

Graves County Board of Education

District Student Transportation Services Policy Expectations



2025-2026

Pursuing Excellence Together

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District Student Transportation Services Policy Expectations

I. Introduction

Graves County Schools will cultivate an environment that empowers every student to achieve their highest potential as lifelong learners who will become responsible citizens of character. Transportation expectations to include policies, procedures, and student code of conduct expectations are designed to promote an atmosphere of respect, belonging, and ownership. Through promotion of these attributes and clearly defining necessary procedures and conduct expectations, our goal is to provide a safe environment to enhance the well-being of students while utilizing district transportation services.

Collaboration between school administrators, transportation staff, and parents/guardians to ensure effective communication and coordination is encouraged.

II. Transportation Eligibility

TRANSPORTATION

06.32

Eligibility for Transportation

Distance Limitation

Pupils shall be eligible to be transported to and from school if they reside more than one (1) mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.

Preschool Transportation

Students attending preschool programs of the District shall be transported in accordance with the provisions of [702 KAR 005:150](#) and other appropriate laws and regulations.

Modification

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

TRANSPORTATION

06.32 AP.1

Eligibility for Transportation

STUDENTS WITH DISABILITIES

The need for special transportation for students with disabilities must be determined by the ARC or Section 504 Team and stated in the student's Individual Education Plan (IEP) or Section 504 Plan.

CAREER AND TECHNICAL STUDENTS

High school students attending an area career and technical school or extension center are eligible to be transported from the high school to the career and technical school. Transportation will be provided by the District in accordance with state regulations.

DISTANCE LIMITATIONS

Three (3)- and (4)-year-old preschool children and students with disabilities are not required to meet the distance specifications in Policy 06.32 to be eligible for school transportation.

PRESCHOOL TRANSPORTATION

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon midday or afternoon delivery, the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

CHILDREN IN FOSTER CARE

The Superintendent will designate a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services, Department for Community Based Services ("the Department") in writing that the Department has designated its foster care point of contact for the District. The Superintendent may designate the Foster Care Liaison prior to such notice from the Department.

The District will collaborate with the Department when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District Foster Care Liaison may invite appropriate District officials, the Department point of contact, the foster parents, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner in accordance with the Department's authority to use child welfare funding. The Department, in consultation with the District, shall make the determination on whether the child shall remain enrolled in the school of origin based on the best interest of the child, weighing the promotion of educational stability as a primary factor.

If the Department finds it is in the best interest of a child to remain in the school of origin upon placement of the child in a new school district, reasonable transportation shall be offered from the location of placement to the school of origin in which the child is enrolled for any regularly scheduled school day. Such may result in additional transportation costs to a foster parent, child placing agency, child care facility, or the District. The District will provide transportation if necessary to maintain a child in the school of origin if the Department agrees to reimburse the District for the cost of such transportation. Transportation costs incurred shall be reimbursed by the Department on request. Alternatively, the District may agree to pay the cost of such transportation or the District and the Department may agree to share the cost.

DEFINITIONS

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Cabinet has placement care and responsibility.

“School of origin” means the public school in which a child was enrolled immediately prior to placement in foster care.

“Best interest of the child” takes into consideration the following factors including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child’s attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school’s climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.

III. Rights and Responsibilities

STUDENT 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:

1. 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.
2. 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.
3. Freedom of speech and expression.
4. Request an explanation of the purpose of rules
5. Suggest rules or changes in rules.
6. Due process, in regards to disciplinary action, including the right to hear charges, state his or her side and to appeal decisions honestly believed unjust from teachers, to the principal, to the superintendent, to the Board of Education, according to established procedures.
7. Protection of person and property to the fullest extent possible by the school.
8. Participate in all school programs and activities within the limits of the capabilities and the established standards without regard to race, creed, or sex.
9. Confidentiality of personal school records.
10. Receive academic grades based only on academic performance.
11. Freedom of abuse and of threat of abuse by members of school faculty and administrative personnel.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. 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.
2. 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.
3. Obey the rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.
4. Make suggestions in a positive, responsible manner, taking into careful consideration the welfare of all, and not just the welfare of one or of a few individuals.
5. 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.
6. To 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.
7. Make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and behave in such a way that participation will be a contribution and not a detriment.
8. Administer the school environment to provide the proper learning atmosphere.

PARENTS AND GUARDIANS HAVE THE RIGHT TO (TRANSPORTATION):

1. Send their child to a school with an environment where learning is valued.
2. To expect that classroom disruptions be dealt with fairly.
3. Enroll students in the Graves County School District where they shall attend classes regularly and promptly with minimal interruptions.
4. Expect the school to maintain high academic standards.
5. Review the student's academic progress and other pertinent information, which may be contained in the student's personal records.
6. Address a question concerning their child to the proper authority and receive a reply in a reasonable period.
7. If there is any doubt about the certifications or qualifications of a student's teacher, parents have the right in accordance with state requirements, to request information relating to it.

PARENTS AND GUARDIANS HAVE THE RESPONSIBILITY TO (TRANSPORTATION):

1. Instill in their children the values of an education.
2. Instill in their children a sense of responsibility.
 - a. Work with your child to dress appropriately for weather conditions.
 - b. Ensure students do not have baggy clothing
 - c. Ensure your child knows their full name, address, and phone number.
3. Instill in their children a sense of respect.
4. Understand that unnecessary interruptions in the school are detrimental to the educational program of all students.
 - a. Emphasize the importance of remaining seated and reasonably quiet on the bus.
5. Be familiar with the education program and the procedures.
 - a. Have students at the bus stop or pick up location a minimum of 10 minutes before scheduled pick up time.
 - b. Assist in supervision of your child while at the bus stop.
 - c. Know your child's bus number and the name of the driver.
 - d. Know how the school will make contact with you in the event of an emergency and ensure your contact information is up to date with the school.
6. Inform children about the disciplinary procedures of the school and emphasize the importance of following them.
7. See that children attend school.
 - a. Contact your child's school if your child misses the bus.
 - b. Contact the transportation department if you have a concern. Substitutes may deviate slightly from assigned times and order of routes.
8. Check with the proper school officials regarding the facts of any situation that they might question.
9. Support the efforts of the school personnel.
 - a. Prepare your child for possible changes to the bus route or driver. Encourage them to ask questions if they are concerned.
 - b. Explain to your child that the bus might take an alternate route due to need for substitutes or bus numbers may change due to maintenance and repairs.
10. Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities.

- a. Follow procedures and civility policy regarding concerns and conflicts.
11. See that students exhibit neatness and cleanliness in their personal attire and hygiene

BUS DRIVERS HAVE THE RESPONSIBILITY TO:

1. Exhibit exemplary behavior in terms of dress, action, language, and voice.
2. Exhibit respect for all students.
3. Exhibit confidentiality in regard to all student records and information.
4. Report discipline problems to the appropriate certified personnel.
5. Conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.
6. Meet the qualifications of and be in compliance with the responsibilities noted in **Kentucky Administrative Regulations.**

BUS DRIVERS HAVE THE RIGHT TO:

1. The support of students, parents, teachers and administrators in carrying out policies and procedures established by the school system.
2. Be safe from physical harm.
3. Be free from verbal abuse.
4. Refuse to provide further transportation upon written report to the superintendent/designee.
5. May be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of a student:
 - a. A driver's recommendation shall be considered as a factor for interim or final determination of disciplinary action; and
 - b. A driver is permitted, to the extent permitted by law, to receive written notice from the superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct; and
 - c. Shall be provided the opportunity to be heard and to make a recommendation regarding future transportation of the student during any disciplinary hearing relating, at least in part, to misconduct by the student's parent or guardian and the impact upon a student's transportation privileges. (06.22)
6. Take action necessary in emergencies pertaining to the protection of persons or property.

IV. Transportation and Regulations for Students Riding Graves County School Buses

STUDENTS

09.226

Conduct on School Bus

Pupils' Responsibilities

Pupils shall conform to transportation rules and regulations prescribed under state statutes¹, state and local regulations, and the District Transportation Services Policy.

Instruction in Bus Conduct and Safety

The District Transportation Services Policy shall be provided to all transported students and their parents/guardians. Each student and at least one (1) of their parents/guardians shall acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy.

Pupils to Wait at Assigned Stop

Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

Crossing on Driver's Signal

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

Crossing in Driver's Vision

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

Seating

When pupils enter the bus, they shall proceed directly to a seat.

Seated until Complete Stop

Pupils shall remain seated until the bus has come to a complete stop.

Body not to Protrude from Window

Pupils shall not extend their arms, legs, or heads out the bus windows.

Changing Seats

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

Pupil Noise

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

Graves County Schools Student Code and Handbook Information (more specific guidance may be found in the individual handbooks for elementary, middle, and high school students)

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 student to ride a school bus is conditional upon their positive behavior in observance of the following rules and regulations. Any student who violates any of the rules and regulations will be reported to the principal or principal designee of the school where the student attends for necessary corrective action. This could include the suspension of bus privileges for the student.

1. The driver is in full charge of the bus and the students. Students shall obey the driver cheerfully and promptly.
2. Students shall be on time, as the bus cannot wait for those who are late. Students must arrive a minimum of 10 minutes before their scheduled pick up time on the bus route and at bus stops.
3. Students are to refrain from talking to or distracting the driver.
4. Students are to avoid spitting or throwing trash on the floor of the bus.
5. Students are not to damage or otherwise deface the bus.
6. Students shall occupy the space designated for them by the driver.
7. Students are not to leave their seats unless getting on or off the bus or unless authorized by the driver.
8. Students are to respect persons whom they pass on the routes.
9. Students are to keep arms and head inside the bus window at all times.
10. Students are not to leave the bus without the driver's consent except at home or school.
11. Students who must cross the road after exiting from the school bus shall pass approximately ten feet in front of the bus and never behind the bus.
12. Students may not ride another bus other than the one assigned without written consent from their parent or guardian and proper authorization from the principal.
13. Student conduct on school buses, as a part of the school environment, follows all the requirements and provisions as outlined in the code. The Graves County School District will not allow the following activities on the bus at all times:
 - a. Improper behavior to include, insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts.
 - b. Smoking and/or use of electronic cigarettes .
 - c. Eating and drinking on the bus.
 - d. Throwing articles or objects in or from the bus.
 - e. Tampering with mechanical equipment, accessories or controls of the bus.
 - f. Any item that cannot be held on a student's lap.
 - g. Obstructing the aisles in any manner.
 - h. Balloons or any items that may block the driver's view or impede exiting the bus.
 - i. No pets or animals other than service animals are allowed on the bus.

The Graves County School District will not allow installation or operation of a radio, tape, or communication system 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 students 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 is only in extreme cases as a last resort to protect the safety of the other students. Student referral to the principal or designee for any student who persists in violating any of these rules or regulations may result in disciplinary action. Please report any complaints of drivers, pupils, or parents, not specified in the above regulations to the principal, Superintendent, or Transportation Director at (270) 328 or 674-4804.

V. Disciplinary Action and Consequences

TRANSPORTATION

06.34

Conduct on Bus

Principal Authority

Consistent with the District Code of Acceptable Behavior and Discipline, the Principal/designee has authority to discipline pupils who ride school buses.

Reporting of Violations

Bus drivers shall promptly report any violation of District policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator's transportation of the student.

Discharge of Pupils From Bus

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

parent or legal guardian.¹ Drivers shall only discharge students in compliance with Policy **09.2261**.

Withholding of Riding Privileges

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made.

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

Video Recording Equipment

Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

Restitution of Damages

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

Students with Special Needs

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

TRANSPORTATION

06.34 AP.1

Conduct on Bus

Rules of Conduct

Specific rules of conduct on school buses can be found in the Student Code of Acceptable Behavior and Discipline and/or in the student handbook.

Enforcement

Bus drivers will assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal. The Principal may withhold bus-riding privileges (consistent with Board policies 06.34

and 09.2261) if the pupil continues to disobey the rules. If withholding of bus-riding privileges becomes necessary, the Principal shall notify the parents and inform the appropriate Central Office personnel.

Review/Revised:7/18/2024

VI. Grievance Procedures and Due Process

Grievance procedures for students, parents, employees and for citizens may be located in the Graves County Schools online policies and procedures manual. Please follow the links below for the corresponding procedure.

[Graves County Online Manual](#)

References

Grievances (Certified)	3.16, 3.16 AP.1
Grievances (Classified)	3.26, 3.26 AP.1
Grievances (Students)	09.4281, 09.4281 AP. 1
Citizen Suggestions and Complaints	10.2, 10.2 AP.2

STUDENTS

09.431

Due Process

RIGHT TO DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a student shall have the right of the following due process procedures.¹

1. The student shall be given oral or written notice of the charge(s) against him or her;
2. If the student denies the charge(s), the student shall be given an explanation of the evidence of the charge(s) against him or her; and
3. The student shall be given an opportunity to present his or her own version of the facts relating to the charge(s).

STUDENTS WITH DISABILITIES

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

VII. Substance Use and Response

STUDENTS

(09.423)

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia including, but not limited to, dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal or illegal material that has a harmful or unnatural effect on the person using them (additional information follows); and
3. Substances that "look like" a controlled substance. In instances involving look alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

DEFINITIONS

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

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

Prohibited substances include:

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

AUTHORIZED MEDICATION

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

PENALTY

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

REPORTING

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

VIII. Student Related Trips and Use of Buses by Outside Groups

STUDENTS

09.36

School Related Student Trips

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

OVERNIGHT TRIPS

The Board shall approve all overnight and out-of-county school related trips. In special circumstances, the Superintendent may give initial approval for overnight trips. Following this initial approval, information regarding the trip will be shared with the Board at the next regularly scheduled meeting. The Board will then officially approve the trip.

OTHER TRIPS

The Superintendent or the Superintendent's designee shall approve all other school related trips and shall inform the Board monthly of all approved trips.

DRIVERS/VEHICLES

Any student involved in student related field trips will be transported by District-owned or leased vehicles. The vehicles shall be inspected monthly and shall meet the provisions defined under Kentucky Administrative Regulations. Drivers must have a valid Kentucky driver's license and be employed by the Board. All employees driving district-owned vehicles must complete a driver history record prior to assignment and operation of the vehicle.

No student driver and/or non-employee shall be eligible to drive or transport students in District-owned or leased vehicles to transport students on student-related field trips. Except in emergencies, no non-employee shall be eligible to transport students. With the permission of the Principal or activity sponsor, students may transport themselves only or parents may transport their student to and/or from an activity.

SUPERVISION

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.² A list of chaperones and a detailed itinerary shall be submitted to the Board prior to the trip's scheduled date.

INSURANCE

Only Board insured vehicles or appropriately certified common carriers shall be used for transporting students.

CERTIFIED COMMON CARRIERS

Use of certificated common carrier service shall be authorized by the Board on a case by case basis, and the reasons to justify such use shall be cited in Board minutes.

MEDICATION

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

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

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

PARENTS' APPROVAL

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

REIMBURSEMENT

All school trips shall require reimbursement for the use of Board owned vehicles at a rate established by the Board.

TRANSPORTATION

06.5

Use of Buses by Outside Groups

The Board will not grant, lease, or lend school vehicles to groups or organizations not a part of the school program.

IX. Reports to Law Enforcement

DISCHARGE OF PUPILS FROM BUS

TRANSPORTATION 06.34

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law

enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.¹ Drivers shall only discharge students in compliance with Policy 09.2261.

STUDENTS

09.2211

Employee Reports of Criminal Activity

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

KRS 158.154

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

KRS 158.155

Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;
- f. The use, possession, or sale of a controlled substance in violation of the law; or

g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

KRS 158.156

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

KRS 209A.100

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

KRS 209A.110

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking, or is a victim of female genital mutilation, shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

X. Restorative Measures

STUDENTS

09.43

Student Disciplinary Processes

TRAUMA-INFORMED APPROACH PLAN

"Trauma-informed approach" means incorporating principles of trauma awareness and trauma-informed practices in a school in order to foster a safe, stable, and understanding

learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the District. The plan shall be based on the Trauma-Informed Toolkit from the Kentucky Department of Education (KDE) and include but not be limited to:

- a) strategies for enhancing trauma awareness throughout the school community;
- b) conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c) developing trauma-informed discipline policies;
- d) collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e) providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.²

The trauma-informed approach plan shall be reviewed and updated annually, incorporated into the annual Comprehensive District Improvement Plan (CDIP) required by 703 KAR 005:225, and submitted to the KDE.

TREATMENT OF PUPILS

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

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

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

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

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 assistance that is more specialized.
- Maximize academic engagement and achievement for all students. For additional information about PBIS, visit www.pbis.org

XI. Transportation Services Policy and Acknowledgement Form

STUDENTS

09.2261

Transportation Services Policy

The Board shall adopt a District Transportation Services Policy based on the Statewide Transportation Services Policy Guidelines provided by the Kentucky Department of Education and shall update the policy every two (2) years.

STUDENTS

09.2261 AP.2

Transportation Services Policy Acknowledgement Form

Per KRS 158.148, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.

SCHOOL: _____ DATE: _____

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STUDENT NAME (PRINTED) STUDENT SIGNATURE

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PARENT/GUARDIAN NAME (PRINTED) PARENT/GUARDIAN SIGNATURE

Per KRS 158.148, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.

Review/Revised:7/18/2024