



GRANT
COUNTY SCHOOLS

**Student Code of Conduct and
Transportation Handbook
2017-2018**

ATTENTION: THINGS YOU NEED TO KNOW ABOUT ATTENDANCE

EXCUSED ABSENCES

Absences can only be excused after documentation is provided to the school: A phone call to the school is appreciated, but **WRITTEN** documentation **MUST** be provided. You are allowed 6 parent notes to use anytime during the school year. These notes **MUST** be turned in within 5 days of returning from the absence or the note **WILL NOT** be accepted unless approved by the principal. Doctor notes should be turned into the school in a timely manner. If your student is at school and becomes ill they should go to the school nurse to be evaluated. If the nurse determines that the student needs to leave school the nurse can excuse that day's absence. If the student does not see the nurse the absence will be unexcused until additional documentation is provided by the parent.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

The Grant County School System does offer excused days. Education Enhancement Opportunities do not go against the student as an absence. This request must be approved by the principal at least 5 days prior to the days being requested and the student cannot have more than 3 unexcused absences or the request could be denied.

District Contact Information:

Claudette Y. Herald-DPP-859-824-3323

Tonya Young-Asst. to the DPP-859-824-3323

School Attendance Clerks:

GCHS-Allison Day-859-824-9739

GCMS-Lori Poe-859-824-7161

DRE-Sam Colson-859-824-4484

CMZ-Michele Fry-859-428-2171

MCE-Diane Covey-859-824-9510

SES-Lynn Nantz-859-428-5500

EXTENDED ABSENCES DUE TO ILLNESS OR SURGERY

If your student is going to be out of school for an extended period of time due to illness, injury, or surgery, the student can be put on the Home/Hospital program without incurring any missed days. The following guidelines **MUST** be followed in order for the student to qualify for the program:

- The student is not considered to be on Home/Hospital until the paperwork is turned into the Grant County Board Office and approved by the committee.
- The student **MUST** be on the program for no less than 6 days.
- The Home/Hospital teacher comes to the student's home twice in a 5 day period for instruction. All appointments **MUST** be kept or the student will be considered absent.
- If you need more information about the Home/Hospital program you can contact Tonya Young at 859-824-3323 ext. 2855

Grant County Schools #1 priority is children

UNEXCUSED ABSENCES = TRUANCY

If your student reaches the level of 3 unexcused absences a letter from the school will be send to the student's parent/guardian notifying them of this.

When the student reaches the level of 5 days a notification letter is sent, informing you that the student has now reached the level of **HABITUAL TRUANT**. At this level, students in grades 6-12, will be referred to the Grant County Schools Truancy Recovery Program where they will work with the Youth Service Center to resolve issues that might be causing the student's truancy. This step will help prevent the student from being referred to the court system.

If the student reaches the level of 9 unexcused absences a final letter is then sent, a home visit or contact is made, and truancy charges are filed with the Grant County Court Designated Worker.

Once this level is met you are in the hands of the court system, there will be court appointments to be kept and missed time from work. It is best to stay in communication with the school and board office so we can prevent this level from being reached.

STUDENT CODE OF CONDUCT & TRANSPORTATION HANDBOOK

Dear Parents:

The Student Discipline Code and Handbook is required under state statute, but through the efforts of many educators, parents, and students this handbook was developed strictly for Grant County Students.

Inside this handbook are the expectations of the Grant County Board of Education for its students, guardians, and parents. This handbook is also an effort to maintain a school system that is safe and secure for each student and staff member. By having a safe school environment all students will be able to maximize their utilization of the educational services available to them in the Grant County Schools.

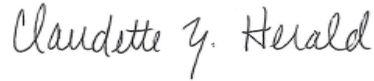
Please make every effort to communicate with school personnel when you have a question or concerns. Please be sure to utilize the chain of command in all communications. That is, teacher, principal, central office personnel, and then the superintendent.

Please sign the bottom portion of this letter and return it to your child's school. This signifies that you have received a copy of this handbook.

Sincerely,



Matthew A. Morgan
Superintendent
Grant County Schools



Claudette Y. Herald,
Director of Pupil Personnel
Grant County Schools

I have received a copy of the Grant County Board of Education's Student Discipline Code, and have reviewed it with my student.

Student Name (Please Print) _____

Grade _____ Home Room _____ Teacher _____

Student Signature

Date Signed

Parent Signature

Date Signed

Please detach and return to child's homeroom teacher.

VISION:

PROMISE-PASSION-PURPOSE-PROGRESS-PRIDE

MISSION:

The mission of Grant County Schools is to appreciate each student's unique potential and to advocate for excellence in every child.



BELIEF STATEMENTS

- There is PROMISE in every child.
- Our PASSION activates teaching and ignites learning.
- Our PURPOSE is to engage every child in learning and prepare every child for life.
- Every child can and should make continual PROGRESS.
- PRIDE in our profession, our schools, and most importantly, our students is foundational for successful learning.

GOALS

- Create a culture that fosters physical, mental, emotional and social well-being in students and staff.
- Provide robust aesthetic opportunities in extra-and co-curricular activities-including athletics, academics, and the arts - - that exemplify high level performance opportunities for all students and provides rich cultural opportunities for the community.
- Ensure that all students become productive citizens through proficiency in literacy and numeracy and are able to use these skills to think critically and solve problems.

Absences and Excuses	Pages 51-52
Access to Electronic Media and Acceptable Use Policy	Pages 32-33
Admissions and Attendance	Page 46
Alternative Courses	Page 35
Alternative Education	Page 23
Alternative School Sites	Page 13
Appeals Process	Page 12
Asbestos Management Plan	Page 60
Assault and Threats of Violence	Page 21
Attendance Policy Signature Page (To be returned to school)	Page 63
Attendance Requirements	Page 50
Attendance-Everything You Need to Know	Inside Front Cover
Bullying/Hazing	Pages 19-20
Care of School and Personal Property	Page 19
Check Acceptance Policy	Page 59
Clubs	Page 41
Code of Conduct Development, Distribution & Review Procedures	Page 10
Code of Conduct Signature Page (To be returned to school)	Page 3
Contagious Diseases and Parasites	Page 57
Crisis and Safety Procedures	Page 13
Definition of Disciplinary Actions	Page 18
Detention	Page 23
Disciplinary Responses to Student Misconduct	Pages 13-17
Dismissal From School	Page 53
Disrupting the Educational Process	Page 22
Due Process	Page 12
Emergency Medical Treatment	Page 58
Entrance Age	Page 49
Equal Educational Opportunities	Page 10
Expulsion	Page 23
FERPA Law	Pages 53-54
Fund-Raising Activities	Page 42
Grading Scale	Page 36
Graduation Requirements	Page 33
Grant County Schools Attendance Policy and Signature Page (Sign and return to school)	Page 63
Harassment/Discrimination	Pages 27-32
Honor Graduates	Page 35
KRS 158 Compliance Procedures	Page 61
Motor Vehicle Use	Page 25
No Pass/No Drive Law	Page 25
Notification of Right to Request Teacher Qualifications	Page 59
Parent/Guardian Responsibilities and Rights	Page 8
Pledge of Allegiance	Page 37
Principal/Administrator Responsibilities and Rights	Page 9
Release of Students and Student Information to Divorced, Separated, or Single Parents	Page 53
Rights and Responsibilities	Pages 7-9
School Related Student Trips	Pages 7-9
School Attendance Areas	Pages 45-46
Search and Seizure	Page 26
Social Events	Page 43
Student Activities	Page 41
Student Behavior	Page 10
Student Conduct and Expectations	Pages 10-11
Student Disciplinary Processes	Pages 12-13
Student Medication	Page 58
Student Organizations	Pages 41
Students Records	Page 56
Student Rights and Responsibilities	Page 7
Suspension	Page 23
Teacher and Student Owned Devices	Page 37
Tobacco	Page 21
Transfers and Withdrawals	Page 46
Transportation Policies and Procedures (Signature page 60 is to be signed and given to the bus driver within 5 days of receiving the handbook)	Page 75
Tuition	Page 48
Use of Alcohol, Drugs, and Other Controlled Substances	Page 20
Use of Physical Restraints and Seclusion	Page 22
Use of School Facilities by Non-Curriculum—Related Student Groups	Page 42
Vision, Mission and Goals	Page 5
Volunteers	Page 45
Weapons	Pages 24-25

RIGHTS AND RESPONSIBILITIES

Under the United States Constitution certain individual rights are provided for the protection and safeguard of all people. In any relationship individual responsibilities are inherent in all rights. Each member of the school community, i.e., students, staff members, and parents should act in a manner that protects the rights of the other members of the community. It is the responsibility of each member of the school community to act in a manner that enhances the learning and teaching that occurs in the school community. Daily access to a safe, nurturing school environment can occur only when each member of the school community maintains his/her personal commitment.

STUDENT RIGHTS

Students in Grant County Schools have the right to:

1. a free public education until the successfully complete a twelve-year educational program or have reached the age of 21 years;
2. examine their school records if they have reached the age of 18 years;
3. participate in school activities and programs, to organize and have memberships without being subject to discrimination on the basis of gender, race, religion, marital status, or disability, as long as this does not disrupt the orderly educational process;
4. freedom of expression as related to speech, appearance, assembly, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the orderly education process;
5. procedural due process related to disciplinary actions;
6. be treated in a fair and equitable manner;
7. consultation with teachers, counselors, and administrators;
8. protection of property and physical well-being, and from verbal and physical abuse;
9. be given reasonable and timely notice of all rules, regulations, notices, and penalties to which they may be subject;
10. receive academic grades based only upon academic performance; and,
11. make up work missed from absence(s).

STUDENT RESPONSIBILITIES

Students in the Grant County Schools have the responsibility to:

1. become informed of rules and regulations and be accountable for conduct in consideration of other's rights and property;
2. dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety;
3. be present, punctual, and prepared for school and class work;
4. refrain from any illegal or prohibitive activities, obscenities, libel, or slanderous remarks;
5. respect the reasonable exercise of authority by school personnel in maintaining discipline in the school;
6. become actively involved in the educational process in preparation for life;
7. practice self-control;
8. care for the physical facilities and equipment of the school;
9. abstain from possession and use of all illegal substances and materials;
10. exhibit pride in self and school; and,
11. be truthful and honest in all conduct.

PARENT/GUARDIAN RIGHTS

Parents/guardians of students in the Grant County Schools have the right to:

1. expect that their children are sent to a valued learning environment;
2. expect that unacceptable behavior will be dealt with quickly and effectively;
3. expect effective instruction conducted with minimal interruption;
4. expect a safe and healthy environment free from harassment and physical harm;
5. examine personal school records in accordance with FERPA;
6. high academic and accreditation standards;
7. address questions or grievances to the proper school authority and expect a reply; and,
8. expect students to be treated in a fair and equitable manner.

PARENT/GUARDIAN RESPONSIBILITY

Parents/guardians in Grant County Schools have the responsibility to:

1. instill a respect for education and academic pursuit;
2. instill a sense of respect for fellow students and school personnel;
3. become familiar with educational programs, policies, and procedures;
4. help their children understand disciplinary procedures and the importance of following these procedures;
5. ensure their children attend school and class regularly, facilitate getting their children to the bus stop on time, arrange for alternative transportation for their children in the event of denied bus privileges due to disciplinary reasons;
6. demonstrate respect for school personnel;
7. ensure that their children complete assignments and establish good work habits;
8. develop good rapport with their children's teachers; and,
9. discuss issues needing clarification with school officials.

TEACHER RIGHTS

Teachers in Grant County Schools have the right to:

1. be involved in formulation of policies relating to student behavior;
2. expect that students comply with reasonable directives and assignments;
3. expect that all assignments be completed;
4. freedom from verbal abuse and physical harm;
5. the support and cooperation of fellow teachers and administrators;
6. expect cooperation from parents in dealing with students;
7. carry out appropriate disciplinary action when behavior is disruptive;
8. work in a positive learning environment;
9. take prudent action in emergencies to protect students or property;
10. expect a safe and orderly environment; and ,
11. use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

TEACHER REPOSNSIBILITIES

Teachers in Grant County Schools have the responsibility to:

1. present subject matter in such a manner as to enhance maximum learning;
2. evaluate students' progress, inform parents, and recommend retention of students who do not meet requirements;
3. aid in planning and differentiating of instruction for student needs;
4. maintain high academic standards;
5. exhibit high standards in actions, speech, personal dress, and hygiene;
6. reward behavior and work of students;
7. maintain an orderly classroom;
8. exhibit respect for the individual rights of students and parents;
9. cooperate with school personnel and parents;
10. treat each student in a fair and consistent manner;
11. enforce rules and regulations of the board of education; and,
12. maintain accurate records.

PRINCIPAL/ADMINISTRATOR RIGHTS

Principals in Grant County Schools have the right to:

1. expect all students, teachers, and other personnel to comply with school policy;
2. the support and respect of student, parents, and teachers in implementing procedures and policies of the board of education;
3. take necessary action to protect their own person or property or the persons or property of those in their care;
4. remove any person whose conduct disrupts the educational process;
5. provide input into procedures, policies, and regulations that relate to the school;
6. safety from physical harm and verbal abuse; and,
7. may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

PRINCIPAL/ADMINISTRATORS RESPONSIBILITES

Principals in Grant County Schools have the responsibility to:

1. administer the school in a manner which fosters a proper learning environment;
2. administer discipline fairly following guidelines in the code of conduct
3. exhibit exemplary behavior in action, speech, personal dress and hygiene;
4. follow board of education policy;
5. disseminate the code of conduct to the school and community;
6. evaluate and revise the educational program to best meet student needs;
7. use good judgement and prudence in dealing with problems in the school;
8. be knowledgeable of regulations from federal, state, and local agencies;
9. treat all school personnel, parents, and students in a fair and equitable manner; and,
10. respond to concerns of students, parents, and staff.

GRANT COUNTY SCHOOLS

DISTRICT SAFE SCHOOLS COMMITTEE

CODE OF CONDUCT DEVELOPMENT, DISTRIBUTION, & REVIEW PROCEDURES

Student Discipline Code

In accordance with KRS 158.1489 and 704 KAR, the Board shall develop a student discipline code which shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision.

At the beginning of the school year, students shall receive orientation to the Code of Conduct at Grant County Schools. Orientation shall include, but not limited to, assembly programs and classroom instruction. When they initially enroll, new students shall receive a copy of the **Code** as well as an explanation of its contents.

Copies of the **Code** shall be forwarded to parents by the students. Each copy of the **Code** shall be accompanied by a form to be signed and dated by the parent and returned to the school.

Teachers shall receive orientation to the **Code** before students enter schools.

At least every 2 years the Board shall appoint a committee to review the **Code** and to propose revisions as needed. The committee shall present its recommendations to the Board.

Any revisions to the Code shall be annually distributed as specified above to students, parents, and teachers.
Reference-GCBOE Policy-09.438

EQUAL EDUCATIONAL OPPORTUNITIES

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within jurisdiction.

The District shall operate its programs in accordance with the Board-approved procedures addressing requirements of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the district supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

Reference-GCBOE-09.13

STUDENT BEHAVIOR

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and shall abide by the administrative procedures of the school district and the laws of the community and state.

Reference GCBOE Policy-09.4

STUDENT CONDUCT & EXPECTATIONS

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's code of acceptable behavior and discipline, and each Principal shall be responsible for administration and implementation of the code within each school.

The Principal shall apply the code uniformly and fairly to each with partiality and discrimination.

The Principal of each school, or school council in schools with SBDM, and the PBIS team shall develop specific rules of conduct for the school that reflect discipline techniques in alignment with the district's Discipline Code.

The Principal shall distribute and enforce all school conduct rules.

Grant County Schools practices and promotes Positive Behavioral Instructional Supports (PBIS) in each building. The premise of PBIS is that behavioral expectations must be taught in the same manner as any core curriculum subject. Therefore, each school has identified 4-5 behavioral expectations and teaches them to the students. Each school has a team that is responsible for developing and promoting their school expectations. All staffs are responsible for teaching the expectations for student mastery of the expectations.

GRANT COUNTY HIGH SCHOOL EXPECTATIONS ARE:

B-Bound to succeed- Our students start a pathway of study when starting their freshmen year and follow their plan to completion.

R-Respectful- Our students AND staff are respectful to each other and help to maintain our positive culture.

A-Attentive – All members of our school community are attentive to each other and the needs of EVERY student.

V-Valued – Every GCHS student is an important member of our school community.

E-Excelling – Our Students work hard to achieve their College and Career Readiness status as is evidenced by each other!

S-Showing Pride – We are proud to be Grant County Braves and we show it by supporting our school and each other!

GRANT COUNTY MIDDLE SCHOOL EXPECTATIONS ARE:

A-Accountable-Students and staff are accountable for every student learning every day by being prepared for class.

R – Respect Self- Students and Staff have respect for individuals learning by being organized and asking the appropriate questions.

R – Respect Others-Students and staff have respect others individual learning. Students are able to express individual opinions.

O – Ownership – Students and staff take ownership in learning and pride in school spirit.

W- Work Ethics – Students and staff give their best effort to complete assignments and take pride in doing a good job.

DUE PROCESS

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

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

In cases that involve students with disabilities, procedures mandated by federal and state law shall be followed.

Any questions involving the procedures for students with disabilities should be directed to the Director of Special Instructional Services.

Reference GCBOE Policy 09.431

STUDENT DISCIPLINARY PROCESSES

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to time when the pupil is on his/her way to or from school, but extends to any activity which is school-related or school-sponsored.

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

Unless an administrator or the Board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or the Circuit Court with appropriate jurisdiction.

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

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

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

Reference-GCBOE Policy 09.43

APPEALS PROCESS

Unless otherwise specific in a particular policy, a response given at a particular level shall stand and the issue considered to have been settled if an individual does not file a written appeal to the next level within ten (10) calendar days of receipt of the response.

CRISES AND SAFETY PROCEDURES

We have 2 types of safety lockdowns:

The first utilized when the threat is off-campus but nearby. We respond to this type of threat by calling for a “Secure in Place” lockdown.

Steps for a “Secure in Place” lockdown:

1. An announcement is made over the schools public address system that we are now in a “Secure in Place” lockdown.
2. All entry and exit doors are locked. No one enters or leaves the building.
3. All outside activities are cancelled.
4. The fire alarm is ignored unless you see or smell smoke.
5. Instruction carries on as normal.

The second type of lockdown occurs when the threat is on-campus. We responded to this type of threat by giving specific information about the nature of the threat and announcing that the school is now in an “ALICE Lockdown” over the public address system of the school.

Steps for an “ALICE” Lockdown”:

1. An announcement is made over the public address system of the school giving details of the threat and announcing that the school is now in an “ALICE Lockdown.”
2. Teachers lock all classroom doors. All students are kept in the classroom. Any students in the hallway are pulled into the nearest classroom.
3. All exterior and interior windows are covered.
4. Ignore the fire alarm unless you see or smell smoke.
5. Doors are not opened until the all clear is given.

During this type of lockdown, teachers are to follow the instructions given in their emergency procedure guide.

ALTERNATE SCHOOL SITES

In the event that a school site is unable to accommodate students, the following matrix will be utilized to determine an alternate school site.

SCHOOL	FIRST OPTION	SECOND OPTION
Crittenden Mt. Zion	Grant County High School	Grant County Middle School
Dry Ridge Elementary	Grant County Middle School	Grant County High School
Mason Corinth Elementary	Grant County High School	Grant County Middle School
Grant County Middle School	Grant County High School	Mason-Corinth Elementary
Grant County High School	Grant County Middle School	Mason-Corinth Elementary
Sherman Elementary	Grant County High School	Grant County Middle School

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL 1 MISCONDUCT

There are misbehaviors that interfere with the orderly operations of the school and/or classroom. These can usually be handled by a teacher, but may require the intervention of another support person. The list is not inclusive. Other acts of misbehavior, violations of school regulations and/or violations of criminal law may require action by the principal. The principal must use his/her judgement in dealing with the individual student's age, maturity, and past behavior in making decision for action in each disciplinary situation.

DISCIPLINARY PROCEDURE: Immediate re-teaching of the expected behavior by the school employee who observes the misbehavior. Repeated misbehavior requires parent-teacher communication. The building administrator may also be involved in the communication. A proper and accurate record of the offenses and disciplinary action is to be maintained by the intervening staff member.

EXAMPLES:

1. Failure to follow classroom rules that have been established to create a learning environment and a sound education for all.
2. Failure to complete classroom assignments and homework.
3. Being out of the room without permission.
4. Cheating
5. Tardiness to class.
6. Bringing to school without permission or items which may disrupt the educational process, such as radios, etc.
7. Failure to sign in when tardy/sign out when leaving early.
8. Being in a restricted area without permission.
9. Possession or use of paging devices, cell phones, or other telecommunications devices, not in accordance to state law or Board policy, in any school facility, including grounds area designated as classroom space, during the instructional school day.
10. Harassment/Bullying

OPTIONS FOR ACTIONS:

1. Re-teach behavioral expectations
2. Verbal reprimand
3. Student Conference
4. Special assignment
5. Behavioral Contract
6. Peer isolation within room
7. Counseling
8. Withdrawal of privileges
9. Probation
10. Modify Day
11. Confiscation of items
12. Assigned seating
13. After school detention
14. Strict supervised study
15. Parent Contact
16. Student-parent-teacher conference
17. Other appropriate actions.

LEVEL II MISCONDUCT

These are misbehaviors that are frequent or serious enough to disrupt the learning climate of the classroom and/or school. The list is not inclusive. Other acts of misbehavior, violations of school regulations and/or violations of criminal law may require action by the principal. The principal must use his/her judgement in dealing with the individual student's age, maturity, and past behavior in making a decision for action in each disciplinary situation.

DISCIPLINARY PROCEDURE: Immediate intervention occurs by the school employee who observes the misbehavior. The students may be referred to the proper administrator for appropriate action. If referred, the administrator meets with the teacher and/or student, and determines the most appropriate response. The teacher, upon request, is informed of the administrator's action. A proper and accurate record of the offenses and disciplinary action is maintained by the teacher/principal administering the punishment. If the teacher makes a referral to the principal, the parent may be notified of the referral.

EXAMPLES:

1. Continuing to have Level 1 misbehaviors after Level 1 procedures have been used and parent has been contacted.
2. Violation of dress/appearance policy.
3. Inappropriate physical conduct between students.
4. Lying, gambling, skipping class, stealing, forgery, harassment, or fighting.
5. Defacing school property which student can clean, repair, or replace.
6. Skipping individual class or school.
7. Possession of a knife, laser pointing device, or other potentially harmful devices..
8. Behavior which does not threaten the safety, health, or welfare of others but disrupts the educational process and stops classroom instruction.
9. Using profane, obscene, or abusive language or exhibiting obscene or vulgar behavior not directed toward school or staff members.
10. Being disrespectful towards any supervising adult.
11. Taking the property of others, (students, teachers, etc.) without their consent, possession of stolen property, selling stolen property.
12. Disregarding the speed and parking regulations on school property.

OPTIONS FOR ACTIONS:

- | | |
|---------------------------------------------------------------------------|--------------------------------|
| 1. Preceding options in Level 1 can be used. | 18. Administrative Hearing |
| 2. Schedule change. | 19. Other appropriate actions. |
| 3. Modify day. | |
| 4. Peer isolation. | |
| 5. Confiscation of item. | |
| 6. Student-parent-administrator conference. | |
| 7. Counseling sessions. | |
| 8. Detention. | |
| 9. Parent Contact. | |
| 10. Parent-administrator conference. | |
| 11. Probation | |
| 12. School service (work detail). | |
| 13. In-School detention. | |
| 14. Suspension. | |
| 15. Assigned seating | |
| 16. Referral to outside agency, including the court system. | |
| 17. Clean, replace, or repair damaged items at current replacement value. | |

LEVEL III MISCONDUCT

These are actions which may harm one's self or lead to the harm of others or property. They are to be handled by school officials. Outside agencies may be called for assistance. The list is not inclusive. Other acts of misbehavior, violations of school regulations and/or violations of criminal law may require action by the principal. The principal must use his/her judgement in dealing with the individual student's age, maturity, and past behavior in making a decision for action in each disciplinary situation.

DISCIPLINARY PROCEDURES: Immediate intervention occurs by the school employee who observes the misbehavior. The action is immediately reported to a building administrator. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and communicates with the parents concerning the student's misconduct and the disciplinary action. If warranted, to ensure the safety and welfare of others, the student may immediately be removed from the school environment. The proper authorities such as police, courts, and/or CHFS will be notified if the event requires or warrants such action. For any act that may result in recommended expulsion, the following procedures will also be used. A complete and accurate report is submitted to the Superintendent for Board action. The student is given a full due process hearing before the Board. The administrator will report any physical injury as a result of fighting to police.

EXAMPLES:

1. Continuing to have Level I and II misbehaviors after procedures and appropriate options have been used.
2. Leaving school grounds without permission.
3. Vandalism, such as the destruction of school property (up to \$100) or defacing property requiring a person other than the student to repair the damage.
4. Defiance of authority, failure to follow reasonable request of school personnel.
5. Disruption of the educational process.
6. Verbal abuse of other students by intimidation, insults, or use of profanity in words, gestures, or in writing.
7. Possession of smoke bombs.
8. Possession of firecrackers
9. Destruction of another student's property.
10. Harassment/Bullying.
11. Hazing
12. Any conduct which may threaten the health, safety, or welfare of others, including the threat of force or violence.
13. Fighting between students.
14. Using or possessing tobacco products and other smoking paraphernalia (lighter, cigarette packs, containers, etc.) is not permitted at any time on school property or at any school functions by any student.
15. Inappropriate use of the internet and/or email.

OPTIONS FOR ACTION:

1. Options in Level I and II may be used.
2. Student-parent-teacher and/or administrator conference.
3. Temporary removal from class.
4. Counseling sessions.
5. Alternative classroom assignment.
6. In-school detention.
7. Clean, replace, repair damaged items.
8. Suspensions.
9. Referral to outside agency, including the court system.
10. Recommend expulsion.
11. Confiscation of item (in addition to confiscation of item, another option will also be administered).
12. Notifying the Director of Pupil Personnel
13. Referral to legal system for criminal activities
14. Administrative Hearing
15. Other appropriate actions.

LEVEL IV MISCONDUCT

These are acts that result in violence to another person or property which pose a direct threat to the safety of others at school. These are acts that are considered criminal. Their seriousness may require immediate removal from school, the intervention of law enforcement authorities, and action by the school board. The list is not inclusive. Other acts of misbehavior, violations of school regulations, and/or violations of criminal law may require action by the principal. The principal must use his/her judgment in dealing with the individual student's age, maturity, and past behavior in making a decision for action in each disciplinary situation.

DISCIPLINARY PROCEDURES: Immediate intervention occurs by the school employee who observes this misbehavior. The action is immediately reported to the building administrator. The administrator verifies the offense, confers with the staff involved, and meets with the student. Parents are notified. If warranted, to ensure the safety and welfare of the other students, faculty, and staff; the student may immediately be removed from the school environment. The proper authorities such as police, courts, and/or CHFS will be notified if the event requires or warrants such action. School officials will contact law enforcement agencies and assist in prosecuting the offender. For any act that may result in recommended expulsion, the following procedures will also be used. A complete and accurate report is submitted to the superintendent for board action. The student is given a full due process hearing before the Board.

EXAMPLES:

1. Continuing to have Level III misbehaviors after Level III procedures and appropriate options have been used.
2. The threatened use of an object against any person.
3. Use of an object with the intent to inflict harm on another person.
4. Assault and/or battery on an adult or student
5. Extortion
6. Bomb threats
7. False fire alarms
8. Arson or attempted arson
9. Vandalism of school property of more than \$100
10. Use of extreme force or violence against school personnel or other students
11. Furnishing, selling, possession, use of, or being under the influence of unauthorized substance (alcoholic beverages, controlled drug substances or drug paraphernalia, or "look alike" substances) on the school grounds or at school related activities.

OPTIONS FOR ACTION:

1. Suspension.
2. Recommend expulsion.
3. Referral to legal system for criminal activities.
4. Administrative Hearing.
5. Other action which results in appropriate placement.
6. Preceding Options of Levels I, II, or III.

DEFINITIONS OF DISCIPLINARY ACTIONS

The following are definitions of more serious disciplinary actions available to school personnel.

PROBATION: A probationary period may be established for students when a teacher or principal determines either that it would better benefit the student to remain in the classroom than to incur a suspension, or after a suspension to establish a level of behavior which will prevent additional problems. If a student is on probation, a contract shall be drafted containing the names and titles of the persons entering the contract, the expected or required behavior of the pupil, and the possible consequences of violations of the required behavior. In addition, the contract shall require the signature of the parent/guardian, the student, and the school personnel involved.

DETENTION: After school detention is a period in which the student is detained for rules violations as assigned by the principal or assistant principal. The parent/guardian will be notified in writing or by phone before the assigned date of detention to allow parent/guardian to arrange transportation for the student. School personnel during the detention supervise the student.

ALTERNATIVE CLASSROOM: Students are assigned out of their regular classroom to an alternative classroom setting. The student is expected to follow the strict guidelines of behavior of the Alternative Classroom. The student is allowed to do classroom assignments, take tests, and be counted present at school. The student will be restricted from participation in the normal school program while assigned to the Alternative Classroom.

EAGLE CREEK ALTERNATIVE PROGRAM: (ECAP) ECAP is an alternative placement for students attending Grant County High School. Enrollment into the ECAP program is determined by administration and/or may be court ordered. These are two routes for students in this program. Students attending the daytime are under strict guideline and must follow specific procedures with the ultimate goal of moving back into the high school. Students attending the night program work independently on performance based work to complete their credits for graduation.

SUSPENSION: Suspension shall mean a denial of attendance at any single subject or class or any full schedule or class. The student shall not participate in any school activity during the time of suspension. This includes both co-curricular and extra-curricular activities. The suspension by the Principal shall not be longer than five (5) days. An additional five (5) days of suspension can imposed by the Superintendent. All days suspended will be considered as unexcused absences. Due process procedures must be followed in all instances when a suspension may be imposed.

ADMINISTRATIVE HEARING: Any student, who violates the Discipline Code in such a matter as to warrant the possibility of a formal expulsion hearing, will be referred by the principal/head teacher for an administrative hearing. After conducting the hearing and reviewing the facts, the designated central office administrator will determine if the student should be recommended to the Superintendent for an expulsion hearing or if other disciplinary actions are appropriate.

EXPULSION: The Board of Education may expel any pupil for misconduct. The action to expel a pupil shall not be taken until the student and parent have had an opportunity for a hearing before the Board. The Board's decision shall be final.

CARE OF SCHOOL AND PERSONAL PROPERTY

Pupils shall be held responsible for damage to school property.

Any pupil, organization, or group of pupils, participating in activities who destroys, defaces, damages, or removes school property, shall be subject to disciplinary action and liability for the cost of restoring the property.

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.

Any pupil, organization, or group of pupils, participating in activities, which destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

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

Reference-GCBOE Policy-09.421

BULLYING/HAZING

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 towards students, staff and visitors to the schools.

HAZING IS NOT TOLERATED THE USE OF LEWD, PROFANE OR VULGAR LANGUAGE IS PROHIBITED. IN ADDITION, STUDENTS SHALL NOT ENGAGE IN BEHAVIORS SUCH AS HAZING, HARASSMENT, TAUNTING, INTIMIDATING, VERBAL OR PHYSICAL ABUSE OF OTHERS, OR OTHER THREATENING BEHAVIOR, THE POLICY EXTENDS TO ANY/ALL STUDENT LANGUAGE OR BEHAVIOR INCLUDING, BUT NOT LIMITED TO, THE USE OF ELECTRONIC OR ONLINE METHODS, SUCH BEHAVIOR IS DISRUPTIVE OF THE EDUCATIONAL PROCESS AND INTERFERES WITH THE ABILITY OF OTHER STUDENTS TO TAKE ADVANTAGE OF THE EDUCATIONAL OPPORTUNITIES OFFERED.

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

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

BULLYING DEFINED

Bullying refers to any intentional act by a student or group of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

REPORTS

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District Personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

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

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. 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 shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

OTHER CLAIMS

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

Reference-GCBOE Policy-09.422

USE OF ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

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

1. Alcoholic beverage;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substance 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.

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

Use of a drug authorized by and administered in accordance with a prescription from a physical or dentist shall not be considered in violation of this policy. Students are required to have all prescription medication in the custody of the school principal or his/her designee.

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

Employees of the District shall 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 (1000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol free schools;
3. The requirement of mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substance;
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 the policy.

Reference-GCBOE Policy-09.423

TOBACCO

Students shall not be permitted to use or possess any tobacco-product, alternative nicotine product, or vapor product as defined in KRS 438.305 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 shall be subject to penalties set forth in the local code of acceptance behavior and discipline.

Tobacco is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

The Code of Conduct shall have complete details concerning consequences for students who violate the tobacco use policy.

OPPORTUNITIES FOR CESSATION

The administration will work with the county health department and other appropriate health organizations to provide students requesting such information and access to support systems.

PREVENTION EDUCATION

The administration will work with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe orderly, clean, and inviting school environment.

Reference-GCBOE Policy-09.4232

ASSAULTS AND THREATS OF VIOLENCE

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

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

Any District employee assigned to work directly with, or who comes in contact with a student with a documented history of weapons violation and/or physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor, or other school official who has knowledge of the student's behavior prior to the assignment or contact.

Reference-GCBOE Policy-09.425

DISRUPTING THE EDUCATIONAL PROCESS

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil or pupils to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may potentially damage property;
3. Illegal activity; or
4. Conduct which interferes with or hinders the orderly administration of the school and school-related activities.

Reference-GCBOE Policy-09.426

USE OF PHYSICAL RESTRAINT AND SECLUSION

PHYSICAL RESTRAINT

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by a core trained personnel):

- The students shall be monitored for physical and psychological well-being for the duration of the restraint.
- Personnel shall use only the amount of force reasonable believed necessary to protect the student or others from imminent danger of physical harm.

NOTIFICATION REQUIREMENTS

The principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified to the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U.S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

DEBRIEFING SESSION

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulations.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's educational record.

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and where appropriate, take corrective action.

DETENTION

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

Reference-GCBOE Policy-09.432

SUSPENSION

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

The Principal may suspend a pupil up to a maximum of (10) days per incident after consultation with the Superintendent.

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

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

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

A pupil shall not be suspended until due process procedures have been provided as described in **KRS 158.150** (09.43), 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 shall be provided.

Reference-GCBOE Policy- 09.434

EXPULSION

The Board may expel any pupil from the regular school setting for misconduct as defined by law (1), KRS 158.150. (See Policy 09.434.).

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board. The Board's decision shall be final.

Reference-GCBOE Policy 09.435

ALTERNATIVE EDUCATION

For conduct that disrupts the educational process, a student may be assigned to the Alternative Education program by the Principal or his/her designee. The duration of assignment shall be fixed by the Principal or his/her designee.

The Principal or his/her designee shall notify the parents by letter of their child's assignment to the Alternative Education program.

The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the student to continue regular school work under the supervision of the school staff, and counseling services shall be provided to address school-related problems.

Reference-GCBOE policy 09.4341.

WEAPONS

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

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or look alike weapons, dangerous instruments, including hunting knives, in any school building, or school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violations of this policy by staff members shall constitute reasons for disciplinary action, including possible termination.

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

Violations by visitors shall be reported to a law enforcement agency.

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.

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall 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 modifications of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall 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, look alike weapon, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

The Superintendent shall post the following notice in prominent locations in the schools, including but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall 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 (\$10,000) FINE.

For state reporting purposes, a deadly weapon shall 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. any knife other than an ordinary pocket knife or hunting 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 of the District shall 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 (1000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

Employees who receive information from a student or other person regarding students in violation of the above shall report the conduct in the same manner as stated above.

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

Reference-GCBOE-Policy-05.48

NO PASS/NO DRIVE LAW

To begin Statewide on August 1, 2007

FRANKFORT, Ky. (August 1, 2007) – The No/Pass/No Drive Law (KRS 159.051) is now in effect. The law states that all students ages 16 or 17 can be denied a driver's license or have a license revoked for academic deficiency. The statute only affects drivers who obtain a permit or license after August 1, 2007.

A student is considered academically deficient when he or she has not passed at least four courses or the equivalent of four courses in the previous semester, has accumulated 9 or more unexcused absences, or has dropped out of school.

When applying for a permit at the circuit clerk's office, students will be required to present a school compliance verification form issued by their school.

If a student becomes academically deficient, the Kentucky Transportation Cabinet will be notified by the school, and that student's license will then be revoked. Students may reapply for a license once compliance is met.

The original No Pass/No Drive Law (HB-43) was enacted in 1990. In 2003, the law was ruled unconstitutional by the Supreme Court. In 2007, a new version was created that expanded the application of the measure statewide and to all students. The new No Pass/No Drive Law will affect students in public and private schools as well as students being schooled at home.

MOTOR VEHICLE USE

With parental request (student under 18) and under conditions prescribed by the school Principal, high school pupils may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated area on the school campus and are not to be visited or moved during the school day unless permission is given by the Principal.

Before a minor student may drive a motor vehicle onto school grounds, his/her parent must sign and have on file an indemnity contract with the Board.

All passengers must have permits to ride to school in a private vehicle operated by anyone other than the student's parent or guardian. Driving on the school grounds is a privilege that may be revoked if conditions are violated.

Reference-GCBOE Policy-09.223

SEARCH AND SEIZURE

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

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

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. No search of a pupil shall be conducted in the presence of other students.

No strip searches of students shall be permitted.

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

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 exists to believe that evidence of a violation of the law or a school rule is contained therein.

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.

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.

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

Reference – GCBOE Policy-09.436

HARASSMENT/DISCRIMINATION

Harassment/Discrimination is 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.

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

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

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

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

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonable practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
2. A process to identify and implement, within three (3) school days of the submission of the written investigation report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - Written notice provided in publications such as handbooks, codes, and/or pamphlets; and or
 - Such other measures as determined by the Superintendent/designee.
 - Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

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

NOTIFICATIONS

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

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy included, 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; and
7. Destroying or damaging an individual's property based on any of the protected categories.

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

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

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

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

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

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

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

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

ATTENTION

No employee of the Grant County School District shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status.

Parents, guardians, students and employees have the right to file complaints to the Grant County School District concerning any alleged discrimination. An alleged grievance must be filed in writing fully setting out the circumstances giving rise to such grievance.

Such claims must be filed with:

Assistant Superintendent for Student Instructional Services, Title IX Coordinator

Grant County School Board

859-824-3323

Public Notice Grant County Board of Education Notice of Non-Discrimination

Students, their families, employees and potential employees of the Grant County School System are hereby notified that the Grant County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

Any person having inquiries concerning Grant County School's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Heather Clay, Assistant Superintendent for Student Instructional Services
Grant County Schools
820 Arnie Risen Blvd.
Williamstown, KY, 41097
(859) 824-3323
heather.clay@grant.kyschools.us

The Grant County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: Agriculture, Business and Office Technology, Health Services, Automotive Technology, Information Technology, Biomedical Science, Pre-Engineering, Welding, Electrical Technology, and Family and Consumer Sciences. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

John Sanders, Associate Principal
Grant County High School
715 Warsaw Road
Dry Ridge, KY 41035
(859)-824-9739
john.sanders@grant.kyschools.us

To obtain this information in a language other than English, call (859) 824-3323.

RACE, COLOR, AND NATIONAL ORIGIN HARASSMENT/DISCRIMINATION

It is the policy of the Grant County School District to maintain a learning and working environment that is free from all forms of racial harassment/discrimination. In furtherance of this policy, The Grant County School District will investigate all formal and informal complaints of harassment covered by this Policy.

It shall be a violation of this policy for any employee of the Grant County School District to harass another employee or student through unwelcome conduct or communications of a racial nature as defined in this policy. It shall also be a violation of this policy for student to harass other students through unwelcome conduct or communication of a racial nature as defined on this policy. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities. The terms “race” or “racial” as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin.

All staff shall report incidents of racial and other forms of harassment/discrimination that they witness or learn of immediately to the appropriate person as identified below. The District will encourage students to immediately report incidents of harassment.

Grant County Board of Education incorporates by reference the Procedures, located at 02.21 AP1, that explains how to report harassment and/or file a complaint, both informally and formally.

Types of Racial Harassment/Discrimination

Racial harassment/discrimination consists of unwelcome racial comments, and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a student, or student to employee including but not limited to, situations where:

1. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performances or creating an intimidating, hostile, or offensive employment or education environment;
2. An employee or a student engages in racial harassment/discrimination against another employee or student respectively, and denial of an employment or educational opportunity occurs as a result of the racial harassment/discrimination.
3. Such conduct is engaged in by volunteers and/or non-employees over which the school District has some degree of control of their behavior while on school property.
4. The harassment/discrimination prohibited in this policy can occur on school property, including school buses or other vehicles, or at school events away from school locations.
5. The harassment/discrimination prohibited by this policy may be either physical or verbal, including all forms of written communications.

Administrators and supervisors who either engage in racial harassment/discrimination either directly or indirectly, or tolerate such conduct by other employees or students shall be subject to disciplinary actions subject to this policy and to state law due process requirements. All staff who witness such conduct should, when feasible and safe, intercede to immediately end the harassment/discrimination.

Employees who engage in racial harassment/discrimination shall be subject to disciplinary actions as defined in this policy and due process requirements.

Guidelines

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. The District will utilize a preponderance of evidence standard to determine whether the reported harassment/discrimination occurred. A written report of all findings of the investigation shall be completed with ten (10) business days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The District will provide notice of the outcome of any such investigations of harassment to the extent permitted by other applicable federal and state student records privacy requirements to all parties involved.
2. A process to identify and implement within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.
 - Methods) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Student, parents or guardians, as appropriate, will be directed to sign an acknowledgement form to verify receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.
6. Directives to all staff of their duty to report all incidents of student-on-student harassment that they witness or of which they have received reports or information.
7. The District's Director of Student Instructional Services will maintain a file of all reports of incidents of harassment.

SERVICES FOR CONFIRMED VICTIMS OF HARASSMENT/DISCRIMINATION

The District will offer counseling and/or academic services to any person found to have been subjected to harassment/discrimination on the basis of race, color, or national origin and, where appropriate, to the person who committed the harassment/discrimination.

RETALIATION PROHIBITED:

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

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

SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the school District shall subject such employee to disciplinary action including but not limited to warning, suspension, and/or discharge. The disciplinary action including but not limited to warning, suspension, and/or discharge. The discipline shall comply with state law.
- B. A substantiated charge against a student in the school District shall subject that student to disciplinary action including suspension and/or expulsion consistent with state law.

FALSE REPORTING

Any person who knowingly files false charges against an employee or a student under this policy shall be subject to disciplinary action consistent with school policy and state law.

NOTIFICATION

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

Notice of the policy will be circulated to all schools and departments of the Grant County Schools District and incorporated in each employee, and student handbook, District website, and through annual training.

The person responsible for overall promulgation and enforcement of this Policy, as well as annual training for all staff and students on this policy is the Director of Student Instructional Services. The Director of Student Instructional Services can be contacted at 859-824-3323 at the Grant County Board of Education Office.

Heather R. Clay
Assistant Superintendent for Student Instructional Services
(859) 824-3323
heather.clay@grant.kyschools.us

GRADUATION REQUIREMENTS-GRANT COUNTY HIGH SCHOOL

		Comprehensive Diploma	Pre-College Curriculum
Language Arts:	4 years/4 credits English I-IV in sequence	4 credits	4 credits English I-IV in sequence
Mathematics:	4 years/3 credits Algebra 1, Algebra II, Geometry & One elective	3 credits	3 credits Algebra I, Geometry, & Algebra II
Science:	3 credits Int. Sc/E & S., Biology I Physical Science, or Chem. Or Physics	3 credits	3 credits As required according to graduation class
Social Studies:	3 credits World Civ., Integrated Social Studies, U.S History,	3 credits	3 credits Integrated Social Studies, U.S. History, World Civilization
Health:	½ credit	½ credit	½ credit
Physical Education:	½ credit	½ credit	½ credit
Foreign Language:	N/A	N/A	2 credits of the same language
Arts & Humanities:	1 credit Any Arts & Humanities	1 credit	1 credit
Electives:	Minimum of 10 credits		
	25 Credits	Passing grade in all courses	Same as Graduation Year

Beginning July 1, 2018, students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become a naturalized citizens and prepared or approved by the Board. Minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student’s individualized education program or a Section 504 Plan.

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must meet additional requirements as established in 704 KAR 3:305, including demonstrated performance-based competency in technology and a requirement to take at least one (1) language arts and one (1) mathematics class each year of high school in order to graduate. Students that do not meet the college readiness benchmarks for English and Language Arts and/ or Mathematics shall take a transitional course or intervention before exiting high school. An integrated, applied, interdisciplinary, occupational, or technical course that prepares students for a career path based on the student’s individual learning plan may be substituted for a traditional Algebra I, Geometry, or Algebra II course on an individual basis, if the course meets the content standards in the Kentucky Academic Standards.

ACADEMIC HONORS

CURRICULUM AND INSTRUCTION

08.2211

PROFICIENCY-BASED-EARLY GRADUATION CERTIFICATE INFORMATION

The Early Graduation statute and regulation are a result of Senate Bill 61 and are a companion regulation to Senate Bill 97 in 2013. Beginning in 2014-2015, Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready in three academic years or less. Early graduation is a deliberate pathway for students that wish to complete high school early, receive a diploma from the district and be eligible for acceptance in a two or four year Kentucky SACS accredited public or non-profit institution without remediation. The regulation provided a financial incentive, known as the Early Graduation Certificate, for the student to support in this action.

ACADEMIC REQUIREMENTS FOR EARLY GRADUATION

- Meet proficiency benchmarks on Kentucky required End of Course (EOC) Exams.
 - Students must successfully complete courses before taking the corresponding (EOC) exams.
 - Currently those courses are *English II, Algebra II, Biology, and U.S History*.
- Meet Council of Post-Secondary Education (CPE) defined college readiness benchmarks on a college readiness exam.
 - Current benchmarks for the ACT (English =18, Reading =20, Mathematics =19 as set by CPE in 13 KAR3:020.

Financial Incentives

A student who meets the Early Graduation requirements in 704 KAR KAR 3:305 shall earn an Early Graduation Certificate and be eligible for a one-time scholarship award to be used at a SACS accredited Kentucky College or university, the academic year immediately following early high school graduation.

- The award shall be equal to one-half (1/2) of the state portion of the average statewide per pupil guarantee for one year. This award amount is determined in the biennial budget for each fiscal year. For 2013-2014, the award amount was approximately \$1913.
- The Kentucky Higher Assistance Authority (KHEAA) will administer the scholarship, funds will be forwarded directly to the institute of higher education.
- Early Graduation Certificate funds shall be available only during the academic year following graduation.

Effective with the Class of 2015, students who are eligible for the Kentucky Education Scholarship (KEES) program and graduate from a Kentucky high school in three years may be eligible for a KEES award that is the equivalent of four years of high school.

- The KEES award amount is based on the average GPA awards.
- The Kentucky Higher Education Assistance Authority (KHEAA) should be contacted for additional information regarding the KEES program.

REASONS FOR EXITING EARLY GRADUATION

- Voluntary Academic
 - Student is meeting blueprint for success but voluntary chooses to remain in high school longer than three years to complete a career track, certification or accelerated/advance courses such as AP or dual credit.
 - Voluntary Financial/Scholarships
 - Students is meeting blueprint for success but voluntarily chooses to remain in high school longer than three years to be eligible for college scholarships and financial benefits.

- Involuntary Academic
 - Student is not meeting academic benchmarks on End-of-Course exams or proficiency benchmarks on the ACT. Students and family are counseled and advised against continuing on an Early Graduation pathway.
 - Health
 - Student health issues that prevent student from accomplishing Early Graduation criteria.
 - Athletics
 - Students choose to stay the full four years in high school to take advantage of programs in sports in high school.
- For more information regarding the Early Graduation Process, please contact your school counselor or check out the information at <http://education.ky.gov/educational/AL/earlygrad/Pages/default.aspx>.*

CURRICULUM AND INSTRUCTION

08.2211 (CONTINUED)

HONOR RECOGNITION FOR THE GRADUATING CLASSES OF 2016 AND BEYOND.

Students achieving a grade point average of 3.5 or higher shall be considered as graduating with honors and shall be recognized by the Board at the graduation ceremony. All academic awards shall be calculated according to the Kentucky Educational Excellence Scholarship (KEES) 4.0 scale which includes one (1) additional quality point for Advanced Placement and/or Dual Credit courses.

Awarding of academic honors shall be as follows:

Recognition	GPA Requirements	Required Courses and ACT score
Cum Laude	3.500	Zero (0)
Magna Cum Laude	3.800	Two (2) Advanced Placement and/or Dual Credit Courses Minimum composite of 24 on the ACT
Summa Cum Laude	4.100	Four (4) Advanced Placement and/or Dual Credit Courses Minimum composite of 26 on the ACT

CONTENT and ASSESSMENT

The Board of Education shall approve minimal course content, student assessment, and student accountability requirements for those required course units designated as graduation requirements. The school council shall determine courses, course content, and student assessment and accountability requirements for the elective courses. Courses shall be designed to meet the Kentucky Learning Goals and Academic Expectations. The high school council shall ensure the effective implementation of graduation requirements through council policies and procedures related to instructional practices, determination of curriculum, assignment of staff time, space, assignment of students to classes and programs, textbooks and instructional materials, and related area as legislated in KRS 160.345.

ALTERNATIVE COURSES

The Board of Education may substitute an integrated, applied, interdisciplinary or higher level course for a required course if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. The Board of Education will file a copy with the Kentucky Department of Education of the rationale and course description for each alternative course offered to students.

ASSURANCE OF COMPLIANCE

A letter of assurance of compliance and a copy of the local graduation policy from the board of education and high school SBDM council shall be submitted to the Department of Education by the local board. If the local board or school council amends its policy, a letter of assurance of compliance referencing the amendments shall be filed with the Department of Education by the local board.

STUDENT WITH DISABILITIES

Students with disabilities may pursue a course of study leading to a diploma in one or a combination of the following ways:

- Completion of at least twenty five (25) credits based upon the board of education's graduation requirements;
- Completion of the required number of credits based upon submission by a board of education of an integrated, applied, interdisciplinary or higher level course for a required course if the alternative course provides rigorous content and addresses the same academic expectations; or
- Completion of the required number of credits based upon submission by the board of education of an integrated, applied, interdisciplinary or higher level course for a required course if the alternative course provides rigorous content and addresses the same academic expectations.

CERTIFICATE PROGRAM

If the severity of a student's disability is such that it precludes a course of study leading to a diploma, the ARC shall document that the following criteria are met:

- the student's demonstrated cognitive disability and adaptive behavior itself prevents completing the regular course of study, even with program modification, adaptations, and extended school service;
- the student's current adaptive behavior requires extensive direct instruction in multiple settings to apply functional skills in school, work, home, and community environments;
- the student's inability to complete the course of studies is not the result of excessive or extended absences nor the result of visual or auditory disabilities; specific learning disabilities; emotional behavior disabilities; or social, cultural, or economic difference;
- the student, when instructed solely or primarily through school-based instruction, is unable to apply academic skills at a minimal competency level in natural settings; and
- the student is unable to acquire, maintain, and generalize skills without intensive, frequent, and individualized community-based instruction.

The ARC makes the decision that a student is eligible for a certificate program only after a thorough review and documentation of the student meeting the criteria stated above.

Reference GCBOE Policy-08.113

<u>GRANT COUNTY SCHOOLS</u>	
GRADING SCALE	
100-93	A
92-85	B
84-75	C
74-68	D
67-0	F

THE PLEDGE OF ALLEGIANCE

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States. No student shall be required to participate in the Pledge against the student's or the parents' wishes.

Reference-GCBOE Policy-08.1351

TEACHER AND STUDENT OWNED DEVICES

The District appreciates the fact that employees and students are willing to bring in personally owned computer equipment to be used for schoolwork and student use. However, several items must be addressed when connecting a non-KETS standard device to the District's network.

- Security
- Network stability
- Liability for personal
- Virus protection
- Repairs and upgrades

A student or staff member who brings privately owned computers/other technology devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rest solely with the student/staff member. Any damages to the equipment is the responsibility of the individual. No privately owned computers, printers, or other devices may be attached to the District's network. All privately-owned computers, printers, or other devices may be attached to the device that runs IOS or Android or like product is considered a computer.

Software residing on privately owned computers must be personally owned and properly licensed. All devices must include up-to-date antivirus software.

District technicians will not service or repair any computer which is not owned by the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades, or replacements. No software that is deemed by the District technology department to be for personal use will be supported by District level personnel. If personal software interferes with the District network software or hardware, a technician will remove the affecting computer from the network. Any damage caused by use in the District is the responsibility of the owner.

The District retains the right to determine where and when privately owned equipment may connect to the network. The student/staff member is responsible for the security of the equipment when it is not being used. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.

A privately owned computer can be connected to the District's network via Wi-Fi, including access to the Internet, under the following conditions:

1. The student has attended the school sponsored Digital Citizenship course.
2. The connection has been approved and performed by the District technology department.
3. Use of the computer must adhere to the District's Acceptable Use Policy.
4. File storage on the network from privately owned computers is limited to schoolwork only.
5. The individual must supply updated Wi-Fi enabled device for connection.
6. Privately owned computers must be running current virus detection software prior to accessing the network via Wi-Fi. Staff/student must demonstrate to the technology department that the virus detection software is up-to-date and agree to maintain current virus detection software.

For privately owned computers being used in District facilities, the Grant County School District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
3. Log network use and to monitor storage disk space utilized by such users.
4. Deem what is appropriate use.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in District facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Reviewed/Revised 7/12/12

TELECOMMUNICATION DEVICES

POSSESSION AND USE

WHILE ON SCHOOL PROPERTY OR WHILE ATTENDING SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITIES, WHETHER ON OR OFF SCHOOL PROPERTY, STUDENTS SHALL BE PERMITTED TO POSSESS AND USE PERSONAL TELECOMMUNICATION DEVICES AS DEFINED BY LAW, AND OTHER RELATED ELECTRONIC DEVICES, PROVIDED THEY OBSERVE THE FOLLOWING CONDITIONS:

1. Devices shall not be in the possession of a student in any school facility, including grounds area designated as classroom space, during the instructional school day. Students enrolled in –off campus cooperative settings during the instructional school day are permitted to use telecommunications devices under the direction of the cooperative supervisor if such usage is required as part of the work experience.

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

- a. Poses a threat to academic integrity, such as cheating,
- b. Violates confidentiality or privacy rights of another individual,
- c. Is profane, indecent, or obscene,
- d. Constitutes or promotes illegal activity or activity in violation of school rules, or
- e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic devices.

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

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

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or Procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF POLICY

Notice of this policy and penalties for violation it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

ACCESS TO ELECTRONIC MEDIA
(Acceptable Use Policy)

The Board supports reasonable access to various information formats for student, employees, and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as requires by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDLINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, email, and other District Technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

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

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District network, shall be implemented that effectively addressing the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Restricting minors’ access to materials harmful to them.

A technology protection measure may be disabled by the Board’s designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line-behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18) must provide the Superintendent with a written request.

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

Reference-GCBOE Policy-08.2323

STUDENT ACTIVITIES

TO BE ENCOURAGED

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

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

CONTROL

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

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

STUDENTS WITH DISABILITIES

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

NOTE:

The District may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

Reference-GCBOE Policy-09.32

STUDENT ORGANIZATIONS

The Board does not support or sponsor the establishment or operation of any secret or socially exclusive societies, fraternities, or sororities under District auspices.

School groups' affiliation with state and national organizations must be approved by the Board.

All school-sponsored student organizations shall be under the direction of a faculty advisor.

CLUBS

Groups such as honor clubs, athletic clubs or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications, may restrict membership to pupils who qualify according to by-laws of the organization approved by the Principal.

Reference-GCBOE Policy-09.321

USE OF SCHOOL FACILITIES BY NONCURRICULUM-RELATED STUDENT GROUPS

Non-curriculum related secondary student groups may be provided meeting space on application to and approval by the Principal. Space shall only be provided during non-instructional time whether before the beginning or after the conclusion of the school day.

All meetings of non-curriculum-related student groups shall be voluntary. No meeting shall be sponsored by the District or any of its employees. All such meetings shall be students initiated, directed, conducted, and controlled. Non-school personnel may not regularly attend such meetings nor attempt to direct, control, or conduct the same. Agents or employees of the District may attend religion-related meetings only in a non-participatory capacity.

Permission to use school facilities may be denied where reasonable cause exists to believe the meeting will materially and substantially interfere with the orderly conduct of the educational activities of the school or pose a danger to the health, safety, or welfare of the students in attendance or to school property.

Reference-GCBOE Policy-09.3211

FUND-RAISING ACTIVITIES

BOARD APPROVAL REQUIRED

All school wide fundraising activities, including the proposed use of the funds, must be approved by the Board. Requests must be channeled through the Principal and Superintendent. All other fund-raising activities, including the proposed use of the funds are not school wide shall require the approval of the Principal and the Superintendent or designee.

All funds raised for a specific purposes shall be used for that purpose.

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.

The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

1. Students shall be permitted to participate only when mature enough to benefit safely from the experience;
2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and
3. Community members and business shall not be overburdened by continual appeals.

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity funds, shall obtain and display the appropriate license.

All school-sponsored groups and any booster group wishing to be recognize by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity cost.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity. Students choosing not to participate in a fund-raiser shall not be excluded from benefiting from the fund-raiser or otherwise penalized in any way. 3

Reference-GCBOE Policy-09.33

SOCIAL EVENTS

SOCIAL EVENTS MAY BE APPROVED

Student social events may be approved by the Principal under the following conditions:

ELIGIBLE STUDENTS ONLY

1. The door shall be controlled and admission limited to eligible students, chaperones, and school personnel.

NO DRINKING OR DRUGS

2. No one under the influence of alcohol or drugs shall be in attendance.

SUPERVISION

3. Adequate administrator and/or faculty supervision shall be provided.

POLICE

4. A policeman shall be present for any event where it is anticipated that the nature of the crowd may pose conduct or safety problems.

IN CASE OF DISTURBANCE

5. In case of any disturbance which would jeopardize the safety of students present or threaten to deface or destroy school property, the Principal or Assistant Principal shall immediately close the event and send pupils from the campus.

ADDITIONAL REGULATIONS

6. The Principal may impose additional regulations as needed.

Reference-GCBOE –Policy 09.35

SCHOOL-RELATED STUDENT TRIPS

PRINCIPAL TO APPROVE

The school Principal shall have the authority to approve school-related trips which fall into the following categories:

1. All regularly scheduled athletic events.
2. All athletic trips which are part of a tournament or play-off in which the school is a participant.
3. All School-related trips made within 150 mile radius of the school.

DRIVERS/PRIVATE VEHICLES

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable states and administrative regulations.

Students shall be allowed to travel to or from school-related activities in properly insured vehicles in accordance with the following requirements:

1. The activity is after the normal instructional day;
2. Group, class or team sponsors shall obtain prior approval from the Principal;
3. Parent/Guardians of students shall be notified in writing that their children are to be transported in private vehicles and must give written approval;
4. Drivers/owners of privately owned vehicles transporting students shall be required to show evidence of insurance coverage in an amount of no less than \$100,000/\$300,00/\$100,00 for bodily injury and approved by the Superintendent/designee;
5. The Principal shall give written notification to drivers, including employees, that their personal insurance will provide liability coverage in case of an accident;
6. A student may transport him/herself with proper parental/guardian approval; and
7. With proper parental/guardian and {Principal approval, a student may transport a sibling to a school sponsored event. **UNDER NO OTHER CIRCUMSTANCES MAY A STUDENT TRANSPORT A STUDENT TO A SCHOOL SPONSORED EVENT.**

REMOVAL OF STUDENTS FROM TRIP

If it is determined that a student should be removed from a school-related trip for disciplinary reasons, the student's parent shall be contacted. The following options will apply, at the discretion of the supervising faculty and the consent of the parent.;

1. Having the student returned home accompanied by a chaperone;
2. Having the student remain on the trip but not participate in any activities and be under close supervision of a faculty member; or
3. Picking up the student at the location of the trip.

Upon completion of the trip, the supervising faculty member shall notify the Principal of the incident involving the student and appropriate disciplinary action shall be taken.

SUPERVISION

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

FEES

All school groups, other than those that participate in competitive events, shall be charged a per-mile rate as established by the Board plus payment of the driver for his services. The minimum charge for the driver shall be \$15.00.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulations, and medication administration training developed by the Kentucky Department of Education.

When students will be traveling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of students medication responsibilities in states through which students will be traveling; and
2. Assign staff to accompany students on the field trip to address student's medication needs.

PARENTS APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

Reference-GCBOE Policy-09.36

VOLUNTEERS

DEFINITION

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with person who volunteer.

SUPERVISION

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

RECORDS CHECK

The District shall conduct a state criminal records check on all volunteers who have contact with students on a regular scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The District shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.

After the initial criminal records check, background checks shall be conducted every five (5) years.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

SCHOOL ATTENDANCE AREAS

All pupils shall be assigned by geographic attendance districts and will attend the school designated to serve their area of residence. Specific areas served by each attendance districts will be marked on a map in the central administration office. The Board may revise attendance districts from time to time to attain maximum utilization of school facilities.

If a family moves from one attendance district to another within the school system, the pupil may be permitted to finish the school year in the school in which she/he was last enrolled (at no cost to or service by the Board). The pupil must enroll the following year in the school in the attendance district of his/her legal residence.

Adjustments to conform to the provisions of KRS 157.360 and 702 KAR 3:190 shall be completed under the requirements of the governing laws and regulations.

Requests for transfer to another District school assignment must be presented in writing to the Principal. The Principal may approve the request only if it is based on physical, psychological, or educational reasons.

SCHOOL ATTENDANCE AREAS CONTINUED

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low-income families);
3. The assigned school is designated by the state as being “persistently dangerous”, or
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.

Reference-GCBOE Policy -09.11

TRANSFERS AND WITHDRAWLS

TEACHER TO ASCERTAIN REASON

When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.

CHANGE OF RESIDENCE

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.

MISSING CHILDREN

The Director of Pupil Personnel shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.

PERMISSION REQUIRED FOR WITHDRAWAL

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate his/her education prior to graduation, he/she shall comply with the requirements of KRS 159.010. A written permission for withdrawal shall be required from the parent, guardian, or other person residing in the state and having custody or charge of the student before the unmarried student may withdraw. No written permission for withdrawal shall be required for a student over eighteen (18). Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.

FOLLOW-UP BY DISTRICT PERSONNEL

Within three (3) months of the date of a student’s withdrawal from school, District personnel designated by the Superintendent shall contact each student between the ages of sixteen (16) and eighteen (18) who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt towards reenrollment of the student before the beginning of the next school year.

Reference-GCBOE Policy 09.111

ADMISSIONS AND ATTENDANCE

RESIDENCE DEFINED

Pupils who live with their parents or guardians who are residents of the school district and have custody of the student, or pupils who are legal residents of the school districts, or otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District schools.

All other pupils shall be classified as nonresidents for school purposes.

HOMELESS CHILDREN AND YOUTH

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.

IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status and documentation of immigration status shall not be required as a condition of enrollment.

NONRESIDENT STUDENTS

All nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent/designee.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

To continue enrollment in the District's schools, all nonresident students shall be required to meet the following conditions:

1. The student shall comply with the District's attendance policy,
2. The student shall show appropriate academic progress as determined by his/her teachers and the Principal, and
3. The student shall comply with the District's "Student Code of Conduct"

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education programs.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in other immigration status, including exchange students.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school, in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

Reference-GCBOE –Policy 09.12

TUITION

According to a schedule adopted annually by the Board, a nonresident student shall be charged a tuition fee equal to the District's basic SEEK allotment, unless the student's district has signed a reciprocal agreement based on the exchange of ADA funds.

Reference-GCBOE-Policy-09.124

ENTRANCE AGE

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or as exceptional, and who is three (3) or four (4) years of age, or who may become five (5) years of age after August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services. 1

Children at risk of educational failure who are four (4) by August 1 may enter preschool. All four (4) years old children shall be served to the extent placements are available.

PRIMARY SCHOOL

A child who is five (5) or who may become five (5) years of age by August 1 may enter Kindergarten and may advance through the primary program without regard to age in accordance with KRS 158.031.

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student, who is at least five (5) years of age, but less than six (6) years of age on or before August 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation. Placement of students within the school's instructional program shall be determined on compliance with school council policies.

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless he/she qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who becomes six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.

EARLY ENTRANCE

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. Students will be eligible to enroll in the Early Entrance Primary One (P1) program provided criteria established by the Board are met. Applications for Early Entrance testing must be made in writing prior to June 1 of the proposed entry school year.

1. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Consideration may include availability of space and funding.

CRITERIA FOR EARLY ENTRANCE

On receipt of application, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. Criteria for Early Entrance include meeting the following:

1. A score at or above the 90th percentile on the District approved developmental screening tool.
- Considerations may include availability of space and funding. The final determination of placement in an Early Entrance program shall rest with the Principal.

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.

Reference-GCBOE Policy-09.121

ATTENDANCE REQUIREMENTS

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. Per 704 KAR 5:060, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months. At the end of such trial period a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and KRS 159.020.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial or church school programs for exceptional children,
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children,
7. A pupil who has been transferred to the jurisdiction of the court,
8. A pupil who has been discharged for the balance of the school year.

PHYSICIAN'S STATEMENT REQUIRED

The board, before granting an exemption for a physical or mental condition, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital in the least restrictive environment for providing services.

EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, instructional, or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the instruction of a county extension agent or the designated 4-H club leader shall be considered school attendance.

Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/Designee has given prior approval to the scheduling for the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize from classroom instruction.

3. Students having an individual education plan (IEP) that required less than full-time instructional services shall not be required to be present for a full school day.
4. Students who attend classes for moral instruction at the times specified and for the period fixed shall be credited with the times spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school

work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.

Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

Reference-GCBOE Policy-09.-122

ABSENCES AND EXCUSES

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125

EXCUSED ABSENCES

A maximum of six (6) days of absences per school year may be excused by parent notes. A physician's note is required for verification for the seventh and all subsequent absences for illness. After the tenth (10) physician's note, the parent/guardian must have a Medical Excuse Form completed by the physician. Students with a chronic/critical condition, as determined by a qualified professional, will be addressed on an individual basis.

Absences for the following reasons may be excused with proper documentation;

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices
4. Farm work limited to the harvesting or housing of the student's crops of the student's parent.
5. One (1) day for attendance at the Kentucky State Fair
6. Documented military leave
7. One (1) day prior to departure of parent/guardian called to active military duty,
8. One (1) day upon the return of parent/guardian from active military duty,
9. 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 the country, is granted rest and recuperation leave, or
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. The opportunity may include, but not 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 and basic training in military.

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

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

MAKE UP WORK

Make-up work will be permitted in the case of all absences.

It is the student's responsibility to contact the teacher for make-up work.

BEST PRACTICE

When a child is unable to attend school, the parent should call the school before 10 a.m. and state the student's name, the parent's name, and the reason for the student's absence. If the parent fails to call, the Principal or his designee shall try to make contact during the day. If contact is not made, it will be assumed that the parent is unaware of the student's absence. For an absence to be excused, a written note from parent, doctor, court officer, or other appropriate source must be presented to the principal or his designee within 5 school days after returning from the absence.

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, 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 enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

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

After the student accumulates three (3) unexcused absences or tardies, the Principal shall contact the Director of Pupil Personnel (DPP) to review the reasons for such absences or tardies.

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 the Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

704 KAR 5:060. Entrance of five (5) year olds into primary school program for compulsory attendance purposes.

RELATES TO: KRS 156.031, 159.010, 159.020

STATUTORY AUTHORITY: KRS 156.070. 159.130

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.031 required that administrative regulations relating to statutes amended by the 1990 Kentucky Education Reform Act to be reviewed, amended if necessary and resubmitted to the Legislative Research Commission prior to December 30, 1990; and KRS 159.010 and 159.020 require any five (5) year old child who has voluntarily "entered" the primary school program to thereafter be subject to compulsory attendance laws. This administrative regulation is necessary to interpret official and final entry into the primary school program for such children to occur only after the first two (2) months of school to allow for withdrawal of five (5) year olds demonstrating a lack of maturity or readiness for beginning the primary school program.

Section 1. Any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months, at the end of such trial period of time such a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and 159.020. (15 Ky.R. 1194; eff.12-2-88; Am. 17 Ky.R.2057; eff. 2-7-91.)

DISMISSAL FROM SCHOOL

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release proves must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individual (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case the student's parent shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

Reference-GCBOE Policy-09.1231

RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPERATED, OR SINGLE PARENTS

The Board shall release the student information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction the contrary.

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures:

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the students.
2. Both parents shall have the right to release of the student under their care.

Reference-GCBOE Policy-09.12311

NOTICE OF RIGHTS UNDER THE FAMILY EDUCATION AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford parents and eligible students (students over 18 years of age, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records.

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

Parents or eligible students submit a written request to the school principal/designee that identifies the record(s) they wish to inspect. The Principal arranges for access and notifies the parent or eligible student of the time and place where the records 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 they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying 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 notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are 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.

The district may disclose record to school officials with legitimate educational interest. 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses 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 file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

**FAMILY POLICY COMPLIANCE OFFICE
U.S Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

5. The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.

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 without consent. This information may include student's name, address, telephone number, 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 most recent educational agency or institution attended.

Any eligible student, parent, or guardian who does not wish to have directory information released notifies the Superintendent in writing on or before September 30 of each school year or within thirty (3) calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "*Directory Information*".

6. The district keeps educational records in a secure location in each school and Board Office.

7. The district obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

8. For students who have been determined eligible for special education, education records are destroyed at the request of the parent when they are no longer needed to provide educational programs or services.

The district may destroy the educational records of a child without a parent's request five (5) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The district may retain, for an indefinite period of time, a record of the student's names, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.

Children determined eligible for special education include those children with disabilities who have a hearing impairment, visual impairment, emotional-behavioral disability, deaf-blindness, other health impairment, specific learning disability, mental disability, multiple disabilities, speech or language impairment, developmental delay, orthopedic impairment, autism, or traumatic brain injury, and who because of such an impairment need special education services.

CHILD FIND SYSTEM

The Child Find system is designed to locate, identify and evaluate any child age three (3) to twenty-one (21), who resides in a home, facility, or residence within its geographical boundaries, who may have a disability and be in need of special education. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving special education.

The district makes sure any child enrolled in the district who has a disability, regardless of how severe the disability, is provided an appropriate education at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the district find any child who may have a disability and need special education services. The district need to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways the district collects the information needed. The information the district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for special education services.

If you know of a child who lives in the district who may have a disability, and may need, but is not receiving special education services, please contact:

Assistant Superintendent for Student Instructional Services
Grant County Schools
820 Arnie Risen Blvd.
Williamstown, KY 41097
859-824-3323
heather.clay@grant.kyschools.us

Child find activities continue throughout the school year. As part of these efforts, the district uses screening information, student records, and basic assessment information collected on all children in the district to help locate those children who have a disability and need special education. Any information the district collects through Child Find in maintained confidentially.

Written policies and procedures are on file that describe the district's requirements regarding is confidentiality of personally identifiable information and Child Find activities. Copies are maintained in each school, and in the Board of Education office. Copies of these policies and procedures may be obtained by contacting:

Assistant Superintendent for Student Instructional Services
Grant County Schools
820 Arnie risen Blvd.
Williamstown, KY 41097
859-824-3323
heather.clay@grant.kyschools.us

The District Office is open Monday through Friday, from 7:00 a.m. to 4:30 p.m. while school is in session.

The district provides a public notice in the native language or other modes of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Student Instructional Services at the address or phone number above.

STUDENT RECORDS

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible students upon wither of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if either the student is dependent under federal tax laws.

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act and to ensure District compliance with applicable state and federal student record requirements.

Student records shall be made available to the parent of a dependent student or eligible student on request. Eligible students include those 18 years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students.

The District's special education policy and procedures manual shall include information concerning records of student with disabilities.

Records or information received on youthful or violent offenders shall not be disclosed excepts as permitted by law. Only school administrative and counseling personnel and teachers to whose class the student has been assigned for instruction shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator.

Upon notification of the Chief State School Officer of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

Reference-GCBOE Policy-09.14

In cases that involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall 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 and educational services continues.)

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 expulsion hearing on charges described above shall not be transferred until the expulsion hearing is completed.

Reference-GCBOE-Policy-09.435

CONTAGIOUS DISEASES AND PARASITES

NOTIFICATION

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's school principal if the student has any medical conditions which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.

The principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

In the case of live head lice, control procedures have been developed and must be followed for each case.

PUPIL TO BE SENT HOME

If a pupil is known to have such a disease or parasite, he shall be sent home as soon as arrangements can be made with his parent.

EVIDENCE BY PHYSICIANS OR HEALTH OFFICER

The pupil shall remain away from school until satisfactory evidence is provided by a physical or county health officer that the pupil poses no threat to the health of other pupils or staff.

The Superintendent shall develop procedures to ensure adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious disease.

MEDICAL CONFIDENTIALITY

Unless otherwise permitted by law, signed parental consent designating District personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel. The Superintendent shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

EPIDEMICS

In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the Board may close the schools.

CLAENUP PROCEDURES

The Superintendent shall develop procedures to ensure and promote adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases.

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set for the in Kentucky Administrative Regulations

Reference-GCBOE Policy-09.213

EMERGENCY MEDICAL TREATMENT

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a physician becomes available.

A first aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children .

The District shall have employees trained in accordance with the law to administer or help administer emergency medication.

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils. Parents will be notified in the event of an accident.

Each Principal shall develop a procedure for handling medical emergencies.

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

Reference-GCBOE Policy-09.224

STUDENT MEDICATION

School personnel authorized to give medication must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160. Guidelines for diabetes medication administration under 702 KAR 1:160 no longer apply to training of non-licensed school personnel.

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils, Antiseptic and appropriate other emergency medications shall be maintained in the first aid-kit.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian and the health care practitioner is on file. However, only doses of medication that cannot be administered at home shall be given at school. Except for medications approved for students to carry for self-medication purposes, no medication, including over-the-counter medication, shall be sent with the student or sent on the bus.

SELF-ADMINISTRATION

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and health care practitioner files a completed authorization from each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

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

Reference-GCBOE Policy-09.2241

Adopted/Amended: 6/13/2014

NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

Parent or Guardians:

The educators in Grant County schools are committed to providing a quality instructional program for your child.

Our district receives federal funds for the Title I programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, parents or guardians have the right to request information regarding the professional qualifications of their child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through with state qualifications or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Jennifer Wright by phone at 859-824-3323 or by email at jennifer.wright@grant.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or e-mail address where the information may be sent.

CHECK ACCEPTANCE POLICY

Your Check is Welcome

Returned checks are subject to electronic recovery for the face value and state allowed fee. We have the right directly or by agent to resubmit your check electronically and/or deposit a paper draft to a withdraw the state allowed fee, without your signature, for each returned check as permitted by law.

If you have any questions concerning our check acceptance policy, please call 859-824-3323

Your payment by check constitutes your acceptance of these terms.

POLITICA DE ACEPTACION DE CHEQUES

Su Cheque es Bienvenido

Cheques sin fondos estan sujetos a recobrase por via electronic por su valor mas una cuota estatal. Tenemos el derecho, otorgado porley, de nosotros u otro agente de redepositar su cheque via electronica y/o depositar una copia del mismo para cobrar el monto de la cuota estatal, sin su firma, por cada cheque sin fondos.

Si tiene preguntas sobre nuestra politica de aceptacion de cheques, favor de llamar al 1 (877) 891-5422.

Su pago en cheque constituye su aceptacion de estos terminus.

*****SPECIAL NOTICE*****
ASBESTOS MANAGEMENT PLAN

TO: Parents, Guardians and School Employees

FROM: Director of Operations & LEA Asbestos Coordinator

SUBJECT: Asbestos Management Plan

DATE: 2017-2018 School Year

This notice is being issued to inform concerned individuals. The Grant County Board of Education meets both National and State regulations that relate to asbestos-containing building materials (ACBM).

As inspection for building materials that contain asbestos has been completed for all buildings owned, leased or otherwise occupied by the Grant County Board of Education. This inspection has been conducted by a certified inspector and the material samples were evaluated by an accredited laboratory. Building materials with as little asbestos as one percent (1%) have been identified and made a part of the Asbestos Management Plan.

A complete Asbestos Management Plan for the school district is on file at the Grant County Board of Education Maintenance Building. A copy is also available for each individual school at the respective school's office.

We will continue to notify the public at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued from additional inspections, normal surveillance practices, response actions or remodel work that might disturb asbestos building materials. Every precautions will be used to protect the well-being of students and employees of the Grant County Public School System.

Asbestos Coordinator, LEA

KRS CHAPTER 158 Compliance Procedure

A student, parent or any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of **any felony offense** specified in the KRS Chapter 508 committed by another student while on the school premises, on school sponsored transportation, or at a school-sponsored event, shall immediately cause written report to be made to the principal of the school attended by the victim. A form will be provided by the Kentucky Department of Education

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section.

The Principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report, containing: (a) The names and the addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision; (b) the student's age; (c) the nature and extent of the violations; (d) the name and address of the student allegedly responsible for the violation; and (e) and information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

Procedures:

1. A written report form, to be provided by Kentucky Department of Education, will be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved.
2. The principal shall file with the local school board and the local law enforcement agency of the Department of the Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.
3. The agency receiving a report shall investigate the matter referred to it. (The school board and the school personnel shall participate in the investigation at the request of the agency.)
4. Anyone acting upon reasonable cause in the making of a report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, the same immunity with respect to participation in any judicial proceeding resulting from such report or action.
5. Neither the husband-wife nor any professional-client/parent privilege, except the attorney-client and clergy-penitent privilege, shall be grounds for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceeding result from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District of Circuit Court regarding student harassment.
6. Retaliation, whether verbal or physical, will result in enhanced penalties and may be subject the perpetrator to criminal proceedings.

Grant County Attendance Policy

Three (3) Days Unexcused Absences:

- Three day letter is sent to parent/guardian's home by the student's school.

Five (5) Days Unexcused Absences:

- Five day attendance letter is sent to the parent/guardian's home address.
- At this level, students in grades 6-12 will be referred to the Grant County Schools Truancy Recovery Program where they will work with the Youth Service Center to resolve issues that might be causing the students truancy. This step will help prevent the student from being referred to the court system.

Nine (9) Unexcused Absences:

- Personal contact (home visit, parent conference, phone call, etc.) will be made or attempted and charges will be filed.

Please sign and return the signature portion of this page to your student's school within 5 days of the start of school.

Grant County Attendance

I understand and agree to comply with the Grant County Schools attendance policy.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

Student Name (Please Print) _____

Student Signature _____

Student's School: _____

**TRANSPORTATION POLICIES AND PROCEDURES
FOR
STUDENTS AND PARENTS**

**RESPONSIBILITIES, REGULATIONS, AND DISCIPLINE
PROCEDURES**

2017-2018

Matthew A. Morgan-Superintendent

Jennifer Wright, Chief Academic Officer/Deputy Superintendent

Scott Shipp-Director of Operations

Claudette Y. Herald-Director of Pupil Personnel

Heather Clay, Assistant Superintendent for Student Instructional Services

Equal Educational and Employment Institution

PREFACE

The Grant County Board of education and the Transportation Department will make every effort to provide all the students of this district, with an efficient and safe form of transportation. In order to do so, all persons involved with this transportation of students, must know and meet his/her responsibilities and be aware of and follow the approved rules, board policies, regulations and state laws that govern the pupil transportation.

This booklet is given to all parents and student for two specific reasons:

1. To make parents and students aware of their responsibilities in regard to the transportation system and
2. To establish a code of conduct which all students who ride to and from school must meet.

Transportation to and from school is a privilege to all students, but all students must follow the code of conduct rules. Students must know and understand his/her role in preserving safety on each bus by meeting behavioral expectations and cooperating fully with the driver. Students, who do not conduct themselves in a proper manner while riding the school bus, may lose their riding privileges.

It is my desire that all students experience a successful and safe school year.

Matthew A. Morgan
Superintendent
Grant County Schools

GRANT COUNTY SCHOOLS

BUS CONDUCT CODE

Basic:

1. Making your child's trip to and from school as safe as possible is our goal.
2. **Riding the school bus is a privilege, not a right.**
3. Any misbehavior, which endangers the safety and welfare of others, will not be tolerated.
4. Any infraction of the bus rules may result in the loss of the student's bus privilege for time determined by Discipline procedures.

STUDENT AND PARENTS-BE AWARE OF THE FOLLOWING

1. The **driver is in charge** of the bus. Students must follow their instruction at all times.
2. As a student rider, you must meet all of the student responsibilities stated in this booklet.
3. Students are to board and unload only at the direction of the driver.
4. Students will be assigned seats by the driver and must sit properly.
(Facing forward, feet on floor, possessions in lap)
5. The bus route is an extension of the school day. Therefore, students must behave as equally well on the bus as in the classroom.
6. Possession of tobacco products, alcohol, drugs or other unauthorized substances are not permitted on the bus and shall be reported by the driver or other school personnel.
7. Complaints about bus discipline, by either students or parents, should be taken to the student's principal or designee.
8. **Under no circumstances shall a parent stop or board a bus while picking up or dismissing students. The parent shall contact the principal or Director of Operations to set up a meeting with the driver.**

Parents' Responsibilities

Progress has been made in the improvement of safety awareness in the transportation of students. Parents and guardians hold a key role in the education and implementation of proper bus behavior. **Please read and explain the rules to your children at the beginning of the school year. Safety awareness must begin and be consistently reinforced at home.**

If your child misbehaves while riding a Grant County school bus, the driver will report it in writing to the child's principal or designee. The principal or designee may withdraw your child's bus privilege for an appropriate length of time. The number of days involved will be based upon the number of bus discipline referrals given to your child's principal for your child or the seriousness of the offense. For the period of time that your child is not allowed to ride their bus or any other bus that provides transportation for the district, you will be responsible for providing your child's transportation.

In this booklet, you will find inserts stating that you and your child have read the handbook. **These inserts must be signed returned to your child's bus driver within five (5) days after your child received the handbook. Parents may sign for younger students if necessary. For those students riding more than one bus, two statements are to be signed.** No students will be permitted to ride a Grant County School bus who does not have a signed and dated agreement on file.

Parents should:

1. **Try to establish the exact time that your child should be at the bus stop during morning pickup. Please have your child at the stop five (5) minutes ahead of the bus. The driver will not wait for your child.**
2. Warn your children of the danger of strangers who appear friendly and congregate near bus stops. Recognize the dangers of students playing at the edge of a busy highway.
3. Dress your children appropriately for inclement weather. Cold, snow, and rain are the most common causes for bus delays. Warn your child that motorists' will have more difficulty seeing them in these conditions.
4. Provide your child with a school bag to carry all supplies. Loose papers and pencils are a serious hazard.
5. **Make sure your child knows his/her name, street address, phone number and bus number.**
6. Stress the importance of remaining seated and reasonably quiet.
7. Explain to your child that situations on the bus may not always be familiar. The bus might need to take an alternate route, a substitute may be driving, or another bus may be used. If the child is confused, encourage him or her to ask questions.

STUDENTS' RESPONSIBILITIES

Students must bear their share of responsibility for safety while passengers on the school bus. The privilege of any student to ride a school bus is conditional upon his or her good behavior and observance of the rules and regulations set forth by the local Board of Education. All students shall conduct themselves in a manner conducive to the safe transportation of all. **No conduct will be tolerated that will cause distraction of a driver's attention that may result in unsafe operation of the bus.** Students are expected to respect the authority of the bus driver and obey instructions. If the following rules are followed, all can expect to have a safe bus trip.

Students should:

1. **Arrive at your bus stop five (5) minutes ahead of the bus. The driver will not wait for you.**
2. Do not play in the path of traffic and stand well away from the road when the bus approaches.
3. Do not damage other people's property while waiting for the bus.
4. Avoid making excessive noise.
5. Fighting and other inappropriate behavior at bus stops is subject to local board actions.
6. Students shall wait at their assigned bus stop off the traveled roadway and shall remain there until the bus has stopped, the entrance door has been opened, and the driver has signaled that it is safe for crossing. Students shall cross at approximately ten (10) feet in front of the bus in order that the bus driver may see them.

WHILE RIDING THE BUS

1. Do not distract the driver.
2. Follow the driver's instructions. The driver is in complete charge of students while they are on the bus.
3. When students enter the bus, they shall proceed promptly to their assigned seat, as issued by the driver, and remain seated until the bus has come to a complete stop.
4. For safety reasons, students shall not extend their arms, legs, or head out of the bus windows at any time.
5. Students shall not create noise on the bus to the extent that it may interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
6. Students are not permitted to transport firearms, weapons, animals, radios, glass bottles, helium balloons, skateboards, large band equipment (Tubas, Baritones, French Horns, Percussion Kits, Tenor Saxophones, Poles or ceremonial firearms), large athletic equipment (poles, football equipment such as helmets and shoulder pads), cannot wear cleats/spikes on the bus or other objects that may cause a distraction or be a safety hazard to riders. **Students shall display the contents of any "carry-on containers" for visual check as requested by the driver.**
7. Students shall not tamper with any equipment or operate any part of the bus.
8. Students shall not mar or deface the bus. Students who damage bus equipment will be subject to disciplinary action and restitution.
9. There shall be no fighting, profanity, or loud disturbances on the bus.
10. Students must not wave, shout, or make gestures at pedestrians or occupants of other vehicles. Do not throw objects from bus windows. Throwing objects or spitting from the bus is prohibited.
11. **Students must not throw away waste paper or objects on the floor.**
12. **Eating or drinking is not permitted on the bus. This includes gum and candy.**

13. Possession of tobacco products, alcohol, drugs, or other unauthorized substances are not permitted on the bus and shall be confiscated by the driver or other school personnel.
14. Students are required to ride their assigned bus unless they have written approval of the building principal.
15. Students shall not use emergency exits unless so instructed by the driver.
16. No cell phone use allowed on bus this will include no pictures or video.
17. No aerosol spray shall be sprayed on the bus at any time.

ELIGIBILITY FOR TRANSPORTATION

Pupil shall be eligible to be transported to and from school if they reside more than three-tenths (.3) of a mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.

Students attending preschool programs of the District shall be transported in accordance with the provisions of 702 KAR 5:150 and other appropriate laws and regulations.

The Board reserves the right to modify the distance limitation where conditions make it advisable to include certain geographic, subdivision, or neighborhood areas.

Students shall be required to walk to certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Students shall not be required to walk over three-tenths (.3) of a mile to a bus stop. Buses will travel over county maintained roads that exceed three-tenths (.3) of a mile.

Drivers may obtain permission for their own children who are four (4) years or older and not enrolled in school to ride the bus during their regular routes upon approval of the **Director of Operations** and provided the fleet insurance covers such children.

Reference-GCBOE Policy 06.32

PRESCHOOL

Transportation and supervision guidelines for preschool students consist of a “hand to hand” procedure. This procedure is to ensure there is an adult with preschool students at all times. If your preschooler will be riding the bus, there must always be an adult waiting with them to get on and off of the bus. If you provide your own transportation, your preschool student cannot be dropped off at the door and permitted to walk in by themselves. You must walk them into the building and to the appropriate school staff.

Reference-GCBOE Policy 06.33

REGULAR BUS STOPS

The bus driver shall discharge pupils at their regular stops only, except with written authorization from the Principal to discharge a pupil at another location. Preschool students shall be transported in accordance with applicable regulations.

The principal shall have written authorization from a child’s parents before permitting discharge at a location other than the regular stop. The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with KAR 5:080.

Reference-GCBOE Policy 06.33

BUS PASSES

Bus passes will be written by the principal/designee for the following reasons only:

1. For child care for elementary students. (Grades K-5 only)
2. For middle school (grades 6-8) and high school (grades 9-12) students going to or from other schools for athletic practices or co-curricular practices.
3. For high school (grades 9-12) students for going to a job after school.

These bus passes will be written on the condition there is seating space on that particular bus. The Superintendent of Schools or the Director of Operations may designate that a bus is at capacity. If a bus is designated at capacity, no bus passes will be written for that bus. Under Grant County Board of Education policy, bus pass requests must be made in writing by the parent or legal guardian to the school the child attends. **No bus pass requests will be taken by school personnel over the phone.**

Reference-GCBOE Policy 06.33

CONDUCT ON THE BUS

Each Principal has the ultimate responsibility for ensuring the good department of his/her students who ride on the school bus and who walk to and from school.

The Director of Operations shall develop transportation policies and procedures to be included in the copy of the student discipline code which will be reviewed with students during orientation to the code and forwarded to parents by the students. These transportation policies and procedures will all so be distributed to drivers on an annual basis.

Reference-GCBOE Policy 06.34

The bus driver shall promptly report any violation of district policy or school rules to the Principal.

The driver is in charge of the bus and his/her first responsibility shall be to the safe transportation of their passengers.

In the event, that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian..

When a student's behavior is disruptive on the ride home, yet not dangerous, the driver shall continue and transport the student to their home. Drivers will request from the principal of the school or the Director of Operations, prior to returning students to the school. School staff will contact parents for the other transportation arrangements if a student is brought back to a school.

The Principal is authorized to withhold bus-riding privileges up to ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Depending on the severity of the infraction the Principal may recommend expulsion which, if recommended and approved the Board of Education would have the effect of suspending bus riding privileges.

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

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

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

Reference-GCBOE Policy-06.34

HAZARDS IN AND ON THE BUS

PROHIBITED ITEMS

Passengers shall not bring any item in the school bus that might block the center aisle, step-well, emergency door, entrance door, or any windows; that would be dangerous in case of a collision or that would present an additional fire hazard, or that would take up needed pupil seating space.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or any other explosive materials of any type;
3. Live animals, except for an animal that is to enable a person to safely utilize the bus transportation as documented by adequate medical evidence or a student's Individual or 504 Plan, and that is not a risk to other bus riders.
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus; or
5. Glass objects or helium balloons.

Reference-GCBOE Policy-06.342

CONDUCT ON SCHOOL BUS

Pupils shall conform to transportation regulations prescribed under state statutes and under state and local regulations.

Instruction in bus conduct and safety shall be provided all transported students, Instruction shall include the following rules:

1. Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
2. Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.
3. When students are required to cross the roadway when entering or leaving the school bus, crossing shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that the bus driver may see them.
4. When pupils enter the bus, they shall proceed directly to their assigned seat.
5. Pupils shall remain seated until the bus has come to a complete stop.
6. Pupils shall not extend their arms, legs, or heads out the bus windows.
7. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
8. Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

Reference-GCBOE Policy-09.226

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

In an effort to help our students understand their role and responsibility while riding a school bus, two (2) sets of disciplinary responses to student misconduct have been developed. One set for students in grades K-5. A second set for students in grades 6-12.

It is felt that younger students need to be instructed proper conduct on the bus. It is also felt that older, more mature students already know the rule for riding the bus and their role and responsibilities.

If the consequences for a child is suspension from riding a bus for a number of consecutive days, remainder of a semester or remainder of the school year, the child cannot ride any school bus in the Grant County School District.

Let it be understood, that severe and extreme student misconduct on a bus at any time could result in the loss of bus riding privileges for the remainder of the year for that student.

STUDENTS IN GRADES K-5-ELEMENTARY SCHOOL

1 st OFFENSE/REPORT	The discretion of principal/designee.
2 nd OFFENSE/REPORT	The discretion of principal/designee.
3 rd OFFENSE/REPORT	The discretion of principal/designee.
4 th OFFENSE/REPORT	Student is suspended from riding the bus for one (1) day.
5 th OFFENSE/REPORT	Student is suspended from riding the bus for three (3) consecutive days.
6 th OFFENSE/REPORT	Student is suspended from riding the bus for five (5) consecutive days. The student and parent or guardian must meet with the principal, or designee and the Director of Operations before the student may return to riding the bus.
7 th OFFENSE/REPORT	Student is suspended from riding the bus for ten (10) consecutive days.
8 th OFFENSE/REPORT	Student is removed from riding the bus for the remainder of the semester or school year. The principal, or designee shall consult with the Superintendent of Schools or his/her designee before assigning this consequence.

STUDENTS IN GRADES 6-12 – MIDDLE SCHOOL AND HIGH SCHOOL

1 st OFFENSE/REPORT	The discretion of principal/assistant principal/designee.
2 nd OFFENSE/REPORT	Student is suspended from riding the bus for one (1) day.
3 rd OFFENSE/REPORT	Student is suspended from riding the bus for three (3) consecutive days.
4 th OFFENSE/REPORT	Student is suspended from riding the bus for five (5) consecutive days. The student and parent or guardian must meet with the principal, assistant principal, or designee and the Director of Operations before the student may return to riding the bus.
5 th OFFENSE/REPORT	Student is suspended from riding the bus for ten (10) consecutive days.
6 th OFFENSE/REPORT	Student is removed from riding the bus for the remainder of the semester of school year. The principal, assistant principal, or designee shall consult with the Superintendent of Schools or his/her designee before assigning this consequence.

VIOLENT AND DANGEROUS BEHAVIOR

In the event a student at any grade level commits dangerous act on the bus or commits an act of violence to another student or the driver or to property, which poses a direct threat to the safety of others on the bus, which could include, but not limited to the following:

1. Indecent exposure.
2. Possession of or use of alcohol or drugs.
3. Possession of or use of firearms, dangerous weapons, or fireworks.
4. Misbehavior that is extreme, hazardous, or abusive.
5. Physical or verbal assault in the driver or another student.

The student will automatically be referred to the Superintendent of Schools or his/her designee for consideration of removal of bus riding privileges for the remainder of the school year. The student will also be considered for reporting the behavior to law enforcement or the court system.

SCHOOL STAFF RESPONSIBILITIES

To assist with disciplinary procedures and to provide timely information to students, parents or legal guardians, principals, assistant principals, or designees and bus drivers will implement the following guidelines.

BUS DRIVERS

1. Assign seats for all students on the bus.
2. Adjust assigned seats, as needed, to assist with discipline procedures.
3. Use the bus discipline referral forms to inform the principal, assistant principal, or designee of bus discipline infractions by students.
4. Turn the forms into principals, assistant principals, or designees in a timely manner.
5. Adhere to student consequences as determined by the principal, assistant principal, or designee at the student's school.

PRINCIPALS, ASSISTANT PRINCIPALS, AND DESIGNEES

1. Review bus discipline referrals on students, meet with the students for due process, and assign consequences within two (2) days of receiving the referral.
2. To follow the guidelines for consequences for discipline offenses as established in this booklet.
3. To return a copy of the referral, with consequences assigned, to the specific bus driver within the two (2) day time requirement. This will allow the driver to know what action has been taken concerning the referral in a timely manner.
4. To notify parents, via a phone call, of the referral and consequences, if any, within the two (2) day time frame.
5. To furnish the Director of Operations a copy of the completed discipline referral in a timely manner.

BUS # _____ BUS # _____

**TRANSPORTATION POLICIES AND PROCEDURES
PARENT/STUDENT SIGNATURE PAGE**

1. I have read and understand the material contained in the Grant County Schools Transportation Policies and Procedures section of the Student Discipline Code and Handbook.
2. I am aware of the responsibilities set forth for parents, students, drivers, and school staff.
3. I am aware that misbehavior by a student on a Grant County school bus will result in the student losing his or her bus riding privilege and that I will be notified in writing of any loss of privileges.
4. My student will be responsible for bringing home the written notice of loss of bus riding privilege.

_____ I do request that transportation be provided for my child that he or she will be subject to the rules and regulations set forth in the Transportation Policies and Procedures section of this handbook.

Print Name of Parent/Guardian

Date

Signature of Parent/Guardian

Print Name of Student

Date

Signature of Student

Male _____ Female _____

Student's Date of Birth _____ Students Grade in School _____ Bus # _____

Your House Number, Street, Apartment Number, City, State, Zip Code

Your Mailing Address (if different from above.)

Mother's Work Phone No. / Cell Phone No.

Father's Work Phone No. / Cell Phone No.

Home Phone Number

Phone No. Where you wish to receive automated messages

Name of Emergency Contact

Emergency Contact Phone Number

Please list any extreme medical problem your child has: _____

RETURN THIS FORM TO THE BUS DRIVER WITHIN FIVE (5) DAYS OF GETTING HANDBOOK

