

Graves County High School



Vision: All GCHS graduates will be prepared to be successful in college or their careers.

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STUDENT HANDBOOK 2026-2027

Graves County High School

Student Handbook

2026-2027

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Graves County High School

Student Handbook

2026-2027



Welcome to Graves County High School

The administration, faculty, and staff welcome you to the GCHS family. From core academics to innovative electives, we strive to provide a first-class education and top-notch extracurricular programs that offer students the opportunity to succeed in postsecondary education, advanced training, or apprenticeships.

Every student will have access to this handbook online. It then becomes the responsibility of the student to share it with his or her parents so that both may become familiar with the policies and procedures of Graves County High School. We hope that this is a special place and a special year for each of you.

Administration

Janet Throgmorton - Principal
Stephanie Duke - Asst. Principal
Sarah Wright - Asst. Principal
Stephen Queen - Asst. Principal
Khristian Elliott - Athletic Director

Counselors

Guier Millikan - Seniors
Marcie Leonard - Juniors
Morgan Flint - Sophomores
Lee Ann Rodgers/
Matt Kimbler - Freshman



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Bell Schedules

DAILY TIME BELL SCHEDULE

8:00-9:25 1st Block
 9:25-9:35 Breakfast
 9:40-11:05 2nd Block
 11:10-11:35 Academic SOAR
 11:40-1:30 3rd Block
 11:35-12:00 Lunch A
 12:00-12:25 Lunch B
 12:40-1:05 Lunch C
 1:05-1:30 Lunch D
 1:35-3:00 4th Block

TWO HOUR DELAY

10:00-11:00 1st Block *
 11:05-12:05 2nd Block
 12:05-1:55 3rd Block
 12:05-12:30 Lunch A
 12:30-12:55 Lunch B
 12:55-1:20 Lunch C
 1:30- 1:55 Lunch D
 2:00- 3:00 4th Block
 * Breakfast prior to start of 1st Block

ONE HOUR DELAY

9:00-10:15 1st Block
 10:15-10:25 Breakfast
 10:25- 11:35 2nd Block
 11:40-1:30 3rd Block
 11:35-12:00 Lunch A
 12:00-12:25 Lunch B
 12:40-1:05 Lunch C
 1:05-1:30 Lunch D
 1:35-3:00 4th Block

NTI SCHEDULE

8:00-8:45 Teacher Planning & Communication
 9:00-9:45 1st Block
 10:00-10:45 2nd Block
 10:45-11:45 Lunch/PLC
 12:00-12:45 3rd Block
 1:00-2:00 4th Block
 2:00-3:00 RTI



COMMUNICATION FROM GCHS

GCHS will communicate news and information in various ways including phone calls, emails, ParentSquare and text messages.

SCHOOL CLOSINGS

Official announcements for school closings due to severe weather may be heard on local radio and TV stations, by accessing www.graves.kyschools.us, or calling 674- or 328-4803.

This information can also be found on the district website at www.graves.kyschools.us, facebook - @GravesCOHS, and Twitter - @GravesCountyHS. *Do not call the school.*

Parents should instruct their children whether to report home or to someone else's home if school is dismissed early.

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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 NTI 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.

AFTER-SCHOOL HOURS

Students not involved in extracurricular activities or participating in extended-school services should **leave the high school campus by 3:30 PM**. Students staying past that time must be under the supervision of a faculty/staff member. Students violating this policy are subject to school discipline.

Academic Expectations

GRADUATION REQUIREMENTS

All students who have met the requirements for graduation outlined hereafter will receive the GRAVES COUNTY HIGH SCHOOL DIPLOMA. In addition, all students must have completed the following requirements:

1. Shall be enrolled and in attendance for a minimum of (8) eight semesters in high school.
2. Successfully completed **twenty-six (26) credits** of coursework.
3. Demonstrated performance-based competency in technology and all other state and local requirements in order to graduate from high school in the District.
4. Shall completed an **Individual Learning Plan** (ILP) that focuses on career exploration and related postsecondary education and training needs.
5. Successfully completed a **Strictly Business Interview**
6. **Must have passed a civics test**. A minimum score of **seventy percent (70%)** is required to pass the test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.
7. **One credit** in **Financial Literacy** beginning with the **class of 2028**.



Academic Expectations

GRADUATION REQUIREMENTS, cont.

<u>4 English Credits credits</u> English I or Honors English I English II or Honors English II English III or AP Language English IV or AP Literature (or Dual Credit English)	<u>4 Math Credits</u> Algebra I or Honors Algebra I Algebra II or Honors Algebra II Geometry or Honors Geometry Math Elective
<u>3 Social Studies Credits</u> World Civilization or AP Human Geography Political Science or AP US Government and Politics US History or AP US History or HIS 109	<u>3 Science Credits</u> Biology or Honors Biology Chemistry or Honors Chemistry Physics or Honors Physics
<u>.5 Physical Education Credit</u> Physical Education I Military Science Ed I (LET I)	<u>.5 Health Credit</u> Health
<u>1 Fine Arts Credit</u> Any fine arts course listed in the curriculum guide. <i>(Intro to Media Arts cannot count for both the fine arts and career technical credit)</i>	<u>1 Career & Technical Education Credit</u> Any introductory pathway course listed in the curriculum guide. <i>(Intro to Media Arts cannot count for both the fine arts & career technical credit)</i>
<u>7-9 Elective Credits</u> The elective courses will provide academic and career interest standards-based learning experiences.	<u>1 Financial Literacy Credit</u> (Begin with class of 2028 HB 342 amends KRS 158.1411 revising the financial literacy course graduation requirement.)
Core: 17 credits (18 credits Class of 2028) Electives: 9 credits (8 credits Class of 2028) TOTAL credits: 26	
Students who meet these requirements will receive the GRAVES COUNTY HIGH SCHOOL DIPLOMA	
Additional Recommendations • 2 Foreign Language Credits • 3 Career Major Credits = Concentrator in Career Pathway • 4 Career Major Credits = Completer in Career Pathway	



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Academic Expectations

GRADUATION REQUIREMENTS, cont.

Students whose disability precludes them from following the course of required study as specified in the program of studies, will be awarded an alternate diploma and shall be recognized for achievement at the completion of their specified individual education plan program.

Freshmen may not delay fulfilling both Health/PE credit until their sophomore year unless an extenuating circumstance is approved by an administrator.



Academic Expectations

ADDITIONAL REQUIREMENTS FOR GRADUATES OF DISTINCTION

- Must take at least **(4) AP or Dual Credit equivalent classes**. One (1) in language arts or social studies and one (1) in math or science. A minimum of (2) of these (4) required classes must be taken in the senior year beginning with the Class of 2028.
- Must meet the minimum math requirement of **AP Pre-Calculus or AP Statistics or Math 150**. An English requirement of AP Literature and AP Language, AP Language and English 101/102 or AP Literature and English 101/102.
- Must be **college or career ready**.

Cum Laude - meet requirements above and have a minimum **3.5 GPA with no grade below a C**.

Magna Cum Laude - meet requirements above and have minimum **3.75 GPA with no grade below a B**.

Summa Cum Laude - meet requirements above have a **4.0 unweighted GPA with no grade below an A**, and have enrolled in the **highest level core courses** listed below:

- **English**: Honors English I, Honors English II, AP Language, and AP Literature or English 101/102
- **Math**: Honors Algebra I, Honors Geometry, Honors Algebra II, and AP Pre-Calculus, AP Calculus, MAT 105, or AP Statistics
- **History**: World Civilization or AP Human Geography, Political Science or AP Government, AP US History or His 109
- **Science**: Honors Biology, Honors Chemistry, and Honors Physics



Academic Expectations

WEST KENTUCKY WORK ETHIC SEAL/CORD

Seniors that meet the requirements below will earn the **West Kentucky Work Ethic Seal/Cord.**

- Maintain attendance that at minimum
 - complies with all GCHS policies and requirements
 - has **no more than 2 unexcused absences and/or tardies during the senior year**
 - **96% attendance** or higher during the **senior year**
- Earn a minimum **2.0 or higher Cumulative GPA or earn industry certificate**
- Have **zero major disciplinary referrals** (resulting in ISD/AEC) during the senior year
- Be **involved in at least 2 activities** listed below during the senior year
 - organized team sport/club
 - extra-curricular program
 - part-time job/co-op/internship
 - community service
 - leadership activity/JROTC
- Earn a “Soft Skills Certificate” from their local district

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Academic Expectations

EARLY GRADUATION CERTIFICATE

Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready before the typical four years of high school or age 18. Early Graduation is a deliberate pathway for students that wish to move on when ready, receive a diploma from the district, and be eligible for acceptance into a SACS accredited Kentucky public or non-profit two-or-four-year college. The regulation provides an Early Graduation Scholarship Certificate, and scholarship award for the student to support this action.

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of graduation diploma and an Early Graduation Scholarship Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent, with parent signatures, to Apply shall be entered into the student information system by October 15 of the year the student declares intent to graduate early.⁴

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an ILP to support their efforts.

A student who has indicated an intent to graduate early may participate in the student's state administration of the college readiness exam prior to the junior year, if needed. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Scholarship Certificate.



Academic Expectations

GRADE REPORTS

1. Grades are determined by averaging formative and summative grades, which includes assessment of student learning, content mastery, work habits, and effort.
2. GCHS electronically provides continuous grade reporting throughout the year.
3. Students and parents are encouraged to utilize our Infinite Campus Home system to keep regular check of student progress. The system may be accessed from any computer with internet capabilities by following these steps:
 - a) Go to our [school webpage](#).
 - b) Click on Parent Portal Access.
 - c) Enter the username and password. Parents may call the school for help and/or request login information at any time.
4. Student/Parent/Teacher conferences may be scheduled by the teachers or administrators for non-school or teacher planning times. Teachers may not leave a class for conferences or to answer calls.



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Academic Expectations

PROMOTION REQUIREMENTS

Sophomore	Completed six (6) credits
Junior	Completed twelve (12) credits
Senior	Completed eighteen (18) credits



Academic Expectations

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CLASS FEES/TEXTBOOK RENTAL/TECHNOLOGY FEE

A class fee will be assessed from each student enrolled in grades 9-12 for the school year. This fee will be **\$4.00 per credit** and, for classes where textbooks are utilized, the required textbooks will be furnished to each child for each class in which he/she is enrolled. If the family income meets the qualifications for participation in the free or reduced price lunch program, a student may **apply for free or reduced price of base class fees** by processing an **application** form in the administrative office at the high school. **Additional course fees may apply for elective classes.**

Pupils or parents shall compensate the school district for textbooks or library books lost or destroyed while in their possession and the compensation shall be as follows:

One and two year old textbooks – 100% of the retail cost

Three and four year old textbooks – 75% of the retail cost

Five and six year old textbooks – 25% of the retail cost

Students who lose their textbooks or library books during the year are expected to pay for a replacement book immediately. Should the book be found, a refund will be issued to the student. Students who significantly damage textbooks so as to shorten the textbook life will be assessed a fair amount based on cost, age of book, and extent of damage as determined by the teachers and/or principal, or the textbook administrator.

A **\$25 Technology fee** will be assessed from **all GCHS students**.



Academic Expectations

SCHEDULING

GCHS operates on an **A/B Block schedule** whereby students enroll in **8 classes each school year**.

Students have an advisor to aid them in academic planning. **Parents and students have the opportunity to meet with an advisor in the spring to pre-register for classes** for the next academic year.

*Students are **expected to take the classes for which they have registered**. Class changes will only be considered under special circumstances and generally only before classes begin.*

Schedules are to be **picked up** on planned registration dates **prior to school opening**.



Academic Expectations

GRADING SYSTEM

GRADING SCALE

90-100	A	Excellent
80-89	B	Good
70-79	C	Fair
65-69	D	Poor
Below 65	F	Failure

AP & DUAL CREDIT SCALE

(Weighted on a 5 pt. Scale)

90-100
80-89
70-79
60-69
Below 60



Academic Expectations

COMMUNITY SERVICE

As part of developing students who will be responsible, contributing citizens, Graves County High School encourages each student to **participate in community service activities throughout their high school career.** Community service is work that is performed without monetary or personal benefit for the person doing the work. Community service is also encouraged through the clubs and extracurricular activities at Graves County High School. Students are encouraged to include community service activities in resumes and scholarship applications.



Academic Expectations

PARTICIPATION IN GRADUATION EXERCISE

Seniors must meet all of the following requirements to participate in the commencement exercises:

1. Seniors must complete the necessary coursework for the Graves County High School diploma by the date designated in the spring by the Principal.
2. Seniors **must have paid all fines, fees, etc.; returned all textbooks, Chromebook/charger and school property.**
3. **Completed all disciplinary assignments** by the date designated by the Principal.
4. Seniors must have met the attendance requirements by the date designated by the principal. (See ATTENDANCE POLICY).
5. Seniors must attend the graduation practice session to participate in the commencement exercise.
6. Seniors must meet dress code expectations and exhibit proper behavior to participate in these exercises. The Principal has the authority to determine and specify appropriate attire and behavior.
7. Students and parents will sign a code of conduct for graduation exercises.
8. Students will only wear cords or stoles given on Honors Night at GCHS.



Attendance Policy

TRUANCY

A student is habitually truant and legal charges may be filed against parents and/or student when **six (6) unexcused absences or tardies occur** during the year.

EXCUSED ABSENCES

STUDENTS WILL BE **EXCUSED UP TO 10 DAYS** FOR THESE REASONS WHEN THE ABSENCE IS **ACCOMPANIED BY A PHONE CALL TO THE SCHOOL ON THE DATE OF THE ABSENCE AND/OR WITH A NOTE TURNED IN TO THE ATTENDANCE DESK UPON RETURN TO SCHOOL.** FAILURE TO FOLLOW THIS PROCESS WILL RESULT IN AN UNEXCUSED ABSENCE. ALL ABSENCES OVER 10 DAYS WILL BE UNEXCUSED WITHOUT A DOCTOR'S STATEMENT.

Attendance Policy

EXCUSED ABSENCES

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

1. **Death or severe illness** in the pupil's **immediate family** (immediate family shall include mother, father, brothers, sisters, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living in the same household as the student),
2. **Illness of the pupil** and/or medical appointments that cannot be made after school hours,
3. **Dental appointments** that absolutely cannot be made after school hours (**1/2 day only**),
4. **Court appearance** when the student is subpoenaed by the court, for the period of time the child is required to be present only,
5. **Religious holidays** and practices,
6. One (1) day for attendance at the **Kentucky State Fair**,



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Attendance Policy

EXCUSED ABSENCES, Cont.

7. Documented **military leave**,
8. **One (1) day prior** to departure of **parent/guardian** called to active **military duty**,
9. **One (1) day upon the return** of **parent/guardian** from active **military duty**,
10. Visitation for up to **ten (10) days** with the student's **parent**, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is **granted rest and recuperation leave**,
11. **Ten (10) days** for students attending **basic training** required by a branch of the United States Armed Forces, or
12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities and driving tests.

Attendance Policy

EXCUSED ABSENCES, Cont.

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

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

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. **Students will have 7 school days to turn in any missed assignments upon the first day back from any excused absence.** This will not change based on the number of school days missed. It shall be the **student's responsibility to initiate the necessary steps to make-up work.**

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Attendance Policy

UNEXCUSED ABSENCES

Unless otherwise approved by the Superintendent/designee, any absences not listed above shall be considered UNEXCUSED.

Students will receive an **UNEXCUSED ABSENCE** when the following procedures are not followed:

- 1) Student **does not have a parent call on the day** the absence occurs or **a note** on the day the student returns.
- 2) Student has **exceeded the limit of 10 excused absences**.
- 3) Student **does not submit a doctor's statement** on absences after 5 days.

CONSEQUENCES:

- ◆ Student will receive a **zero for schoolwork** missed until work is made up **unless suspension has been assigned**.
- ◆ **Truancy** charges may be filed when a student incurs **6 or more unexcused absences** during a school year.
- ◆ After **3 unexcused absences** students will be **assigned a Saturday School**.
- ◆ After **6 unexcused absences** students will be **assigned a second Saturday School** and will be **placed for the remainder of the year on the "No Fly" list**.
- ◆ After **9 unexcused absences** students will be **assigned a third Saturday School** and will **NOT participate in any extracurricular activities**. **Seniors will NOT walk at graduation**.



Attendance Policy

EDUCATIONAL ENHANCEMENT OPPORTUNITY

Students shall be granted an **excused absence for up to 10 school days to pursue an educational enhancement opportunity (EHO)** 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 of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

All EHO requests must be submitted for approval by a Principal. Parents shall submit requests on a standard form provided by the school.

Seniors may be granted visits to colleges/universities/trade schools through the EHO procedures.



Attendance Policy

HOMEBOUND INSTRUCTION

Students may request homebound instruction when they are ill or injured AND when it is determined by a doctor they are **unable to attend school for a period of at least five consecutive days.** Requests made for issues of mental health must be made by a licensed psychiatrist or psychologist. For a student admitted to an inpatient facility, the student may receive home/hospital instruction effective on the date of admittance. The parent must contact the guidance office to make proper arrangements. Homebound instruction requests are granted at the discretion of the Homebound Committee.

Students on homebound instruction may not receive credit for classes that require active participation or actual “hands on” experiences that cannot be reproduced at home (i.e., vocational or foreign language classes), unless those skills can be acquired through arrangement with the instructor. **Those students taking classes at the Mayfield/Graves Co. Area Technology Center will receive an I (incomplete) that may be removed by completing the necessary hours and classroom requirements the following semester.**

Attendance Policy

CHECK-IN/CHECK OUT

1. Students arriving late **must** check in at the front desk and get a tardy slip. Students arriving during a class change will be counted absent for classes missed and must check-in before going to class.
2. Students may not check themselves out early from school. Parents must talk to the appropriate school official prior to any student checking out early from school. **NOTES WILL NOT BE ACCEPTED.** (See Discipline Matrix)
3. **Parents coming on campus to check out students must check them out at the front desk.** No one other than legal guardians or persons on the student's emergency contact list may check out a person, unless a parent/guardian makes prior arrangements with the appropriate official.
4. Unexcused check-ins & unexcused check-outs will be treated as tardies or skipping class/school depending on time missed.

Attendance Policy

ILLNESS/ACCIDENT PROCEDURES

1. When pupils become ill or are injured during the school day, the teacher or person in charge may render such aid as advisable and within the limits of his/her knowledge for treatment of such injury. If possible, the principal and parent shall be notified immediately.
2. If a student appears to **need to go home, he/she must obtain proper teacher permission and report to the nurse's office, where the parents will be contacted.** *Parental and administrative permission is necessary before the student is allowed to sign out and go home.*
3. If the parent is not at home or cannot be reached by phone or cannot make arrangements to pick up the child, then the child will be made as comfortable as possible and will remain at school. Under normal circumstances **a student will not be taken home or allowed to leave when the parent or guardian has not been contacted.**
4. If the matter is particularly serious and the parent cannot be contacted, school authorities may take the student to the hospital.

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Attendance Policy

ILLNESS/ACCIDENT PROCEDURES, Cont.

NOTE: It is imperative that every student provide the school with an emergency phone number. Parents must notify the guidance office if a student has a chronic illness or disability that could require special or emergency treatment. Such information should be included in writing in his/her folder.

Students not following proper check-in/check-out or illness/accident procedures subject themselves to disciplinary action-under the skipping class/school policies.

Attendance Policy

MAKE-UP WORK

Students who receive **excused absences** will make up their missed work according to the following guidelines:

1. The teacher is only required to provide the opportunity for make-up work. **It is the responsibility of the student to initiate whatever steps are necessary to obtain and complete missed assignments.**
2. Teachers may require that make up work be completed during extended school time or other arrangements by mutual agreement.
3. All work assignments **must be made up within 7 school days**, upon the first day back. This will not change based on the number of days missed.
4. Assigned homework requested by a parent will be **available within 24 hours of the request.**
5. A student who is confined in a hospital for an extended period and is unable to attain specific skills which acquired by supervised study not available to the student while so confined, must complete minimum assignments through tutoring sessions provided at GCHS.

Attendance Policy

FINAL EXAM EXEMPTION

As an incentive/reward for good attendance and behavior, students will be exempt from final exams based on the following criteria:

- a. **Five total excused absences or less (not per class period)**
- b. **C Average (70 - 79) or above**
- c. **Zero unexcused absences**
- d. **No more than five tardies excused or unexcused for the entire year (not per semester)**
- e. **No ISD/AEC placements**

Students may take the final exam if they so choose. Those exam scores will be counted to raise overall term grades, but not counted if overall term grades are lowered. A doctor's statement is required to make-up a final exam. Students meeting exemption expectations may request a Community Service form, which will allow students to serve community service during the school day.



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Assault Related Offense:

1st Degree Assault (KRS 508.010), 2nd Degree Assault (KRS 508.020), 3rd Degree Assault (KRS 508.025), 4th Degree Assault (KRS 508.030)

Abuse of School Personnel:

Directing speech or conduct toward school personnel when one should know the speech or conduct will disrupt or interfere with normal school activities. (KRS 161.190)

Academic Cheating/Plagiarism:

Includes knowingly deceiving or attempting to deceive school district personnel for the purpose of academic gain.

Academic Noncompliance:

A student that fails to, in a timely manner, complete instructional tasks as signed by the teacher.

Alcohol Related Offense:

Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling any beverage with alcoholic content by a student.

Arson:

Any intentional burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft.



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Bullying:

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is **documented as 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.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. Students who believe they have been a victim of bullying or who have observed other students being bullied shall as soon as is reasonably practical report it to a member of the school staff.

Bus Rule Violation:

Includes behavior that is disruptive to the safe, orderly operation of vehicles used in the transportation of students.

Contributing to a Fight:

To verbally or otherwise try to encourage a student to bully, intimidate, hit, or fight another student.

Criminal Abuse:

The abuse of an individual defined in KRS 508.100, 508.110 and 508.120.



Discipline Matrix and Code of Conduct

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BEHAVIOR DEFINITIONS

Dangerous Instrument Possession:

Includes the use, possession, or attempt to use or possess any instrument such as fireworks, chemical sprays, knives, razor blades, tasers, clubs, chains, or the like, that can be used to inflict bodily injury to another person or themselves.

Disorderly Conduct:

Includes intentionally engaging in a course of conduct that creates inconvenience, annoy or alarm. Such behavior may include violent or tumultuous behavior, unreasonable noise, or creation of a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Disrespectful Behavior:

Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting.

Disruptive Behavior:

Includes behavior that is disruptive to the educational environment or the orderly operation of the school. Disruptive behavior can include loud arguments, confrontations, pushing, shoving, spitting, hitting or other disruptive behavior that serves no legitimate purpose.

Dress Code Incident:

Includes failing to adhere to the student dress code established in the student code of conduct and/or the dress code established by the school SBDM.



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Driving Under the Influence:

Operating a motor vehicle with a blood alcohol concentration at or above 0.08 for those above 21 and 0.02 for those under age 21; or while under the influence of alcohol or other substance which impairs driving ability.

Drug Related Offense:

Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling of any substance such as amphetamines, barbiturates, crack/cocaine, hallucinogens, heroin (opioids), inhalants, look-alike drugs, marijuana, methamphetamine, narcotics, prescription, over-the-counter, steroids (anabolic), synthetic, and other drugs.

Failure to Attend Detention:

Includes students intentionally failing to attend assigned detention after the student has received notification.

Failure to Follow Staff Instructions:

Is the refusal to comply with reasonable requests of school personnel or refusal to comply with the school rules.

Fighting Student-to-Other:

Student to Other (physical aggression) - is the willful engagement of physical contact for the purpose of inflicting harm or injury to another person.



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Fighting Student-to-Staff:

Student to Staff (physical aggression) - is the willful engagement of physical contact for the purpose of inflicting harm or injury to a staff member.

Fighting Student-to-Student:

Student-to-Student (physical aggression) – is the willful engagement of physical contact for the purpose of inflicting harm or injury to another student.

Forgery:

Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument.

Fraud:

Is obtaining money or property by false pretenses.

Gambling:

Gambling includes any participation in games of chance for the express purpose of exchanging money items of monetary value.

Harassing Communications:

The communication can be by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.



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BEHAVIOR DEFINITIONS

Harassment:

Includes behavior based on race, color, national origin, age, religion, sex, disability, marital status, or sexual orientation that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's educational environment.

Inappropriate Sexual Behavior:

A person is guilty of inappropriate sexual behavior when he or she subjects another person to sexual contact with or without consent of the other person. In addition, inappropriate sexual behavior may include sexual remarks, name calling, indecent exposure, stories, jokes, pictures, video, and photographs with or without consent which may or may not be electronically transmitted, or objects that are offensive to one's gender, requests for sexual favors and spreading sexual rumors. This may also include inappropriate public display of affection.

Leaving Campus:

Includes unauthorized leaving the school grounds. Students must receive authorization from the principal or designee before leaving the school grounds.

Menacing:

A person is guilty of menacing when he/she intentionally places another person in reasonable apprehension of imminent physical injury.



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Possession of Stolen Property:

To receive, retain, or dispose of movable property of another knowing that it has been stolen, or having reason to believe that it has been stolen.

Profanity or Vulgarity:

This misconduct applies to the student's use of language that is irreverent, vulgar, or offensive.

Sex Related Offenses:

Includes the following sexual offenses: distribution/possession of pornography, Indecent Exposure, Prostitution, Rape, Sexual Abuse, Sexual Assault, Sodomy or other sexual related offenses defined in chapters 510, 529 and 531 of the Kentucky Revised Statutes.

Skiping Class:

Includes purposefully missing a portion of a school day when school is in session.

Skiping School:

Includes purposefully missing a school day when school is in session.

Stalking:

To stalk means to engage in an intentional course of conduct that is directed at a person or persons which seriously alarms, annoys, intimidates, or harasses the person or persons and which serves no legitimate purpose.



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Stealing:

Includes taking property of others without their consent; the possession of stolen property, or possession without the owner's permission; or the stealing of school property.

Tardy to Class:

Includes failure to report to class prior to the tardy bell.

Terroristic Threat Related:

As defined by KRS 508.075, 508.078, and 508.080 which may include the following; threat(s), bomb, chemical, biological or nuclear.

Threatening Another Student:

Any statement, communication, conduct or gesture, including those in written form, directed toward another student that causes reasonable apprehension of physical harm to person or property.

Threatening Staff:

Relates to any threat of intentional injury or damage to a staff member or their property.

Tobacco Related Offense:

The distribution, possession or use of any tobacco product in any form (smoking or smokeless), alternative nicotine product, or vapor product as defined by KRS 438.305 is prohibited on school property. This policy applies to any student who is a participant or observer in a school sponsored activity. This policy includes tobacco paraphernalia (matches, lighters, vapor devices, electronic cigarette, etc.).



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Trespassing:

When a person knowingly enters or remains unlawfully in a dwelling, a building or in or upon premises.

Truancy:

Absence or tardy without a valid excuse is considered unexcused. Three unexcused absences or three unexcused tardies is considered a truancy violation.

Under the Influence:

Includes all offenses of intoxication (with the exception of driving under the influence). In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance or other intoxicating substance.

Vandalism:

Includes the destruction, defacing, marring or arson of property located on school premises or owned by the board of education. The student or the student's parent/guardian will be responsible for restitution.

Verbal Abuse:

using abusive or demeaning language to attack or injure an individual, this could include but not limited to talking back, name calling, creating socially rude interactions.



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Discipline Matrix and Code of Conduct

BEHAVIOR DEFINITIONS

Violation of Acceptable Use Policy:

Violating the district's Electronic Access/User Agreement. The inappropriate use of district or school technology resources, including district network systems and use of district/school equipment.

Violation of Personal Electronic/Telecommunication Device:

Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras and/or phones and other personal electronic devices.

Wanton Endangerment:

To wantonly engage in conduct which creates a substantial danger of physical injury to another person defined by KRS 508.060 and 508.070.

Weapon Related:

The distribution, possession or use of weapons including; firearms, deadly weapons, destructive devices, booby trap devices, and look-alike weapons



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Discipline Matrix and Code of Conduct

STATE PROVISIONS

KRS 158.150 provides important guidance for this area of school life:

1. **Causes** - All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:
 - a. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school;
 - b. Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school sponsored activities constitutes cause for suspension or expulsion from school.
2. **Due Process** - A pupil shall not be suspended from the common school until after at least the following due process procedures have been provided:
 - a. The pupil has been given oral or written notice of the charge or charges against him that constitutes cause for suspension;
 - b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
 - c. The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.
 - d. These due process procedures shall precede any suspension from the common school unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three days after the suspension.
3. The superintendent, principal, assistant principal of any school may suspend a pupil but shall report the action in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the pupil. The board of education of any school district may expel any pupil for misconduct as defined in subsection 1 of this section, but the action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final.
4. In cases involving students with disabilities, the procedures mandated by federal and state law will be followed.

Discipline Matrix and Code of Conduct



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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.

MORAL EXPECTATION

The cultural norm of Graves County Schools is one of kindness, compassion, and respect among students, staff, and community.



Discipline Matrix and Code of Conduct

GENERAL CODE OF CONDUCT

Graves County High School seeks to serve by growing conscientious citizens who contribute to the good of our community and world. We are committed to fostering an effective learning environment, and thus seek to engage administrators, faculty, staff, parents, and students in developing an educational setting that promotes these core character traits.

1. **Personal Integrity**

- ◆ Practicing honesty in academic endeavors and personal interactions.
- ◆ Refraining from participating in activities such as theft, dissemination of pornography, gambling, or other activities specifically prohibited in this handbook or state law.

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Discipline Matrix and Code of Conduct

GENERAL CODE OF CONDUCT, Cont.

2. Respect

- ◆ Treating all persons as though they have high value, and respecting the opinions of those who disagree with us. This includes affording due respect to those who serve us (cafeteria, clerical, and custodial staff) or have authority over us (aides, bus drivers, faculty, and administrators), and refraining from the use of profanity and vulgarity.
- ◆ Valuing community, school, and individual property. This includes refraining from sitting on desks or tables, from spreading graffiti and from participating in vandalism or destruction of property.
- ◆ Honoring others' time and agendas by observing traffic flow patterns, waiting for one's proper turn, and following rules implemented for the common good.

3. Self-Discipline

- ◆ Protecting the educational environment by remaining quiet and orderly and refraining from horseplay in the hallways, when changing classes, and during break and lunch periods.
- ◆ Refraining from public displays of affection other than hand-holding.



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Discipline Matrix and Code of Conduct

GENERAL CODE OF CONDUCT, Cont.

4. Responsibility

- ◆ Shouldering personal responsibility for achieving success in the classroom, owning personal wrongdoing and its consequences, and aiding administrators and faculty in maintaining a healthy environment for all persons.
- ◆ Accepting corporate responsibility for the cleanliness of the building and school grounds, including cleaning up one's own trash and mess, and holding accountable those who do not.

5. Commitment

- ◆ Actively participating in the learning experience with one's best effort daily.
- ◆ Contributing one's talents and abilities to continue to make this one of the top schools in the state and nation.



Discipline Matrix and Code of Conduct

CLASSROOM CONDUCT

The classroom is the primary context where students are prepared for adult life through academic discovery and personal challenge. Because personalities and teaching styles differ, students must understand that *classroom conduct will be based upon specific teacher expectations.*

To produce students capable of succeeding in post-secondary study or the workplace, we hold high general expectations for our students within our classrooms. These student expectations include:

1. **Taking one's seat** promptly and quietly when the **tardy bell** rings.
2. **Bringing all necessary materials to class** including charged Chromebook, books, assignments, paper, writing utensils, and other class specific supplies.
3. Actively **participating** in the classroom activities.
4. **Speaking only when contributing to the educational flow** of activities and respecting others' rights to contribute.
5. **Completing all daily and homework assignments.**



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CLASSROOM CONDUCT, Cont.

6. Respecting and **complying with the directions of teachers** and other school personnel.
7. **Refraining from activities that distract others** or interfere with the ability of the teacher or other school personnel to perform their educational duties and functions.
8. **Waiting to be dismissed by the teacher.**
9. Requesting permission to leave the classroom only in emergency and rare circumstances (subject to limitations-see [HALL PASSES](#)).

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Discipline Matrix and Code of Conduct

STUDENT BEHAVIOR

We encourage faculty and staff to model appropriate behavior for students in every way, from showing others respect to prioritizing safety in our daily activities. Students are expected to **follow school rules and policies**, which are designed to guide us all. Furthermore, students are expected to **report any violation of prohibited behavior or prohibited objects immediately to school officials**.

This is any behavior, which **impedes orderly classroom procedures** or interferes with the orderly operation of the school. Examples include **running in the halls or walking faster than normal gait, improper language, classroom disturbance, tardy, not working on assigned work, lack of class materials, horseplay/scuffling, lunchroom violations, public display of affection, etc.** These behaviors are subject to school discipline. When a student continues to display minor misbehavior, it becomes a more severe violation and will be handled accordingly.



Discipline Matrix and Code of Conduct

PUBLIC DISPLAY OF AFFECTION (PDA)

Holding hands and a brief (1 to 2 seconds) welcome/goodbye hugs are the only acceptable means for students to display affection while at school or school activities. **All other instances in which close bodily contact is maintained for affectionate purposes are prohibited and punishable according to the discipline matrix.** Examples of unacceptable behavior include, but are not limited to kissing, embracing or extended hugging, sitting on another person's lap or between their legs, and consensual sharing of personal space.

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Discipline Matrix and Code of Conduct

TARDINESS

A student is tardy if he/she is ***not ready to proceed with the designated activity in the classroom when the tardy bell sounds.*** This includes checking-in late in the mornings and leaving early in the afternoons. On the **5th tardy** students will receive **discipline**. Tardies will reset at the beginning of the second semester. **Tardies do not reset for Final Exam Exemption Policy.**

SKIPPING CLASS

Students who arrive to class **more than 6 minutes late or do not show up** to class while roaming on our campus are skipping class.

SKIPPING SCHOOL

When a student chooses not to attend school *without parental knowledge*, when a student arrives on the school grounds or boards the bus in the morning and leaves without a proper check-out, or when a proper call-in and check-in/check-out are not completed the student will be considered skipping school.



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Discipline Matrix and Code of Conduct

HALL PASSES

Students are expected to remain in the classroom during instructional time, unless they are sent or summoned for school business or an emergency arises. Anyone leaving class should fill out an EHall Pass. Students should not have a cell phone when using a hall pass. **Students will be allowed 6 hall passes per week for up to 6 minutes each.** Teachers can report excessive pass use for their class. **No passes will be approved for the first 10 minutes or the last 10 minutes of class.**



Discipline Matrix and Code of Conduct

ACADEMIC HONESTY

Learning does not occur unless the process which students go through to learn is an honest process that reflects their true abilities as measured by their own efforts. Academic dishonesty is therefore defined as actions such as:

1. **claiming the work of another person** or AI (artificial intelligence) as one's own
2. **copying information from another student's test**, examination, theme, book report, or term paper
3. **plagiarizing** – defined as using another person's idea, expression, or works without giving the original author credit
4. **cheating** - which may involve (1) having in your possession **a copy of a test** to be given or has been given by a teacher, (2) **using the test or notes** during a test or examination, (3) **talking** while taking quizzes, tests, or examinations, (4) **looking** at another student's paper.



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Discipline Matrix and Code of Conduct

ACADEMIC HONESTY, Cont.

5. **failing to follow test procedures** or instructions announced by a teacher such as: no talking, no turning around in the seat, raising hand to ask questions, using Google or other search engines to find answers, etc.
6. being complacent in the academic dishonesty of another student such as **allowing another student to copy from his/her work.**

When a teacher determines to his/her satisfaction that an act of cheating has taken place, **severe penalties (including the assignment of no credit and/or disciplinary action) may be taken. Parents will be notified.** **As a preventative measure, all students will be required to use a school issued Chromebook to take Summative Assessments.**

Discipline Matrix and Code of Conduct



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HOMEWORK POLICY

If the student habitually does not turn-in completed homework, the student may be assigned a Saturday School at the principal's discretion. The student may also receive a deduction of points depending on the individual teacher's classroom policies.



Discipline Matrix and Code of Conduct

PERSONAL ITEMS

We are concerned about safety in our schools. Additionally, our halls, classrooms, and lockers are not designed to support the congestion created by gym bags.

Students needing to utilize gym bags for physical education classes or **extracurricular activities must place the bags in the designated, locked location** (PE Commons, trophy room), their PE lockers, or academic lockers upon arrival to school. All bags are subject to search.

Pocket knives, cigarette lighters and matches, pepper spray, blankets, or any other personal items that disrupt the educational process or pose a safety threat to others **must not be brought to school**.

Student use of cell phones, smart watches, and all electronic devices (excluding calculators) are prohibited during any instructional time in any location in the building. Teachers may collect electronic devices at the beginning of class and return those devices prior to the closing bell. Cell phones may only be used before/after school, during break, during lunch and between classes. Students may use a cell phone in case of emergency or if the teacher allows for instructional purposes.

Discipline Matrix and Code of Conduct



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PERSONAL ITEMS, Cont.

Items confiscated prior to breaks and holidays must be picked up during regular school hours, but only at the end of the day on which it is confiscated.

No pets/animals will be allowed at school without prior approval by administration.

All personal items brought to school by any student are the responsibility of that student. *Any personal or electronic items brought on this campus or taken on a school trip that is either lost or stolen is not the responsibility of school personnel.*



Discipline Matrix and Code of Conduct

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ACADEMIC DRESS CODE POLICY

The wearing of any item, practice of personal grooming, or unsanitary body condition that, at the discretion of the administration, materially or significantly disrupts the educational process or threatens the health or safety of the individual or other students is prohibited during the academic hours of 7:30 AM – 3:30 PM.

Exceptions to this policy may be made during physical education classes (see [**PHYSICAL EDUCATION DRESS CODE**](#)), for medical purposes, religious restrictions, special school activities, or school spirit days. Senior portraits for inclusion in *The Aquila* must adhere to this dress code.



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Discipline Matrix and Code of Conduct

ACADEMIC DRESS CODE POLICY, Cont.

General

1. **No apparel or accessory** may be worn which contains logos, pictures, No apparel or accessory may be worn which contains logos, pictures, or writings that:
 - a. **promote alcohol, tobacco, drugs, violence, or illegal behaviors;**
 - b. depict vulgar, obscene, sexual, or racial images or language;
 - c. contain religious harassment, derogatory language, inappropriate innuendo, or profanity; or
 - d. include any writing, symbol, illustration, name or sign of gang names or graffiti
2. **Undergarments** must be worn and **remain completely concealed** at all times.
3. Hats, caps, and hoods **may not** be worn during the school day.
4. Shorts, pants with rips **may not be above fingertip length**.



Discipline Matrix and Code of Conduct

ACADEMIC DRESS CODE POLICY, Cont.

Shirts

1. All tops must have **sleeves** and keep the entire shoulder covered at all times.
2. All tops must completely **cover a student's midriff** at all times.
3. All tops must be worn so that the **chest of males and cleavage and backs of females are not exposed.**

Overcoats, Jackets

Long jackets and trench coats may not be worn.



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Discipline Matrix and Code of Conduct

ACADEMIC DRESS CODE POLICY, Cont.

Lower Body Apparel

1. Shorts and skirts **may not be above fingertip length.**
2. Lower body apparel must be **worn at the hip bone.**
3. Pants may not contain attachments, except billfold chains no longer than 12 inches.
4. **Duct tape or regular tape, should not be used to cover holes** in pants that are not considered appropriate.
5. **Any pants/shorts that expose skin may not be worn that are above fingertip length. This includes pants that are sheer or see through.**



Discipline Matrix and Code of Conduct

ACADEMIC DRESS CODE POLICY, Cont.

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Additional items

1. Standard, public footwear must be worn at all times.
2. No gloves may be worn on the hands.
3. No jewelry deemed inappropriate or dangerous by school officials may be worn.
4. Leather collars/wrist bands containing hard metals or spikes may not be worn.
5. Only medically necessary prescription sunglasses may be worn.
6. **Blankets may not be worn or brought to school.**



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Discipline Matrix and Code of Conduct

ACADEMIC DRESS CODE POLICY, Cont.

General Appearance

Face painting is allowed only on specified school spirit days. Students are not allowed to darken around their eyes significantly or create unnatural appearances with makeup.

Physical Education Classes

Students participating in physical education classes must wear the following at all times:

1. Shorts of appropriate length or athletic pants
2. T-shirt with sleeves
3. Athletic shoes

Proper hygiene is an expectation for those participating in physical education; therefore, students are expected to shower at the end of each class period.

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Discipline Matrix and Code of Conduct

ACADEMIC DRESS CODE POLICY, Cont.

Corrective Action for Dress Code Violations

Faculty and administrators are responsible for enforcing the school dress code.

- ◆ Minor dress code violations that can be corrected without new clothing may be corrected on the spot.
- ◆ Students with major dress code violations that require new clothing shall be sent to the front office, and they will not be allowed to return to class until the violation is corrected.
- ◆ Inappropriate items collected will be returned only to the student's parent or guardian.
- ◆ Students with major violations must call their parents or guardian to bring them appropriate attire, change into other appropriate attire of their own, or wear clothing provided by the school.
- ◆ Students are unexcused while out of class correcting violations.
- ◆ Students refusing to correct violations immediately will be disciplined according to the matrix.



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Discipline Matrix and Code of Conduct

OFF-LIMITS AREAS

Back Stairwell - Students should not be in the back stairwell between Cuba and Sedalia hallways except in transition from one class to another.

Copy Room – Students are not allowed to use the copiers. Students needing copies for personal use must purchase those copies in the library.

Faculty Workroom/Offices/Restrooms – Students are not permitted to enter a faculty workroom/office or to utilize staff restrooms. If a student is sent to a faculty workroom on an errand, that student should knock and wait for a teacher to come to the door.

PAC - Students should not be in the PAC area unless under the direct supervision of a faculty member.

Parking lots/Outside of building – No students are to be outside of the school building during the school day unless one of the following exists:

- a) The student has obtained a pass from the administration,
- b) The student has checked out through the front office as part of a class, peer tutor, or career apprentice assignment, or
- c) The student is under the direct supervision of a faculty member.



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Discipline Matrix and Code of Conduct

OFF-LIMITS AREAS

Service areas – Mechanical rooms, janitorial closets, storage rooms, etc. are off-limits to students unless accompanied by school staff.

Stage/steps – During non-instructional times, students may sit on the stage steps, but are not to stand or congregate on the stage or the steps leading upstairs. Students gathered in the commons must not gather in the front hallways obstructing the entrances to the building.

Locker Rooms - All locker rooms are off limits during the school day except while in PE class.

Lunch – During lunch students should only be in the cafeteria or the commons. The only restrooms that should be used during lunch are those in the Symsonia and Fancy Farm Hallways. All other areas are considered off limits during lunch. Students should not walk hallways during lunch.

Vending Machines – In order to comply with federal guidelines, students are not allowed to use vending machines in faculty workrooms or the administrative wing. All other vending machines are turned off during the school day except those selling bottled water.



Discipline Matrix and Code of Conduct

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BULLYING/THREATS/HARASSMENT

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.

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 be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.*



Discipline Matrix and Code of Conduct

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BULLYING/THREATS/HARASSMENT, Cont.

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 Kentucky Center for School Safety provides an email tip line to all Kentucky schools. **The Safety Tipline, Online Prevention or S.T.O.P Tipline** 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 tipline can be found on the Graves County Schools webpage located under quick links.



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BULLYING/THREATS/HARASSMENT, Cont.

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:

1. 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.
2. 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.
3. Any felony offenses 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 of the district will be trained on these requirements.

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Discipline Matrix and Code of Conduct

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 persons 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



Discipline Matrix and Code of Conduct

Assault and Threats of Violence **Notice of Penalties and Provisions, Cont.**

- 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;
- b. 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
- c. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

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Discipline Matrix and Code of Conduct

Assault and Threats of Violence Notice of Penalties and Provisions, Cont.

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.

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Discipline Matrix and Code of Conduct

Assault and Threats of Violence Notice of Penalties and Provisions, Cont.

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).



Discipline Matrix and Code of Conduct

TELECOMMUNICATION DEVICES

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

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

- a. **Poses a threat to academic integrity**, such as cheating;
- b. **Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of 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, prevent others from observing the event, or otherwise violates 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;



Discipline Matrix and Code of Conduct

TELECOMMUNICATION DEVICES, Cont.

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

1. **Devices shall not be used in a manner that disrupts the educational process**, including, but not limited to, use that:
 - c. is profane, indecent, or obscene;
 - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - e. Constitutes or promotes sending, sharing, or possessing **sexually explicit messages**, photographs, or images using any electronic device.

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



Discipline Matrix and Code of Conduct

TELECOMMUNICATION DEVICES, Cont.

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

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, **devices shall be turned on and operated only before and after the regular school day.**
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, **including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall be returned only to the student's parent/guardian.**



Discipline Matrix and Code of Conduct

TELECOMMUNICATION DEVICES, Cont.

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

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



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Discipline Matrix and Code of Conduct

FIGHTING

The penalty for fighting, defined as the use of physical force, will be:

1. **1st Offense** - 2 days suspension and 20 days In-School Detention,
2. **Additional offenses** - Student suspension pending alternative placements.

The school may file legal charges against students involved in fights where appropriate.

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Discipline Matrix and Code of Conduct

FIGHTING, Cont.

Additional disciplinary action may be taken if it is evident that one student acted in an overtly aggressive manner. Action may be taken against one student and not against a second student if no retaliation occurred.

Disciplinary action taken for fighting is cumulative from the time a student enters high school. For example, if a student is disciplined for the first offense as a freshman and is involved in fighting again as a junior, discipline during the junior year will be for the second offense.

Students who **instigate fights, but are not actively involved** (that is, students' whose rumors put others up to fighting, carry information back and forth between other individuals who subsequently fight, or are involved in horseplay which becomes a fight) submit themselves to **discipline according to the Discipline Matrix**. Students not using physical force, yet engage in **verbal confrontations will be subject to disciplinary action.**



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Discipline Matrix and Code of Conduct

WEAPONS

Unlawful possession – i.e., knowingly carrying, bringing, using, or possessing – of any firearm, weapon, or destructive or booby trap device on school property, in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited.

Kentucky law specifies that such offense is a felony punishable with up to **five (5) years in prison and a \$10,000 fine**. Except for authorized law enforcement officials, the **Graves County Board of Education specifically prohibits the carrying of concealed weapons on school property.**



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Discipline Matrix and Code of Conduct

WEAPONS, Cont.

Kentucky 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. Graves County Schools defines a deadly weapon as follows:

- a. Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
- b. Any **knife with a blade of 3 inches or longer;**
- c. Billy, nightstick, or club;
- d. Blackjack or slapjack;
- e. Nunchaku karate sticks;
- f. Shuriken or death star;
- g. Artificial knuckles made from metal, plastic, or other similar hard material;
or
- h. Any other object that is carried for the purpose of inflicting injury on another.

In enforcement of this policy, principals or their designees, having reasonable suspicion, may authorize searches in compliance with applicable Board policies.

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Discipline Matrix and Code of Conduct

WEAPONS, Cont.

CONSEQUENCES

Federal law stipulates that the penalty for students bringing a firearm, deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the Graves County Schools shall be **expulsion for a minimum of twelve (12) months**. However, the Board may modify such expulsions on a case-by-case basis.

Violation of this policy shall result in the student being immediately suspended from school. Also, the principal shall immediately file a report to the Superintendent, who shall determine if expulsion charges should be filed.

Students having knowledge of weapons as described above that do not report it to school authorities and/or those that bring items that have the appearance or threat of weapons (such as look-alikes) are subject to disciplinary action. To comply with the requirements of the Individual with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of Education may modify expulsion requirements, on a case by case basis, for IDEA eligible students. IDEA eligible students may be expelled for behavior, unrelated to their disabilities, noting procedural safeguards required by IDEA and KRS 158.150.

Exceptions: An exception may be made for a student participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.

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Discipline Matrix and Code of Conduct

DRUGS & ALCOHOL USE/POSSESSION POLICY

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 and from school or a school-sponsored activity:

1. **Alcoholic beverages;**
2. **Controlled drug 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;
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.**



Discipline Matrix and Code of Conduct

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DRUGS & ALCOHOL USE/POSSESSION POLICY, Cont.

CONSEQUENCES

Violation of this policy shall constitute reason for disciplinary action including **suspension from school and AEC placement**. Students involved with athletic teams and/or other school-sponsored activities shall face either suspension or dismissal from those activities. In severe instances students may be recommended for expulsion.

In addition, **principals shall immediately report to law enforcement officials** when an act has occurred on school property or at a school-sponsored function that involves student possession or trafficking of a controlled substance. **The school may file legal charges against students** involved in drug and alcohol possession where appropriate.



Discipline Matrix and Code of Conduct

USE/POSSESSION OF TOBACCO PRODUCTS

Use or possession of tobacco products, or alternative tobacco products (e-cigarettes, hookah, vapor products, and the like) **is prohibited** on the school grounds. A student breaking this regulation will receive the following disciplinary action. [**Discipline Matrix**](#)

Students found in restroom stalls/at urinals or in a group with the tobacco **products listed above** in their presence will be **disciplined as using or possessing tobacco products**.

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Discipline Matrix and Code of Conduct

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 support for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students.

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



Graves County Soar Matrix

	Safety "Hands and Feet to Self"	Ownership "See it, Say it"	Achievement "My Best Effort"	Respect "Kind Words & Actions"
Assemblies	- Walk when entering and exiting - Follow the instructions of the presenter(s)	- 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
Cafeteria	- Walk when entering and exiting - Keep your place in line - Stay in designated areas	- Go through line and use share table - Keep table/area clean - Clean up after self	- Be prepared - Lunch # ready - Food choice ready - Wait for cashier approval - Use time wisely (eat)	- Please/Thank You - Appropriate conversations - Include others
Hallway/ Stairwell	- 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
Library	- 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 - Be courteous to others
Commons	- Stay in designated area - Walk when entering and exiting	If you see trash, throw it away	Be attentive to the bell signals	- Follow adult instructions - Use appropriate language
Restroom	- 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



Graves County Soar Matrix

	Safety "Hands and Feet to Self"	Ownership "See it, Say it"	Achievement "My Best Effort"	Respect "Kind Words & Actions"
Bus	- Walk to and from the bus - Stay seated and facing forward - Stand still in my safe area until the bus stops before loading	- Keep aisles and exits clear - Throw trash away - Sit in assigned seat	- Be on time to the bus - Be quick getting off the bus - Have materials needed for the day	- Follow adult instructions - Use appropriate language - Use headphones at an appropriate level while on your device
Classroom	- 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	- Be prepared - Complete assigned work/tasks - Cooperate and participate with team and class - Persevere on tasks	- Follow adult instructions - Be an active listener - Use appropriate written, spoken, and body language - Positive Attitude
Technology	- 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
Entering/Exiting	- Wait patiently - Keep hands and feet to yourself - Make sure doors are securely closed	- Enter on time - Exit promptly	Be metal detector ready (Entering only)	- Greet others appropriately - Be aware of others



GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Assault* (Major)						1st (30) 2nd (45)	Plus two day suspension
Bullying* (personal or cyber) (Major)					1st (10) 2nd (20)	3rd (30)	Unwanted, documented repeated behavior or has the potential to be repeated that involves a real or perceived power imbalance. Types: Verbal, Social/relational, and Physical .

KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School; ISD = In School Detention; AEC = Alternative School
*** = Denotes criminal charges may be filed**



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Cellphone/Personal Electronic (phones/headphones/earbuds, etc.) Telecommunication Device (Violation of Personal Electronic Telecommunication Device Policy) (Major)	1st		2nd	3rd 4th	5th (10)		Cell phones may only be used before/after school, during break, during lunch and between classes. Any confiscated items, including cell phones (2nd+ offense), will only be returned to a parent or guardian at the end of the day on which it is confiscated.
Confiscation Refusal (Major)				1st	2nd (5) 3rd (10) 4th (15)		If a student refuses to turn item over to a principal, ISD will be automatically assigned.

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*** = Denotes criminal charges may be filed**



GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Contributing to a fight/ Instigation of fight (Major)					1st (10) 2nd (20)	3rd (30) 4th (45)	
Destruction of property (Major)				1st	2nd (10) 3rd (15)		Intentionally or wantonly defacing, destroying, or damaging any property of which the person has no authority. Damages compensated.
KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School; ISD = In School Detention; AEC = Alternative School * = Denotes criminal charges may be filed							



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Drive or Park Inappropriately/ No Tag (Major)	1st	2nd (2)	3rd	4th			Tickets may be issued/towed at owner's expense.
Evading the Truth During Admin. Investigation (Major)					1st (3)		Causing further investigation.
Excessive Profanity/Vulgarity (Major)				1st	2nd (5) 3rd (10)		
Extreme Horseplay (Major)				1st	2nd (5) 3rd (10)		Horseplay that is taken too far and might result in accidental injury or a major disruption. If fight results, fighting penalty applied.

KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School; ISD = In School Detention; AEC = Alternative School



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Failure to serve LD (Major)	1st	2nd	3rd	4th	5th (3)		In addition to previous discipline
Failure to serve ASD (Major)	1st		2nd		3rd (1) 4th (3)		In addition to previous discipline
Failure to serve SS (Major)	1st				2nd (3)		In addition to previous discipline
Fighting* (Major)					1st (20)	2nd (30) 3rd (45)	+2 days suspension
Forging Guardian Signature (Major)			1st	2nd	3rd (5) 4th (10)		

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ISD = In School Detention; AEC = Alternative School**

*** = Denotes criminal charges may be filed**



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Found in Off Limits Area (Not Skipping) (Major)			1st	2nd	3rd (3)		Wandering the hallways and/or found in a location without permission.
Gambling* (Major)			1st	2nd	3rd (3) 4th (5)		
Habitual Misbehavior (Every 5 minors per quarter = 1 major)			1st	2nd (2)	3rd (10) 4th (15)	5th (30)	
Harassing Communications/ Harassment* (Major)					1st (5) 2nd (10)	3rd (30)	Occurring between 7:40 3:15

KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School; ISD = In School Detention; AEC = Alternative School
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Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Insubordination (Failure to Follow Staff Instructions) (Major)			1st	2nd	3rd (5) 4th (10) 5th (15) 6th (20)	7th (30)	Defiance of authority; refusal to respond to a reasonable request or any act that intentionally disrupts the orderly conduct of a school function
Intentional Staff Disrespect (Major)				1st	2nd (5) 3rd (10) 4th (20)		
Mimicking Drug or Alcohol Use (Major)					1st (20)		

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ISD = In School Detention; AEC = Alternative School
* = Denotes criminal charges may be filed**



GCHS DISCIPLINE MATRIX, Cont.

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Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Possession of Other Weapon* (Major)						X	Student will be suspended until expulsion hearing. See Weapons Policy
Possession of Prohibited Items (Major)	1st		2nd	3rd	4th (5) 5th (10)		Confiscated and returned to the parent/guardian after school. (blanket, matches, lighters, etc.)
Posting/Sharing a Fight Video* (Major)					X (10)		
Propping Door (Major)			1st	2nd 3rd (2)	4th (5)		

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*** = Denotes criminal charges may be filed**



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Providing an instrument or, tool, as a weapon to be used in a fight (Major)					1st (10) 2nd (20)	3rd (30)	
Sexual Harassment/ Assault* (Major)					1st (20)	2nd (30)	
Sexual Related Offenses (touch) (Major)					1st (20)		Can be adjusted depending on severity
Skipping Class (Major)				1st	2nd (5) 3rd (10)		

KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School; ISD = In School Detention; AEC = Alternative School
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Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Skipping School (Major)					1st (5) 2nd (10)		Or student skips but leaves campus/unauthorized callout. Failure to sign out in the front office.
Tardy to School/ Tardy to Class (Major)	1st – 4th	5th 6th (2) 7th (3)	8th 9th (2)	10th 11th (2)	12th (3)		See Tardy Policy
Terroristic Behavior/ Actions/Threat Related* (Major)						X (30)	Pulling fire alarm, terroristic threat, +2 suspension
Theft or Poss. of Stolen Property* (Stealing) (Major)					1st (20)	2nd (30)	Loss must be compensated by the guilty party

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* = Denotes criminal charges may be filed



GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Threatening Others (Another Student/Staff) (Major)					1st (5) 2nd (10) 3rd (15)		Can be adjusted depending on severity.
Tobacco Related Offenses (Major)					1st (5) 2nd (10) 3rd (20)	4th (30) 5th (45)	See <u>Tobacco Policy/Electronic Cigarettes or Accessories</u> Complete vape tobacco use curriculum. 3rd offense + (Student & belongings will be searched daily upon arrival at school.)

**KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School;
ISD = In School Detention; AEC = Alternative School
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Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Truancy Violation (Major)				3 UEA (1) 6 UEA (1) 9 UEA (1)			3 unexcused absences - 1st Saturday School 6 unexcused absences - 2nd Saturday School & placed on "No Field Trip/No Prom" list for the remainder of the year 9 unexcused absences - 3rd Saturday School and will NOT participate in any extracurricular activities, Seniors will NOT walk at graduation.
Unauthorized callout (Major)					1st (5) 2nd (10)		
Vandalism* (Major)					1st (20)	2nd (30)	Damages compensated *charges filed

**KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School;
ISD = In School Detention; AEC = Alternative School**

*** = Denotes criminal charges may be filed**



GCHS DISCIPLINE MATRIX, Cont.

Infraction	DW Documented Warning	LD Lunch Detention	ASD After School Detention	SS Saturday School	ISD In-School Detention	AEC Alternative School	Notes
Violation of Acceptable Use Policy (Major)				1st	2nd (5) 3rd (10)		Plus suspended from technology use for two weeks. See <u>Internet Policy</u>
KEY: DW = Documented Warning in IC; LD = Lunch Detention; ASD = After School Detention; SS = Saturday School; ISD = In School Detention; AEC = Alternative School * = Denotes criminal charges may be filed							



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

NOTE: GCHS Administration may exercise professional discretion on a case by case basis.

- After a student has been referred to In-School Detention two (2) times or has been assigned for thirty (30) days during the school year, he/she may be recommended for alternate placement. By law, IDEA eligible students must be given consideration based on their IEP.
- If in the investigation of an incident it is evident that a student knowingly and willingly was untruthful when questioned, that student is subject to disciplinary action, or to additional discipline if involved in the incident.



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX (Minors)

Infraction	Notes
Academic Cheating/Plagiarism (Minor - Formative)	Teachers may also pursue further discipline in accordance with the course syllabus.
Disrespecting School Property (Minor)	Slamming doors/punching lockers/ mess with cameras/ no damage
Disruptive Behavior (Minor)	Causing an interruption in a class or activity. The disruption may include sustained loud talk, yelling, screaming, making noise with materials, and/or sustained out of seat behavior. May result in disrespect to a teacher.
Dress code violation (Minor)	Change clothes, hats/chains are conf. until end of day



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	Notes
Failure to complete Homework/no homework/Missing Assignments (Minor)	*Any assignment after marked "missing" in IC for a week (Habitual will be determined per 9 weeks)
Lingering (Minor)	Students that remain in the restrooms, stalls, etc. with no viable reason, 1 student per bathroom stall.
Non participation (Minor)	Sleeping, not doing work during class - Not turning in hw (See Failure to complete homework/no homework)
PDA (Public Display of Affection) (Minor)	Exhibiting intimate physical contact.
Profanity or Vulgarity (Minor)	
Pushing/Tripping/ Horseplay (Minor)	If fight results, fighting penalty applied.



Discipline Matrix and Code of Conduct

GCHS DISCIPLINE MATRIX, Cont.

Infraction	Notes
Restroom passes (Minor)	Make parent contact over use of passes. Excessive use of restroom passes or excessive use of time.
Throwing Objects (Minor)	
Unprepared for Class (Minor)	Not for Homework-See Homework Policy

Discipline Matrix and Code of Conduct

LUNCH DETENTION

- Students assigned a lunch detention will report to the main office during the specified time for each lunch.
- Students are expected to **arrive within five minutes of being dismissed from their previous class.**
- Lunch detention assignments will be **posted in the commons** before the next day. Students are responsible for checking the list for their assigned detention.
- **Students that miss detention are subject to further discipline (SEE DISCIPLINE MATRIX).**
- Students will **eat lunch in the designated detention room.**
- **After three LDs** have been assigned in one semester, the principal may consider **additional detentions as flagrant violations** of school policy and take additional disciplinary action



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Discipline Matrix and Code of Conduct

MISSED LUNCH DETENTIONS

*Students who have three unexcused absences from detention or who are dismissed from detention will be assigned to the next scheduled **After School School**.*

A missed detention that has been previously excused by the principal/assistant principal or due to an **excused absence from school** must be made up and will be reassigned to the next available date according to the nature of the detention.



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Discipline Matrix and Code of Conduct

AFTER SCHOOL DETENTION

- After school detention is held each **Tuesday and Thursday from 3:10 until 4:30.** **Report to the main office at 3:10.**
- Detentions assigned during one week will be served the following week or at the next available date.
- **Transportation is the responsibility of the student** and parent/guardian. Absences of transportation is not an acceptable excuse.
- Rescheduling a detention will only be considered for true family emergencies. **Parents must contact by phone the assistant principal** personally prior to the missed detention.
- **Participation in after school activities** (sporting events, rehearsals, etc.) **will not excuse** an individual from detention.
- After three ASDs have been assigned to a person in one semester, the principal may consider additional detentions as flagrant violations of school policy and take additional disciplinary action.



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Discipline Matrix and Code of Conduct

AFTER SCHOOL DETENTION

GUIDELINES

1. After School Detention meets from **3:10 - 4:30 p.m.** Report to the main office at 3:10.
2. **Students must be prepared** by having charged Chromebook, textbooks, paper, pencils, class assignments and must show evidence of completing those lessons to the satisfaction of the instructor or written work will be assigned.
3. **Students tardy** to After School Detention **will not be admitted and will be considered skipping.**

Discipline Matrix and Code of Conduct

MISSED AFTER SCHOOL DETENTION

After School Detention is a disciplinary measure and is not meant to be taken at the convenience of the student.

Excused absences from After School Detention must be pre-arranged with the assistant principal. Parents must contact him/her by phone. Only extreme circumstances and family emergencies will be considered when rescheduling the After School Detention.

1. Students absent on the assigned After School Detention will automatically be reassigned to the next available date according to the nature of the detention.
2. If students have an unexcused absence (no show) for the first reassigned ASD, the student will be assigned 1 day in ISD.

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Discipline Matrix and Code of Conduct

SATURDAY SCHOOL

Saturday School is the next level of discipline administrators may use when after school detentions (ASD) have not successfully changed behavior or the act is considered more serious than those for which ASD would be assigned. Principals have the authority to assign more than one day, depending upon the severity of the student's offense.

GUIDELINES

- Saturday School **meets from 8:00 a.m. - 11:30 a.m. in the high school cafeteria.**
- Students **must be prepared by having charged Chromebook, textbooks, paper, pencils, class assignments and must show evidence of completing those lessons** to the satisfaction of the instructor or written work will be assigned.
- Students **tardy to Saturday School will not be admitted** and will be considered skipping.

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Discipline Matrix and Code of Conduct

MISSED SATURDAY SCHOOLS

Saturday School is a disciplinary measure and is not meant to be taken at the convenience of the student.

Excused absences from Saturday School must be pre-arranged with the assistant principal. **Parents must contact him/her by phone.** Only extreme circumstances and family emergencies will be considered when rescheduling the Saturday School.

1. Students **absent** on the assigned Saturday **will automatically be assigned the following Saturday.**
2. If students have an unexcused absence (no show) for the first reassigned Saturday, the student will be assigned **3 days ISD.**
3. Excessive assignments to Saturday School per term will result in an **assignment to In-School Detention.**

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Discipline Matrix and Code of Conduct

IN-SCHOOL DETENTION (ISD)

As an alternative to out-of-school suspension where students receive no credit for class time missed and fall behind in their coursework, we offer a highly structured environment that seeks to reduce behaviors that impede the learning process in the school setting. Students may be assigned in-school detention for repeated discipline, failure to serve other assigned discipline, or for actions considered severe enough to warrant more than LD, ASD, or Saturday School.

- There are three components to the program: 1) educational support, 2) decision making/behavioral learning, and 3) community service. Students must successfully complete all three components. **We seek to foster academic progress, positive attitudes, and positive behaviors.**
- Students are assigned, by the principal/designee, to **ISD for a period of 3-30 days depending on the behavior** that warranted the assignment.
- Students may utilize school transportation during the ISD assignment; however, they **must report directly to the appointed ISD location when arriving at school. They must leave immediately after school and may not attend any extracurricular functions on the school premises or at any school related activities (ball games, programs, and such at home or away) at any time during their ISD placement.**



Discipline Matrix and Code of Conduct

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As an alternative to out-of-school suspension where students receive no credit for class time missed and fall behind in their coursework, we offer a highly structured environment that seeks to reduce behaviors that impede the learning process in the school setting. Students may be assigned in-school detention for repeated discipline, failure to serve other assigned discipline, or for actions considered severe enough to warrant more than LD, ASD, or Saturday School.

- **A certified teacher operates the program, and teachers will visit their students during their planning if they need extra academic support.**
- **Students who fail to follow ISD rules will be removed immediately.** The original assignment of days will begin again when they return. The student may also be considered for alternate placement.

After a student has been referred to **In-School Detention two (2) times or has been assigned for thirty (30) days during the school year, he/she may be recommended for alternate placement.** By law, IDEA eligible students must be given consideration based on their IEP.



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Discipline Matrix and Code of Conduct

SUSPENSION/EXPULSION OF PUPILS POLICY

1. The principal of the school is authorized to **suspend a pupil up to ten days** for a violation as outlined in KRS 158.150. Pupil re-entry is contingent upon reasonable conditions set forth by the principal.
2. For additional offenses, the principal may suspend the pupil until the Graves County Board of Education, in its next regular session, may 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 the duration and/or conditions of re-entry to the school.
3. ***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 suspension in accordance with the Graves County Board of Education Suspension/Expulsion Policy.
4. Any suspension/expulsion occurring during the summer while on a school sponsored activity shall become effective following the student's enrollment the following school term.



Discipline Matrix and Code of Conduct

SUSPENSION/EXPULSION OF PUPILS POLICY, Cont.

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5. A student will not be readmitted to school following suspension until the parent/guardian makes verbal contact with the school principal/designee acknowledging the suspension and the condition for reentry.
6. All actions taken in conjunction with KRS 158.150 shall set forth reasons for suspension and conditions for reentry to school programs.
7. **Suspension days are unexcused absences.** (See **UNEXCUSED ABSENCES policy.**)



Discipline Matrix and Code of Conduct

ALTERNATE PLACEMENT

When the aforementioned discipline methods have not been successful, Graves County High School utilizes an alternate placement option.

ALTERNATIVE SCHOOL

This program is administered by Graves County Schools and serves **students in grades 5-12 for the Graves County School Systems**. The school is located in the academic/athletic building at the football stadium.

- Students are assigned for a **minimum of 30 days**.
- Students may use Graves County transportation but may not be on the **high school campus for any reason** during placement.
- Students **may not attend any extracurricular activity** of Graves County Schools while in this placement.



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Student Procedures

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE OR REFLECTION

In accordance with the regulations of the State Department of Education and the Graves County Board of Education, **the Pledge of Allegiance will be recited and a moment of silence shall occur each morning in all classrooms.**

Student Procedures

MEALS

Students have the opportunity to eat two meals a day in our school cafeteria. Breakfast is served each morning. Students eat lunch in one of four groups during their 3rd block class. There are four serving lines daily at meals.

Meals should be a pleasant time of interaction for students. To that end, students should respect others around them and who may follow them by:

- ◆ Maintaining a quiet, orderly environment.
- ◆ Entering all lines through the hallways at one's proper place in line.
- ◆ Cleaning the table and area used, pushing chairs in, and disposing of all trash on the way out of the cafeteria.
- ◆ Refraining from sitting on tables or booths.
- ◆ Return plastic trays to the appropriate location.

All students are expected to remain in the cafeteria or commons area during lunch periods.

Students should not walk the hallways and disrupt the learning environment of others. Those who do so may receive disciplinary action for being in an Off Limits Area (See Discipline Matrix.)

Student Procedures

MEALS, Cont.

Meal Prices

	Student
Breakfast	FREE
Lunch	FREE

NOTE: Families who meet the requirements for free or reduced meal costs must complete the proper paperwork each year to qualify for these programs. This paperwork is distributed to all students on the first day of school and may be obtained through the Youth Service Center any time thereafter during the year.

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Student Procedures

OUTSIDE FOOD AND DRINKS

Commercially prepared/restaurant meals shall not be delivered to or brought to students at school before or during the school's designated breakfast and/or lunch serving period. **Prepared foods brought to school for student consumption shall be in a non-identifiable container such as a lunchbox or brown bag.**

ANNOUNCEMENTS

Announcements on WGCE are broadcast during Academic SOAR time of the day. The public address system will be used and classes interrupted for announcements that cannot be handled only when absolutely necessary. School-wide announcements will be sent weekly via email and daily announcements may be viewed online via the [GCTV YouTube channel](#).

DELIVERIES

Deliveries, DoorDash, or shipments of any kind will not be accepted (food, flowers, candy, gifts, etc.).



Student Procedures

TELEPHONE USAGE

Students will only be called to the office to receive messages that are absolutely necessary at break and the end of the day. No one will be called from class to the phone except for family/emergency situations. Students who find it necessary to use the telephone during school hours may use the telephone in the office.



Student Procedures

LOCKERS

Lockers will be assigned to those students who request them. Students are expected to use only the locker assigned to them. **Students should not give their combinations to other students, and they should not leave money or valuables in lockers.** Lockers remain the **property of the school and are subject to inspection at any time.**

Lockers should be kept in good condition, and no decals may be placed on or inside lockers. Lockers must be cleaned of all trash, personal items, and such at the end of the school year or when withdrawing, or the student will be assessed a fine.

Jamming of locks damages the locks and lockers and is strictly prohibited. Students violating this subject themselves to **a fine (\$10.00) and/or further disciplinary action.**

Students should report any damage to the locker at the beginning of the year. If a locker is damaged, the student to whom the locker was assigned will be assessed for the labor/parts repair cost.

All students taking PE classes will be assigned a locker in the PE locker rooms as well, and they will be issued a lock. Many students and multiple classes utilize these dressing facilities during the day. Students must always lock all clothing and personal possessions in the locker while participating in PE classes.



Student Procedures

LIBRARY SERVICES

The library will be open from **9:30 a.m. to 3:30 p.m. Monday through Friday**. The library will close at school closing time on days when school is dismissed early and on days prior to school closing for holidays, in-service, etc.

Students using the library during class time should first get permission from the teacher by filling out an e-Hall pass to the librarian. Upon approval from the librarian when entering, inform the librarian about his/her particular need. Then, the librarian will end the e-Hall pass sending the student back to class.

Computerized ID cards are issued to all incoming freshmen. These cards are necessary to check out resources.

1. All books must be checked out at the circulation desk by the librarian or student aide. Books are checked out for three weeks.
2. Students must pay for lost or damaged books.
3. Students may purchase photocopies of items for 10 cents per page.

Student Procedures

STUDENT VEHICLES

Students are allowed to drive their own vehicles to Graves County High School but are subject to the following guidelines:

1. Students adhere to the **Drug & Alcohol Testing Policy**.
2. Students must drive safely and cautiously, obeying all traffic signs and facilitators. **School buses always have the right of way.**
3. **Students must hold a valid driver's license, register all vehicles they will drive with the office, and obtain a valid parking permit.**
4. Students must park in a marked spot and **exit their vehicles as soon as they arrive at school, and must remain out of them during the school day** unless granted permission by the administration.
5. Students who have peer tutor or career apprentice assignments off-campus or students in classes that require them to leave during the school day (newspaper, yearbook, etc.) **must submit verification from their teacher for that particular assignment. However, career apprentices and peer tutors will not be allowed to run errands during the day.**

Student Procedures

STUDENT VEHICLES, Cont.

Students are allowed to drive their own vehicles to Graves County High School but are subject to the following guidelines:

6. Students should **lock vehicles** parked on school property. The school does not bear responsibility for damages that might occur while those vehicles are on school property.
7. Students understand that **vehicles parked on school property are subject to search** by trained dogs and by administrators who have reason to suspect that a vehicle might contain stolen articles, narcotics, alcoholic beverages, stimulant drugs, weapons, or any type of explosive or prohibited items as described in school policy.
8. Students who drive and are **habitually tardy (6 tardies) to school may lose their driving privileges** for a period of two weeks, or longer if such irresponsibility continues after the first revocation of privileges.
9. Parking in GCHS lot **without a tag can result in a fine**. First offense is \$5, increasing incrementally by \$5 for each additional offense. Appeals should be made to GCHS administration.

Student Procedures

PROM

1. The Graves County High School Prom is open to students who are classified by credits earned as **juniors or seniors and one guest**.
2. Attendance at prom is a privilege. **No student may attend prom who is on the “No Fly List” (not completed necessary credit recovery classes, failing three or more classes, or who has 6 or more unexcused absences) or has un-served reassigned discipline.**



Student Procedures

PROM, Cont.

3. Guests are expected to accompany the junior or senior with whom they are registered. Additionally, guests must meet these requirements:

- a) No guest shall be **below 9th grade in school or older than 20 years old.**
- b) All guests must agree, in writing, to abide by all rules of Graves County High School AND be approved by the school administration.
- c) For guests who are not currently students at GCHS, the student must **submit a copy of the administrator's recommendation from another school** or a copy of the guest's driver's license or other proof of identity and age, if the guest is not a student.
- d) Individual requests may be granted only at the discretion of the GCHS administration.

Student Procedures

PROM, Cont.

4. Dress is **formal and in appropriate taste** for a school function.
5. All school rules are in effect regarding **appropriate behavior** – (i.e., no use of tobacco products, no use of alcohol or drugs, etc.).
6. When students leave the building, they are considered to have left the prom and **MUST leave the Prom grounds and MAY NOT return.**



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Student Procedures

INTERSCHOLASTIC ATHLETICS

Graves County High School offers students the opportunity to participate in the following competitive interscholastic sports.

Men's Baseball

Men's & Women's Archery

Co-Ed Cheerleading

Men's & Women's Golf

Women's Softball

Men's & Women's Tennis

Women's Volleyball

Esports

Men's & Women's Basketball

Men's & Women's Bowling

Men's & Women's Cross Country

Men's Football

Men's & Women's Soccer

Men's & Women's Track

Women's Cheerleading

Bass Fishing

Student Procedures

INTERSCHOLASTIC ATHLETICS, Cont.

Participation in these activities is a privilege that must be earned through a tryout and at the discretion of the head coach of each team. Additionally, all participants on athletic teams must meet the following criteria:

- 1) Have a **valid, current physical** filed in the athletic office on the proper KHSAA form that is no more than one year old.
- 2) Be on course to graduate on time and **maintain passing grades in at least 6 of 8 classes** throughout the year.
- 3) **Maintain behavior in and out of school that represents GCHS in a positive manner** and agree to abide by all rules specified by the head coach of that team.
- 4) Maintain **personal insurance coverage** up to the \$25,000 KHSAA Catastrophic Insurance coverage.



Student Procedures

FIELD TRIPS

Field trips as part of a class or extracurricular organization are an extension of the classroom and are **subject to all rules of conduct that apply in the regular classroom**. The following policies regarding field trips apply to all students involved in the activity:

1. **Transportation must take place in a district-owned or leased vehicle,** or in other transportation approved by the school administration.
2. 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.
3. A member of the school faculty, staff, or administration must accompany students on all field trips.
4. **The student's parent or legal guardian must provide written permission for the student to attend prior to any field trip. A signed medical release form must be obtained for any trip outside of the county.**



Student Procedures

FIELD TRIPS, Cont.

5. It is the student's responsibility to find out classroom assignments prior to field trips, to turn in assignments, and to be prepared for quizzes at the next regular class meeting. All work is due on the first class day back for one day trips; the second day for two day trips; and the third day for three day or longer trips.
6. Failure to comply with school policies while on field trips will result in appropriate disciplinary actions. Those may include being immediately sent home. If so, *it will be the responsibility of the parent to pay the cost of transportation.*
7. If one has knowledge of anyone in the group breaking school policy, he or she must immediately report it. Failure to do so may constitute complicity and make the one with knowledge subject to disciplinary actions also, whether actually participating in the activity or not.
8. Teachers may refuse to allow a student to participate based on discipline record and/or failure to maintain academic progress.



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Student Procedures

FIELD TRIPS, Cont.

9. Any student assigned to ISD the day of a scheduled field trip will not attend.

10. **Students on the “No Fly List” (any student failing three or more classes and/or 6 or more unexcused absences, not completed credit recovery) will not be allowed to attend field trips.** Students are responsible for informing the counselors when grades or credit recovery is completed.



Student Procedures

EXTENDED SCHOOL SERVICES (ESS)

Graves County High School offers **extra help** for those students who may need or desire such services after school from **3:15-4:15 PM** on designated days set by each department. These services are free and available to all students.



Student Procedures

SCHOOL VISITORS

Since the safety and education of all students are of primary importance, the school requests that all visitors abide by the following:

1. Have valid school business,
2. Obtain administrative consent,
3. Present identification, which will be held at the front office until departure and sign in at the front desk,
4. Obtain and **wear a visitor's badge**, and
5. Dress appropriately as to school expectations

Parents are always welcome at GCHS. Class visitations should be scheduled through the principal's office.

Students may not bring visitors to school for any part of the school day.

Former GCHS students who exited in good standing are welcome to visit former teachers by appointment and during teacher planning blocks provided the above procedures are followed. Former students or other non-parent visitors may not visit students or eat lunch with them.

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Student Procedures

MEDICINE ADMINISTRATION

All medication should be given at home when possible unless it is necessary for administration at school. Due to a recent change in the law, all medications (prescription and Over-the-counter) now require signatures by the parent/guardian AND medical provider (MD, APRN, PA) on the medication permission form. These forms are only valid for one school year and must coincide with the current year. Students shall not carry medication on their person at any time with the exception of epi-pens, metered dose inhalers, and/or glucagon for emergencies. Prescription medications must be supplied to the school in the original labeled container with the pharmacy label intact. Over-the-counter medications must be in a new, unopened container/box/bottle and not expired. Medications will not be accepted if labeled improperly or opened.

Parents must bring prescription medication(s) in to the school nurse for counts and signatures. If a transportation issue occurs with prescription medication, arrangements must be made with the school nurse and bus driver. Over-the-counter medication, including aspirin/acetaminophen/ibuprofen, must be given to the 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 school nurse and/or medication trained unlicensed authorized personnel. 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, 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 substances.

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.



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Student Procedures

DROP, COVER AND HOLD (EARTHQUAKE DRILL) PROCEDURES

At the first tremor indicating an earthquake, students are to immediately take shelter in their rooms, preferably under a table or desk, to avoid falling objects, glass, etc. They should cover their eyes with their arms, and hold on to the desk or table. If students cannot get under a desk or table, they should grab a book to protect their heads and place their heads in their laps to protect their faces.

When the tremors stop, students should remain calm and wait for instructions. If necessary, teachers and students will be notified to evacuate the building according to the evacuation plan.

An earthquake drill will be announced over the intercom.

Student Procedures

EVACUATION (FIRE DRILL) PROCEDURES

Graves County High School conducts evacuation drills twice during the first two weeks of school and once a month throughout the remainder of the school year.

General Guidelines

At the sound of the alarm, students should evacuate immediately according to proper procedure, unless in a lockdown situation or instructed otherwise over the intercom. Students should carry purses and personal belongings they have with them, but students are not to stop at lockers or retrieve belongings from other parts of the building. Students should evacuate and assemble at designated locations clear of driving lanes. Students are not allowed to get into their vehicles. During inclement weather, students may be evacuated to the middle school or board buses at the bus garage when instructed to do so by school administration.

Planning block teachers will check all restrooms, be alert to help evacuate special needs students, and check classrooms in their area before evacuating. These teachers should be the last to evacuate the wings.

Maintenance personnel will check the elevators for stranded students or staff then report to the front office for specific instructions on locating and managing the situation.

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Student Procedures

EVACUATION (FIRE DRILL) PROCEDURES, Cont.

Classroom Evacuations

Evacuation routes are posted in all classrooms. **Students will leave the room according to plan and walk to the designated area beyond the parking lot.**

Teachers shall be the last person to leave the room and shall leave the door open unless there is a fire. **When the class assembles at the designated area, teachers are to check roll and maintain supervision at all times.**

Passing Time/Break Evacuations

When the alarm sounds while students are **passing between classes**, students and teachers should **leave the building at the closest exit** and then **report to the designated area for the class to which they are going.**

Lunch Evacuations

Students in the cafeteria and commons during lunch should **evacuate through the front, main entrances** of the building to the front lot and look for their **teacher who dismissed them to lunch at their designated meeting place for that class.** Teachers should report to their location and assemble their students for roll call.



Student Procedures

EVACUATION (FIRE DRILL) PROCEDURES, Cont.

Assembly Evacuations

Students should remain calm and listen for the direction of their teachers. Students must not leave until directed to do so by faculty members. Remember that bottlenecks of students may cause pushing, injury, and panic. We want to keep students moving as much as possible. Once outside, teachers should take roll and maintain student supervision.

When students are seated on one side of the gym floor, students in the lower level chair seats or bleachers should exit down to the gym floor and out of the exits opposite of their seating. (i.e. Those seated in the chairs should exit the northwest and north end exits by the boys basketball locker room and band rooms.) Those exiting first (A & F sections) should take their students across the catwalk and exit out the north exits. Center sections (B, C & D) should exit from south and southwest exits.

When students are seated surrounding the floor, teachers in the lower 4 rows should direct students to exit to the gym floor and out of the nearest exit. Teachers in all other rows should direct their students to exit up the bleachers and out of the nearest exit.



Student Procedures

SEVERE WEATHER SAFE AREA (TORNADO DRILL) PROCEDURES

Graves County High School will conduct severe weather safe area drills in August, January, and March and as otherwise deemed appropriate.

GENERAL GUIDELINES

When sirens sound, **students in rooms with interior walls are to remain in place. Others will move in orderly fashion to assigned areas.** Teachers will review these areas with their classes and will post in each classroom.

Students should take cover, as much as is possible, away from windows and other cabinets, shelves, etc. which are not anchored to the walls. Students remaining in their classrooms should move under their desks or tables.

Students should do one of the following: a) rest on knees, lean forward, cover face with crossed arms, or b) sit on floor, cross legs, cover face.

Teachers will stay with their students. Teachers on their planning block will check restrooms and be alert to help with special needs students.

Those evacuating from **upstairs should be aware that others are coming behind them and should use the principle of “going long” and “staying left”.** Go far enough that others behind you will not have to walk past you, and stay left so that classes will not have to cross each other.

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School Policies and Other Information

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.

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School Policies and Other Information

SCHOOL RECORDS

FAMILY EDUCATION RIGHTS AND PRIVACY ACT, Cont.

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 individual. 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.

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School Policies and Other Information

SCHOOL RECORDS

FAMILY EDUCATION RIGHTS AND PRIVACY ACT, Cont.

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.

School Policies and Other Information



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PARENT RIGHTS REGARDING TEACHER QUALIFICATIONS

If there is any doubt about the certification of qualifications of a student's teacher, parents have the right, in accordance with state requirements, to request from the principal or superintendent information relating to the same.

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School Policies and Other Information

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.

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School Policies and Other Information

TESTING TRANSPARENCY, Cont.

(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.

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School Policies and Other Information

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:

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;

1. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
2. 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
3. Whether your child is provided services by paraeducators, 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.

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School Policies and Other Information

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 to 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; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.



School Policies and Other Information

NOTICE FOR DIRECTORY INFORMATION, Cont.

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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)



School Policies and Other Information

NOTICE FOR DIRECTORY INFORMATION, Cont.

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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 Policies and Other Information

NONDISCRIMINATION POLICY & 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.

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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.

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School Policies and Other Information

SPECIAL EDUCATION, Cont.

Teachers or parents may refer students by contacting the principal or guidance counselor at each school. A meeting will be held at the school to determine if a disability is suspected and if individual testing is needed. After written parental permission for testing is received, evaluations will be provided at no cost to parents.

The evaluations will be discussed at a meeting with the ARC Chairperson, special education teacher, parent, regular education teachers, and other school staff as needed. This committee will review the evaluations and will determine if special education programming is needed. If the student 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 re-evaluated every three years.

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School Policies and Other Information

USE OF PHYSICAL RESTRAINT

KRS 503.110, Individuals with Disabilities Education Improvement Act and Section 504 of Rehabilitation Act of 1973 States the following: All Graves County staff 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 an imminent danger of 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.



School Policies and Other Information

USE OF PHYSICAL RESTRAINT, Cont.

- Behavior interventions are consistent with a child's right to be treated with dignity and free from abuse. Restraint will never be used for discipline or punishment.
- Repeated use of restraint 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, verbal de-escalation techniques and safe use of physical restraint.
- Policies regarding the use of physical restraint and seclusion are reviewed annually and documentation of those restraints are included in that review and are revised according to state guidelines.
- Parents are notified regarding the use of restraint in the school handbook and following use of needed restraint of their child.

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TRACEABLE COMMUNICATIONS

Students can only use District Approved Communication Tools to communicate with Graves County School Staff, Coaches, and Volunteers, unless there is a parent signed waiver on file at the school where the student is enrolled. (Student Square, Google Education Suite, and Schoology are some of the district approved means of communication.)

1. ParentSquare/StudentSquare
2. District Provided Gmail
3. Google Classroom (Elementary Learning Management System)
4. Schoology (MS and HS Learning Management System)
5. Blackboard (at the request of KCTCS for Dual Credit courses)
6. Outlook (at the request of KCTCS for Dual Credit courses)
7. Starfish (at the request of KCTCS for Dual Credit courses)
8. Canvas (at the request of MSU for Dual Credit courses)



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NO PASS, NO DRIVE POLICY

The “No Pass/No Drive” statute (KRS 159.051) stipulates that any 15, 16 or 17-year-old applying for a permit driver’s license will be required to have a completed school compliance verification form. The school will submit a report of noncompliance, and subsequently update that report no later than the end of each semester, if any of the three conditions occur:

- 1) a 15, 16 or 17- year-old student (with a driver’s permit or license) accumulates **nine or more unexcused absences** (Any absences due to suspension shall be unexcused absences.),
- 2) a **15, 16 or 17-year-old driver drops out of school**, or
- 3) a student is deemed **academically deficient by failing three or more courses** in which he or she is enrolled at GCHS.

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to designee (counselor) to have their standing confirmed.



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School Policies and Other Information

DROP OUT POLICY

Kentucky Law requires students who dropout prior to the effective school year of the new compulsory age and are under the age of 18 to attend school until his/her 18th birthday. **KDE suggests that districts advise the parents of 16 and 17 year old students who are considering dropping out that those students will be required to return to school until they reach the age of 18.** Kentucky's Compulsory Attendance Laws are enforced through a legal process described in KRS 159.140 (3).



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Students ***transferring to another school*** should report their intentions to the guidance office and their teachers a few days in advance. All school fees must be paid and school property must be returned before transcripts can be forwarded. Student's records may be withheld for pending fee payments and return of books or other school property.

Any outstanding discipline is transferred with the student who withdraws from GCHS to their new school. If a student returns with incomplete outstanding discipline, they will be expected to complete the discipline once they have re-enrolled.

Students ***withdrawing from school*** must check in all books and any other school property through the guidance office. Students will be charged for books/items not properly returned.

Students ***transferring to GCHS*** are scheduled on an individual basis. Transition from a 4 x 4 block schedule to our AB schedule may cause a loss of credits. Students entering GCHS who have previously attended a non-accredited school will enter under probationary status. Evaluation by the administration of the student's transcript and earned credits will determine grade level placement. This evaluation may include testing. These students must earn at least their last seven (7) credits from GCHS in order to receive a GCHS diploma. They must also meet all other graduation requirements.

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REFUNDS

The refund schedule for students who withdraw from school is listed below:

If paid by term and withdraw during.

1-2 weeks - 100% refund

3-5 weeks - 75% refund

6-9 weeks - 50% refund

10-13 weeks - 25% refund

14-18 weeks - 0% refund

If paid by year and withdraw during.

1-2 weeks - 100% refund

3-9 weeks - 75% refund

10-18 weeks - 50% refund

19-27 weeks - 25% refund

28-36 weeks - 0% refund

Refunds may be reduced based upon such factors as damaged/lost books, library fees, cafeteria charges, Chromebook/technology fees, and uniforms. Departmental fee refunds are determined on a departmental basis. No refunds will be given for club dues and locker maintenance.

School Policies and Other Information

GCHS CHROMEBOOK DIGITAL CONVERSION



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Please note that although this is a summary of key points from the Acceptable Use Policy 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's 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.



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School Policies and Other Information

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 WiFi 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.**

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School Policies and Other Information

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 online, digital modules with you. You will need to complete the modules assigned as part of your digital citizenship agreement.

School Policies and Other Information

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. Tweeting about your volunteer work or photographs of your original art will provide employers opportunities to 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**, especially passwords, social security numbers, street addresses, or phone numbers.



School Policies and Other Information

ONLINE SAFETY, RESPONSIBLE SOCIAL MEDIA, Cont. [Index](#)

- Remember that in order to record audio, video, or still pictures of others, you must not only have consent, but the student must also 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.

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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. If a webpage, website or app is found to have inappropriate content, please contact the Graves County Board Office.



School Policies and Other Information

PROHIBITED WHEN USING SCHOOL TECHNOLOGY

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

- **No illegal, unethical, or non-educational use;**
- **No harassment or online bullying of any kind** from 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!



School Policies and Other Information

TECHNOLOGY TIPS FOR PARENTS & GUARDIANS

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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 also 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](#)



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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 GCS Network or taking a Chromebook home.
- The full AUP can be found on the district's website.
- Families are responsible for paying for lost or damaged Chromebooks.

We are very excited to offer you an opportunity to leverage the power of technology to further your education. But in the end, technology is only a tool to serve our mission.

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School Policies and Other Information

GOOGLE POLICY

The Google Account that will be provided to each student will enable them to login and have access to Google Apps: a collection of Google's core services. Students will have access to applications (Apps) that allow them to create and edit documents, spreadsheets, drawings, and presentations. It provides students a place to store (and upload) all their files. Google Drive allows teachers and students to collaborate and share documents with each other, and can be accessed anywhere there is an Internet connection. In addition to Google Drive, students will also have access to other services such as a personal calendar, website creation tools, and blogging.

Because Email plays a critical role in today's modern communication, we believe it should play an equally critical role in the educational experience Graves County provides for our students. We are working to bring email to students in a safe, responsible, and legal way.

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School Policies and Other Information

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 Coach(es).

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

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School Policies and Other Information

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 ensure 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.



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COMPUTER ACCEPTABLE USE POLICY, Cont.

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 websites



School Policies and Other Information

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BRING YOUR OWN DEVICE (BYOD) POLICY

The Graves County School District allows 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. 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.



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BRING YOUR OWN DEVICE (BYOD) POLICY, Cont.

- 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 to 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 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.



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School Policies and Other Information

BRING YOUR OWN DEVICE (BYOD) POLICY, Cont.

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 [Graves County Schools](#)



School Policies and Other Information

ELECTRONIC MAIL AND INTERNET CONSENT POLICY [Index](#)

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 to 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. By signing that you have read the handbook, you agree to the above.



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ELECTRONIC MAIL AND INTERNET CONSENT POLICY, Cont.

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.

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School Policies and Other Information

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.**

Any student found in violation of policy faces these consequences:

- **1st offense** – Serve a **Saturday School** and **loss of technology privileges for 2 weeks.**
- **2nd offense** – **In School Detention** and **loss of technology privileges for 2 weeks.**
- **3rd offense** – **Additional days of ISD** and **loss of technology use for length of time determined by administration. Students should be aware that loss of technology privileges may affect their grades adversely.**



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School Policies and Other Information

SEXUAL EXTORTION

Definition

A person is guilty of sexual extortion when he or she communicates, through any means, a threat to:

- (a) Injure the property or reputation of another person or commit violence against another person with the intent to coerce that person to:
 - 1. Engage in sexual conduct; or
 - 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity; or
- (b) Distribute any matter depicting another person engaged in sexual conduct or in a state of nudity or seminudity with the intent to coerce that person to:
 - 1. Engage in sexual conduct;
 - 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity;
 - 3. Provide the payment of money, property, services, or any other thing of value to the perpetrator; or
 - 4. Do any act or refrain from doing any act against his or her will.



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School Policies and Other Information

SEXUAL EXTORTION, Cont.

Sexual extortion is a Class A misdemeanor unless:

(a) The victim, as a result of the commission of the offense:

1. Engages in sexual conduct;
2. Produces, provides, or distributes any matter depicting himself or herself engaging in sexual conduct or in a state of nudity or seminudity;
3. Provides the payment of money, property, services, or any other thing of value to the offender;
4. Does any act or refrains from doing any act against his or her will; or
5. Suffers serious physical injury;

In which case it is a Class D felony; or

(b) 1. The person:

- a. Was previously convicted of any sexual offense under KRS Chapter 510 or a sex crime as defined in KRS 17.500;
- b. Occupied a position of special trust or a position of authority as those terms are defined in KRS 532.045 in relation to the victim;
- c. Used or threatened the use of a deadly weapon or dangerous instrument against the victim during the commission of the offense; or
- d. Is an adult and the victim is a minor, and there is greater than a four (4) year difference in age between them; or



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SEXUAL EXTORTION, Cont.

2. The offense was committed during the course of a kidnapping as described in KRS 509.040;
In which case the person shall be charged one (1) level higher than the level otherwise specified in this subsection.

If the victim attempts suicide resulting in serious physical injury or dies by suicide within ninety (90) days of the commission of the offense as a proximate result of the trauma the victim experience during or following the commission of the offense, the person may be prosecuted for homicide under KRS Chapter 507 or assault under KRS Chapter 508.

This section does not apply to:

- (a) Images involving voluntary nudity or sexual conduct in public, commercial settings, or in a place where a person does not have a reasonable expectation of privacy;
- (b) Disclosures made in the public interest, including the reporting of unlawful conduct, or lawful and common practices of law enforcement, criminal reporting, corrections, legal proceedings, or medical treatment;
- (c) Disclosures of materials that constitute a matter of public concern; or
- (d) When acting in its capacity as a provider of those services, a:
 1. Broadband internet access service provider;
 2. Telecommunications service provider, an interconnected VoIP service provider, or a mobile service providers as defined in 47 U.S.C. sec. 153;
 3. Commercial mobile service providers as defined in 47 U.S.C. sec. 332; or
 4. Cable operator as defined in 47 U.S.C. sect. 522; or



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ASBESTOS INSPECTION INFORMATION

Graves County Schools has conducted a complete 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.

Parents are encouraged to examine the management plan that affects their child(ren). 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 takes very seriously the recommendations made in the state agency-approved management plan.

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School Policies and Other Information

ASBESTOS INSPECTION INFORMATION, Cont.

A person will be LEA trained to oversee asbestos activities and ensure compliance. As required, Ken Robinson is the single contact for the public to obtain information about asbestos-related activities in the Graves County Schools. You may reach Ken Robinson at the Graves County Board of Education. Thank you for your cooperation and understanding.

The Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) required the EPA to develop a regulation which provided 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. The rule became effective on December 14, 1987.

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School Policies and Other Information

MENINGITIS INFORMATION

As part of the information our schools provide to you concerning student and school health issues, Graves County High School is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck.

The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Although the disease is rare, it can be prevented through vaccination.

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School Policies and Other Information

MENINGITIS INFORMATION, Cont.

Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons through coughing without covering the mouth and kissing. Teenagers and college students can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students are at greater risk for contracting the disease, up to 83 percent of the cases in this age group may be prevented through immunization.

For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry and for all incoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12 year olds.

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School Policies and Other Information

MENINGITIS INFORMATION, Cont.

For more information about meningococcal disease, you should consult their child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations:

[*American Academy of Family Physicians*](#)

[*American Academy of Pediatrics*](#)

[*Centers for Disease Control and Prevention*](#)

[*Meningitis Foundation of America*](#)

[*National Association of School Nurses*](#)

[*National Foundation for Infectious Diseases*](#)

[*National Meningitis Association*](#)

In addition, the [*Kentucky Department of Education*](#) provides links to this information and the above Web addresses from its Web site.

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School Policies and Other Information

LICE

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/reported to have live head lice at any time during the school year. Other students closely associated with the student and possibly siblings of the student that attend the same school may be checked for live lice, which are defined by the Centers for Disease Control and Prevention as crawling lice. In general, school-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 findings.

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School Policies and Other Information

LICE, Cont.

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 Policies and Other Information



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LICE, Cont.

School personnel shall follow up with students found with a second and/or subsequent cases 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 time frame.

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.

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School Policies and Other Information

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. Student accident claim forms may also be obtained at the school. Additional twenty four hour coverage may be purchased for a fee. 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 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.



School Policies and Other Information

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STUDENT INSURANCE, Cont.

The insurance plan provided by the Graves County Schools does not pay 100% of all medical and dental expenses (See Limitations). The following is information outlining the benefits and limitations of the school purchased insurance plan. If you desire additional insurance coverage for your child(ren), we suggest you consider purchasing supplemental individual accident insurance.

BENEFITS

Benefits are provided for accidents for which medical treatment by a physician, surgeon, dentist, registered nurse, hospital services, ambulance service, or X-rays are rendered. The initial treatment must be rendered within 30 days of the date of the accident, benefits are limited to \$7,500,000 for treatment rendered within 2 years of the date of the accident. Coverage is underwritten by Nationwide Life Insurance Company. This policy pays costs which are not paid by other collectible insurance plans according to a schedule. The insured shall have free choice of a physician or hospital for treatment. If, however, an insured student has other valid coverage through another insurance plan(s) and does not choose a physician or hospital through the other plan, we will pay benefits as if the other plan's guidelines had been followed. (SEE LIMITATIONS ON NEXT SLIDE).



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School Policies and Other Information

STUDENT INSURANCE, Cont.

LIMITATIONS---\$25,000 Maximum Medical Benefit

Deductible (\$0 per Insured per Injury)

Day Surgery (R & C to \$5,000 Max)

X-rays (R & C to \$500 Max)

MRI/Cat Scan (R & C to \$1,000 Max)

Hospital Room & Board, Inpatient Expense (R & C to \$5,000 Max)

Outpatient Hospital (R & C to \$1,000 Max)

Physiotherapy (\$40 per visit Max; Maximum of \$400)

Dental (\$500 per tooth Max)

Orthopedic Braces & Appliances (\$500 Max)

Prescription Drugs (\$100 Max per injury)

Orthopedic Appliances, Eyeglasses, Hearing Aids, Dental (R & C)

*Note: "R & C" means Reasonable and Customary.



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School Policies and Other Information

STUDENT INSURANCE, Cont.

Additional Death and Dismemberment Benefits are available. A schedule of those benefits will be provided from the district finance officer at (270)328-1544 for those who request that information.

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.



School Policies and Other Information

DRUG & ALCOHOL TESTING POLICY

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The Graves County Board of Education has adopted a **mandatory** Alcohol and Drug Safety Policy for student athletes, students who participate in competitive extra-curricular activities at the high school level, and students who hold a valid on-campus parking permit. Students who do not hold an on-campus driving permit and/or who are not participating in competitive extra-curricular activities may **volunteer** to participate in the District's drug-testing program.

All student participants and their parents/legal guardians are required to acknowledge in writing that they have read, understood, and agreed to be bound by the terms and conditions of the policy. The student and parent/guardian must sign the "Student and Parent/Guardian Consent to Perform the Urinalysis for Drug Testing" form and be advised of the voluntary surveys for program evaluation before the student may try out for any competitive extracurricular teams/organizations and/or permitted to drive a motor vehicle on the high school campus.

The policy establishes a program of education and counseling designed to deter unlawful use of alcohol and other drugs. When deterrence is unsuccessful, the policy provides for suspension and/or termination of a student's participation in high school competitive extracurricular activities including athletics and/or revocation of a student's on-campus parking permit.



School Policies and Other Information

SEARCH AND SEIZURE

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

1. The individual will not be searched unless there is **reasonable suspicion that the pupil is concealing evidence of an illegal act, and only with the express authority of the principal.**
2. Illegal items (weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's or to other's safety and security may be seized by school officials.
3. Items that might 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 or the pupil's parents by the staff member or through the principal's office.
4. A general **inspection of school properties, such as lockers and desks, may be conducted on a regular basis.** During these inspections, school property, such as overdue library books, may be collected. **Students should not expect privacy to items in such locations.**
5. All illegal items seized shall be **turned over to the proper authorities** or returned to the true owner.
6. Except for administrative searches, such as routine locker checks, **students will have the opportunity to be present when a search of personal possessions is to be conducted** unless the pupil is absent from school or unless school authorities determine that the pupil's presence could endanger his/her health and safety.



School Policies and Other Information

USE OF TRAINED DOGS

Subject to the following conditions, the Principal may authorize the use of trained dogs to locate controlled substances on school grounds.

1. The **dogs may be used for blanket searches of lockers, purses, and automobiles parked on school grounds. The dogs may also be used for individualized sniffs of lockers, purses, coats, and automobiles when a school official has reasonable suspicion** that the particular locker or automobile contains contraband.
2. Searches involving dogs shall be conducted only when students are in classrooms. **No student shall be in the immediate area of the dogs.** Student's purses may be placed in the hallways when the school is "locked-down" for the sweep. No one will be allowed to leave assigned areas during the search.

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School Policies and Other Information

REGULATIONS FOR PUPILS RIDING GRAVES COUNTY SCHOOL BUSES

The privilege of any pupil to ride a school bus is conditioned upon his good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules and regulations will be reported to the principal of the school that the pupil attends for necessary corrective action.

1. **The driver is in full charge of the bus/pupils.** Pupils shall obey the driver cheerfully and promptly.
2. Pupils shall **occupy the space designated for them** by the driver.
3. Pupils shall **be on time**, the bus cannot wait.
4. Pupils are **never to stand in the road** while waiting for the bus.
5. Pupils are to **clean their feet before entering** the bus.
6. Pupils are **not to throw trash or spit on the floor** of the bus.
7. Pupils are **not to mar or otherwise deface** the bus.
8. Pupils are **not allowed to carry a knife or any sharp instrument** on the school bus. Items seen will be confiscated and taken to the principal.



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School Policies and Other Information

REGULATIONS FOR PUPILS

RIDING GRAVES COUNTY SCHOOL BUSES, Cont.

9. The following activities are prohibited 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 any tobacco product on the bus.
- c. Eating or 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. Balloons, musical instruments, or other objects that may block the driver's view or impede exiting the bus.
- g. Obstructing the aisle in any manner.
- h. Occupying more space in a seat than required.
- i. Opening/closing windows without permission of the driver.

10. Pupils are to **avoid unnecessary conversation with the driver.**

11. Pupils at all times are to **keep arms/heads inside the bus windows.**



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School Policies and Other Information

REGULATIONS FOR PUPILS

RIDING GRAVES COUNTY SCHOOL BUSES, Cont.

12. Pupils are **not allowed to leave the bus without the driver's consent** except at home or school.
13. Pupils are **not to leave their seats** unless getting on or off the bus or unless authorized by the driver.
14. Pupils are to **respect persons whom they pass on the routes.**
15. Pupils are to **report to the driver at once any damage** to the bus.
16. Pupils are to **walk on the left side of the road, facing traffic.**
17. Pupils who must **cross the road after alighting from the school bus shall pass in front of the bus.** The driver shall see that the way is clear before the child is permitted to cross the road.
18. Students **may not ride another bus other than the one they are assigned** to without the consent from their parents or guardian and proper authorization from the principal.



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School Policies and Other Information

REGULATIONS FOR PUPILS

RIDING GRAVES COUNTY SCHOOL BUSES, Cont.

19. Students **must continue on the bus to the high school after arriving at an elementary school.** They are not to leave the bus and ride the remainder of the way in someone's car.
20. 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 to do so, **it shall be the duty of the driver to put the offender off the bus and report this action to the principal.** This should be done only in extreme cases and as a last resort to protect the safety of the other pupils.
21. **Any complaints of drivers, pupils, or parents, not specified in the above regulations shall be reported promptly to the principal, superintendent, and the transportation director.**



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School Policies and Other Information

REGULATIONS FOR PUPILS

RIDING GRAVES COUNTY SCHOOL BUSES, Cont.

22. Pupils involved in the use/possession of tobacco products, fighting, vandalism, abusive language, and such will be **subject to the same disciplinary action as at school plus possible suspension of bus riding privileges.**
23. Students who have **a bus note, written by their guardian, need to bring the note to the front office upon arrival on campus** so that the guardian can be contacted by phone to confirm the note.
24. The **front office should be notified of any changes in transportation arrangements by 2:00 p.m.** to ensure proper time to notify students.



School Policies and Other Information

GRIEVANCE PROCEDURE

Parents/guardians desiring to question actions taken by school personnel may follow this procedure.

1. If the problem is related to the classroom, the **parent/guardian will contact the principal to arrange a conference with the classroom teacher**, as soon as possible, to discuss the problem.
2. **If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal** or his designee with a minimum of delay.
3. If the problem is not related to the classroom, the **parent will contact the principal/designee** directly.
4. If none of the above procedures results in a satisfactory solution to the problem, **the parent shall state his/her complaint in writing and may request a conference with the Superintendent or his designee.**
5. **The parent may appeal this decision in writing to the Superintendent who will arrange a meeting with the Board of Education if the parents/guardians are not satisfied with the decision of the Superintendent or his designee.**



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