
GRAVES COUNTY ELEMENTARY STUDENT HANDBOOK

2023 - 2024



Graves County Schools

Board Members

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Joni Goodman, Vice Chairman
Kenneth House
Marianne Fowler
Jennifer Thomas

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Sedalia Elementary School

Tara Fowler, Principal
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Symsonia Elementary School

Michele Franklin, Principal
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Wingo Elementary School

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Graves County Middle School

Jonathan Miller, Principal
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Janet Throgmorton, Principal
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Gateway Academy

Tyler DeBernardi, Program Coordinator
270-328-4979 or 270-674-4979

***In the
Graves
County
School
District,
we
believe....***

All students can learn and rise to our expectations.

Everything we do should be student centered.

Teachers influence learning more than any other factor.

Students learn more when authentically engaged.

As a team, schools, parents and communities help students reach their highest potential.

GRAVES COUNTY BOARD OF EDUCATION POLICIES

All policies adopted by the Graves County Board of Education shall be followed by students and will be enforced by each elementary school and the Graves County Board of Education.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Graves County Schools' code of conduct describes standards of conduct, which are important to the success of both learning and community life in our schools. For students to have a successful educational experience, they must understand that individual rights become limited because of the need for mutual respect. This includes the responsibilities of following rules and respecting the authority of adults whose jobs are to ensure a successful education for many and not just one individual. In light of this concept, it follows that students at different ages and grade levels will exercise their rights differently; the younger the child, the greater the need of adult guidance and protection.

These rights shall include but not be limited to the following:

STUDENTS HAVE THE RIGHT TO:

- A. An education preparing the student within the limits of abilities to reach maximum potential for contributing to the individual's welfare and that of society.
- B. Receive a free public education until they have either successfully completed a twelve year program or reached the age of twenty-one years old, whichever comes first.
- C. Freedom of speech and expression.
- D. Request an explanation of the purpose of rules.
- E. Suggest rules or changes in rules.
- F. Due process, in regard to disciplinary action, including the right to hear charges, state his/her side, and to appeal decisions honestly believed unjust from teachers to principal to superintendent to the Board of Education according to established procedures.
- G. Protection of person and property to the fullest extent possible by the school.
- H. Participate in all school programs and activities within the limits of the capabilities and the established standards without regard to race, creed, or sex.
- I. Confidentiality of personal school records.
- J. Receive academic grades based only on academic performance.
- K. Freedom of abuse and of threat of abuse by members of school faculty and administrative personnel.

STUDENTS HAVE THE RESPONSIBILITY TO:

- A. Attend school regularly, to take advantage of the opportunities offered by cooperating with those teaching, and working at the job of learning and not to interfere with the rights of fellow students to an education.
- B. Responsibly use the freedom of speech in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
- C. Obey the rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.
- D. Make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, and not just the welfare of one or of a few individuals.
- E. Exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations for petty or vicious reasons.
- F. Refrain from acts or actions which would endanger self or others, including property, and to take those steps and precautions necessary to protect self and possessions.
- G. Make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.
- H. Administer the school environment to provide the proper learning atmosphere.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- A. Send their child to a school with an environment where learning is valued.
- B. Expect that classroom disruptions will be dealt with fairly.
- C. Enroll students in the Graves County School District where they shall attend classes regularly and promptly with minimal interruptions.
- D. Expect the school to maintain high academic standards.
- E. Review the student's academic progress and other pertinent information, which may be contained in the student's personal records.
- F. Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.
- G. If there is any doubt about the certification or qualifications of a student's teacher, parents have the right, in accordance with state requirements, to request information relating to it.

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

- A. Instill in their children the values of an education.
- B. Instill in their children a sense of responsibility.
- C. Instill in their children a sense of respect.
- D. Understand that unnecessary interruptions in the school are detrimental to the educational program of all students.
- E. Be familiar with the education program and the procedures.
- F. Inform children about the disciplinary procedures of the school and emphasize the importance of following same.
- G. See that children attend school.
- H. Check with the proper school officials regarding the facts of any situation that they might question.
- I. Support the efforts of the school personnel.
- J. Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities.
- K. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

TEACHERS HAVE THE RIGHT TO:

- A. The support of co-workers, administrators, and parents.
- B. Work in an educational environment with a minimum of disruptions.
- C. Expect all assignments, including homework, to be completed and turned in as assigned.
- D. Safety from physical harm and freedom from verbal abuse.
- E. Provide input to aid in the information of policies that relate to their relationships with students and school personnel.
- F. Take action necessary in emergencies to protect their own person or property or the person or property of those in their care.

TEACHERS HAVE THE RESPONSIBILITY TO:

- A. Present subject matter and experiences to student and to inform students and parents or guardians of achievement or problems.
- B. Aid in planning a flexible curriculum which meets the need of all students and which maintains high standards of academic achievement.
- C. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- D. Evaluate students' assignments and return them as soon as possible.
- E. Exhibit exemplary behavior in action and speech.
- F. Exhibit neatness and cleanliness of personal dress and hygiene.
- G. Reward exemplary behavior or work of students.
- H. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- I. Recommend for retention in a class any student who fails to meet the basic standards for such class.
- J. Maintain necessary records of students' progress and attendance as accurately as possible.
- K. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- L. Care for the equipment and physical facilities of the school.

PRINCIPALS HAVE THE RIGHT TO:

- A. The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- B. Provide input for the establishment of procedures and regulations that relate to the school.
- C. Safety from physical harm or abuse.
- D. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- E. Suspend a student whose conduct disrupts the educational process.

PRINCIPALS HAVE THE RESPONSIBILITY TO:

- A. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- B. Administer discipline fairly and equally following the guidelines set forth herein, but in doing so use his/her best judgment.
- C. Exhibit exemplary behavior in action, dress, and speech.
- D. Implement and evaluate all aspects of the educational program to improve learning and comply with policies, regulations, procedures, or laws of the district, State and Nation.
- E. Direct a program of dissemination of information explaining the Code of Conduct to the school community.

EDUCATIONAL OBJECTIVES

I. BASIC SKILLS

- Provide opportunities for learning basic skills
- Encourage and establish good work habits
- Provide more individualized instruction
- Remain current concerning teaching techniques
- Promote 21st Century Skills, critical thinking, communication, creativity, problem solving, collaboration, and innovation

II. SCHOOL ENVIRONMENT

- Maintain good classroom behavior
- Maintain good lunchroom behavior
- Be consistent in enforcing rules
- Recognize student accomplishments
- Maintain high student and staff morale

III. STUDENT DEVELOPMENT

- Promote physical and mental health
- Foster a cooperative attitude
- Increase self-respect and respect for others
- Develop student's ability and responsibility for decision making
- Increase respect for authority
- Instill appreciation and value for democracy

IV. SCHOOL/COMMUNITY COMMUNICATION

- Promote home/school communications
- Provide opportunities for parents and community involvement in the school
- Increase participation in PTA/PTSA/PTO activities

REGISTRATION AND STUDENT HEALTH REQUIREMENTS

A student must be five (5) years of age by August 1st of the current school year before entering Kindergarten. Students enrolled or enrolling in the Graves County School System must comply with all Kentucky health laws, rules and regulations except as provided in KRS 214:036. Kindergarten students must present the following items on registration day:

- a current Kentucky immunization certificate
- a copy of the birth certificate
- a copy of the social security card
- proof of an eye examination (not a screening) done by an optometrist or ophthalmologist
- proof of physical examination on a form provided by the Kentucky Department of Education
- proof of a dental exam or screening

Kindergarten students are required to have a current, up-to-date KY immunization certificate. Head Start physicals will be accepted if on the proper form. Kentucky law, KRS156.160 (i) requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than October 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

All students must have on file an up-to-date immunization certificate. This up-to-date immunization certificate must include proof that the child has been properly immunized against diphtheria-tetanus-pertussis, measles, mumps, rubella, polio, Hepatitis A, Hepatitis B and Varicella (chicken pox). If a student has had a history of chicken pox, a statement from the child's primary care provider must be submitted along with the immunization certificate before they will be exempt from the Varicella vaccine.

All sixth grade students must submit a current up-to-date KY immunization certificate including proof of a Tdap or Td, a second dose of varicella and a meningitis shot. If a student has had chicken pox in the past, a statement from the primary care provider must be submitted with the immunization certificate before they will be exempt from the varicella vaccine. A sixth grade physical is also required. The date on the sixth grade physical should be within one year prior to sixth grade entry.

Students ages 16 and older must submit a current up-to-date KY Immunization certificate including the meningococcal booster.

New students to the district must provide their respective school with the following information; a physical exam within ONE YEAR prior to initial admission to Kentucky schools, an updated immunization record on a Kentucky certificate, a copy of the birth certificate, and a copy of the social security number. If the student is less than SEVEN years old, all kindergarten entry requirements will pertain to them as well. Parents or guardians of transfer students should sign a release form in order for us to obtain records from their previous school.

Should there be questions relating to school health regulations, please contact your school guidance counselor, or school nurse.

Kindergarten Students	Immunization Certificate	Physical	Eye Exam	Dental Exam or Screening	Certified Birth Certificate	Social Security card
All Kindergarten Students	on correct KY form and up to date	on correct KY form (Preschool physicals will be accepted)	on correct KY form (Preschool Eye Exams will be accepted)	on correct KY form (Must be completed during the same year of initial enrollment into kindergarten)	Copy	Copy
<u>Grades 1-5</u>	Immunization Certificate	Physical	Eye Exam		Certified Birth Certificate	Social Security Card
KY State Transfer	on correct KY form and up to date	on correct KY form (Original KY physicals will be accepted)	on correct KY form if student is <7 years old (Original Eye Exam will be accepted)		Copy	Copy
<u>Grades 1-5</u>	Immunization Certificate	Physical	Eye Exam		Certified Birth Certificate	Social Security Card
Out of State Transfer	on correct KY form and up to date	on correct KY form (within one year prior to date of entry)	on correct KY form if student is <7 years old		Copy	Copy
<u>6th Grade Students</u>	Immunization Certificate	Physical			Certified Birth Certificate	Social Security Card
All Sixth Grade Students	on correct KY form and up to date (Updated Certificates will include the 11 and 12 year old doses of Meningitis and Tdap or Td) In some cases a 2 nd Varicella will also be needed.	on correct KY form (within one year prior to 6 th grade entry)			Copy	Copy
<u>Students Ages 16 and older</u>	Immunization Certificate					
	On correct KY form and up to date (Updated Certificates will include 2 nd Meningococcal Vaccine)					

SCHOOL READINESS

School readiness means that each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success. Kentucky measures readiness by screening each child with the Brigance Kindergarten Screener within the first 30 days that school is in session. School readiness skills and behaviors are not to be used to determine school eligibility; all children who meet the legal age requirement are entitled to a public school education.

GUIDANCE SERVICES

Elementary guidance counselors work with students in each of the elementary schools in Graves County and provide six basic services to our students:

- **Information Service** – Providing educational, occupational and social materials to students and staff.
- **Guidance and Counseling Service** – Conduct individual and group counseling sessions with referred students and students seeking help on their own to address specific needs which may be learning, social, emotional, and self-development.
- **Appraisal Service** – Administer individual intellectual assessments on referred students and interpret test scores to parents, teachers, and students as needed.
- **Consulting Service** – Acts as consultant to students, parents, administrators, teachers, and the community.
- **Referral Service** – Refer children with special needs to the proper agency within or outside the school, and refer students needing mental health counseling to Mountain Comprehensive Care.
- **Placement and Follow-Up** – Properly place each student within the school setting to meet his/her individual need.

SCHOOL VISITORS

The Board encourages parents, professional educators, and others who have legitimate education interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, all visitors must report to the office upon entering the school where they will identify themselves and declare their purposes for visiting. After obtaining permission to enter the school, all visitors must sign in at the front desk, provide valid identification, and wear a visitors tag. All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, preventing others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

PARENT AND SCHOOL COMMUNICATION

Graves County Schools believes that as a team, schools, parents and communities help students reach their highest potential. Parents are urged to join the PTA/PTO and communicate regularly with their child's school. Good communication can solve many school problems. Problems that your child may be having should be brought to the attention of the teacher. Email is an excellent source of quick and timely communication.

ARRIVAL AND DISMISSAL FROM SCHOOL

Students should not be on the school grounds until 7:00 a.m. When arriving late at school, parents shall report to the main office and sign student in on the school sign in sheet. Children will not be permitted to leave the school grounds without permission of the teacher or the principal. If it is necessary for a student to leave school during the school day, the parent or parent-designee must sign in at the office. Students will not be allowed to wait outside the building to be picked up during the school day. The parent or parent designee must note the time that the child leaves school and the purpose. The percentage of time absent will be counted toward the total number allowed to miss with an excused absence.

ATTENDANCE POLICY FOR THE GRAVES COUNTY SCHOOL SYSTEM

All Graves County School students are expected to be in attendance each day during which school is in session. However, if a student misses for one or more of the following reasons, the principal or teacher may excuse that child for the absence and allow the child to make up any work or test which was missed.

- Personal illness and medical appointments.
- Emergency illnesses or death of an immediate family member.
- Medical/ Dental appointments that cannot be made during out-of-school hours (1/2 day only).
- Court Summons – when the court subpoenas a student.

The total number of days per year to be excused for the four reasons above shall not exceed ten (10) days per year. After ten (10) days of absences of any reason (excused or unexcused), the student in question must present a doctor's statement for the illness or provide evidence of extreme emergency circumstances beyond his/her control to the satisfaction of the principal, his designee, the superintendent, or the Board of Education. The doctor's statement shall specify the number of days for the student in question to be out of school. A medical excuse form will be required for a student who is having attendance issues. The form will be provided by the district and must be filled out by a physician.

Death in the immediate family is an excused absence and will not be counted toward the ten (10) days per year as stated above. Immediate family shall mean: mother, father, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student. Absences for funerals other than the immediate family may be excused at the discretion of the principal or his designee.

Upon returning after being absent, the student or his/her parent or guardian will submit to the school a written note stating the reason for the absence. The school must receive this notification within 5 school days of when the child was absent. Any student that returns without a note signed by the parent or guardian, or failing to state above information requested shall be given an unexcused absence. Students forging the signature of a parent shall be subject to disciplinary action, plus unexcused absence for the time missed.

Excused Absence: School approves the cause or reason for the absence. The student is given the opportunity to make up work missed while absent and should contact their teacher to receive assignments. Students will be held liable or responsible for all work missed and not made up in a reasonable period of time. Any case with extraordinary circumstances would be considered on an individual basis by teacher and principal in regard to make up work.

Unexcused Absence: Individual schools shall address make up work according to their school policy.

Early Checkout from School: Before a student leaves the school premises early, he must receive permission from the office, sign out and a parent must pick up. No student will be allowed to enter school late or leave school early on a regular basis for any reason unless they have the approval of the Graves County Board of Education.

Tardiness to School: After three (3) times tardy, the homeroom teacher will report to the principal, or his designee, the student in question. Disciplinary action for tardiness will adhere to the SBDM policy for the individual school.

HOME HOSPITAL INSTRUCTION (HOMEBOUND)

All students in the Graves County School System, grades 1-12 are eligible to be served when a child is ill or injured and is determined by the doctor that he or she is unable to attend school for a period of at least five (5) consecutive days. The parent contacts the school and will be provided the proper paperwork to be filled out by a physician. The school will then assign the homebound instructor to that student.

EDUCATIONAL ENHANCEMENT OPPORTUNITY

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. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Parents shall submit requests on a standard form provided by the school.

Upon return, the student shall provide evidence of his/her learning experience. This expectation shall be agreed upon, by the principal, prior to the leave.

Unless the Principal determines that extenuating circumstances exist, requests must be made at least 10 (ten) days prior to the event, and they should not be granted for dates falling within State or District testing periods shall not be granted.

NON TRADITIONAL INSTRUCTION

The Kentucky Department of Education has approved a waiver that allows Graves County Schools the use of virtual or other nontraditional means of instruction when school is cancelled because of weather or another emergency. In most cases, students will participate in the lessons online.

Under the provisions of the waiver, the district may count up to 10 non-traditional instruction days as regular attendance days in its school calendar and not have to make them up. The Superintendent will determine and announce non-traditional instructional days when the need arises.

HEAD LICE CONTROL

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent education, screening and follow-up program for all students.

Principals and school personnel trained to identify live lice shall adhere to mandated guidelines when students are observed and reported to have live head lice any time during the school year. Playmates closely associated with the student and possibly siblings of the student may be checked for live lice, which are defined by the Centers for Disease Control and Prevention as crawling lice. In general, school-wide and class-wide checks are not necessary. Parents of each student identified as having live lice will be contacted by a School/District representative advising them of the finding.

Principals or School/District personnel shall offer parents of students identified as having live lice visual evidence of live lice in the student's hair, verbal and/or written information/direction for hair treatment and household procedures. In most cases, students should not be excluded from school. However, in all instances when personnel identify live lice, they shall confirm with the student and/or parent/guardian that the following guidelines have been followed: The parent/guardian has combed the student's hair with an actual lice/nit comb or applied special lice killing shampoo on the same or next day and when the student has returned to school after treatment, designated school personnel rechecked the student before s/he returned to the classroom. If live lice remained, the above steps were re-established.

School personnel shall follow up with students found with a second and/or subsequent case of live head lice to assure that prescribed medical treatment for live lice has been applied to the student's hair no later than the next day and that any second application required is applied within the recommended period. The Superintendent/designee shall establish education/information programs on head lice control methods for school personnel, community members, students and parents and provide each school with written materials on head lice control and prevention.

MEDICINE DISBURSEMENT

Medication should be given at home when possible. Only when necessary should medication be given at school. Students should not have medication on their person at any time, unless ordered to do so by their physician and supported with proper documentation for emergency medications only. Students on prescribed and/or over the counter medication, including aspirin/acetaminophen/ibuprofen, must give the medication to their bus driver if they ride the bus or to office personnel if transported by other means. The medication shall be retained during the school day and administered by the principal's designee. No medication shall be kept at school for the purpose of administering to students unless the parent has brought the medication to school in the appropriate container accompanied by appropriate paperwork from the parent and physician. All prescribed medication shall bear the name of the student, the name of the medication, and directions for administration, and the name of the issuing pharmacy. Abuse of prescribed drugs/over-the-counter medication shall be considered in the same manner as illegally obtained substance. Students with serious allergies or other serious health conditions may be permitted to self-administer a medication as provided in an Individualized Education Program, Section 504 Plan or Health Plan.

STUDENT INSURANCE

The Graves County School District has purchased supplemental, accident insurance for all students at no charge. The insurance plan provides benefits for accidental injury while attending classes or during school sponsored and supervised activities. Claim forms and brochures with all necessary information may be obtained at the school. Payment of all medical/dental expenses incurred from accidents is made **ONLY IN EXCESS** over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and if no other coverage or plan is available, to pay the medical/dental expenses incurred to *the limits stated in the policy*.

Specific Questions relating to the policy (K & K Insurance) should be directed to John Roberts at Bob Roberts Insurance, 527 W. Main Street, P.O. Box 1177 Richmond, KY 40475. The agency's toll free number is 1-877-757-2581. The insurance plan provided by the Graves County Schools does not pay 100% of all medical and dental expenses. If you desire additional insurance coverage for your child, we suggest you consider purchasing supplemental individual accident insurance.

PLEASE READ CAREFULLY: You must indicate on the claim form, when submitting a claim, the name of your personal insurance company before benefits can be paid by this insurance plan. Failure to provide complete claim information will prolong payment of allowable benefits. Thank you for your cooperation with this.

STUDENT TRANSPORTATION & REGULATIONS FOR PUPILS RIDING GRAVES COUNTY SCHOOL BUSES

Students may leave school only by their regular mode of transportation unless they present written permission from their parent or guardian. The privilege of any pupil to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of the rules and regulations will be reported to the principal of the school where the pupil attends for necessary corrective action. This could include pupil being suspended from bus privileges.

- The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly. Pupils shall be on time. The bus cannot wait for those who are not on time.
- Pupils are to avoid spitting or throwing trash on the floor of the bus. Anyone doing so will be reported to the principal. Pupils are not to damage or otherwise deface the bus.
- Pupils at all times are to keep arms and head inside the bus windows.
- Pupils are not allowed to leave the bus without the driver's consent except at home or school.
- Pupils are not to leave their seats unless getting on or off the bus or unless authorized by the driver. Pupils are to respect persons whom they pass on the routes.
- Pupils who must cross the road after exiting from the school bus shall pass in front of the bus and not behind it.
- Students may not ride another bus other than the one they are assigned to without the consent from their parent or guardian and proper authorization from the principal.

The following activities are prohibited at all times:

- Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts.
- Smoking and/or the use of any tobacco products are forbidden on the bus.
- Possession and/or use of electronic cigarettes.
- Throwing articles or objects in or from the bus.
- Obstructing the aisle in any manner.
- Any item that cannot be held on the student's lap may not be carried on the bus.
- Balloons or any items that may block the driver's view or impede exiting the bus are prohibited.

A district shall not permit a radio, tape, or communication system to be installed or operated on the school bus that is not under the direct control of the driver.

Should the conduct of a pupil on the bus endanger the lives or morals of other people, and offending pupil fails to cease such conduct when requested by the bus driver, it shall be the duty of the driver to put the offender off the bus and report this action to the principal immediately. This should be done only in extreme cases as a last resort to protect the safety of the other pupils. Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school where they attend for disciplinary action. Any complaints of drivers, pupils, or parents, not specified in the above regulations shall be reported to the principal, Superintendent, or Transportation Department at 328 or 674-4804.

CAFETERIA AND SCHOOL NUTRITION PROGRAM

Every effort will be made to serve well-balanced, nutritious, and pleasing meals. Menus are planned county wide by the Graves County Board of Education School Nutrition Director. Lunches will be served on an offer versus serve basis. All students will eat lunch in the cafeteria, including those who bring their lunch. Students are dismissed for lunch by classes according to a schedule and must walk to the cafeteria. While in the cafeteria, students should refrain from excessive, loud talking. They are expected to take their plates to the dishwashing area and to separate hardware from paper products. The student should clean the eating area. Students should not take food or drinks from the cafeteria unless given permission.

Graves County Elementary Schools are CEP (Community Eligible Provision) and therefore all elementary students will be served breakfast and lunch at no charge.

Graves County Schools Meal Charge Policy

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the district for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices. The written meal charge policy shall be distributed to all school level staff including school nutrition employees in policy enforcement.

When a student accumulates more than ten (10) meal charges, the Superintendent/designee shall initiate the established collection process to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of final notice, the debt will be considered delinquent and may be directed to the Board Attorney. Food Service funds may be used to collect delinquent meal charges. Students shall not be permitted to charge a la carte items nor shall adults be permitted to charge meal or a la carte items.

FIELD TRIPS

Transportation must take place in a district bus or other means approved by the principal or designee. A member of the school faculty or administration must accompany students on all field trips. The student's parent or legal guardian must give written permission. Students may be charged a fee to cover cost of activities. Teachers have the right to refuse to allow a student to participate based on discipline record, prior misbehavior on field trips or failure to maintain academic progress.

GRADING SYSTEM

Kindergarten – 2nd grade will utilize Standards Based Grading procedures.

Grades 3rd – 6th will utilize the following grading scale:

90 – 100 = A
80 – 89 = B
70 – 79 = C
65 – 69 = D
Below 65 = F

REPORT CARDS

Students will receive report cards each nine weeks indicating progress in academic areas. These reports will go out 5 days following the end of each nine weeks grading period. If parents would like a conference, they may contact the school to make their request.

Parent conferences are scheduled by the teachers or the principal for after school or other convenient times.

PROMOTION AND RETENTION POLICY

The decision relating to the promotion or retention of students rests with the school. In general, promotion should be based on the readiness of the student to do the work of the next grade level with the teacher decision being based on teacher evaluation of the student (assessment data, teacher recommendation, and daily participation) ability related achievement on standardized test, and progress in the skills continuum.

GIFTED & TALENTED PROGRAM

The Graves County Gifted and Talented Program addresses the special needs of the academically and visual/performing arts gifted student. Graves County Schools are committed to meeting the individual needs of gifted/talented students by providing differentiated learning experiences to students.

AFTER SCHOOL SPONSORED ACTIVITIES

Students participating in after school-sponsored activities shall be under direct supervision of a qualified adult, and all school policies shall apply.

EXTRA-CURRICULAR ACTIVITIES ELEMENTARY BASKETBALL, FOOTBALL & CHEERLEADING

There will be a basketball program for boys and girls conducted by a coaching staff for interested students at all the grade levels. To participate in these activities, you must be enrolled in the Graves County School District.

In addition, football and cheerleading programs will also be offered at our elementary schools under the leadership of a coaching staff.

All students participating in extra-curricular activities must provide proof of medical insurance. See Section on Student Insurance.

ATTENDANCE/ACADEMIC ELIGIBILITY REQUIREMENTS FOR SPORTS

All players and cheerleaders must follow school policy regarding extracurricular activities. Students must be in attendance at school for a minimum of ½ the school day in order to participate in practice or games on that day, or on the Friday preceding the game on Saturday. Players can only have failing grades in two (2) subjects and still participate. If a player is not eligible one week he/she may continue to practice with the possibility of re-establishing eligibility for the next game. Parents and coaches will be notified of the ineligibility on Friday before the game. The school principal or designee will determine eligibility status.

PHYSICAL EDUCATION

All students in grades Kindergarten – 6th are required to participate in physical education unless physical limitations exist or otherwise excused by doctor. The program will be a variety of planned movement activities selected and taught according to the characteristic needs and interests of children. Physical education programs will include a wellness component that includes moderate to vigorous physical activity and encourages healthy choices among students

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Graves County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, FERPA law allows Graves County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Graves County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want Graves County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 1 of the current school year. Graves County Schools has designated the following information as directory information:

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

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

SCHOOL RECORDS FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Graves County School District permits review and inspection of educational records by the parent(s) of a student or to an eligible student on request within a 45 day period. 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 student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws, is declared incompetent, or has waived his/her rights under FERPA.

The district ensures that confidentiality of personally identifiable information of students is protected during collection, storage, disclosure and destruction of student records. School officials with a legitimate educational interest will have access to student records. 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 school resource officers); 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, medical consultant, or therapist); or personnel assisting another school official in performing his/her assigned tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. District personnel will 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 educational records.

FERPA does not allow school employees to give educational records information to outside law enforcement unless there is a written court order.

FERPA allows public school employees to freely provide information to outside law enforcement agencies only if:

- Staff have observed the incident
- Staff heard the incident as it happened
- Staff participated somehow in the incident
- Staff may share their feelings about an incident they have observed, took part in, or heard

In addition the district may disclose information from records to appropriate parties, including parents of eligible children, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individuals. In such cases, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

A request to review records may be made to the principal of the school or other designated school official. The district will give full access to these records, including those maintained in electronic format when necessary to reasonably permit inspection, unless school officials have been presented with written evidence of a court order relating to such matters as divorce, separation, or custody that specifically revokes the parental rights of record review/access. The district will comply with records review requests without unnecessary delay and in no case more than forty-five days after the request has been made.

Written policies have been developed which describe the types and locations of school records and the specific procedures available to parents and students (who have reached the age of 18) for the review of records, the amendment of or hearing concerning educational records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. Procedures are available for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the principal or the superintendent.

For convenience and necessity and in accordance with federal regulations concerning the release or transfer of educational records, the Graves County School System will forward educational records to a school in which a student enrolls or intends to enroll without the signing of a release statement. Parents may obtain upon request copies of the records transferred. When records are no longer needed to provide educational services, parents may request the destruction of any personally identifiable information, evaluation, or records regarding the placement of an exceptional child. Such requests should be addressed in writing to the principal. The district will destroy the educational records of a child without a parent's request after the records have been maintained for five (5) years as specified by the Records Retention Schedule, and following the time when the records are no longer needed to provide educational services. District personnel will require identification of the person(s) requesting records before they will be handed over for inspection or release. The district will maintain a permanent record of a child's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.

Parents have the right to file complaints to the Family Educational Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

PRESCHOOL SERVICES

Preschool services are available in each elementary school for eligible children ages three and four. Income eligible three and four year olds must be 3 or 4 on or before **August 1, 2023** to be eligible this school year. Children with delays and documented disabilities may be eligible to start school the day they turn three as long as all health records are current. Eligibility is based on parent income unless the student is determined to have a developmental delay or a diagnosed disability and found eligible for special education services. Students may attend through payment of tuition when there is availability. Other special family needs may be considered for eligibility for Head Start. The Graves County Schools and Head Start provide services cooperatively. Preschool classes are half-day sessions, Monday through Thursday. Transportation is provided for students living in the district. Services include a developmentally appropriate curriculum, meals, health services and disability services, including speech, physical therapy, occupational therapy, visually impaired services and hearing impaired services.

SPECIAL EDUCATION

The Graves County School System ensures that all children with disabilities have available to them the variety of educational programs, services and curriculum as described in 704 KAR 3:303 that is available to children without disabilities. The Graves County School System offers classes that are designed to meet the needs of students with disabilities. Programs are available within the district for students with learning disabilities, mental disabilities, developmental delays, emotional and behavioral disabilities, autism, speech/language disabilities, hearing impairments, health and physical disabilities, visual impairments, multiple disabilities, and traumatic brain injuries.

School personnel, parent(s), guardian(s), or any other person who suspects a child may have a disability may refer the child by submitting a written referral to the principal or designee at each school. Contact the principal or designee for a referral form. Once the referral is received, a meeting will be held at the school to determine if a disability is suspected and if individual testing is needed. If testing is needed and written parental permission for testing is received, evaluations will be provided at no cost to parents. The evaluations will be discussed at a meeting of the principal and/or designee, special education teacher, parent, regular education teacher, and other school staff as needed. This committee will review the evaluations and will determine if special education programming is needed. If the child is determined to need special education services, an Individual Education plan will be written to outline specific goals for the student. Each student's special education program will be reviewed annually and reevaluated every 3 years.

CHILD FIND NOTICE

The Graves County School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. 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 or 504 services. The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries that may need special education services. The Graves County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

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

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Graves County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed. Letters and phone calls are some of the ways the Graves County School District collects the information needed. The information the school 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 or 504 services. If you know of a child who attends a public, private or home school and lives within the boundaries of the Graves County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call the school principal or you may contact the following:

Carmen Robertson, Director of Special Education – (270)328-1558
Robert Braden, Director of Pupil Personnel – (270)328-1566
Stephanie Cash, 504 Coordinator – (270)328-4987

"Child Find" activities will continue throughout the school year. As part of these efforts the Graves County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through "Child Find" is maintained confidentially. Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and "Child Find" activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting: Director of Special Education at 270-328-1558. The District office is open Monday through Friday, from 8a.m. to 4 p.m.

The Graves County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Graves County Schools.

INSTRUCTIONAL TECHNOLOGY

Graves County Schools provides an effective, secure, and fast network for data storage and retrieval. Information can be retrieved, analyzed, and manipulated to foster higher-level thinking skills. This network provides for secure transmission and storage of individual information while also providing, where appropriate, the ability to share information both within and beyond the Graves County School District. Allowing for a truly global educational experience.

Graves County Schools is committed to the continued access to state-of-the-art technology for addressing the education of our students. It is the district's goal that technology will support every phase of the curriculum through the use of a variety of teaching tools to enhance instruction and improve student learning by continued staff development, and use of our Digital Learning Coaches.

Graves County Schools is committed to the continued access to staff development and modern technology for addressing the education of our students.

CHROMEBOOK DIGITAL CONVERSION

Please note that although this is a summary of key points from the Acceptable Use Policy (AUP) and User Agreement you signed regarding this Chromebook program, you are responsible for understanding and agreeing to the entire AUP, which is available online at our district website.

The device your student will be receiving is a DELL Chromebook. It is a special kind of laptop that uses the Chrome browser as its operating system. Although it has some limitations without an Internet connection, it does have the ability to do some viewing and editing of Google Drive files while offline. While specific ports vary with each model, each Chromebook should have a USB port, a charging port, and an audio port. Graves County will not provide external storage devices (USB flash drives, SD cards, etc.), but you are welcome to purchase and use your own accessories.

In order to access your Google Apps for Education account and your school Google Drive, you will log into the Chromebook with the same credentials as you would to login to your school email. (Email Address: firstname.lastname@stu.graves.kyschools.us and email password that is 10 or more characters long.) In addition to the issued Chromebook, you may log into a Chrome browser or Google Drive app, and access your files saved on your Google Drive using your Graves County email address and password.

CHROMEBOOK CARE

Students, please make sure to do the following:

- Every afternoon, charge your Chromebook to 100%.
- Never loan your Chromebook to others.
- Please carry your Chromebook appropriately, with two hands if outside of a bag or backpack. If possible, please carry your Chromebook in a protective case, sleeve, backpack or protective bag.
- Avoid food, water, and pets near your Chromebook.
- Do not use markers on the Chromebook or place stickers or any other decorations onto the Chromebook.
- Never leave the Chromebook unattended, unless in a locked classroom.
- Know when Wi-Fi is ON or OFF. (Your Google Drive files will back up automatically as long as you are on the Internet or the next time you connect to the Internet.)
- In the end, keep the Chromebook in the same condition as you received it. At the end of this school year, you will turn in the Chromebook and charger.

TECHNOLOGY TIPS FOR PARENTS & GUARDIANS

Graves County Schools strives to work in conjunction with parents and guardians to ensure a safe and responsible learning environment when using technology both in the classroom and at home. Below are some helpful tips for parents and guardians:

- Help the students form good digital habits and routines.
- Be aware of what, when and how tech is used at home. This includes the amount of screen time the student has not only to their Chromebook, but to their smartphone or gaming system. Are they using the tech for homework, or playing games?
- Consider some off-screen time before bed. Studies show it is hard for both adults and children to simply put down a device and switch off their brain. If students seem overly tired in the mornings, consider keeping their devices out of their bedroom at night so they are not tempted to text or surf the web when they should be sleeping – perhaps putting the devices in your living room or in your bedroom.
- After school, ask students how the Chromebooks and other education technology helped them learn in a more effective, engaging, or personalized way.
- Last but not least, let the student be the teacher! Have them help you navigate the world of web-based tools and apps.

For more information and suggestions for Internet safety and guidance, please visit the critically acclaimed website Common Sense Media at <https://www.common sense media.org>.

ONGOING DIGITAL CITIZENSHIP

"What is digital citizenship?" The website <http://digitalcitizenship.net/> calls digital citizenship the "norms of appropriate, responsible tech use." Students will watch a Digital Citizenship video upon receipt of the Chromebook as part of the requirements for receiving a take-home device. While this video is an important first step of your digital citizenship journey, Graves County does not want this to be your last! Later in the school year, your teachers and school administrators will share some online digital modules with you. You will need to complete the modules assigned as part of your digital citizenship agreement. More information on our digital citizenship program will be coming soon.

ONLINE SAFETY, RESPONSIBLE SOCIAL MEDIA

The overall key is to leave a positive digital footprint. What you do on the Internet stays on the Internet to follow you around. If you tweet about your volunteer work or have photographs of your original art, colleges will want to enroll you and employers will want to hire you. If you leave a negative digital footprint, the opposite will be true.

- Be ethical – conduct yourself in a positive and trustful manner.
- Be academically honest – never use technology to lie about yourself or cheat on an assessment.
- Be respectful – treat others as you would want to be treated.
- Before you post or send something online, think of the implications five years from now, not just five minutes from now. Five minutes from now, it might seem funny; five years from now, it might tarnish a job interview.
- Never give or share personal information of yourself and others, especially passwords, social security numbers, street addresses or phone numbers.
- Remember that in order to record audio, video or still pictures of others, you must not only have consent, but the student must have a district "permission to capture" form. If you're in a classroom setting and you don't have permission from your teacher, do not record any media of another person.
- On district resources, no privacy exists! Graves County has a right to see your browser history, the emails you send, and the files in your network drives.
- Last but not least, always remember that district technology is for educational purposes only.

COMPUTER ACCEPTABLE USE POLICY

Please note that although this is a summary of key points from the Acceptable Use Policy, the entire AUP is available online at our district website.

Rights and Responsibilities

Graves County Schools provide computer resources in an effort to enhance teaching and learning. As responsible members of the Graves County community, all students are expected to follow and adhere to the guidelines established below based on common sense, common decency, rules established in the schools of Graves County, rules established by the Graves County Board of Education, and laws of the City of Mayfield, County of Graves, State of Kentucky, and the United States of America. Strict adherence to the following guidelines will help insure a positive and productive environment for all students. All students using school computers in Graves County will:

- Respect others' rights to freedom from harassment and intimidation.
- Respect and adhere to laws concerning copyright and other intellectual property rights.
- Follow security restrictions for all systems and information.
- Use and share computer resources courteously and efficiently.
- Recognize limitations to the privacy of electronic documents.

Usage Guidelines

The student is held responsible for his/her actions. Unacceptable uses of the network will result in disciplinary actions set forth by the individual school's administration. Some examples of such unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain;
- Degrading or disrupting equipment, software or system performance;
- Vandalizing the data of another user;
- Wastefully using finite resource example: downloading software and files not related to educational purposes;
- Gaining unauthorized access to resources or entities by going around internet filters and/or security settings
- Invading the privacy of individuals;
- Using an account owned by another user;
- Posting personal communications without the original author's consent;
- Posting anonymous messages;
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
- Creating or editing personal web pages using the school network;
- Unauthorized e-mail or chatting;
- Gaining access to, viewing or otherwise visiting pornographic web sites

DISCLAIMER AND RESPONSIBLE USE POLICY

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services. Please remember that:

- An AUP signed by both the students and parent/guardian must be on file before logging into the Graves County Schools Network or taking a Chromebook home.
- The full AUP can be found on the district website.
- Families are responsible for paying for lost or damaged Chromebooks.

ELECTRONIC MAIL POLICY

As the parent or legal guardian of the student (under 18), I grant permission for my child to access networked computer services such as electronic mail and the Internet. I also grant that my child's information may be shared with applications for educational use pursuant that the sharing of this information does not violate the Children's Internet Protection Act (CIPA). I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

Consent for use of Google Workspace for Education: The Gmail solution is provided to your child by the district as part of the Google Workspace for Education service from Google. By signing this form, you hereby accept and agree that your child's rights to use the Gmail service, and other Google Workspace for Education Core Services and Additional Services that the Graves County School District may provide over time. You also give permission for Graves County School District to create/maintain a Google Workspace for Education account for your child and for Google to collect, use, and disclose information about my child only for the purposes outlined by Google at <https://support.google.com/a/answer/6356441>. You also understand that the Google Workspace for Education account provided to your child also can be used to access other electronic services and applications. All services are subject to the terms and conditions set forth in district policy/procedure, and Google's standard consumer terms of use, Google Service Agreement, and the Google Online Privacy Statement. Before your child can use those Google services, he/she must accept the Google Apps for Education Service Agreement and, in certain cases, obtain your consent.

INTERNET POLICY

Graves County students will be connected to the Internet, providing access to local, national and international sources of information. In return for this access, students have the responsibility to respect and protect the rights of every other user in our community and the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with the Graves County Schools Acceptable Use Policy and the laws of the community and the United States. Parents/Guardians who desire that their child not use the Internet should contact the school to make that request. Students should be aware that loss of technology privileges may affect their grades adversely.

INTERNET CONTENT FILTER

While you are using a district provided Chromebook federal law states that we must take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. However, in a fluid, rapidly changing modern world, parents must be aware that it is impossible to 100% filter every inappropriate site or app.

While you are using a district-provided Chromebook, federal law states that we must take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. However, in a fluid, rapidly changing modern world, parents must be aware that it is impossible to 100% filter every inappropriate.

PROHIBITED WHEN USING SCHOOL TECHNOLOGY

When using school technology, you are prohibited from doing the following:

- No illegal, unethical, or non-educational use.
- No harassment of any kind, or online bullying of another student.
- No unauthorized use of district resources, including hacking or attempting to gain access that is not authorized, disrupting the network in any way, or attempting to circumvent the district's Internet filtering.
- Never use another student's ID or login credentials.
- The last piece of advice is often said but bears repeating. Never do anything on the Internet you would be embarrassed or worried to show your grandmother or your school principal. If you have the slightest doubt or second-guess yourself, don't do it!

BRING YOUR OWN DEVICE (BYOD) POLICY

The Graves County School District welcomes employees and students to bring in personally owned computers and other telecommunication devices to be used for instructional purposes. Please be aware of the items below before you connect your device to the Graves County Network.

- A student or staff member who brings privately owned devices to school is personally responsible for the equipment and all software installed on that device.
- Graves County Schools assumes no liability for any damage to a personally owned device while connected to our network. Any damage to the equipment is the responsibility of the individual who owns the device.
- Graves County Schools will not repair personally owned devices.
- Graves County Schools will not provide software to any device that we do not own.
- Graves County Schools will not service software on personally owned devices.
- All devices must have an installed, active, and updated anti-virus software.
- All devices must have all software patches and security updates applied to them.
- No devices shall use operating systems that are no longer supported by the manufacturer.
- Graves County Schools will not provide internal computer components for personally owned devices, whether as enhancements, upgrades or replacements.
- If personal devices interfere with the district network in any way, the device may be banned from the network.
- Any damage caused by personally owned devices in the Graves County School District is the responsibility of the owner of the device.
- Purchasing perishable supplies to be used in equipment not owned by the district is the owner's responsibility.
- 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 physical security of the equipment when it is not being used.
- Graves County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.
- Use of the computer/peripheral must adhere to the Graves County School District Acceptable Use Policy.

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

- Monitor all activity
- Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
- Log network use and to monitor storage disk space utilized by such users.
- Deem what is appropriate use.
- 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.

More information can be found at <http://www.graves.kyschools.us/byod/.aspx>.

EMERGENCY PROCEDURES

If a student becomes ill and appears to need to go home, the parents will be contacted. When a student is injured on school property, the teacher or person in charge may render such aid as is advisable under the circumstances and within the limits of their knowledge for treatment of such injury. If possible, the principal and parents shall be notified immediately. If the parent is not at home or cannot be reached by phone, or cannot make arrangements to pick the child up, then the child will be made as comfortable as possible and remain at school. Under no circumstances will a student be taken home when the parent or guardian is not there. If the matter is particularly serious and the parent cannot be contacted, school authorities may take the student to the hospital. It is **IMPERATIVE** that you provide the school with an Emergency Phone Number.

Parents are asked to notify the principal and teacher(s) if a student has chronic illness or disability which could require special or emergency treatments. For the well-being of the student, such information should be included in writing in his/her cumulative folder.

SEVERE WEATHER

In case of inclement weather, the official announcement for school closings may be heard over the local radio and TV stations. Additionally, the announcement will be available on the Graves County schools Facebook page and Twitter @GravesCo, the school website at www.graves.kyschools.us or you may phone 270-328-4803 or 270-674-4803. In the event school is dismissed early due to these causes, please instruct your child whether to report home or to go to some other home in case you are not at home when we dismiss.

CRISIS RESPONSE AND DRILLS

The Graves County Schools uses Universal Emergency Procedures Protocols (Evacuation, Shelter in Place; Lockdown; and Duck and Cover). These protocols are practiced using drills throughout the year. Fire drills are held monthly. Tornado drills are to be held during the first full month of the school year and in February, March, and April. Each school will go over response plans and will practice them throughout the year. Schools will communicate their crisis plans with students, parents and community members.

ASBESTOS INSPECTION INFORMATION

Graves County Schools conducted a complete asbestos inspection of its facilities on August 7, 1998 utilizing the services of Larron Laboratory, from Cape Girardeau, Missouri. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Graves County Schools (and at the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA (Local Education Agency) may charge a reasonable cost to make copies of management plans.

You as a parent are encouraged to examine the management plan that affects your child. The contents of the management plan and the recommendations made in it are available in the school office. The purpose of the Federal and State Regulation is to protect the health and well-being of all persons entering the buildings of this LEA for any reason. This LEA seriously takes the recommendations made in the management plan, which has been approved by the State Agency. The person who is LEA trained to oversee asbestos activities and ensure compliance is Ken Robinson. As required, Mr. Robinson is the single contact for the public to obtain information about asbestos-related activities in the Graves County Schools and may be reached at the Graves County Board of Education.

The Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) required the EPA to develop regulations providing a comprehensive framework for addressing asbestos problems in public and private schools. This regulation requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos develop asbestos management plans that address asbestos hazards in school buildings and implement actions in a timely fashion. This rule became effective on December 14, 1987.

SELLING ON SCHOOL GROUNDS

Individuals are not permitted to sell or trade items on school grounds or on school buses. This includes candy, drinks, school supplies, etc.

FORBIDDEN ITEMS AT SCHOOL

Students are to not bring skateboards, shoes with wheels, roller skates, trading cards, knives, fireworks, tobacco products, electronic cigarettes, pornography, matches, lighters, and/or other articles, deemed inappropriate by the principal, to school. High-energy drinks and similar products are not allowed in our schools. **Students may be allowed to bring cell phones provided they are used according to the administrator's/ teacher's directions.**

STUDENT APPEARANCE CODES

The following appearance codes are designed to promote and heighten the educational atmosphere, as well as create a positive attitude of self-discipline for all students of the Graves County School System in order that they may be better able to enhance society and enter the world of work. Students shall observe modesty, neatness, and appropriateness in clothing. A student is not appropriately dressed if he or she is a disturbing influence in class or school because of appearance. Any student willfully and knowingly violating any provision of these codes, after receiving reasonable notice and being given an opportunity to conform, shall be subject to disciplinary action.

Prohibited clothing includes:

- Tube tops, net shirts, strapless tops/dresses, or any garments with exposing tops, including midriffs. Shirts shall be worn and properly closed at all times.
- Caps and/or hat in the school building during the day are prohibited.
- Garments or accessories with suggestive logo of outward or underlying reference to sex, drugs, violence, or vulgarity of any kind may not be worn.
- Proper footwear shall be worn at all times.
- All garments shall be decent in appearance and should be worn as to their intended appearance.
- Appropriate dress will be left to the discrimination of the principal.

NONDISCRIMINATION POLICY AND COMPLAINT RESOLUTION PROCEDURE

No student, parent, employee, or other person shall on the basis of sex, race, color, national origin, being an individual with a disability, disadvantaged condition, age, religion, or marital status be denied the benefits of or discriminated against in any way as to school services, benefits, aids, activities, programs, courses, hiring practices, promotions, dismissals, fringe benefits, vocational programs of Education in accordance with and as required by Title IX of the Education Act Rehabilitation Act of 1975 and the American Disabilities Act of 1990 (P.L. 101-336).

As required by said legislature, the Graves County Board of Education designates Director of Special Services, Carmen Robertson, Graves County School System, 2290 State Route 121 North, Mayfield, Kentucky, 42066, 270-328-2656, as the employee to be the coordinator and contact person relating its compliance to said regulations and programs and relating to complaint resolution procedures for said regulations and programs. Any individual or group having complaints or grievances relating to said Title IX, Title VI or Section 504 provisions and implementation thereof, may register written complaints with the said contact person. These complaints will be processed for appropriate action by the school system. The complainant(s) will be notified of the status of the action relating to the complaint within 30 days. If the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the superintendent with the right to provide evidence and witnesses and the right to question parties to the dispute. After this step, if the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the Board of Education with these same rights, for the resolution of the complaint. Past this point, the individual has full rights of recourse with appropriate governmental agencies or the court system.

USE OF PHYSICAL RESTRAINT AND SECLUSION

704 KAR 7:160. Use of physical restraint and seclusion in public school.

All Graves County employees have been trained in the use of Positive Behavior Supports and this training is updated annually. Employees may use within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from imminent danger of serious physical harm. Every effort should be made to prevent the need for the use of restraint and seclusion.

Schools will not use mechanical restraints to restrict a child's movement or use medications to control behavior (except when authorized by a licensed physician or health care professional). Physical restraint or seclusion will only be used in situations where the child's behavior poses imminent danger or serious harm to self or others and when other interventions have been ineffective. These policies apply to all children.

When seclusion is used the child is under constant visual monitoring by school staff.

Behavior interventions are consistent with a child's right to be treated with dignity and free from abuse. Restraint and seclusion will never be used for discipline or punishment. Repeated use of restraint or seclusion for an individual shall trigger a review of strategies currently in place and if appropriate, revision of those strategies to address dangerous behavior.

Teachers and staff are trained annually in the appropriate use of effective alternatives to physical restraint and seclusion such as positive behavioral interventions and verbal de-escalation techniques core team members are trained annually in the safe use of physical restraint and seclusion.

Policies regarding the use of physical restraint and seclusion are reviewed annually and documentation of those restraints and seclusions are included in the review and is revised according to state guidelines. Parents are notified regarding the use of restraint or seclusion of their child.

BULLYING/THREATS / HARASSMENT

KRS 158.148 – Definition of Bullying - Any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

Shall not prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution.

The Graves County School System will not tolerate acts of harassment, discrimination, or threats of harm or violence. It will not tolerate a climate of hostility created by the use of language, conduct, or symbols which are commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, marital status, sex or disability. This policy extends to any/all student language or behavior, including, but not limited to, the use of electronic or online methods. Bullying/harassment/discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.

Students who believe they have been a victim of an act of bullying/harassment/discrimination or who have observed incidents involving other students that they believe to be an act of bullying/harassment/discrimination shall, as soon as reasonably practicable, report it to the building principal. Students may be provided with the proper reporting forms and applicable board policies/procedures upon reporting of the incident.

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. Alleged offenders and their parents or guardians are warned against retaliation as further consequences may be given as necessary and deemed appropriate by the school district.

The Department of Homeland Security provides an email tip line to all Kentucky schools. The Safety Tip Line, Online Prevention or S.T.O.P Tip Line is designed for use as an "online" reporting/prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel. The tip line can be found on the Graves County Schools webpage located under quick links.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the building principal or their immediate supervisors, who shall immediately forward the information to the district superintendent/designee.

The superintendent/designee shall provide for the following:

- An investigation of allegations of bullying/harassment/discrimination as soon as circumstances allow, but not later than three school days of submission of the original written 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. The superintendent/designee may take interim measures to protect complainants during the investigation.
- A process to identify and implement, within three school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the bullying/harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
- Any felony offences under KRS Chapter 508 shall be reported to the local law enforcement, Kentucky State Police or the County Attorney.

By receiving this code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of HB91. Employees will be trained on these requirements.

DRUG/ALCOHOL POLICY

Since the Graves County School System acknowledges that there is no responsible use of any illegal substance, the following policy will be enforced.

Alcoholic beverages include any beverage with alcoholic content. Controlled substances include but are not limited to dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal or illegal material that has harmful or unnatural effect on the person using them. Possession includes items found on student's person, his/her locker, or any other personal property of the student brought on school premises. Abuse of prescribed and/or over-the-counter medication shall be considered in the same manner as illegally obtained substances.

Any student having used or found to be under the influence of content named above, and/or found with these items in his/her possession, and/or found to be selling, aiding or abetting in selling, or in any way distributing items defined above, on school premises during the school day or at any school sponsored activities, shall be subject to school discipline and referred to the proper law authorities. Students who violate the drug/alcohol policy may be suspended for up to 10 days and referred to an alternative placement. During the suspension and alternative placement the student shall not attend any school sponsored activity.

SEARCH AND SEIZURE

In a search and seizure situation, the following procedures shall be followed:

A pupil's person will not be searched unless there is reasonable suspicion that the pupil is concealing evidence of an illegal act. Search of a pupil's person shall be conducted only with the express authority of the principal. When a pupil's person is searched, 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.

Illegal items (weapons, etc.) or other possession reasonably determined by proper school authorities to be a threat to the pupils' 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 picked up by the parent/guardian at the principal's office.

A general inspection of school properties, such as lockers and desks, may be conducted on a regular basis. All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

The pupil will have opportunity to be present when a search of personal possession is to be conducted unless the pupil's presence could endanger his/her health and safety.

HOWEVER THE BOARD MAY MODIFY SUCH EXPULSIONS ON A CASE BY CASE BASIS.

To comply with existing requirements of the individual with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of education may modify the expulsion requirements, on a case by case basis, for IDEA - eligible students. IDEA - eligible students may be expelled for behavior, unrelated to their disabilities, as long as procedural safeguards required by IDEA and KRS 158.150 are followed.

An exception may be made for students participating in an authorized curricular or extra curriculum activity or team involving the use of firearms and to those persons listed in KRS 527.

Definition of Deadly Weapons and Dangerous Instruments House Bill 80 passed by the 1996 General Assembly has a broader definition of a "weapon" than does the Federal Gun Free Schools Act of 1994. The Graves County Board of Education defines weapon as "any firearm or other deadly weapon, destructive device or booby trap." A more detailed definition of **deadly weapon** follows:

In the enforcement of this policy, principals or their designees may authorize, if they have reasonable suspicion, searches in compliance with applicable Board Policy. Students having knowledge of weapons as described above and do not report it to school authorities and/or students who bring items that have the appearance/threat of weapons (such as look-a-like) are subject to disciplinary action.

WEAPONS

Kentucky law states that the crime of unlawful possession of a weapon on school property is for knowingly carrying, bringing, using, or possessing any weapon or destructive devices or booby trap device in any school building, on school grounds, in any school vehicle or at any sponsored school activity is prohibited. Except for authorized law enforcement officials, the Graves County Board of Education specifically prohibits the carrying of concealed weapons on school property.

State law requires the dismissal of a student for one year if they bring certain weapons such as guns, explosives, etc. to school. It is against school rules to have look-alike weapons at schools. Violation of this policy shall result in the student being suspended immediately from school. Also, the principal shall immediately file a report to the Superintendent, who shall determine if charges for expulsion from the district should be filed. Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the law enforcement agencies, the criminal justice system and/or the juvenile delinquency system.

The penalty for students bringing a firearm or other deadly weapon or destructive device, or booby trap device to school or onto a school campus/property under jurisdiction of the Graves County Schools shall be expulsion for a minimum of twelve months.

CRIMINAL VIOLATIONS

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and the local school board policy. Proper authorities will be notified if deemed necessary by school authorities.

SUSPENSION/EXPULSION OF PUPIL'S POLICY

FIRST OFFENSE – The principal of the school is authorized to suspend a pupil up to three days for violation as outlined in KRS 158.150.

SECOND OFFENSE – The principal of the school is authorized to suspend a pupil up to six days for violation as outlined in KRS 158.150.

ANY OTHER OFFENSES - - The pupil may be suspended by the principal until the next regular meeting of the Graves County Board of Education for the Board to review the issue to determine if expulsion is in order. If expulsion is deemed necessary, the Board, in consultation with the principal of the school, shall set duration and/or conditions of re-entry to the school. Pupil re-entry is contingent upon reasonable conditions which shall be set forth by the principal.

Students suspended from school are not to be on the school premises or at any school related activity, (ball games, programs, and such at home or away) at any time during this suspension. Violation of this order will result in additional days suspended in accordance with the Graves County Board of Education's Suspension/Expulsion Policy.

Any suspension/expulsion occurring at the end of school or during the summer while on a school sponsored trip shall become effective following the student's enrollment the following school term.

Before a student will be re-admitted to school following suspension, the parent/guardian must make verbal contact with the school principal or his designee acknowledging the suspension and the condition for re-entry.

All actions taken in conjunction with the provisions KRS 158.150 shall set forth reasons for suspension and conditions for re-entry to school programs and notification shall be sent by certified mail to the parent or guardian or the person in charge.

In cases involving students with disabilities, the procedures mandated by federal and state law will be followed.

SATURDAY SCHOOL

Saturday School Detention may be used as a form of behavior modification for grades 3-6. Saturday School Detention will be held on scheduled Saturdays at Graves County High School from 8:00-11:30. Students will come prepared to do instructional work and must bring books and materials. If a student misses a scheduled Saturday School they will be reassigned to the next scheduled Saturday School. Failure to attend an assigned Saturday School will result in further disciplinary action.

DUE PROCESS

KRS 158.150 states that all pupils admitted to the common schools shall comply with the lawful regulations for government of the schools. Willful disobedience or defiance of the authority of the teacher/administrators, use of profanity/vulgarity, assault/battery or abuse of other students or school personnel, the threat of force/violence/ the use/possession of alcohol/drugs, stealing/destruction/defacing of school property or personal property, the carrying/use of weapons/dangerous instruments, or other incorrigible bad conduct on school property, as well as off of school property at school sponsored activities, constitutes cause for suspension or expulsion from school.

A pupil shall not be suspended from the common school until after at least the following due process procedures have been provided. The pupil has been given oral or written notice of the charge(s) against him/her. The pupil has been given an explanation of the evidence of the charges(s) if the pupil denies them, and the pupil has been given an opportunity to present his/her own version of the facts relating to the charge(s).

POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Graves County Schools has embraced Positive Behavioral Intervention & Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school wide behavior referrals to make decisions and solve problems based on their individual school needs. You and your student(s) will notice PBIS in our schools when you see and hear each school's clearly defined expectations for all school settings and by the rewards your student(s) can obtain by meeting these expectations.

Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative, and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve supports for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students.

For additional information about PBIS, visit www.pbis.org.

Graves County District Matrix - SOAR

Common Area	Voice level	Safety "Hands and Feet to Self"	Ownership "See it, Own it, Say it"	Achievement "My Best Effort"	Respect "Kind Words & Actions"
Classroom	0-2	Walk at all times Use materials appropriately Stay in designated area	Clean up after self and team Care for classroom materials Communicate when materials are broken/not working Taking responsibility for words and actions	Be prepared Complete assigned work/tasks Cooperate and participate with teacher, team, or class Persevere on tasks	Follow adult instructions Be an active listener Use appropriate written, spoken, and body language Positive Attitude
Hallway	0-1	Walk on the right Face the direction you are walking	If you see trash, throw it away	Go straight to and from destination in a timely fashion	Greet others appropriately Be aware of others and hallway decor
Restroom	0-1	Walk when entering and exiting One person per stall	Clean up after self Communicate when equipment is broken/not working	Practice good hygiene: Flush, Wash hands Use time wisely	Wait your turn Respect the privacy of others
Cafeteria	2	Walk when entering and exiting Keep your place in line Stay seated/wait to be dismissed	Go through line and use share table Keep table/area clean Clean up after self	Be prepared: Lunch # ready, Food choice ready Use time wisely (eat)	Please/Thank You Appropriate conversations Include others
Library	0-1	Walk when entering and exiting Stay in designated area	Return books appropriately and on time Care for books	Use time wisely Read, work, create	Wait patiently to check out books Help others when asked
Bus	0-2	Walk to the bus Stay seated and facing forward	Keep aisles and exits clear Throw trash away	Be on time to the bus Be quick getting off the bus	Follow adult instructions Use appropriate language
Assemblies	0-3	Walk when entering and exiting Follow the instructions of the presenter	Find your seat and stay there. Stay with your group/class Keep area organized/clean	Pay attention: Sit up & face the speaker, Eyes on speaker Participate/Engage: Respond appropriately, Phones/tech away	Eyes and ears on the speaker(s) Remain quiet during presentation Be courteous to others
Playground	3	Stay in designated area Use equipment appropriately Be aware of others and surroundings	If you see trash, throw it away Communicate when equipment is not working Dress appropriately for weather	Be active Regulate emotions	Follow adult instructions Use appropriate language Include others
Technology	N/A	Use school appropriate websites Use equipment appropriately Keep passwords private	Charge and care for Chromebooks Communicate when technology is broken/not working	Use as a learning tool Stay only on window needed during instruction Stay on task	Use appropriate written language Respect the privacy of others

BEHAVIORAL VIOLATIONS AND DISCIPLINARY ACTIONS

Behavior	*ACTIONS	In-school discipline measures	Parent Guardian conference	Alternative School Placement 4 th , 5 th , 6 th Grade	Short-term suspension (1-3 days)	Referral to proper authorities	Expulsion procedures initiated
Unexcused tardiness to class/school		*	*	*			
Defiance/Disrespect of Authority		*	*	*	*	*	*
Failure to follow school and class rules		*	*	*	*		
Forgery		*	*	*			
Profanity/vulgarity		*	*	*	*	*	*
Use/Possession or sale of tobacco		*	*	*	*		
Use/Possessions or sale of drugs/alcohol			*	*	*	*	
Use/Possession of fireworks		*	*	*	*		
Fighting		*	*	*	*	*	
Leaving school grounds without permission		*	*	*	*	*	
Theft/Vandalism		*	*	*	*	*	*
Possession of weapons				*	*	*	*
Harassment/Discrimination		*	*	*	*	*	*
Deliberate activation of false fire alarm			*	*	*	*	*
Repetition of short-term suspensions			*	*	*	*	*
Threats (Bomb, Verbal, Written, etc...)			*	*	*	*	*

*In a very extreme case, where other formal methods of discipline have proven not effective or inappropriate, Expulsion may be necessary.

*Order of action will be left to the discretion of the principal.

Assault and Threats of Violence Notice of Penalties and Provisions

KRS 158.1559 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and people lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - a. With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution or postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur;
 - b. Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
 - i. Causing evacuation of a school building, school property, or school sanctioned activity;
 - ii. Causing cancellation of school classes or school sanctioned activity; or
 - iii. Creating fear of death or serious physical injury among students, parents, or school personnel;
 - c. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.
5. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Potential Penalties under KRS 532.060 and KRS 534.030 upon Conviction

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than (1) year nor more than five (5) (Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to five hundred dollars (\$500.00) (KRS 635.085); probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

Title Notifications

District Parent and Family Engagement Policy

Testing Transparency

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(2) TESTING TRANSPARENCY.—

(A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—

- (i) the subject matter assessed;
- (ii) the purpose for which the assessment is designed and used;
- (iii) the source of the requirement for the assessment; and
- (iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

Information about these requirements can be found on the Kentucky Department of Education's Assessments webpage (<https://education.ky.gov/AA/Assessments/Pages/default.aspx>). For further questions or to obtain a hard copy of this material please direct your inquiry to Allyssa Binkley, District Assessment Coordinator by phone at 270-328-2656 or by email at allyssa.binkley@graves.kyschools.us.

Right to Request Teacher Qualifications

Our district receives federal funds for Title I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your 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 which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher 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 Para educators, and if so, their qualifications.

If you would like to request this information, please contact Amy Turner by phone at 270-328-2656 or by email at amy.turner@graves.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 email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Medicaid Annual Parent Notification Letter

August 1, 2023

Re: Students of Graves County Schools

Dear Parents/Guardians,

The *Graves County* School District is pleased to provide your child with special education and related services as stated in his or her Individualized Education Program (IEP) or your child who qualifies for basic medical necessity through Expanded Access. Your child is entitled to free services, which means at no cost to you.

State and federal laws allow school districts to be Medicaid service providers for children with disabilities who are eligible under the Individuals with Disabilities Education Act (IDEA) or students who require medical services and their districts participate in Expanded Access; both are enrolled in the Medicaid program. This means that our school district can bill the Department of Medicaid for related health services stated in your child's IEP or for children who qualify for essential medical services.

Our school district is approved by the Kentucky Department for Medicaid Services to participate in the Medicaid School-Based Health Services Program. School claims for Medicaid payment for these services will not affect your child's receipt of health services from your family physician or other health providers in any way.

Our school district cannot submit claims to Medicaid for your child's services if you do not want us to do so. Our district billing Medicaid for these services will not change your child's IEP services or your right to receive Medicaid services if your son or daughter continues to be eligible for Medicaid services. If you wish to deny the district's access to reimbursement from Medicaid for health services in your child's IEP or necessary medical services, you should do so in writing. Our school district will continue to bill Medicaid for special services unless you notify us in writing that you wish us to stop. We will remind you once a year. If you wish to stop the district from submitting claims to Medicaid for your child, send a written statement to the district's Medicaid Liaison.

If you have any questions or concerns about your child's Medicaid coverage, please contact *Destiny Hawkins* at 270-328-1543.

If we do not hear from you, we will begin or continue to submit claims to Medicaid for your child's services. I want to thank you for your support of our efforts.

Sincerely,



Carmen Robertson
Medicaid Liaison
Phone: 270-328-1558

Carta Anual de Notificación para Padres de Medicaid

1 de Agosto del año 2023

Referencia: Estudiantes de las escuelas en el condado de Graves

Queridos Padres/Guardianes,

El *Condado de Graves* Distrito Escolar se complace en proporcionar a su hijo educación especial y servicios relacionados como se indica en su Programa de Educación Individualizado (IEP, por sus siglas en inglés) o su hijo que califica para la necesidad médica básica a través del Acceso Ampliado. Su hijo tiene derecho a servicios gratuitos, lo que significa que no tiene costo alguno para usted.

Las leyes estatales y federales permiten que los distritos escolares sean proveedores de servicios de Medicaid para niños con discapacidades que son elegibles bajo la Ley de Educación para Individuos con Discapacidades (IDEA, por sus" o estudiantes que requieren servicios médicos y sus distritos participan en el Acceso Ampliado; ambos están envueltos en el programa Medicaid. Esto significa que nuestro distrito escolar puede facturar al Departamento de Medicaid por los servicios de salud relacionados indicados en el IEP de su hijo o para los niños que califican para servicios médicos esenciales.

Nuestro distrito escolar está aprobado por el Departamento de Servicios de Medicaid de Kentucky para participar en el Programa de Servicios de Salud Basados en la Escuela de Medicaid. Las reclamaciones escolares para el pago de Medicaid por estos servicios no afectarán la recepción de servicios de salud de su médico de familia u otros proveedores de salud de ninguna manera.

Nuestro distrito escolar no puede presentar reclamos a Medicaid por los servicios de su hijo si no desea que lo hagamos. Nuestra facturación del distrito Medicaid para estos servicios no cambiará los servicios del IEP de su hijo ni su derecho a recibir servicios de Medicaid si su hijo o hija continúa siendo elegible para los servicios de Medicaid.

Si desea negar el acceso del distrito al reembolso de Medicaid por servicios de salud en el IEP de su hijo o los servicios médicos necesarios, debe hacerlo por escrito. Nuestro distrito escolar continuará facturando a Medicaid por servicios especiales a menos que nos notifique por escrito que desea que paremos. Te lo recordaremos una vez al año. Si desea impedir que el distrito presente reclamos a Medicaid para su hijo, envíe una declaración por escrito al Enlace Medicaid del distrito.

Si tiene alguna pregunta o inquietud sobre la cobertura de Medicaid de su hijo, comuníquese con *Destiny Hawkins* a 270-328-1543

Si no tenemos noticias tuyas, comenzaremos o continuaremos presentando reclamos a Medicaid por los servicios de su hijo. Quiero darle las gracias por su apoyo a nuestros esfuerzos.

Sinceramente,



Carmen Robertson
Enlace de Medicaid
(número de teléfono) 270-328-1558