in attendance for the full school day on the day of a game, contest performance or competition shall not be permitted to participate in the activity scheduled for that day or night. If the school-sponsored activity is scheduled for the weekend and the student is absent on Friday, the student shall be ineligible to participate on either Friday, Saturday or Sunday, unless otherwise approved by the Principal or designee."

References: KRS 161.185, KRS 158.153, OAG 57-40812, KRS 161.180, 702 KAR 7:125

Related Policies: 09.126, 09.3211, 09.36, 09.438

Driver's License Revocation (No Pass/No Drive)

Academic and Attendance Deficiencies

Students who are sixteen (16) or seventeen (17) years old and have a valid learner's permit or driver's license who become academically deficient or deficient in attendance may be reported to the Transportation Cabinet for permit or driver's license revocation.

Academic and/or attendance deficiencies for students enrolled in regular, alternative, homebound, night school or special education programs are defined as follows:

Academic Deficiency – failure to pass at least four (4) of the five (5) courses, or the equivalent, taken in the preceding trimester.

Attendance Deficiency – the accumulation of nine (9) or more unexcused absences during previous or current school year. Suspensions should be considered unexcused absences. Students who drop out of school are also considered to be deficient.

Reinstatement of Driving Privileges

Students whose learner's permit or driver's license are revoked, but later meet the statutory standards for reinstatement must then have their standing confirmed. School personnel should make the required report to the appropriate agency.

References: KRS 159.051
KRS 186.470
704 KAR 7:050
704 KAR 7:100
OAG 77-149

Policy: 09.4294

TRANSPORTATION

Conduct on the Bus

Riding the school bus is a privilege provided by the Garrard County Board of Education. The Board has given the bus driver the responsibility of safely transporting students to and from school (See Where and When Applicable on Page Two). The bus driver also has the authority to manage student behavior on the bus to maximize safe transportation.

Principal Responsible

The Principal and his/her designee should oversee the department of students who ride on the school bus and who walk

Reporting of Violations

Bus drivers should promptly report any violation of District policy or school rules to the Principal.

Rules of Conduct

Specific rules of conduct on school buses are developed by the bus driver Positive Behavior Instructional Support (PBIS) team and are reviewed with students by the bus drivers and bus monitors. The rules specify the following: Behave in a safe, orderly manner, Follow all driver and monitor directions, Keep objects and all body parts inside the bus, Keep aisles and emergency exits clear, Remain properly seated until the bus comes to a complete stop, Exit the bus properly, Only items small enough to fit on rider's lap may be brought on the bus, Food and drink are not allowed on buses except in sealed, closed containers, Smoking and tobacco products are prohibited on the bus.

Consequences

Violation of the bus rules constitute reasons for disciplinary action including verbal warning, parent notification, assigned seating, up to 10 days of bus suspension, and referral to the superintendent/designee for additional bus suspension. Additional consequences may be imposed at the school level.

Withholding Riding Privileges

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 should notify the parents in cases where bus-riding privileges have been withheld.

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

Restitution of Damages

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

TRANSPORTATION (Continued)

Students With Special Needs

Students with special needs who exhibit inappropriate conduct should be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.²

Enforcement

Bus drivers and bus monitors may assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver/monitor should notify the Principal or Assistant Principal. The Principal/Assistant Principal may withhold bus riding privileges (consistent with Board Policy #06.34) if the pupil continues to disobey the rules. If withholding of bus riding privileges becomes necessary, parents and the appropriate Central Office personnel will be notified.

References: 702 KAR 5:080, KRS 508.078, **702 KAR 5:050, ***PL 101-476; 707 KAR 1:280 through 707 KAR 1:380, Individuals with Disabilities Education Act (IDEA), Ingraham v. Wright 430 US 657 (1977), 702 KAR 5:090, KAR 5:100

Related Policies: 09.226, 09.425, 09.434

FOOD SERVICES

As of the 2017-2018 School Year, Garrard County Schools will be eligible for the federally funded Community Eligibility Provision. **This means breakfast and lunch will be served at no charge to every student in the district, Preschool thru 12th Grade.**

A la Carte –A la carte purchases cannot be charged. Students must have money in their accounts or cash at the time of purchase. If for any reason parents do not want their child to buy these extras, they should call the school cafeteria manager or the Food Service Department at the Central Office to ask that their child not be allowed to make such purchases.

Parents' Responsibility

Guardians are responsible for school lunch charge accounts that carry a negative balance from previous years. Accounts can be paid by cash, check, or online at myschoolbucks.com with a credit card. Accounts can also be monitored at myschoolbucks.com

Adult Charges:

As of the 2017-2018 School Year, adult school lunch accounts may not carry a negative balance. **No adult meals can be charged.**

Breakfast: **\$2.50**

Lunch: **\$3.75**

Dispensing Student Medication

The Board of Education has adopted policies regarding the safe dispensing of medication when it becomes necessary to do so at school.

SELF-ADMINISTRATION

Provided the parent/guardian and physician files a completed authorization form each year as required by law, a student under treatment for asthma may be permitted to self-administer medication.¹

AUTHORIZED PERSONNEL

When proper documentation has been received, only school employees who have completed training required by law and the school nurse should be responsible for seeing that the student is given their medication.

SHARING PROHIBITED

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

REFERENCES: ¹KRS 158.834, KRS 158.836, KRS 158.838, OAG 73-768, OAG 77-530, OAG 83-115

RELATED POLICY: 09.224

Tobacco

The Garrard County Board of Education, in establishing the mission/purpose of the Garrard County School System desires to provide a safe environment conducive to learning for all students. In addition, the laws of the state of Kentucky prohibit the possession or use of tobacco products by minors (KRS 438.350). Therefore, the Garrard County Board of Education has set forth policies prohibiting the use of tobacco products on school property.

Students are not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school are subject to penalties set forth in the school's Code of Acceptable Behavior and Discipline behavior continuum. This continuum also prohibits the use of e-cigarettes or other forms of nicotine.

REFERENCES:

KRS 438.050

KRS 438.350

KRS 160.290

KRS 160.340

KRS 161.180

OAG 81-295

OAG 91-137

P. L. 107-110 (No Child Left Behind Act of 2001)

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.
4. Intoxicating substances including, but not limited to, synthetic marijuana.
5. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used (huffing) or intended for use for an abusive and/or intoxicating purpose.

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

DEFINITIONS

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

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

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

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist would not be considered in violation of this policy. (9.423)

PENALTY

Violation of this policy should constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

REPORTING

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

Garrard County schools provide age-appropriate educational activities and resources to make students aware of the dangers of drug/alcohol/substance abuse, including the following:

1. The District's policies and related procedures on drug-free/alcohol-free schools;
2. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

REFERENCES:

OAG 82-633; OAG 93-32, KRS 158.150; KRS 158.154; KRS 158.155

KRS 160.290; KRS 161.180; KRS 217.900; KRS 218A.020

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

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

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

RELATED POLICY: 09.2241, 09.423

Weapons

This section applies to students, staff members, and visitors to the school.

Weapons Prohibited

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by students requires that the Principal immediately makes a report to the Superintendent, who may determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals should immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

Federal Requirements Regarding Students

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device¹ to school or onto the school campus/property under jurisdiction of the District should be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, should be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device should be referred to the criminal justice or juvenile delinquency system.²

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

Posting Requirements

The Superintendent should post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice should be at least six (6) inches high and fourteen (14) inches wide and should state:

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.²

The above criminal penalty does not apply to those persons listed in KRS 527.070 (3).

State Reporting Requirements

Employees of the District should promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon 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.

For state reporting purposes, a deadly weapon may be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. a knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported should report the conduct in the same manner as stated above.

Enforcement

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies 09.435, 09.436 and 09.4361.

REFERENCES:

¹KRS 527.020; 20 U.S.C. §7141; (Gun-Free Schools Act); 18 U.S.C. §921(a)

²KRS 527.070, KRS 500.080

³KRS 237.106

KRS 158.150, KRS 158.154

KRS 158.155, KRS 160.290, KRS 160.340, KRS 161.790

KRS 237.110, KRS 508.075, KRS 508.078

Individuals with Disabilities Education Improvement Act (IDEA)

Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.435; 09.436; 09.4361

Bullying

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools. Bullying includes behavior defined below as bullying, as well as cyberbullying, hazing, menacing, harassing communications, stalking and other abusive behavior toward students or staff members. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. The Garrard County School system is committed to dealing with bullying behaviors in order to create a safe learning environment.

Behaviors Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, student behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior will not be tolerated.¹ These provisions are not to be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Bullying:

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

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

Examples of behaviors that fall into this category include, but are not limited to: inappropriate and unwanted physical contact (including hitting, kicking, shoving and pushing); intimidating and threatening comments (oral, written or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something the student does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

Cyberbullying:

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, blogs online games and online personal polling Web sites to support deliberate, repeated, and hostile behavior by any individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information with can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video or still images of another person for no legitimate purpose, or the use of audio, video or still images of another person for purposes prohibited by this Code of Acceptable Behavior and Discipline.

Hazing:

Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful or embarrassing to the new member

or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful or embarrassing. Hazing can include the force or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggestive acts.

Menacing:

Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe they are about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck or raise their hands in anticipation of being struck.

Harassment:

Harassment involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. striking, shoving, kicking or other physical contact with another person;
2. the attempt to strike, shove, kick or engage in other physical contact toward another person;
3. using an offensively coarse utterance, gesture, display toward another person;
4. addressing abusive language toward another person;
5. following a person in or about a public places or places;
6. engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serves no legitimate purpose; or
7. damaging or committing theft of the property of another student; substantially disrupting the operation of the school; or creating a hostile school environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation or embarrassment.

Harassing Communications:

Harassing Communication involves the intent to intimidate, harass, annoy or alarm another person. This intent is accompanied by one or more of the following behaviors:

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

Stalking:

Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

Bullying (Cont.)

Conduct fitting the above definitions and other similar definitions which injures, degrades or disgraces the victim, disrupts the educational process and/or interferes with other students' opportunities to obtain an education, will be subject to disciplinary action. Students should generally maintain a "hands-off" policy with regard to other persons' bodies and possessions, and no student should engage in behavior toward someone else which they would not want directed toward themselves (follow the "Golden Rule"). For the remainder of this section, all of these behaviors will be generally referenced as "bullying."

Students who witness these behaviors or who are subject to these behaviors are encouraged to report the behavior to a teacher or other staff member. Efforts will be made, if possible, to protect the confidentiality of anyone making a report. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee should investigate and address alleged incidents of such misbehavior. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well.

"Harassment" and "Harassing Communications" under the category of "Bullying" are separate from the definition of "Harassment/Discrimination" which involves behavior based on race, color, national origin, age, religion, sex or disability. However, a report of a violation of this section will be evaluated by school personnel to determine whether it should be treated as a report of harassment/discrimination which would require an investigation under the "Harassment/Discrimination" section of this Code of Acceptable Behavior and Discipline.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators should review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations should be governed by Policy 09.42811.

References:

¹KRS 158.150; KRS 158.148; KRS 158.156

KRS 160.290

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

RELATED POLICIES:

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438
09.2211 (re reports required by law)

Search and Seizure

Because of the obligation to protect the health, safety, and welfare of students, a teacher or principal may search the person and/or the property of a student and confiscate weapons, alcohol, drugs, tobacco products, or other illegal or unauthorized articles as long as the teacher or principal has reasonable suspicion under the circumstances that the particular student to be searched has or is violating a law or school rules and the scope of the search is reasonably related to its initial objectives and not overly intrusive given the particular student's age, sex, or nature of suspected infraction (OAG 91-9).

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) should be searched by authorized school personnel unless there are reasonable grounds to believe the search may reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person should 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 should 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 pat-down search of pupil's person is conducted, the person conducting the search should be the same sex as the pupil; and a witness of the same sex as the pupil should be present during the search. In addition, no search of a pupil should be conducted in the presence of other students.

These restrictions should 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 should be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to may 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.

Search and Seizure (Cont.)

ILLEGAL ITEMS

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

OTHER DISRUPTIVE ITEMS

Items 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 may be turned over to the proper authorities or returned to the true owner.

REFERENCES:

¹New Jersey vs. T.L.O., 105 S.Ct. 733 (1985)

KRS 161.180

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (2009)

RELATED POLICIES:

08.2323; 09.4261

Acceptable Use Policy Technology

Because of the comprehensive and far-reaching nature of electronic devices that can access the internet, there are certain rules and responsibilities that go hand in hand with student use of these devices in the school setting. Likewise, when these rules are not followed, there are consequences in place to protect the instructional environment and to help students get the best possible education in a safe and secure environment. The Acceptable Use Policy is included in this Code of Acceptable Behavior so students and parents will be able to sign the document and give permission for access as well as agree to the terms of the policy while acknowledging the receipt of information contained in the Code of Acceptable Behavior. (Schools will distribute a page entitled “Acceptable Use Policy/User Agreement Form” requiring signatures for student permission to use email and internet for educational purposes.)

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.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other media that may carry/broadcast information.

Users may be subjected to information that is not educationally appropriate due to the availability of inappropriate sites on the Internet. To lessen the availability of access to such sites, the Garrard County Board of Education has installed filtering software in accordance with the guidelines submitted by the Kentucky state legislature (1998 Senate Bill 230).

NO PRIVACY GUARANTEE

The network administrators have the right to access information stored in any user directory, during the current user session, or in email. They may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect that files stored on district servers or workstations, email, internet activity, and history will be private. All Internet activity is logged and considered public record, and network administrators may examine activity to make sure all guidelines are being met for acceptable use. Teachers and administrators are expected to monitor students when accessing online material during the school day.

RULES AND REGULATIONS

Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Violations of the Acceptable Use Policy include, but are not limited to, the following: Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.

- Accessing, sending or displaying offensive messages or pictures, including those that Involve: Profanity or obscenity; or harassing or intimidating communications; Damaging computer systems, computer networks, or school/District websites.

- Using another user's account or sharing of one's account information.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material. Also, accessing another's user's folder, work, or files.
- "Hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Intentionally wasting limited resources, including downloading of freeware or shareware programs.
- Using network for commercial or political purposes, or for financial gain or any illegal activity.
- Attempting to bypass filters.
- Downloading and/or installing programs without approval of network administrators.
- *Sharing confidential information about themselves or others.
- *Meeting with someone met online.

Users will promptly disclose to their teachers or school administrator any message they receive that is inappropriate or makes them feel uncomfortable or threatened.

PENALTIES FOR VIOLATION OF POLICIES

Sanctions may include, but not limited to:

- Suspension of network privileges
- Disciplinary action as determined by school administrators
- Monetary damages sufficient to cover the cost or repair/replacement of equipment and/or cost of litigations will be assessed as needed
- Involvement by appropriate law enforcement agencies as needed

REFERENCES: KRS 156.675; 701 KAR 5:120 16 KAR 1:020 (Code of Ethics)

47 U.S.c. 254/Children's Internet Protection Act; 45 C.F.R. 54.520

Kentucky Education Technology System (KETS)

RELATED POLICIES: 03.1325/03.2325; 03.17/03.27 08.1353, 08.2322 CURRICULUM AND INSTRUCTION 08.2323, 09.14; 09.421; 09.422; 09.425; 09.426

Personal Telecommunications Devices

Personal telecommunications devices should not be in use during the school day except in cases where authorized by a teacher/administrator. Student devices referred to in this section are defined as students' personal devices that emit an audible signal, vibrate, display a message, or otherwise summon or deliver communication to the possessor, including, but not limited to, a paging device, a cell phone, MP3 player, iPhone, iPad, tablets, hand-held games, personal computers, wearable technology and other devices. Reference: KRS 158.165

Suicide Prevention

The Garrard County School System recognizes the importance of protecting the health, safety and emotional well-being of students. The state of Kentucky has enacted legislative mandates that require actions on a specific timetable directed at combatting the problem of teen suicides. We provide the required training in suicide prevention and awareness for middle school and high school staff and students. We also provide counseling personnel and counseling opportunities to support students. By September 1 of each year, suicide prevention information will be disseminated to middle and high school students. Principals, counselors, and teachers will complete two hours of suicide prevention self-study professional development each year.

References: SB 65, [KRS 158.070](#) , KRS 161.011 , HB 51 , [KRS 156.095](#)

Immunizations and Physical Examinations

The state of Kentucky has established guidelines for immunizations and physical examinations. These rules apply to all students at the elementary, middle and high levels. Students who are simply moving from one grade level to another are required to maintain an up-to-date Kentucky Immunization Certificate and have proof of the required physical exams on file at the school at all times. If a student is involved in athletics, a current sports physical is also required.

Immunization:

1. If a student is new to our school system (a new enrollee or a transfer from another county or state), he/she is allowed two (2) weeks to provide an up-to-date Kentucky Immunization Certificate.
2. If a student is new to our school system, he/she is allowed 30 days from the date of entry to provide the school with a physical examination. The physical examination must be on the proper Kentucky form.
3. First time enrollees in pre-school, kindergarten, or first grade must have a vision examination (performed by an eye doctor). This is due no later than January 1.
4. A dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner, or physician assistant is also required. This must be submitted to the school no later than January 1 of the first year that a five (5) year old or six (6) year old child is enrolled in public school.
5. Sixth grade students must have a new physical on the Kentucky form and renew their immunizations. Sixth grade students who were in our school system in the fifth grade do not have a grace period to provide the sixth grade physical or the up-to-date Kentucky Immunization Certificate. Both of these documents are due on the first day of school.
6. Ninth graders need to have up-to-date immunizations.

Preschool students need the following in order to enroll:

- *birth certificate or proof of guardianship
- *eye examination from an optometrist (no later than January 1 of first school year)
- *up-to-date immunizations (according to age) on the Kentucky form
- *physical examination on the Kentucky form (must produce within 30 days of entry)
- *social security card (necessary to receive Kentucky Educational Excellence Scholarship-KEES) upon graduation.
- *Dental screening (no later than January 1 of the first year that a 5 or 6 year old enrolls)
- *Proof of income

Kindergarten students need the following:

- *same as for preschoolers if first-time entry
- *physical on the Kentucky form
- *Dental screening (no later than January 1 of the first year that a 5 or 6 year old enrolls)

[KRS 156.160](#); [702 KAR 001:160](#)

²[KRS 214.036](#); [KRS 214.034](#)

³[KRS 158.035](#)

[902 KAR 002:060](#); [902 KAR 002:090](#)

[OAG 82-131](#)

[Health Services Reference Guide, Kentucky Department of Education](#)

RELATED POLICIES:

09.121

09.126 (re requirements/exceptions for students from military families) , 09.A211

Disciplinary Consequences **Students with Disabilities**

In cases involving students with disabilities, the procedures mandated by federal and state law are followed. Students with disabilities who are eligible for services under federal law may be suspended and/or expelled for behavior unrelated to their disabilities as long as legally required procedures are followed. Educational services will continue for IDEA (Individuals with Disabilities Education Act) eligible students who are expelled and/or suspended for over 10 school days.

In cases involving sanctions other than suspension or expulsion, students with disabilities are generally subject to discipline as any other student unless the Individualized Education Program (IEP) developed for that child provides otherwise. In cases of serious disciplinary action involving students with disabilities, suspension and expulsion may be disciplinary options as consistent with the Individuals with Disabilities to Education Act (IDEA), 20 U. S. C. Section 1400, et seq., or Section 504 of the Rehabilitation Act of 1973, and corresponding state and federal regulations. See particularly KRS 158.150 and 20 U.S.C. Section 1415. In addition, children identified with disabilities may be subject to placement in Interim Alternate Educational Settings (IAES), consistent with the statutory provisions and corresponding regulations, in the case of disciplinary infractions involving weapons or drugs or having inflicted serious bodily injury upon another person while at school or at a school function.

References:

- KRS 158.150
- KRS 158.155
- KRS 161.180
- 707 KAR1:280-707 KAR1:380
- Policies & Procedures for Exceptional Education in
Garrard County Schools-Third Edition (PEGS-III)
- Garrard County Schools Section 504 Manual
- OAG 78-673
- Honig vs. Doe, 181 S.Ct. 592 (1988)

Disciplinary Consequences **Behavior Resolution**

PBIS- Each school in Garrard County has a team of educators trained in Positive Behavior Instructional Support (PBIS). In addition, bus drivers have been trained in PBIS. This is a research-based program that stresses prevention of problem behaviors, positive resolution of behavior situations, and replacing undesirable behaviors with more desirable behaviors.

PBIS implementation includes teaching rules and behavioral expectations, reminding students of these expectations, practicing positive behaviors with students, and continually training staff to use positive means to deal with behaviors. A PBIS district team reviews the data periodically and makes decisions as to how to improve disciplinary actions in all school settings. As a part of PBIS, school teams and bus drivers have established behavioral expectations for the schools and buses.

Behavior Consequence Charts for Violations

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, different disciplinary measures have been developed to reflect different levels of maturity and self-discipline. Each of these three charts on the following pages (elementary, middle and high school) indicates specific consequences for each offense and the consequences that may occur if there are repeated violations.

Behavior violations are listed vertically. Disciplinary actions are listed horizontally. Disciplinary measures increase in severity and are suggested to be administered from left to right. A more severe action may be imposed if warranted. Repeated and unmodified behavior violations of the same or similar kind may result in any disciplinary action listed on the Behavior Consequences Charts for Violations up to and including expulsion.

Corrective suggestions for supporting positive behavior include, but are not limited to the following:

1. Conference with the student
2. Home/school communication
3. Schedule adjustment
4. Student-teacher Behavior Conference
5. Behavioral Instruction
6. Behavioral Contract/Intervention Plan
7. School-based Mentoring
8. Referral to School Counselor/FRYSC/Social Worker
9. Referral to School-based Intervention Team
10. Mental Health Agency/Service Referral
11. Restitution/Restoration

The following corrective strategies are suggested as alternatives to suspension from school. They are administered at the discretion of the Principal/designee working with staff members to determine the most effective corrective strategies for each individual student. These are in no particular order.

1. Contact or conference with the student, parents/home
2. Behavioral contract
3. Loss of privilege
4. Schedule adjustment/location adjustment
5. Referral to school counselor, FRYSC, outside agency dealing with Mental Health
6. Referral to School RTI team for behavior intervention planning
7. In school detention
8. In school isolation
9. Bus suspension (per bus conduct)
10. Restitution/restoration

In addition to the Consequence Charts, behaviors which fall into the category of illegal acts may also be referred to the School Resource Officer and/or law enforcement. At all levels, students will be afforded the right of due process.

| Responses to Elementary School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | |
|--|--|--|---|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| | Classroom Discipline (Teacher Imposed) | In-School Discipline (Principal Imposed) | In-School Detention (Principal Imposed) | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| BOARD VIOLATIONS | | | | | | | |
| Bus Disturbance (could also warrant bus suspension) | | ◆ | ◆ | | | | |
| Cheating, false note, false report | ◆ | ◆ | ◆ | ◆ | | | |
| Damaging Property | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Dangerous Instrument Possession, laser pointer, fireworks, ammunition | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Disruptive Behavior | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Failure to Obey/Failure to Follow Staff Instructions | ◆ | ◆ | ◆ | | | | |
| Fighting | | ◆ | ◆ | ◆ | ◆ | ◆ | |
| Gang Activity, Promoting | | ◆ | ◆ | ◆ | ◆ | ◆ | |
| Harassment, Harassing Communications, bullying, intimidation, hazing, threatening, verbal abuse | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Inappropriate Sexual Behavior | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Leaving or being on school grounds without permission | | ◆ | ◆ | ◆ | | | |
| Possession of Obscene/Pornographic Material | ◆ | ◆ | ◆ | ◆ | | | |
| | | | | | | | |

| Responses to Elementary School Behavior Violations BOARD VIOLATIONS | Guidelines for Disciplinary Consequences | | | | | | |
|--|--|--|---|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| | Classroom Discipline (Teacher imposed) | In-School Discipline (Principal Imposed) | In-School Detention (Principal Imposed) | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Out of Assigned/Designated Area | | ◆ | ◆ | ◆ | ◆ | | |
| Sharing of Over the Counter Drugs | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Peer Conflict (verbal) | ◆ | ◆ | ◆ | | | | |
| Personal Telecommunications Device (possession of) | | ◆ | ◆ | ◆ | | | |
| Physical Aggression | ◆ | ◆ | ◆ | ◆ | | | |
| Profanity/Vulgarity | ◆ | ◆ | ◆ | ◆ | | | |
| Repeated Suspensions/Misbehaviors | | | | | ◆ | ◆ | ◆ |
| Stealing | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Tobacco Products / e- cigs(Possession of) | ◆ | ◆ | ◆ | | | | |
| Tobacco Products (Use) | | ◆ | ◆ | ◆ | | | |

| Responses to Elementary School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | |
|---|--|--|---|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| LAW VIOLATIONS | Classroom Discipline (Teacher imposed) | In-School Discipline (Principal Imposed) | In-School Detention (Principal Imposed) | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Arson | | | ◆ | ◆ | ◆ | ◆ | ◆ |
| Assault | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Assault/Physical Abuse of Staff Member | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Deadly Weapon, Possession of | | | | | ◆ | ◆ | ◆ |
| Deadly Weapon, Possession of look-alike or toy | | ◆ | ◆ | ◆ | | | |
| Disorderly Conduct | | ◆ | ◆ | ◆ | ◆ | ◆ | |
| Drug Paraphernalia, Possession, sale or transfer of | | ◆ | ◆ | ◆ | ◆ | ◆ | |
| Drugs, prescription drugs, intoxicating substances or alcohol, Possession, Under the influence, use of | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Drugs, prescription drugs, intoxicating substances or alcohol, Sale or transfer of | | | | | ◆ | | ◆ |
| | | | | | | | |

| Responses to Elementary School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | |
|---|--|--|---|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| LAW VIOLATIONS | Classroom Discipline (Teacher imposed) | In-School Discipline (Principal Imposed) | In-School Detention (Principal Imposed) | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| False Fire Alarm | | ◆ | ◆ | ◆ | ◆ | ◆ | |
| Forgery/Counterfeiting | | ◆ | ◆ | | | | |
| Gambling | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Sexual Abuse/Sexual Assault | | | ◆ | ◆ | ◆ | ◆ | ◆ |
| Terroristic Threatening (includes verbal, bomb, chemical, bio-nuclear) | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Theft/extortion/burglary/possession of stolen property | | ◆ | ◆ | ◆ | ◆ | ◆ | |
| Vandalism | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Wanton Endangerment | | | | ◆ | ◆ | ◆ | ◆ |

| Responses to Middle School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | | |
|--|--|--|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| BOARD VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | Friday Night Detention (Principal Imposed) | In-School Alternative Placement ISAP Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Bus Disturbance (could also warrant bus suspension) | | ◆ | | ◆ | | | | |
| Cheating, false note, false report, plagiarism | ◆ | ◆ | ◆ | ◆ | ◆ | | | |
| Damaging Property | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Dangerous Instrument Possession, laser pointer, fireworks, ammunition, etc. | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Disrespectful Behavior | | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Disruptive Behavior | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Failure to Attend Detention | | ◆ | ◆ | | | | | |
| Failure to Obey/Failure to Follow Staff Instructions | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Fighting | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Gang Activity, Promoting | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Harassment, Harassing Communications, bullying, intimidation, hazing, threatening, verbal abuse | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Inappropriate Electronic Communication | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Inappropriate Sexual Behavior | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Leaving or being on school grounds without permission | | | ◆ | ◆ | ◆ | ◆ | | |
| Possession of Obscene/Pornographic Material | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | |
| | | | | | | | | |

| Responses to Middle School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | | |
|--|---|--|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| BOARD VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | Friday Night Detention (Principal Imposed) | In-School Alternative Placement ISAP Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Offenses committed off school grounds other than school activities and traveling to/from school | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Out of Assigned/Designated Area | ◆ | ◆ | ◆ | ◆ | ◆ | | | |
| Sharing of Over the Counter Drugs | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Peer Conflict (verbal) | ◆ | ◆ | ◆ | ◆ | ◆ | | | |
| Personal Telecommunications Device (possession of) | | ◆ | ◆ | ◆ | ◆ | | | |
| Physical Aggression | ◆ | ◆ | ◆ | ◆ | ◆ | | | |
| Profanity/Vulgarity | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Repeated Suspensions/Misbehaviors | | | | | | ◆ | ◆ | ◆ |
| Stealing | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Tardy to class (unexcused) | ◆ | ◆ | ◆ | ◆ | ◆ | | | |
| Tobacco Products (Possession of- including e-cigarettes) | | ◆ | ◆ | ◆ | | | | |
| Tobacco Products (Use- including e-cigarettes) | | ◆ | ◆ | ◆ | ◆ | | | |
| Truancy is referred to DPP | | | | | | | | |
| | | | | | | | | |

| Responses to Middle School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | | |
|---|---|--|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| LAW VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | Friday Night Detention (Principal Imposed) | In-School Alternative Placement ISAP Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Arson | | | | | ◆ | ◆ | | ◆ |
| Assault | | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Assault/Physical Abuse of Staff Member | | ◆ | ◆ | | | ◆ | | ◆ |
| Deadly Weapon, Possession of | | | | | | ◆ | ◆ | ◆ |
| Deadly Weapon, Possession of look-alike or toy | | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Disorderly Conduct | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Drug Paraphernalia, Possession, sale or transfer of | | ◆ | ◆ | | | ◆ | | ◆ |
| Drugs, prescription drugs, intoxicating substances or alcohol, Possession, Under the influence, use of | | ◆ | ◆ | | | ◆ | ◆ | ◆ |
| | | | | | | | | |
| | | | | | | | | |

| Responses to Middle School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | | |
|---|---|--|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| LAW VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | Friday Night Detention (Principal Imposed) | In-School Alternative Placement ISAP Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Drugs, prescription drugs, intoxicating substances or alcohol, Sale or transfer of | | | | | | ◆ | | ◆ |
| False Fire Alarm | | | | | ◆ | ◆ | ◆ | ◆ |
| Forgery/Counterfeiting | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Gambling | | ◆ | ◆ | ◆ | ◆ | | | |
| Harassment- Law Violation Harassing Communications | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Offenses committed off school grounds other than school activities and traveling to/from school. | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Sexual Abuse/Sexual Assault | | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Terroristic Threatening (includes verbal, bomb, chemical, bio-nuclear) | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Theft/extortion/burglary/possession of stolen property | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Vandalism | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Wanton Endangerment | | | | | ◆ | ◆ | ◆ | ◆ |

| Responses to High School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | |
|--|---|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| BOARD VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | In-School Behavior Management Class- BMC Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Bus Disturbance (could also warrant bus suspension) | | ◆ | ◆ | | | | |
| Cheating, false note, false report, plagiarism | ◆ | ◆ | ◆ | ◆ | | | |
| Damaging Property | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Dangerous Instrument Possession, laser pointer, fireworks, ammunition, etc. | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Disrespectful Behavior | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Disruptive Behavior | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Failure to Attend Detention | | ◆ | ◆ | ◆ | | | |
| Failure to Obey/Failure to Follow Staff Instructions | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Fighting | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Gang Activity, Promoting | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Harassment, Harassing Communications, bullying, intimidation, hazing, threatening, verbal abuse | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Inappropriate Electronic Communication | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Inappropriate Sexual Behavior | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Leaving or being on school grounds without permission | | | ◆ | ◆ | ◆ | | |
| Possession of Obscene/Pornographic Material | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | |

| Responses to High School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | |
|--|---|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| BOARD VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | In-School Behavior Management Class- BMC Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Offenses committed off school grounds other than school activities and traveling to/from school | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Out of Assigned/Designated Area | ◆ | ◆ | ◆ | ◆ | | | |
| Sharing of Over the Counter Drugs | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Peer Conflict (verbal) | ◆ | ◆ | ◆ | ◆ | | | |
| Personal Telecommunications Devices (possession of) | | ◆ | ◆ | ◆ | | | |
| Physical Aggression | ◆ | ◆ | ◆ | ◆ | | | |
| Profanity/Vulgarity | ◆ | ◆ | ◆ | ◆ | ◆ | | |
| Repeated Suspensions/Misbehaviors | | | | | ◆ | ◆ | ◆ |
| Stealing | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Tardy to class (unexcused_ | ◆ | ◆ | ◆ | ◆ | | | |
| Tobacco Products (Possession- including e-cigs) | | ◆ | ◆ | | | | |
| Tobacco Products (Use- including e-cigarettes) | | ◆ | ◆ | ◆ | | | |
| Truancy (referred to DPP) | | | | | | | |

| Responses to High School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | |
|---|---|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| LAW VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | In-School Behavior Management Class- BMC Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| Arson | | | | ◆ | ◆ | | ◆ |
| Assault | | | ◆ | ◆ | ◆ | ◆ | ◆ |
| Assault/Physical Abuse of Staff Member | | | | ◆ | ◆ | | ◆ |
| Deadly Weapon, Possession of | | | | | ◆ | ◆ | ◆ |
| Deadly Weapon, Possession of look-alike or toy | | ◆ | ◆ | ◆ | ◆ | | |
| Disorderly Conduct | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Drug Paraphernalia, Possession, sale or transfer of | | | | ◆ | ◆ | | ◆ |
| Drugs, prescription drugs, intoxicating substances or alcohol, possession, under the influence, use of | | | | | ◆ | ◆ | ◆ |
| Drugs, prescription drugs, intoxication substances or alcohol (sale or transfer of) | | | | | ◆ | | ◆ |

| Responses to High School Behavior Violations | Guidelines for Disciplinary Consequences | | | | | | |
|---|---|--|--|--------------------------------|--------------------------------|-----------------------------------|-----------------------|
| LAW VIOLATIONS | Classroom Discipline (Teacher imposed) | In School Discipline (Principal Imposed) | In-School Behavior Management Class- BMC Principal-Imposed | Short-Term Suspension 1-5 days | Long-Term Suspension 6-10 days | Alternative Placement Recommended | Expulsion Recommended |
| False Fire Alarm | | | | ◆ | ◆ | ◆ | ◆ |
| Forgery/Counterfeiting | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Gambling | | ◆ | ◆ | ◆ | | | |
| Harassment-Law Violations Harassment Communications | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Offenses committed off school grounds other than school activities and traveling to/from school. | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Sexual Abuse/Sexual Assault | | | ◆ | ◆ | ◆ | ◆ | ◆ |
| Terroristic Threatening (includes verbal, bomb, chemical, bio-nuclear) | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Theft/extortion/burglary/possession of stolen property | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Vandalism | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Wanton Endangerment | | | | ◆ | ◆ | ◆ | ◆ |

Suspension

The Garrard County Board of Education recognizes the importance for every child to be in the school setting as often as possible, not only because attendance is required by law, but because of the need for students to be able to socially interact and learn from large group and small group experiences. However, when student behavior violates state or federal law or Board policy in such a way that suspension is warranted, the Board may exercise its right to remove a student from school for a period of time through suspension from school.

WHO MAY SUSPEND

In accordance with KRS 158.150, the Principal or assistant Principal may suspend a pupil up to a maximum of five (5) days per incident.

The Superintendent may suspend a pupil up to a maximum of ten (10) days per incident.

LENGTH OF SUSPENSION

A pupil may not be suspended for more than a total of ten (10) days per incident.

Suspension of primary school students should be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

PRIOR DUE PROCESS REQUIRED

A pupil should not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)¹, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process should be provided.

IMMINENT DANGER

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

WRITTEN REPORT REQUIRED

The Principal or assistant Principal should report any suspension in writing¹ immediately to the Superintendent and to the parent of the pupil being suspended. The written report will include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities will be followed.²

REFERENCES:

¹KRS 158.150

²20 U.S.C. Sections § 1400 et seq; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592(1988)

OAG 77-419; OAG 77-427; OAG 77-547

OAG 78-392; OAG 78-673

707 KAR 1:340

Goss v. Lopez, 419 US 565 (1975)

RELATED POLICIES:

09.43

09.431

Expulsion

BOARD MAY EXPEL

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 poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program.¹

Behavior determined to pose a threat should include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent may present to the Board for its approval options for providing educational services to expelled students.

HEARING AND RECORDS REQUIRED

Action to expel a pupil should not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.¹ The special education and disciplinary records of IDEA eligible students should be sent to the Board for review before the decision is made to expel.³

BOARD DECISION FINAL

The Board's decision will be final.¹

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities should be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)^{1&3}

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above should not be transferred until the expulsion hearing process is completed.²

REFERENCES:

¹KRS 158.150

²KRS 158.155

³Individuals with Disabilities Education Improvement Act of 2004; 707 Chapter 1; Section 504 of the Rehabilitation Act of 1973, as amended.

Honig v. Doe, 108 S.Ct. 592(1988); OAG 78-673

RELATED POLICIES:

05.48, 09.12, 09.423, 09.425, 09.43, 09.431, 09.434, 9.435

TRANSFER OF RECORDS

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

Notification of FERPA Rights

The Family Education Rights and Privacy Act (FERPA) is a long-standing federal statute which provides that a parent, or eligible student if over the age of 18, has a right to inspect and review the student's educational records and to have them amended and withdrawn under certain circumstances. FERPA affords parents and "eligible students" certain rights with respect to the student's education records. They are:

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

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record (s) they wish to inspect. The Principal/designee should make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

- 2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.*

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

If the District decides not to amend the record as requested by the parent or eligible student, the District should notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures should be provided to the parent or eligible student when notified of the right to a hearing.

- 3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

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

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

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

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

“Directory Information” is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. “Directory Information” includes, but is not limited to the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of the child’s school within 30 calendar days after notification has been distributed. The written request must specifically state what information may not be classified as directory information.

Each parent and eligible student may obtain a copy of School Board Policy 09.14 concerning student records. School Board policies and procedures may be examined in the Principal’s office of each school and are located on the Garrard County website at www.garrard.kyschools.us.

Notification of PPRA Rights

The Protection of Pupil Rights Amendments (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

These include the right to:

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

- **Receive notice and an opportunity to opt student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use:**
 1. Protected information surveys of student;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The 2012 FERPA regulations clarify that an institution may, under certain circumstances, designate and disclose student ID numbers, or other unique personal identifiers, as directory information to be displayed on a student’s ID card or badge as long as the ID card is not the sole method of obtaining access to the student’s education records and is used with other credible identifiers. The regulations also provide that a parent or student may not opt out of the disclosure of such directory information.

The DOE left it up to the schools to determine what specifically should be included on a student ID. It also stated that FERPA does not require schools to force students to wear IDs. With regulations enacted in 2008, institutions may use directory information to access online electronic systems and to allow a school to require a student to disclose his/her name, identifying information and institutional e-mail address in and out of class. The DOE further clarified that an institution need not make directory information available on student IDs, but may do so if it so chooses.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²[KRS 158.153](#); [KRS 610.320](#); [KRS 610.340](#); [KRS 610.345](#)
[KRS 7.110](#); [KRS 15A.067](#); [KRS 158.032](#); [KRS 159.160](#); [KRS 159.250](#)
[KRS 160.990](#); [KRS 161.200](#); [KRS 161.210](#)
[KRS 600.070](#)

[702 KAR 001:140](#); [702 KAR 003:220](#)

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

[OAG 80-33](#); [OAG 85-130](#); [OAG 85-140](#); [OAG 86-2](#); [OAG 93-35](#)

Kentucky Family Educational Rights and Privacy Act ([KRS 160.700](#); [KRS 160.705](#)

[KRS 160.710](#); [KRS 160.715](#); [KRS 160.720](#); [KRS 160.725](#); [KRS 160.730](#))

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

P. L. 107-110, Sections 1061 and 9528 (No Child Left Behind Act of 2001)

RELATED POLICIES:

09.111; 09.12311; 09.43

Emergency Plans and Drills

Safety is a paramount priority for Garrard County Schools. In accordance with Senate Bill 8/HB 354, all district schools have updated emergency plans completed in collaboration with local first responders. The district Emergency Procedures plan has been completed by the Safety Committee made up of school personnel and first responders and adopted by the Board of Education in April, 2014. School plans and maps with primary exit pathways were reviewed and revised. Emergency drills including fire, tornado, earthquake, lock-down and bus evacuations are held in accordance with state recommendations and board policies. Drill and emergency plan procedures are reviewed annually by first responders working in collaboration with the district safety committee.

References: SB 8/HB 354,

Related policies: 9.224, 9.4361, 5.41, 5.411, 5.42, 5.43, 5.45, 5.47

Physical Restraint and Seclusion

Staff Training: All school personnel will be trained annually to use an array of positive behavioral supports and interventions to a) increase appropriate behaviors; b) decrease inappropriate or dangerous student behaviors; and c) respond to dangerous behavior.

Use of Physical Restraint: School staff members who are not a part of the Core Team may use physical restraint only as necessary to protect the student or others from imminent danger of physical harm. When implementing a physical restraint, school personnel may use only the amount of force reasonably believed to be necessary to protect the student or others from imminent danger of physical harm. (See 704 KAR 7:160 and Board Policy 09.2212)

Core Team: A core team of selected personnel shall be trained in **Safe Crisis Management** to respond to dangerous behavior and physically restrain students. The core team, except school resource officers and other sworn law enforcement officers, shall receive yearly training.

Safe Crisis Management (SCM) is a technique used to de-escalate potentially unsafe conditions and assist students who exhibit behaviors that are dangerous either to themselves or others. Specifically, SCM techniques shall only be used by SCM certified staff Core Team members when a student is at risk of injuring self, injuring others, or other circumstances covered by SBDM council policy and/or agency policy. Student non-compliance does not warrant exclusive use of SCM physical assists.

SECLUSION:

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

Documentation and Parent Notification: All physical restraints shall be documented by a written record of each use of physical restraint and be maintained in the student's educational record. Each record of a use of physical restraint shall be informed by an interview with the student. If the student is not an emancipated youth, the parent shall be notified of the physical restraint through electronic communication, if available to parent, as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached within twenty four (24) hours, a written communication shall be mailed to parent via U.S. mail.

Debriefing Session: If the parent or emancipated youth requests a debriefing session, a debriefing session shall be held after the imposition of physical restraint upon a student.(See Board Policy 9.2212) and 704KAR007:160.

REFERENCES:

[704 KAR 007:160](#)

KRS Chapter 503: [KRS 503.050](#), [KRS 503.070](#), [KRS 503.080](#), [KRS 503.110](#)

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

RELATED POLICIES:

09.4281, 10.2

GARRARD COUNTY 2017-18 ACADEMIC CALENDAR

AUGUST

7th – Opening Day – Staff Only
8th – Staff Development Day – Staff Only
9th – First Full Day for Students

SEPTEMBER

4th – Holiday - Labor Day – No School

OCTOBER

9th-13th – Fall Break – No School
16th – Staff Development Day – Staff Only

NOVEMBER

6th – Professional Development Day – Staff Only
7th – Election Day – No School
22nd – Professional Development Day – Staff Only
23rd – Holiday - Thanksgiving – No School
24th – Thanksgiving Break – No School

DECEMBER

21st -29th – Christmas Break – No School
25th – Christmas Holiday

JANUARY

1st – New Year’s Day – Break – No School
2nd – Staff Development Day – Staff Only
15th – Holiday – Martin Luther King, Jr. – No School

FEBRUARY

19th – Professional Development Day – Staff Only

MARCH

16th – Staff Development Day – Staff Only
30th – Professional Development Day – Staff Only

APRIL

2nd-6th – Spring Break – No School

MAY

16th – Last Day for Students
17th – Closing Day – Staff Only

MAKE UP DAYS

Days missed will be made up at the discretion of the Board

**GARRARD COUNTY SCHOOLS
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

PLEASE READ CAREFULLY AND SIGN

Please remove this form from the booklet, sign, and return to your child's teacher.

I have received, read, and understood to the best of my ability the **Garrard County Code of Acceptable Behavior and Discipline**. I further understand:

1. Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, genetics or disability are subject to disciplinary action including, but not limited to, suspension and expulsion.
2. The standards of conduct that prohibit the possession, use, sell, transfer, distribution of alcohol and other controlled substance (Improving America's Schools Act of 1994, Title VI; Safe and Drug-Free Schools and Communities). Disciplinary sanctions are consistent with local, state and federal law up to and including expulsion; referral for prosecution may be imposed on students who violate these mandatory standards of conduct.
3. Unlawful possession of a weapon, firearm, and/or any deadly weapons, destructive device, or booby trap device in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine (KRS 527.070 (2)).
4. This document should be made available to all students and parents. It should also be on file in each school office posted on the school website.

Homeroom Teacher's Name _____

Printed Student Name _____

Student Signature Date

Printed Parent Name _____

Parent Signature Date

