

11-12

Code of Acceptable Behavior and Discipline

2011-2012

The Gallatin County School District
75 Boardwalk
Warsaw, KY 41095
(859) 567-1820

DRAFT

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I am pleased to share the redesigned Code of Acceptable Behavior and Discipline with all members of the Gallatin County School District Learning Community. Our goal is to provide a document that is clear and concise in sharing our expectations with all our stakeholders in order to maintain a safe educational environment in and around all our schools.

I ask that you review this code with all the Gallatin County School Students in your household. Please contact your child's principal if you have any questions concerning this document. Sincerely, Dot Perkins, Superintendent

Six Pillars of Expected Behavior

It is our goal to instill in all students, parents, and staff, through daily reinforcing and modeling:

"Positive Behaviors and Attitudes for a Lifetime"

Set an example for others to look up to and admire.

Make the world a better place. Be a good person and respectful of others.

Think right and do right - know the difference between right and wrong and do what is right.

<u>RESPECT</u>	<u>RESPONSIBILITY</u>	<u>TRUST</u>	<u>FAIRNESS</u>	<u>CITIZENSHIP</u>	<u>CARING</u>	<u>TELEPHONE</u>
I treat others with respect and follow the golden rule.	I do what I am supposed to do.	I am honest.	I play by the rules.	I cooperate.	I am kind.	<u>TIPS</u>
I am tolerant of others.	I keep trying.	I don't deceive, cheat, or steal.	I share.	I stay informed- I vote.	I show compassion and show that I care.	Keep us Safe!
I use appropriate language.	I always do my best.	I am reliable- I do what I say.	I am open minded and listen to others.	I am a good neighbor.	I express gratitude.	Please call your school principal or School Resource Officer
I am considerate of the feelings of others.	I use self-control.	I have the courage to do the right thing.	I don't take advantage of others.	I obey laws and rules.	I forgive others.	(SRO) at 567-6000 if you have a safety concern, want to report illegal activity, or if you know someone who needs help.
I don't threaten, push, hit, or hurt anyone.	I think before I act and consider the consequences of my actions.	I build a good reputation.	I don't blame others carelessly.	I respect authority.	I help people in need.	
I deal peacefully.	I am accountable for my own choices.	I am loyal- I stand by my family, friends, and country.		I protect the environment.		
				I do my share to make my school and community better.		

The Gallatin County School District is committed to Maximizing Student Learning and Achievement and believes all students can be successful.

Joanie Rogers
Board Member

Sonya Giles
Board Chair

David Morris
Board Vice-Chair

Anita McFarland
Board Member

Becky Burgett
Board Member

Dot Perkins
Superintendent

2011-2012 Draft online version may show spacing differences

CODE of ACCEPTABLE BEHAVIOR and DISCIPLINE
PHILOSOPHY AND RATIONALE

DRAFT

All of our policy and procedures have been developed using a variety of sources designed to improve and maintain a positive and safe learning environment. We ask that all students, staff and members of our learning community treat others as you would like to be treated. Using the "Six Pillars of Expected Behavior" as our examples, we strive to maintain a positive school attitude through the expectations and rules for conduct for our students, staff and our learning community.

This document has been developed through the cooperative efforts of students, parents, teachers, and administrative personnel of the Gallatin County School District for the following purposes:

- 1. To provide certain disciplinary procedures to ensure that students, may learn in an environment conducive to learning.
- 2. To provide all concerned parties with information regarding regulations and procedures affecting the educational program as it pertains to individual rights and responsibilities.

It is with these purposes in mind that this **Code of Acceptable Behavior and Discipline** has been developed.

Pupils will be subject to school discipline for any violation of this **Code of Acceptable Behavior and Discipline** at all school related functions including, but not limited to, buses, traveling to and from school, regular school day activities, extracurricular and curricular activities at home, school facilities, or away.

This **Code of Acceptable Behavior and Discipline** provides for consistent and equitable treatment of all students in the Gallatin County Public Schools. Students will be responsible for adherence to this code in school, on school property, at school sponsored or related activities, on school buses, and at any extra-or co-curricular activities at, or away from school.

This **Code of Acceptable Behavior and Discipline** provides for an annual review by the school community and the Board of Education to insure an effective document, which meets the changing needs of the total educational community.

This **Code of Acceptable Behavior and Discipline** provides the basic procedures which will be followed in disciplinary matters and the meanings and explanations of the procedures and the violations.

The Gallatin County School District 2011 - 2012

<u>School/Department</u>	<u>Principal/Director</u>	<u>Assistant Principal/Position</u>	<u>Counselor</u>	<u>Phone</u>
Lower Elementary	Joe Wright, Principal	Jerraine Dailey, Assistant. Principal	Angela Bledsoe, Counselor	859-567-6340
Upper Elementary	Deb Brown, Principal	Jerraine Dailey, Assistant Principal	Tonya Christy, Counselor	859-567-2060
Middle School	Curt Bieger, Principal	Mark Willhoite, Assistant Principal	Chris Browning, Counselor	859-567-5860
High School	Roxann Booth, Principal	Tony Jury, Assistant Principal Jon Jones, HS Dean of Students	Mike Davis, Counselor	859-567-3434
Transportation Director	Mark Hale	Arnold Baker, Bus Garage Supervisor	Transportation Dir. Office	859-567-1832
Food Service Director	Martha Sebring		Food Service Dir. Office	859-567-5862
Maintenance Director	Tim Biddle		Maintenance Dir. Office	859-567-5871
District School Resource (Police) Officer (SRO)		Sheriff Deputy Ryan Morris		859-567-6000

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The Gallatin County School District
SPIRIT OF SPORTSMANSHIP

The Gallatin County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials will not be tolerated and may be grounds for ejection from the game and/or facility.

The Gallatin County School District Six Pillars of Expected Bus Behavior

BE A GOOD CITIZEN	BE CARING	BE RESPECTFUL	BE RESPONSIBLE	BE FAIR	BE TRUSTWORTHY
I obey the driver. I cooperate. I keep the bus clean & free of vandalism. I obey the "Rules of the Road" I cross the street at least 10 feet in front of the bus.	I am kind in what I say & do. I am helpful to the driver, monitor & other students. I respect others' personal space.	I am considerate of people's feelings. I use good manners. I will not use bad language or put down others. I will not threaten, hit, push, or hurt anyone. I will deal peacefully with anger, insults or disagreements.	I stay seated & face forward. I speak softly, no loud voices. I use self-control. I accept responsibility for my own behavior.	I am nice to others on the bus. I set a good example for others. I always "Ride the Bus by the Rules".	I am on time. I am honest & reliable. I only get on & off my bus at the assigned stop. I have the courage to "Do the Right Thing". 

The privilege of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the Gallatin County School District and under 702 KAR 5:030 Section 19-20. These behavioral expectations apply to students, drivers, and others, whether going to and from home, at the bus stop, on the buses, on our school grounds or in our school buildings. Per Board Policy 06.33 every child in grades K, 1, and 2, must have an adult in sight of bus driver while being discharged from the bus unless the appropriate waiver allowing discharge in another manner is signed and approved by the Principal. Grades below K must have hand-to-hand loading and discharge. Children not having appropriate supervision at the time of discharge will be returned to school for safety purposes.

CONDUCT ON BUS

1. Students must arrive at the bus stop on time (ideally-3-5 minutes early).
2. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
3. Students are to obey the driver promptly.
4. Students are to help the driver keep the bus clean by cleaning their feet before entering the bus and keeping wastepaper and rubbish off the floor and seats.
5. Students are to sit in the seat assigned by the bus driver and stay seated while on the bus.
6. Students are not to have matches, lighters or any open flame on the bus. Students with open flames while riding the bus will be reported to the appropriate authorities and are subject to removal from the bus.
7. Students should avoid unnecessary conversations with the bus driver (to avoid unnecessary distraction).
8. Students are not to fight, use loud, abusive or profane language while on the bus.
9. Students are not to lean out the bus windows. They must keep their arms, legs, head, and property inside the bus.
10. Students are to enter and leave the bus only after it has come to a complete stop.
11. Students are to leave the bus only at their regular bus stop or at the school, unless they have written permission of a school administrator.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs to those the bus passes along the road.
13. Students are not to damage the bus and should report any damage to the bus driver. If they do cause damage, their parents or guardians may be held responsible for restitution.
14. Students are not to interfere with the vision of the driver.
15. Students are not to block the aisle of the bus or transport animals on the bus. The driver shall not permit the transport of any object that would block the bus aisle or exit in case of collision under 702 KAR 5:080 section 14.
16. At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus.
17. Use of electronic communication devices on a bus in any manner shall be prohibited if they cause undo panic or stress or involve inappropriate activity. Phones and other electronic devices shall be used quietly. The ride to and from school are considered school hours and the applicable board policy will apply.
18. Students are not to be involved in any type of conduct on the bus which makes for any unsafe condition for students, Driver, other motorists, or pedestrians.

The bus driver will assist the principal or school administrator in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the bus driver shall notify the principal. In addition, the principal/school administrator may suspend bus-riding privileges if the pupil continues to disobey the rules and procedures. If this action becomes necessary, the principal shall notify the parents in writing and send a copy of the notice to the superintendent and director of transportation. The principal has the responsibility of maintaining discipline on all school buses servicing his or her school.

The principal is authorized to suspend immediately, as a disciplinary measure, bus riding privileges for any student who is reported to him by the bus driver.

NOTE: These directives reflect minimum standards. When a student is found to be in violation of the School Bus Policy as outlined in The Gallatin County Code of Acceptable Behavior, additional disciplinary consequences may be levied at the principal's discretion as the situation warrants.

Drivers will report unusual or repeated behavior problems to the principal and parents by using a Bus Conduct Report. For permanent suspension of bus riding privileges, the parents must first be notified and given the reasons why this action is necessary. Parents should be encouraged to solve the problem before this privilege is revoked. If, after consultation with the parents, the problem persists, then parents should be notified in writing of the suspension of bus riding privileges with proper documentation justifying this action.

Drivers shall be aware that the principals are responsible for discipline and drivers shall refrain from publicly offering critical comments regarding disciplinary actions. Students who lose their riding privileges shall not be eligible to transfer to another bus while privileges are suspended. Parents are responsible to arrange transportation for their children to and from school. (In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.) After complying with the above procedures, the superintendent or principal is authorized to exclude a student from transportation services.

Bus Seating, Passes, and Issues - Similar to classrooms, bus drivers have the right to assign students to seats and limit items brought on the bus. No students will be transported on a bus other than his/her own without a pass or list that has been signed by the school official. Depending on bus route size, passes may be limited by the school or the transportation department. If there are problems on the bus, please first contact the building Principal where your son/daughter attends, then, if necessary, contact the transportation department for the District.

STOP BULLYING BEHAVIORS!
LIVE BY THE “SIX PILLARS OF EXPECTED BEHAVIOR”

Treat others as you would like to be treated - Respect, Responsibility, Trust, Fairness, Citizenship and Caring

What is Bullying and/or Cyber-Bullying? Bullying and/or Cyber-Bullying is defined as any intentional, written, electronic (i.e., Internet, Youtube, e-mail, text messages, picture phones); verbal or physical act or actions against another person that a reasonable person knows will have the effect of:

- ◆ Placing a person in reasonable fear of harm to his or her emotional or physical well-being or
- ◆ Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power imbalance between the bully and the target or
- ◆ Interfering with a student having a safe school environment that is necessary for successful educational performance, opportunities or benefits or
- ◆ Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

KY State Law, KRS 525.070 (1) and 525.080 1 (c) specifically deal with harassment and harassing communications. These types of issues can become school related when they negatively affect others and/or negatively affect the school environment. Serious school and/or legal issues may arise when harassment occurs at or away from school.

Because we believe every student deserves a safe learning environment, the Gallatin County School District is committed to dealing with bullying behaviors in our schools. To help the student who is the target of bullying behaviors:

1. We strive to identify the student who is using bullying behaviors and administer consequences for bullying behavior and help our students learn new ways of relating to others.
2. We educate our school community of the serious impact of bullying behaviors in order to respond consistently to all instances of bullying.

What do bullying behaviors look like?

- Inappropriate physical contact, including hitting, kicking, shoving, pushing
- Intimidating and threatening comments either oral, written or electronically
- Name calling or put-downs
- Malicious manipulation of others to do things they don't want to do,
- Setting someone up to be bullied
- Excluding from the group
- Spreading rumors or hurtful gossip
- Stalking
- Hurtful teasing or making fun of someone
- Harassment
- Hiding or destroying someone's belongings
- Standing by and watching bullying behavior

BULLYING PREVENTION TIPS

Are you being bullied?	Do you bully others?	Do you witness bullying?
1. Tell a trusted adult what is happening (like your parents, teacher, principal, bus driver or guidance counselor)	1. Think about what you are doing and how it makes others feel. Think about their feelings, and then don't do it!	1. Support someone who is being bullied. Spend time and include him in activities or just talk to show you care.
2. Stay in a group so you won't be an easy target and so others can help.	2. Hurting others and making them feel bad is never cool. Think how you feel when you're hurt.	2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy, but it works. When a bully sees that other kids don't think bullying is cool, he's more likely to stop.
3. Try to stand up to the person who is bullying you. Tell him/her you do not like it, what he/she is doing is wrong, and you want it stopped.	3. Talk to an adult if you are not sure why you bully others or how to stop, you need to talk about it. A trusted parent, teacher or counselor can help you change.	3. Report bullying to an adult. Kids who are bullied may fear things will just get worse if they talk about it; kids who know they can't get away with bullying may stop.
4. Make a joke. Sometimes humor can make a bad situation more manageable.	4. Treat others as you would like to be treated.	
5. Remember it's not your fault; no one deserves bullying.		

What are some things you can do to help stop bullying?

- Don't join the person who is doing the bullying behavior
- Stop the rumor or gossip that is being told to you
- Be unwilling to listen to put-downs about others
 - Be a respectful person and role model
 - Be an encourager of positive solutions

We believe much student misbehavior is a result of bullying.
Therefore, in The Gallatin County School District all bullying behavior is unacceptable!

CE POLICIES

This is a guide for parents, students, and teachers to understand the implications of the state law and attendance. All student attendance is calculated over the course of the entire instructional day.

COMPULSORY ATTENDANCE-Following KRS 159.010 requires parents, guardians or custodians to send their child/children to school except as provided in KRS 159.030. Each parent, guardian, or other person residing in the state and having custody, guardianship, or in charge of any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) shall send their child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the Board of Education of the district makes provision for the child to attend. **159.150 Definition of Truancy** - Any child who has been absent from school without a valid excuse for (3) or more days, or tardy on (3) or more days is a truant regardless of the number of minutes tardy. Any child who has been reported as a truant (2) or more times is a Habitual Truant. With this revised KRS students are Habitually Truant after six (6) unexcused absences.

ATTENDANCE EVENT – An Attendance Event includes any/all absences, tardies, late arrivals and/or early dismissals.

GALLATIN COUNTY ATTENDANCE POLICY has been developed in an attempt to comply with the state law, to emphasize the importance of attendance to a pupil's education and the responsibility of the pupil and parent. Every effort has been made to provide consistency, fairness and due process in its development. The Gallatin County Attendance Policy allows for a limited number of excused attendance events, providing the responsible student and parent some flexibility, but also providing consequences for unexcused attendance events. Excessive unexcused attendance events, including absences, tardies, late arrivals and/or early dismissals, may contribute to the loss of credits for the semester or retention for the school year. While all attendance events negatively affect student learning and performance, students with attendance events exceeding 10% of the school year do not meet school attendance policies, which impacts credits, promotion, retention and graduation. Disciplinary action for skipping school or truancy (#5 on Code of Conduct Violations Grid) may include a referral to Juvenile Court for Habitual Truancy or Educational Neglect.

EXCUSED ATTENDANCE EVENTS including illness, physician visits, funeral/death of immediate family, and court appearances must meet established criteria. Parent notes are accepted for up to (3) events per grading period up to a maximum of six (6) events per school year. Additional attendance events in a school year may be deemed unexcused without a certified doctor's statement indicating that the student was seen by the doctor and unable to attend school. Documentation including, but not limited to, physician statements (must state the date(s) the student was unable to attend school), court subpoenas, and other proof may be required to excuse an attendance event in a case other than personal illness. Students and parents are responsible for all notes which are due upon return to school and within one week of the actual absence(s).

UNEXCUSED ATTENDANCE EVENTS include skipping school, suspension, organized skip day, and attendance events not accompanied by a note or attendance events not meeting excused guidelines. Students with unexcused attendance events may not receive credit or make up work during time missed and are not permitted to attend school functions on unexcused absence days. Family vacations are considered avoidable and may be classified by the principal as unexcused.

LATE ARRIVALS TO SCHOOL – Any student who does not arrive to school on time. Schools have the discretion to assign consequences for students with unexcused late arrivals following the code of acceptable behavior guidelines. Chronic late arrivals will be treated as truant.

TARDIES - Students who are not in their classroom before the tardy bell rings are considered tardy. Schools have the discretion to assign consequences for students with unexcused tardies following the code of acceptable behavior guidelines.

EARLY DISMISSALS – Any student who leaves school before the end of the school day is considered to have an early dismissal. Schools have the discretion to assign consequences for students with unexcused early dismissals following the code of acceptable behavior guidelines. Chronic early dismissals will be treated as truant. *Depending on the time of the early dismissal, this attendance event may be coded as a tardy in the school's computer system.*

MAKE-UP POLICY - Makeup work is the sole responsibility of the student missing school. Students with excused attendance events should see their teachers the day they return to begin the make-up process. For excused attendance events, students will be given one day for each absence in order to complete makeup work. Work not made up in time will be graded according to the school's policy for late work.

GENERAL GUIDELINES FOR DISCIPLINE CONSEQUENCES

General Guidelines for Discipline Consequences: When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order in the learning environment.
2. Students shall be treated fairly and equitably. Consequences will be administered after a careful assessment of the circumstances of each case. Factors to consider shall include:
 - Threat to the safety of all
 - Seriousness of the offense
 - Student's age
 - Frequency of misconduct
 - Student's attitude
 - Potential effect of the misconduct on the school environment.
3. All types of disciplinary infractions may not be included within this document. For these teacher-level items and for any items not included, the principal/administrator may use his/her own discretion on the consequences.

Teacher level incidents: (repeated incidents in these areas may result in the student being referred to the office)

- Tardiness to class
- Failure to bring appropriate materials to the classroom
- Refusal to participate in classroom activities
- Talking in class
- Sleeping in class
- Cheating/dishonesty
- Eating, drinking or chewing gum in the classroom
- Radios, CD players, cameras, games in class or at functions, MP3 players or similar devices.
- Inappropriate cafeteria conduct
- Inappropriate hall conduct
- Poor sportsmanship in classroom activities
- Throwing objects (spitballs, paper, airplanes, etc.)
- Public display of affection

Possible teacher level consequences:

- Student conference
- Student-teacher contract
- Special assignment or duties
- Parent contact
- A grade of zero for cheating
- Rewards or demerit system for behavior
- Verbal correction
- Cooling-off or time-out
- Special seating assignment in classroom
- Teacher level probationary agreement
- Teacher assigned detention
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the educational process
- Withdrawal of classroom privileges
- Conferencing with teachers, special services, or administrative personnel
- Referral to School Guidance Counselors
- Sending the student to the office or other assigned areas
- Providing outside agency information for parent personal use

REPETITION AND SEVERITY IN THIS CATEGORY
MAY RESULT IN MORE SERIOUS DISCIPLINE
INCLUDING SUSPENSION THROUGH THE
PRINCIPAL'S OFFICE

The Gallatin County School District Violations & Procedures

Disciplinary Actions are utilized by The Gallatin County School District to maintain the educational environment and protect each student's right to a free and appropriate education. This code of conduct covers all of The Gallatin County School District events including those on school grounds, buses, and activities sponsored by the school. Students shall at all times conduct themselves in such a manner so as to avoid any of the violations listed herein. Definitions of the violations and procedures are contained in the pages following this chart.

Elementary and middle school principals have the discretion to administer consequences at a lower step in consultation with the Gallatin County School Superintendent or designee.

Offenses that MAY require Administrative Action and/or expulsion.

Offenses that MAY require suspension and/or expulsion

VIOLATION		Procedure	VIOLATION		Procedure	2 nd Offense Middle/High
05	Attendance Violations Class Tardy/Late Arrivals Skipping/Tuancy/Habitual Tuancy	A-C, H	01	Aggressive to School Employee	A-F, D-G+*	G+*
07	Bullying	A-D, D-G+*	02	All Other Offenses	A-G+*(M)	A-G+*(M)
09	Bus Disturbance	A-F	03	Arson	G+*	G+*
10	Cheating	A-C	04	Assault – (Degree 1 st , 2 nd , 3 rd , 4 th)	D-G+*	E-G+*
11	Communication Device/Computer/Cell Phone	A-D	06	Beyond Control of School	H	H
12	Defiance of Authority	A-D	08	Burglary/Larceny/Theft/Robbery	B-D, C-F*	C-G+*
13	Destructive Disorderly Conduct	A-F	14	Disorderly Conduct	A-D	C-F+*(M)
15	Disruptive Disorderly Conduct	A-D	17	Drug/Alcohol Distribution/Possession	F-G+*(M)	F-G+*(M)
16	Dress Code	A-C	21	Fraud	A-C	A-C
18	Failure to complete Assignments	A-C	22	Gangs/Gang Related Activity	A-D, E-G+*	D-G+*
19	Failure to Comply with Discipline	A-D	25	Libel/Slander Toward Any Employee	A-F, D-G+*	G+*
20	Falsifying Notes/Forgery/ Counterfeiting	A-D	27	Menacing/Improper Driving	E-G+*(M)	G+*(M)
23	Harassment	A-D, D-G+*	31	Sexual Misconduct	A-G+*	B-G+*
24	Inappropriate Materials	A-C	33	Stolen Property (Receiving)	B-C, C-F*	C-G+*
26	Marketing/Buying and/or Selling Items	A-C	34	Terroristic Threatening	D-G+*	E-G+*
28	Profanity/Vulgarity	A-C	35	Under the Influence	D-H+*	D-H+*
29	Public Display of Affection (PDA)	A-C	37	Vandalism (Criminal Mischief)	B-F	B-G+*
30	Repeated Violations	B-G	40	Weapon	F-G*	G*
32	Smoking/Paraphernalia Tobacco	B-D*	41	Weapon Other/Dangerous Instrument	C-G*	G*
36	Unlawful Assembly	B-D	PROCEDURES A - Warning/Probation/Contract/Student Conference B - Alternative Assignment/ISS/Detention/Zero for cheating C - Friday/Saturday School/Suspend bus 1-5 days. D – ISS or ICE+/Suspend-school 1-5 days/Suspend-Bus 6-10 days. E – ISS or ICE+/Suspend-school 6-10 Days/Suspend-Bus Minimum 10 days up to recommendation for the rest of the school year. F - Out of School SUS up to 10 Days pending follow-up letter from Superintendent with recommendation for expulsion (w/susp over 5 days) G - Recommendation for Expulsion. H - Court Appearance for status offense. + = Isolated Curriculum Environment/ISS, (M) = <u>Mandatory</u> Behavior Contract, and School Level or District Level Meeting * = Notify proper law enforcement officials as necessary (KRS 158). All felonies must be reported to principal and reported to the Central Office Designee and proper law enforcement. ISS= In School Suspension ICE= Isolated Curriculum Environment			
38	Verbal Abuse	C-E				
39	Violating Security Procedures Computer Hacking	C-F				
42	Willful Misconduct (Fighting)	B-G				
<i>School personnel will follow appropriate due process procedures unless immediate suspension is essential for safety reasons or to avoid disruption of the educational environment.</i>						
STEPS TO DISCIPLINARY PROCEDURES 1. Confer/Investigate with parties concerned as soon as possible. 2. Assign consequence defined by the Code of Acceptable Behaviors and Discipline. 3. Notify legal guardian by phone, letter, or message as soon as possible. 4. Notify Superintendent immediately if situation includes potential recommendation for expulsion.						

PROCEDURE DEFINITIONS

STUDENT CONFERENCE – Conference (informal or formal) held between the student and a member of the school administrative team.

WARNING/PROBATION/CONTRACT - a contract between the student, parents, and the school to state specific goals and expectations and to reinforce good behavior.

DETENTION - detaining a student after school, before school, or during the student's free time (e.g. lunch) with advance notice to the parent and/or student as appropriate.

ALTERNATIVE ASSIGNMENT (ISS) - (short term) placement in separate supervised and structured school program that allows students to complete assignments, take tests, and be counted as present in school. This placement may impact a student's participation grades in a course or courses. During ISS, students will be socially isolated from the regular environment.

FRIDAY/SATURDAY SCHOOL - extended length detention after school on Friday or at any time on a Saturday (may be used as an alternative to suspension at the principal's discretion).

ISOLATED CURRICULUM ENVIRONMENT - (longer term) Students are removed from their regular classes to an isolated environment. Students will be in a restricted classroom with very restricted guidelines. Students will not be able to socialize with the student body and will eat lunch in restricted classroom. Restroom breaks will be limited and closely supervised. Students in ICE will be allowed and expected to complete make up work to be included as part of final grade (HS- School within a School).

BUS SUSPENSION – not permitting a student to ride the school bus to or from school for full or partial day (s) following appropriate due process procedures. While suspended, it will be the legal parent/guardians responsibility to transport their child to/from school. Transportation is a privilege, not a right *702 KAR 5:030 section 20*.

SUSPENSION - not permitting a student to attend school for full or partial day (s) following appropriate due process procedures. While suspended, students do not receive credit for daily assignments, but are allowed to make up major tests, quizzes and projects. While suspended, students are not permitted to be anywhere on school campus or attend any school-sponsored events. Suspension from school shall not exceed 10 school days.

DISTRICT ADMINISTRATIVE HEARING – For any extremely serious offense that may warrant more than a 10 day suspension, a District Administrative Hearing may be held. Outcomes of this hearing could include any/all disciplinary action outlined in the “Code of Acceptable Behavior and Discipline and/or agreed upon by school and student/guardian.

ALTERNATIVE SCHOOL/WILDCAT ACADEMY – A program operated by the school as an alternative to expulsion from school.

EXPULSION - removal of student's right to attend school for a period of time over 10 days not to exceed one calendar year. Following guidelines of the code of conduct, the principal may recommend expulsion in writing to the superintendent. The Board of Education has the authority to expel a student. Also, see alternative school above.

REPORT TO AUTHORITIES – Any Gallatin County employee who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense as specified in KRS Chapter 508 (assault, wanton endangerment, stalking, menacing, terroristic threatening) committed by another student while on school premises, on school sponsored transportation, or at a school sponsored event must immediately make a report to the principal of the school the student attends. The principal will contact the student's legal parent/guardian and make a report to the local school board and local law enforcement agency. A report may coincide with any of the steps above.

VIOLATION DEFINITIONS

AGGRESSIVE MISBEHAVIOR TOWARD SCHOOL EMPLOYEES - Verbal abuse, threats, physical contact, or threat of physical contact by student(s) toward school employee(s). Student conduct toward staff may be grounds for legal charges for Abuse of Teacher and/or other statutes.

ALL OTHER OFFENSES – Anything not specifically detailed but constituting cause for discipline measures including suspension or expulsion. To include (but not limited to) blackmail and extortion; criminal anarchism; criminal syndicalism; and kidnapping.

ARSON (or attempted arson) – Starting a fire within the school, on buses, or on the school grounds, for any purpose that results in destruction or disruption.

ASSAULT – Intentionally causing harm to other(s). According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. **It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult local law enforcement or the school board attorney regarding how to code assault incidents.**

ATTENDANCE – LATE ARRIVALS/TARDIES/SKIPPING SCHOOL/TRUANCY-Skipping school, class, or leaving school without permission. Habitual truancy (excessive unexcused attendance events) is a status offense and may result in a mandatory court appearance by the student and parent. **Late Arrivals = a student who does not arrive to school on time. Tardies = a student who does not get to class before the tardy bell rings.**

BEYOND CONTROL - Demonstrating chronic non-compliant behavior (nine or more documented discipline referrals in a school year, three or more separate incidents of out of school suspension in a school year or one single issue that is of a very serious nature). These actions may result in charges being filed and a mandatory court appearance by the student and parent.

BULLYING – When someone and/or a group uses **POWER** or **INTIMIDATION** to hurt or scare another person. Including but not limited to means of intentional written, electronic, verbal or physical act or actions against another person(s).

BURGLARY- A person is guilty of burglary when, with the intent to commit a crime, he/she knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, vehicle, watercraft or aircraft where any person lives or where people assemble for purposes of business, government, education, Religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be considered burglary.

BUS DISTURBANCE – Conduct on the bus which makes for an unsafe condition for students, driver and other motorists or pedestrian.

CHEATING/PLAGIARISM/DISHONESTY-Doing something unfair or dishonest in order to gain something for oneself or another. Stealing the work of another in order to use it as one's own work. Intentionally misrepresenting the truth.

COMMUNICATION DEVICES/CELL PHONES "Personal Telecommunications Device" means a device that emits and audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone. **By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES/COMPUTERS to school, you agree to support the following:**

- Cell phones must be turned off, put away, and not used during schools hours. If a phone is observed or heard, or if a student is observed using the phone for any reason (voice, data, picture, text, etc.), disciplinary consequences following code guidelines may be issued. Repeated offenses of cell phone use and/or abuse; may result in banning of the privilege for individual students to possess phones during the school day. This may also result in the cell phone/sim card being confiscated at the principal's discretion. **CELL PHONE AND SIM CARD MAY BE CONFISCATED.** KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy) VIOLATIONS. Consequences may include removing computer privileges as well as additional consequences A-F of The Gallatin County School District Violations and Procedures. A cell phone in use on a bus, causing disruption, will be written up as a disciplinary matter.

DEFIANCE OF AUTHORITY- Refusal to comply with reasonable request of school personnel.

DESTRUCTIVE DISORDERLY CONDUCT-Dangerous or destructive conduct while also being disorderly at school or on buses including, but not limited to, throwing harmful objects, scuffling or lack of control of voice, language or limbs. This type of conduct does create a danger to self or others.

DISORDERLY CONDUCT – Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof.

DISRUPTIVE DISORDERLY CONDUCT-Disrupting the orderly educational environment at school or on buses including, but not limited to, throwing objects, horseplay, public display of affection, any unauthorized editing or use of media and/or audio that disrupts the educational environment/atmosphere is prohibited. This includes posting video and/or audio to internet that is disruptive to the learning environment.

DRESS-Work-place environments have expectations for dress. School SBDM Councils may enhance expectations for student dress. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment.

- **Promoting Safety through Dress:** Schools rely upon a system of supervision and monitoring by staff and surveillance cameras to maintain a safe school environment. So as not to obscure the identity of any student or visitor, the following items are prohibited from being worn or carried. Some examples include: Wild eyes contact lenses, theatrical type make-up (e.g. face paint, white face, etc.), dog collars, hardware chains, bandanas, or gang colors or paraphernalia. For safety reasons shoes must be worn at all times. We strongly encourage that shoes be secure through fit or strapping.
- **Avoiding Provocative Dress:** Either the fabric, nor fit, nor fashion of an article of clothing shall allow exposure of undergarments or the midriff, while the student is seated, standing, or moving. Items inappropriate for the school setting includes shirts, blouses, or dresses in the following styles; sleeveless, tube, tank, halter, or crop. Shorts (when appropriate) and skirts/dresses must be mid-thigh or longer.
- **Disruptions to the Learning Environment:** Strictly prohibited are clothing and accessories that promote alcohol, drugs, gangs, violence, sexual behavior, profanity, or discrimination through words, pictures, or innuendo. These items include, but are not limited to, offensive print material or artwork on t-shirts. (Infractions may also be coded under Harassment.)
 - **NOTE:** Local School-Based Decision-Making Councils reserve the right to enhance the district minimum expectations with a school-level dress code. These may include body piercing or dyed hair of an unnatural color. In instances not specifically addressed in the district or school codes, the principal or his designee shall render a decision. Students must abide by the district and school codes and the implementation decisions made by the principal or his designee.

DRUGS/ALCOHOL (Marijuana, Prescription, Others, Any alcohol/alcoholic items) - **Use, Possession or Under the Influence; Sale, Transfer or Distribution** of a drug, look-a-like drug, prescription medication, over-the-counter medicine, or drug paraphernalia including (pipes, roach clips, hemostats, rolling papers, etc.) Drugs are defined as prescription (must be taken in accordance with school policy requiring a written pre-approved medical form completed by a physician) or any substance that has a harmful or unnatural effect on the person using them. This includes possession, use or under the influence on school property or at a school sponsored function. Possession includes items found on school property or at a school sponsored function. (To include, but not limited to locker assigned to student, vehicles driven by the students, any other place deposited by student including purse, backpack, garbage container, etc.)

FAILURE TO COMPLETE ASSIGNMENTS - Includes failure to complete assignments and or bring materials for class. It is expected that, prior to any referral of this nature, the teacher must provide documentation of parent contact and teacher interventions.

FAILURE TO COMPLY WITH DISCIPLINARY ACTION (DETENTIONS) - Failure to follow discipline given by the school including detention, Friday/Saturday school, ISS, and bus suspension. This may include students who fail to attend detention, or Friday/Saturday School, etc., students suspended or expelled being on school property or school sponsored events.

FALSIFYING/FORGERY/NOTE/COUNTERFEITING – Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument (e.g., checks, transcripts, official identification, currency, dr. note).

FRAUD is obtaining money or property by false pretenses.

GANGS, GANG-RELATED AND GANG-LIKE ACTIVITIES - The presence of, or student involvement in, gangs, gang-related, or gang-like activities on school property or at school-related events. Gang related items include but are not limited to the display of gang symbols, drawings, paraphernalia or apparel (bandanas, hats/caps, or any item that may interfere with the process of maintaining a safe school environment)

HARASSMENT - A person is guilty of harassment when, with intent to intimidate, harass, annoy, or alarm another person he or she:

- a. Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
- b. Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- c. In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- d. Follows a person in or about a public place or places; or
- e. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- f. Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
 - i. Damages or commits a theft of the property of another student;
 - ii. Substantially disrupts the operation of the school; or
 - iii. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.
- g. Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or
- h. Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- i. Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication. Harassing communications is a Class B misdemeanor.

INAPPROPRIATE MATERIALS-Possession, handling, transmitting, or using inappropriate materials including, but not limited to, those that degrade, attack or endorse an ethnic background, religion and race, health, safety, sexually explicit, pornographic, and libelous items.

LIBEL/SLANDER TOWARD ANY EMPLOYEE – **Any statement or portrayal** (written/verbal/posted, etc.) on the Internet or any other communication **that falsely disparages anyone's professional competence and/or reputation**. NOTE: In addition to school level consequences, our employee(s) and/or the District have the right to file criminal charges and/or pursue civil litigation.

MARKETING OR BUYING AND/OR SELLING OF ITEMS- Marketing, buying and/or selling of items not previously approved by the building principal.

MENACING – Intentionally placing self or other person(s) in harms way or endangering the safety, health and/or welfare of self or others on school property or at school sponsored events, including but not limited to tampering with the drink and/or food of any school official or other person(s) or recklessly operating a motor vehicle.

PROFANITY/ VULGARITY- Spoken or written words that is recognized as swear or curse words. Some words while profane or vulgar may be deemed for grounds of other classification according to the code of conduct. The Principal will make the final decision to what constitutes word(s) as profanity/vulgar or other violation.

PUBLIC DISPLAY OF AFFECTION (PDA) – Inappropriate embracing and/or kissing.

REPEATED VIOLATIONS- Demonstrating a documented pattern of inappropriate behavior for which the available procedures are not sufficient.

SEXUAL MISCONDUCT – Subjecting another person(s) to sexual contact by forcible compulsion; or Participant(s) subjecting another person to sexual contact who is incapable of consent because he/she: is physically helpless; less than sixteen (16) years old; or is mentally incapacitated including willing participant(s). (This also includes any type of Sexual Activity, Misconduct or Exposure at school, on the school bus or at any school sponsored event for any age student).

SMOKING/CHEWING/SMOKING PARAPHERNALIA/TOBACCO OTHER- Use, possession, sale or transfer of tobacco products or possession of smoking paraphernalia (lighters, matches, tobacco packs, etc.) Violation of this section (KRS 438.311) may also result in a fine and/or community service work assigned by the court.

STOLEN PROPERTY (RECEIVING) - violations include buying, receiving, possessing or stolen property.

TERRORISTIC THREATENING - BOMB THREAT

- A person is guilty of one of these offenses when he/she: (a) Intentionally makes false statements that he/she or another person has placed a weapon of mass destruction on:
 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education;
 2. A school bus or other vehicle owned, operated, or leased by a school;
 3. The real property or any building public or private that is the site of an official school-sanctioned function; or
 4. The real property or any building owned or leased by a government agency; or
- Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.
- Intentionally:
 - (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
 - (b) Makes false statements that he/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.
 - (d) He/she threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.

Activating fire alarms would be included in category TERRORISTIC THREATENING for reporting purposes.

UNDER THE INFLUENCE (formerly drunkenness) – 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.

UNLAWFUL ASSEMBLY - Two or more persons gathering or assembling for the purpose of engaging, or preparing to engage in disorderly conduct or with the intent to knowingly advance or assist in that purpose.

VANDALISM (Criminal Mischief) – The intentional destruction, injury, disfigurement, or defacement of any public or private property without consent of the owner or person having custody or control (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth). Loss exceeding \$500.00 requires a police report.

VERBAL ABUSE – To insult by means of words.

VIOLATING SECURITY/COMPUTER HACKING - Compromising district and/or school security procedures or putting others at risk. Making a threat or falsely alerting that a bomb has been placed or is about to explode. Also including: trespassing, failure to follow lock down, opening of exterior doors other than single monitored entrance, tampering of security cameras, telephone and/or fire alarm system, remaining on school grounds after posted hours without prior permission from school officials, use of fireworks, noxious substances, and intentionally reporting false tips to administrators, teachers, other sources, etc.

WEAPON (FIREARM ONLY) - Use, Possession, Sale, Transfer or Distribution - A firearm is any weapon that will expel a projectile by the action of an explosive. This offense encompasses manufacture, sale, or possession of firearms on school property or at a school function. (KRS 527.070).

WEAPON OTHER/DANGEROUS INSTRUMENT - Use, Possession, Sale, Transfer or Distribution - of any object determined by the principal to be dangerous and capable of being readily used by one person to inflict severe bodily injury upon another person; examples include but not are limited to air guns, knives, artificial knuckles, club, baton, nunchaku karate sticks. (KRS 527.070)

WILLFUL MISCONDUCT (Fighting) - Willingly engaging in physical contact for the purpose of inflicting harm on the other person. Any provocation (verbal/physical) may be considered a mitigation of the charge. A student who finds himself/herself the victim of an attack should make every effort to get out of the situation including blocking, running, and calling for help.

ASSAULT - According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. **It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult local law enforcement or the school board attorney regarding how to code assault incidents.** For each of the assault levels, the statutory definition is provided followed by classification criteria for school personnel.

ASSAULT IN THE FIRST DEGREE (Definition from KRS 508.010)

1. A person is guilty of assault in the first degree when:
 - He/she intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument; or
 - Under circumstances manifesting extreme indifference to the value of human life he/she wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person.
2. Assault in the first degree is a Class B Felony

For purposes of the school setting, an individual who intentionally uses a deadly weapon, dangerous instrument, or other means to cause serious physical injury to another is guilty of Assault in the first degree. This is the most serious assault; its code should be reserved for situations when the intent of the offender is to cause death or serious injury. To meet these criteria, the victim has to incur potential life threatening injury, serious disfigurement, or prolonged loss of the use of a body part from the incident.

ASSAULT IN THE SECOND DEGREE (Definition from KRS 508.020)

1. A person is guilty of assault in the second degree when:
 - He/she intentionally causes serious physical injury to another person; or
 - He/she intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument;
 - He/she wantonly causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument.
2. Assault in the second degree is a Class C felony.

For purposes of the school setting, an individual who intentionally causes physical injury to another person with a deadly weapon or dangerous instrument or intentionally causes serious injury to another person will be coded as Assault in the 2nd degree.

ASSAULT IN THE THIRD DEGREE (Definition from KRS 508.025)

1. A person is guilty of assault in the third degree when:
 - He/she intentionally recklessly, with a deadly weapon or dangerous instrument, or intentionally causes or attempts to cause physical injury to:
 - A state, county, city, or federal peace officer
 - An employee of a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender;
 - An employee of the Department for Community Based Services employed as a social worker to provide direct client services, if the event occurs while the worker is performing job-related duties;
 - A probation and parole officer;
 - A transportation officer appointed by a county fiscal court or legislative body of a consolidated local government, urban-county government, or charter government to transport inmates when the county jail or county correctional facility is closed while the transportation officer is performing job-related duties;
 - A public or private elementary or secondary school or school district classified or certified employee, school bus driver, or other school employee acting in the course and scope of the employee's employment; or
 - A public or private elementary or secondary school or school district volunteer acting in the course and scope of that person's volunteer service for the school or school district; or.
 - Being a person confined in a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender, inflicts physical injury upon or throws or causes feces, or urine, or other bodily fluid to be thrown upon an employee of the facility.
2. Assault in the third degree is a Class D Felony.

For purposes of the school setting, an individual who intentionally causes physical injury to a school employee, volunteer, or other persons working on the behalf of the school, is guilty of Assault in the third degree.

ASSAULT IN THE FOURTH DEGREE (Definition from KRS 508.30)

1. A person is guilty of assault in the fourth degree when:
 - He/she intentionally or wantonly causes physical injury to another person; or
 - With recklessness he/she causes physical injury to another person by means of a deadly weapon or dangerous instrument.
2. Assault in the fourth degree is a Class A misdemeanor.

For purposes of the school setting, an individual who intentionally causes physical injury to another person without use of a weapon is guilty of Assault in the fourth degree.

LATION

Rights and Responsibilities - Students have many rights, which include access to a system of public education that meets the needs of the individual student in an educational environment that is safe and stable.

Student responsibilities include being accountable for their own conduct and for consideration for the rights and property of others. Parent's rights include sending their child to a school with a safe, stable environment where learning is valued. Parents have a number of responsibilities that include instilling in their children the value of an education and a sense of responsibility and respect.

Teachers have the right to a stable, safe work environment where they can teach skills and concepts while caring for the overall developmental needs of the whole child. Teacher's responsibilities include presenting subject matter and experiences to students and to inform parents and students of positive academic achievements as well as problematic performance or behaviors.

Due Process - In all discipline cases, school personnel will follow appropriate due process procedures. Ordinarily, a student shall not be suspended before being given oral or written notice of charges constituting suspension, an explanation of the evidence, and an opportunity to present their version of the facts. Whenever a suspension is being given as a consequence, the school will make every effort to contact parents and to share the specifics related to the case. Immediate suspension will only be used if it is essential for safety reasons or to avoid disruption of the educational environment. In these cases, due process guidelines should occur by phone or by written statement within three school days following the suspension.

Family Education Rights and Privacy Act (School Records) - In accordance with the Family Education Rights and Privacy Act, parents may review all education records relating to their child. This right is extended to students at age eighteen. Parents also have the right to file complaints if the district does not comply with this act. Parents of graduated students enrolled in a program for exceptional children, or of students who have otherwise left school, may request the destruction of any personally identifiable information, which was used for the identification, evaluation, or placement of the exceptional child. Such requests must be in writing to the Special Education Director.

In accordance with federal regulations concerning the transfer of educational records, this district will forward records on request to a school in which students seek to enroll. Upon written request, parents can obtain copies of these records and discuss these records if necessary.

Note: All student records are confidential and can only be released through proper authorization.

Law Violations - In areas where students violate state or federal laws, charges and consequences in addition to those of the school code may follow through the court system (e.g. theft, vandalism, weapons, tobacco violations, etc.).

Maintaining a Safe and Drug Free School Setting - The Gallatin County Board of Education is committed to providing a safe and drug free school environment. To maintain this positive learning climate, security cameras, drug dogs, safety sweeps, and other security measures may be used. To meet this goal, the administration may conduct random or systematic administrative searches of lockers, desks, parking lots, and other facilities, which are the exclusive property of the Gallatin County Board of Education. This also extends to school sponsored events. In addition and under the requirement of the Fourth Amendment, when there is reasonable suspicion pointing to a specific student that a school rule or criminal statute has been broken, that student and his property may be searched by school officials following reasonable suspicion, but need not be supported by search warrant or probable cause. If you feel your child has a problem with illegal substances or alcohol, we encourage you to contact your child's school for resources including individual counseling, group counseling, and contacts for professional help.

Medical Exams Kentucky - School Law requires the following information from students: a current Kentucky Immunization Certificate, a medical examination within twelve months prior to initial school admission, a second medical examination when students enter sixth grade, an eye exam for first time enrollees and a certified birth certificate for first time enrollees. Parents are responsible for providing and updating these records prior to the start of school. Students will be excluded from school if they do not have the proper health records. If you have any questions, contact your child's school.

Confidentiality of Records/Video Records- Per KRS 160.705 the school District cannot legally allow video recordings from a school incident (fight, bus incident, etc.) to be viewed by parents or the general public because that video is considered an educational record under FERPA AND KFERPA.

Notification of Police and Removing Students in accordance with KRS 158.150 & 158.154 – The Gallatin County School District has adopted policies mandating that when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the principal shall immediately report the act to appropriate local law enforcement. Also, school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a school building setting or from a district transportation system pending any further disciplinary action that may occur.

Each student is given a copy of the Gallatin County Code of Acceptable Behavior and Discipline. Our District Enrollment form which is completed by a legal parent/guardian states “If you did not receive the Student Code of Acceptable Behavior and Discipline which included Regulations for Riding School Buses, please contact the school for a copy or request a copy in another language”.

Malicious conduct toward a staff member may be subject to legal charges for Abuse of Teacher and/or other statutes. (State Law - 161.190 Abuse of teacher prohibited.) - Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

Possession - The word possession includes items found in locker assigned to student, vehicles, and any other place where items have been deposited by student (Purse, backpack, garbage container, etc., but are not limited to).

SBDM Policies - This Code of Acceptable Behavior is seen as a minimum requirement for students of The Gallatin County School District. School Based Decision-Making (SBDM) councils may strengthen individual rules of this code of conduct with review and/or approval of the Gallatin County Board of Education. Schools will publish all areas where school policy is stronger than the Code of Conduct (e.g. school-based dress code).

Student Reporting Procedures – Students who have issues of concern or problems during school hours, during school activities, or on a school bus should do the following:

1. Notify the adult in charge about the problem/concern immediately. This may be the teacher, coach, bus driver, etc.
2. If the adult does not help and address the problem, notify the assistant principal or principal immediately and student should notify their parent or guardian when they arrive home.
3. If none of the above procedures help resolve the issue(s), parents may request a conference with the superintendent or designee after trying to work through the concerning issues with the building principal.

Grievance Procedures - Parents questioning actions taken by the school may do the following:

4. In classroom matters, contact the teacher to discuss the problem.
5. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the principal.
6. If the problem is not classroom related, the parents may contact the principal.
7. If none of the above procedures are satisfactory, parents may appeal the school decision and request a conference with the superintendent or designee after discussion with principal.
8. During this conference either party may have present individuals relative to factors involved. The other party will be notified in advance if such persons are present.
9. The Superintendent or designee will advise parents in writing of the decision regarding the grievance within fourteen days after the conference of the appeal conference.

Parents, In Case of Emergency- In case of emergency it is essential that parents keep all records up to date at your child's school(s). This would include address, home and cell phone numbers, emergency contacts, and who make pick up your child from school.

Should we have a serious emergency at school **YOU SHOULD NOT REPORT OR CALL THERE.** You should await a phone call from the school or watch the local news for instructions. Multiple responses from parents will jam our phone lines and roadways and hinder staff and emergency responders from helping deal with the incident. The District will get out an “all call” with information as quickly as we can.

Gallatin County Schools
Code of Acceptable Behavior and Discipline

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

I have received, read, and understood to the best of my ability the Gallatin County Code of Acceptable Behavior and Discipline and have reviewed the addendum for my child's particular school. I have also discussed the expectations with my child(ren) regarding acceptable behaviors.

Homeroom Teacher's Name (1st Period Teacher if no HR): _____

Printed Student Name: _____

_____ Student Signature	_____ Date
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Printed Parent Name: _____

_____ Parent Signature	_____ Date
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Incidents requiring immediate response:
(Stated on prior page for reference)

Incident Reporting Procedures – Students who have issues of concern or problems during school hours, during school activities, or on a school bus should do the following:

1. Notify the adult in charge about the problem/concern immediately. This may be the teacher, coach, bus driver, etc.
2. If the adult does not help and address the problem, notify the assistant principal or principal immediately and student should notify their parent or guardian when they arrive home.
3. If none of the above procedures help resolve the issue(s), parents may request a conference with the superintendent or designee after trying to work through the concerning issues with the building principal.

Grievance Procedures - Parents questioning actions taken by the school may do the following:

4. In classroom matters, contact the teacher to discuss the problem.
5. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the principal.
6. If the problem is not classroom related, the parents may contact the principal.
7. If none of the above procedures are satisfactory, parents may appeal the school decision and request a conference with the superintendent or designee who handles the specific area after discussion with principal.
8. During this conference either party may have present individuals relative to factors involved. The other party will be notified in advance if such persons are present.
9. The Superintendent or designee will advise parents in writing of the decision regarding the grievance within fourteen days after the appeal conference.