

GALLATIN COUNTY SCHOOLS

2019-2020

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

including

TECHNOLOGY ACCEPTABLE USE POLICY

MISSION

Maximizing Student Learning and Achievement

VISION

Preparing all students to be 21st century learners and ready for college, career, and life

Table of Contents

Attendance Policy.....	3
Clarifications AttendancePolicy.....	4
Chronic Absenteeism.....	5
Philosophy of Code of Student Conduct	6
Rights and Responsibilities of Students, Parents, and Educators	6
School Bus Rules and Regulations	9
Emergency Medical Treatment	11
Student Conduct	11
Care of School and Personal Property	12
Bullying/Hazing	12
Harassment/Discrimination.....	14
Tobacco	15
Alcohol, Drugs, and Other Controlled Substances	15
Terroristic Threatening	17
Weapons	17
Assault	19
Disrupting the Educational Process	19
Due Process	19
Suspension/Expulsion	20
Search and Seizure	20
Police Officers in the School	21
Grievances	21
No Pass/No Drive	23
Equal Education Opportunities	23
Non-Discrimination Notice	23
Family Educational Rights and Privacy Act Information	23
Notification of Protection of Pupil Rights Amendment	24
The Right to Confidentiality of/Access to Student Records	24
Section 504 Policy Statement & Public Notice	25
Technology Acceptable Use Policy.....	26
High School Addendum.....	32
Middle School Addendum.....	38
Elementary Addendum.....	43
Procedures for Development/Review/Orientation of Code of Conduc	46

GALLATIN COUNTY SCHOOLS ATTENDANCE POLICY

KENTUCKY COMPULSORY SCHOOL ATTENDANCE LAW

Each parent, guardian, or other person residing in the state and having in custody or charge of any child between the ages of 6 and 18 shall send the 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. A child's age is between 6 and 18 when the child has reached his 6th birthday and has not passed his 18th birthday. Every student between the ages of 18 and not yet reached their 21st birthday is accountable if he or she fails to comply with school truancy laws. Refer to 7a, b, and c below (KRS 159.150, 159.990, KRS 600.020).

“KY law has changed. All Kentucky resident students under age 18 must be enrolled in school.”

WE FIRMLY BELIEVE ATTENDANCE IS A STUDENT/FAMILY RESPONSIBILITY!

All students enrolled in the Gallatin County school district are expected to attend class every day that school is in session. The progress of a student at school depends greatly on the punctuality and regularity of attendance. There is a direct relationship between attendance and achievement; a day of school missed can never be made up entirely. The intent of this attendance procedure for the Gallatin County Schools is to provide a structure within which students can gain maximum benefit from the instructional program.

Good Attendance Practices:

- Pay attention to the posted school calendar and schedule vacations, etc. according to times when school is not in session.
- Pay particular attention to potential make up days that may occur due to inclement weather or other emergency warranting the dismissal of school.
- Schedule reoccurring doctor's appointments after school hours or during school breaks

School-Based Decision Making (SBDM) Councils at each school may make more stringent attendance policies part of their criteria for whether students may participate in some activities during the year. Parents shall refer to the school's individual handbook to obtain any additional requirements.

DEFINITIONS/CLARIFICATIONS OF GALLATIN COUNTY ATTENDANCE POLICY

ABSENT is the missing of more than 120 minutes of the school day. This includes being absent from all scheduled activities such as all classes, field trips, assemblies, etc.

TARDY is being absent for 120 minutes or less. This includes arriving late or leaving early. (Checking In or Checking Out)

- **Doctor Notes:** Medical appointments and illnesses that require a doctor visit will be excused and will be considered an additional excused absence. Documentation must be a physician's certified statement indicating that the student was seen by the doctor and was unable to attend school. ***Doctor notes must be received by the school within 2 days of the absence.*** After 10 doctors' excuses, students may be required to have their physician complete a Gallatin County Schools Medical Excuse Form (available from each school's attendance clerk or the district director of pupil personnel)
- Students can be excused for up to five absences with a parent note
- **PARENT NOTES:** It is very important that the school is notified by a parent as to the reason their child is absent. Parent notes may be brought in by the student, emailed by the parent, or a call by the parent may be made to the attendance clerk. **One parent note may only be used for one day's absence.**

Excused events/absences verified by a parent note include the following:

- A. illness
- B. death in the immediate family (immediate family is defined as parents, siblings, grandparents, sister/brother-in-law, aunt/uncle, niece/nephew without reference to the location or residence of said relative, and other blood relatives who reside in the student's home)
- C. religious holidays
- D. court appearance - accompanied by a note from the Circuit Court Clerk
- E. driver's permit or license - one time for each test- ½ day
- F. college day - one day (must be pre-approved by the principal at least one week in advance)
- G. Armed forces leave: One day when a parent/guardian is deployed to and/or returns from active military duty.
(Additional days may be available if parent/guardian is stationed out of the country and is on leave; please contact the director of pupil personnel prior to scheduled leave.)
- h. Educational Enhancement Opportunity - must be pre-approved by the principal at least one week in advance. This type of absence cannot occur during any of the school's district-wide assessments, unless there are extenuating circumstances that are approved by the Director of Pupil Personnel. If you have students in more than one school, a request must be made to each school principal. Principals have identical guidelines that are to be followed for EHO. A copy of the guidelines are available with each attendance clerk and/or principal.

Attendance Protocol: Each school will have an attendance protocol that will be followed for each and every student attending Gallatin County Schools.

Unexcused Attendance Notices: Letters will be mailed to parents of students accumulating unexcused absences. A letter from the school principal will be sent after 3 unexcused events. After 5 unexcused events, another letter will be sent to the parent, and the school will notify the county attorney. At the point of 6 unexcused events, a letter will be mailed to the parent from the Director of Pupil Personnel as well as the county attorney. Any additional absences may result in formal action through the county court system.

CHRONIC ABSENTEEISM

Federal Definition: A student who has been enrolled in a school for at least 10 days and who misses 10% or more of those enrolled days. Tardies do not count toward chronic absenteeism.

Kentucky Definition: A student is chronically absent if they have missed a total of 17 days district-wide within a school year. *Both excused and unexcused absences count toward chronic absenteeism.*

Schools will be tracking students who are found to be chronically absent. Families will be notified and schools will strive to work with parents and guardians regarding absences.

Philosophy of Code of Student Conduct

The Code of Student Conduct is published for good communication and to establish the framework to provide an environment for excellence in learning. It is based on basic principles contained in the Policies and Procedures of the Gallatin County Board of Education. The complete Policy Manual is available at the Central Office, each school, and online at www.gallatin.kyschools.us.

Experience has shown that the majority of students are in school to learn and their behaviors fall within acceptable boundaries of good conduct. Also, experience indicates that it is best to place, in writing, expectations so that students, teachers, administrators, parents, and board members have a common reference in regard to behaviors that are necessary to provide an environment conducive to learning and teaching.

The Board has adopted a Code of Acceptable Behavior and Discipline so that students might understand the conduct expected of them while they are under the jurisdiction of the Board. The Code sets forth the basic rules prohibiting certain types of student conduct while the student is on school grounds, going to and from school, and under the supervision of the Board at school-sponsored events or activities.

Administrators in each school have developed specific rules to implement the Code and shall determine the disciplinary actions for infractions. The disciplinary action may range from a simple reprimand to a suspension of up to 10 days imposed by the principal or a longer suspension or expulsion imposed by the School Board. The severity of the penalty shall correspond to the gravity of the offense. Reasonable judgment will be employed in determining the amount and nature of the punishment. Students shall be awarded due process before judgments and penalties are imposed.

The Code shall be available to all students and parents.

RIGHTS AND RESPONSIBILITIES A GUIDE FOR STUDENTS, PARENTS, AND EDUCATORS

The following are reasonable guidelines for students, parents/guardians, teachers, and principals. All parties need to discuss these rights and responsibilities and adhere to them in the school environment and at home. This will enable the school to meet objectives and the maximum learning potential of each student.

Students

Students have the right to:

- A. A system of public education, which meets the needs of the individual students.
- B. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- C. Physical safety and protection of their personal property.
- D. Consultation with teachers, counselors, administrators, and other school personnel.
- E. Free election of their peers in student organizations in which students have the right to seek and hold office.
- F. Examination of their own personal school records, by the students, their parents/guardians, or their authorized representatives.
- G. Involvement in school activities without being subject to discrimination on the basis of race, national origin, religion, marital status, sex, handicap, or genetic information.
- H. Respect from other students and school personnel.

I. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

Students have the responsibility to:

- A. Be accountable for their own conduct and for showing consideration for the rights and property of others.
- B. Exhibit neatness and cleanliness of personal dress and hygiene.
- C. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- D. Refrain from gambling, extortion, theft, or any other unlawful activity.
- E. Refrain from using tobacco or using, possessing, or transmitting any alcohol, drug, or other prohibited or controlled substance.
- F. Show respect for the education process by taking advantage of every opportunity to further his/her education.
- G. Practice self-control at all times.
- H. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
- I. Follow the policies, rules, and regulations of the Board of Education and /or the school administration.

Parents/Guardians

Parents/guardians have the right to:

- A. Send their child to a school with an environment where learning is valued.
- B. Expect that any classroom disruptions will be dealt with fairly, firmly, and quickly.
- C. Enroll students in a Kentucky public school district where they shall attend classes regularly and promptly with minimal interruptions.
- D. Expect the school to maintain high academic standards.
- E. Review the student's academic progress and other pertinent information, which may be contained in the student's personal records.
- F. Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

Parents/guardians have the responsibility to:

- A. Instill in their children the values of an education.
- B. Instill in their children a sense of responsibility.
- C. Instill in their children a sense of respect.
- D. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
- E. Be familiar with the educational program and the procedures.
- F. Inform children about the disciplinary procedures of the school and emphasize the importance of following the same.
- G. See that children attend school regularly and promptly.

- H. Check with the proper school officials regarding the facts of any situation they might question.
- I. Support the efforts of the school personnel.
- J. Demonstrate respect for the teachers, administrators, school personnel at school and all school-related activities.
- K. See that students exhibit neatness and cleanliness in their attire and hygiene.

Teachers

Teachers have the right to:

- A. The support of co-workers, administrators, and parents.
- B. Work in an educational environment with a minimum of disruptions.
- C. Expect all assignments, including reasonable homework, to be completed and turned in as assigned.
- D. Remove any student from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other area designated by the principal.
- E. Safety from physical harm and freedom from verbal abuse.
- F. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- G. Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.

Teachers have the responsibility to:

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

Administrators (includes principal, assistant principal, and guidance counselor)

Administrators have the right to:

- A. Receive the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- B. Provide input for the establishment of procedures and regulations that relate to the school.
- C. Be safe from physical harm and verbal abuse.
- D. Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- E. Suspend any student whose conduct disrupts the educational process.
- F. Administer the school environment to provide the proper learning atmosphere.

Administrators have the responsibility to:

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

School Bus Rules and Regulations

Bus riding is a privilege provided by the Gallatin County Public Schools. Each Principal has the ultimate responsibility for ensuring the safety of all students who ride on the school bus and who walk to and from school. It is each student's responsibility to maintain his/her riding privileges by exhibiting acceptable conduct on the bus at all times.

Bus drivers shall promptly report any violation of District policy or school rules to the Director of Transportation who will notify the Principal. Drivers are in charge of their buses, and their first responsibility shall be the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open a business establishment. At the first reasonable opportunity, the driver shall notify the Director of Transportation of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Principal may also withhold bus-riding privileges up to the remainder of the school year.

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

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

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

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

1. Students shall be on time at the bus stops. The bus cannot wait for those who are late.
2. Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
3. Pupils shall not cross the roadway when entering the school bus until signaled to do so by the driver.
4. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus so that the bus driver may see them.
5. When pupils enter the bus, they shall proceed directly to a seat. Pupils may not stand at any time.
6. Pupils shall remain seated until the bus has come to a complete stop.
7. Pupils shall not extend their arms, legs, or heads out the bus windows.
8. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver. Bus Drivers may assign seats.
9. Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
10. Students shall not bring on the bus any item that might block the aisle or exits or the view of the bus driver. A more detailed list of items allowed and not allowed on the bus can be found on the Transportation Department's page on the district's website at www.gallatin.kyschools.us.
11. The driver shall be responsible for the bus and the behavior of the passengers. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.
12. Students shall be courteous to the driver and fellow students.
13. Students shall not mar or otherwise deface the bus. If a student willfully damages a bus, he/she will lose riding privileges until charges for repair of damages have been paid in full.
14. Students are not to tamper with mechanical equipment, accessories, or controls of the bus.
15. Students may not eat or drink on the bus. Students shall assist in keeping the bus safe and clean at all times. Students shall not throw litter of any kind on the floor of the bus.
16. Students shall not leave the bus through the rear door except during an emergency situation.
17. In the case of a road emergency involving the bus or the bus and another vehicle, the students shall remain in the bus unless given other instructions by the driver.
18. Student behavior can be monitored by the use of electronic equipment. All tapes are subject to confidentiality restrictions.
19. Bus passes must be obtained in the office before school any time there is a change in bus transportation. Parent notes are required.

Improper behaviors may result in withholding of riding privileges: insolence, not following driver's instructions, vulgar actions or gestures, obscene or profane language, violence, fighting, pushing, shoving, use of tobacco products on the bus, throwing articles or objects in or from the bus, obstructing the aisle in any manner, occupying more space in a seat than is needed and

refusing to allow another passenger to sit down, exiting the bus at improper location, and other disruptive and disturbing actions.

Procedure for Handling Bus Misconduct

1. Upon enrollment in school, all students will be provided access to the Code of Acceptable Behavior and Discipline Handbook. The Acknowledgement Form must be signed by the parent and returned to school.
 2. For minor infractions, the driver will warn the students.
 3. For the FIRST MISCONDUCT REPORT, the Principal will have a conference with the student and give a reprimand or appropriate additional discipline. The Principal will explain to the student what will happen if a second misconduct occurs. A copy of the misconduct report will be sent home explaining what will occur if a second bus misconduct occurs.
 4. For the SECOND MISCONDUCT REPORT, the Principal will conference with the student and may issue a 1 – 3 day bus suspension. The Principal will send information home with the parent's copy of the misconduct report explaining what will happen if a third bus misconduct occurs.
 5. For the THIRD MISCONDUCT REPORT, the principal will conference with the Director of Transportation and student and may issue a 3-5 day bus suspension. The principal may notify the parent that a conference may be needed before the student is allowed back on the bus.
 6. For the FOURTH MISCONDUCT REPORT, the Principal will work with the Director of Transportation, bus driver, and parent to determine riding privileges for the year. If privileges are revoked, a letter from the Principal will be sent home.
- ** A student may be suspended from riding the bus on the first offense if the problem is severe enough to warrant such action.
- ** The principal will use discretion when dealing with minor bus problems that may not warrant bus suspension.
- **The principal will make every effort to take action on the driver's report of the student's misconduct on the day it is received or the next day the student is present at school if possible.

Emergency Medical Treatment

First aid shall be provided all pupils in case of an accident or sudden illness until the services of a healthcare professional become available.

Parents' telephone numbers or a number at which parents can be reached, the name of the family physician, and how the student is to be transported shall be maintained at each school for all its pupils. Reasonable efforts shall be made to notify parents in the event of an accident or illness as soon as possible after the event or occurrence.

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

Student Conduct

Good order, proper attire, and cleanliness of person and attire are required of every pupil. Every pupil is expected to obey the directions of the teachers, to be diligent in study, and to be respectful to teachers and schoolmates. The Principal of each school, or school council in schools with school-based decision making authority, shall develop specific rules of conduct for the school. The Principal shall distribute and enforce all school conduct rules.

Care of School and Personal Property

Pupils shall be held responsible for damage to school property. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages, or removes school property shall be subject to disciplinary action and liability for the cost of restoring or replacing the property. Anyone or group who steals or willfully or wantonly destroys, defaces, or damages personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. Anyone or group participating in activities who destroys, defaces, damages, or steals the personal property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

Bullying/Hazing

Bullying includes hazing; menacing; taunting; intimidating; verbal or physical abuse of others; the use of lewd, profane or vulgar language; verbal or physical abuse of others; or other threatening behavior toward students, staff members, or visitors in person or through acts of cyberbullying. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. Bullying is defined as “any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated.” **(S.B. 228)**

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school-sponsored activity, which are repeated against the same student over time. Bullying involves repeated negative behavior, carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes such harm to the other person. Bullying involves taking advantage of either a real or perceived imbalance of power. Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category include, but are not limited to inappropriate and unwanted physical contact (including hitting, kicking, shoving, and pushing); intimidating and threatening comments (oral, written, or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something he/she does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone’s belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, personal websites, blogs, social media websites, online games and online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information which can be

reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video, or still images of another person for no legitimate purpose, or the use of audio, video, or still images of another person for purposes prohibited by the Code of Acceptable Behavior and Discipline. If affecting the school climate, cyberbullying outside of school may result in school discipline.

Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful, or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing. Hazing can include the forced or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggesting acts. Menacing involves actions, sometimes accompanied by words, used intentionally to place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe he/she is about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

Harassment involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. Striking, shoving, kicking, or physical contact with another person;
2. The attempt to strike, shove, kick, or engage in other physical contact toward another person;
3. Using an offensively coarse utterance, gesture, display toward another person;
4. Addressing abusive language toward another person;
5. Following a person in or about a public place or places;
6. Engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serve no legitimate purpose; or
7. Damaging or committing theft of the property of another student; substantially disrupting the operation of the school; or creating a hostile school 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.

Harassing Communications involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. Communicating with a person, anonymously or otherwise, by telephone, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
2. Making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
3. Communicating with or about another school student, anonymously or otherwise, by telephone, the Internet, 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.

Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm. Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements intervening and reporting to the Principal or immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school.

Students who believe they have been a victim of bullying or who have observed other student being bullied shall, as soon as practicable, report it. All reports of alleged instances of bullying or hazing shall be made to the building principal who shall investigate and address alleged incidents of such misbehavior. In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the District's harassment/ discrimination policies covering federally protected areas. Efforts will be made to protect the confidentiality of anyone making a report. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well.

Harassment/Discrimination

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, disability, or genetic information that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. Usually a single instance of conduct by one student toward another does not constitute harassment/discrimination.

The provisions of this section shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process.

Harassment/discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. The prohibition also applies to visitors to the school who may come in contact with employees and students. Acts of harassment/discrimination based on sex may be committed by person of the same or the opposite sex. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Students who engage in harassment/discrimination of any employee, another student, or visitor on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension or expulsion if an investigation of the alleged incident verifies the reported conduct.

Conduct and/or prohibited behaviors under this section of the Code of Acceptable Behavior and Discipline include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the description above.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

Students or parents who believe they or any other student, employee, or visitor are being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. In each building, the Principal is the person responsible for receiving reports of harassment/ discrimination at the building level. Otherwise, reports may be made directly to the Superintendent. If sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator.

Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. The District's complete policy/procedures are available online at www.gallatin.kyschools.us, in the Principal's office, and at the Central Office at 75 Boardwalk, Warsaw, for review.

Tobacco

Gallatin County School District has a tobacco free campus. Students shall not use or possess any tobacco products, alternative nicotine product, or vapor product in or on school property. Violation of this policy shall be grounds for disciplinary action. Any student in possession of tobacco or alternative nicotine products will have them confiscated and parents will be notified.

Alcohol, Drugs, and Other Prohibited Substances

No pupil shall possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), or drug paraphernalia and/or assist another pupil in the receipt, sale, or transfer of them on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, including but not limited to athletic, academic or social events, or enroute to or from school property or a school-sponsored or sanctioned activity. Students shall not possess prescription drugs for the purpose of sale or distribution.

Simulated Substances

No pupil shall receive, use, sell, possess or transfer any counterfeit, look-alike or simulated drug, narcotics, or controlled substances and/or assist another pupil in the receipt, sale, or transfer of any counterfeit, look-alike or simulated drug, narcotic, or controlled substance on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, with the representation or the creation of an impression that the substance which is received, used, possessed, sold or transferred is a drug, narcotic, or controlled substance.

Definitions

Controlled substance means any substance or immediate precursor listed in Schedules I through V of 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

Prohibited substances refer to any prescription drug that is possessed by someone other than the individual for whom it was prescribed. The definition of Prohibited Substance also includes any prescription medication or substance and any “over-the-counter” medication or substance that is possessed or in the control of any student that has not previously been authorized by the Principal for use or possession on school grounds.

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

Marijuana shall refer to all parts of the plant Cannabis, whether growing or not, the seeds thereof, the resin extracted from the plant and every compound or derivative or mixture containing these substances.

Alcoholic beverages shall mean every liquid or solid containing alcohol in an amount in excess of more than one percent (1%) of alcohol by volume that is fit for beverage purposes. It also includes every spurious or imitation liquor sold as, or under any name commonly used for, alcoholic beverage, whether containing any alcohol or not.

Drug paraphernalia shall mean all equipment, products and materials of any kind that are used, or designated for use in planning, growing, processing, packaging, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled or prohibited substance.

Authorized Medication

Use of a drug authorized by and administered in accordance with a prescription from a physician/health care provider shall not be considered in violation of this policy when medications are maintained in the school’s office. An Authorization to Administer Medication form must be completed for students who will be taking medications at school.

Penalty for Possession, Use, or Being Under the Influence

For a first offense for possession, use, or being under the influence of alcoholic beverages, narcotics, drugs, controlled substances or counterfeit, look-alike or simulated narcotics, drugs or other controlled substances, and/or possession or use of drug paraphernalia, (where the possession, use or being under the influence does not result from the sale, receipt or transfer on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event or en route to or from school property or a school-sponsored or sanctioned activity or event) the following provisions shall apply:

1. The student will receive an immediate suspension of no less than five (5) days and no more than ten (10) days at the discretion of the Principal based on the individual circumstances.
2. The Principal may recommend expulsion or alternative placement and refer the matter to the Superintendent.
3. A disciplinary action taken herein may include alternative placement, a suspension of driving privileges, submission to a behavior contract, and the continued ineligibility to participate in extracurricular activities beyond the stated period of suspension.

In case of a first offense for possession, use, or being under the influence of alcoholic beverages, narcotics, drugs or other controlled substances, and/or possession or use of drug paraphernalia under the terms of the preceding paragraph, a recommendation for expulsion, at the discretion of the Superintendent, may be withdrawn if the student and his/her parents(s) or guardian(s) agree to obtain, at their expense, an evaluation of the student's alcohol, drug, narcotics, or controlled substance use from a qualified chemical dependency counselor acceptable to the district and complete any and all counseling or other treatment recommended in the evaluation.

A second violation of such possession, use, or being under the influence of alcoholic beverages, narcotics, drugs, controlled substances or counterfeit, look-alike or simulated substances at any time during the student's enrollment in a District school will result in an immediate suspension for ten (10) days and a recommendation for expulsion.

Penalty for Sale or Transmission

For sale or transmission of alcoholic beverages, narcotics, drugs, controlled substances, counterfeit or look-alike narcotics, drugs or prohibited substances and/or the assistance in the receipt, sale, or transfer of alcoholic beverages, drugs, narcotics, or prohibited substances, the student will be immediately suspended for ten (10) days, and a recommendation for expulsion will be made.

Reporting

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

Prevention Program

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

1. The dangers of drug/alcohol abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit the use of alcohol, drugs, and other prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon a student for drug/alcohol abuse violations.
6. All students engaged in extracurricular activities are subject to drug testing.

Terroristic Threatening

(KRS Chapter 508)

Making bomb threats and other threats of harm against schools, school buses, students, school employees, or school functions are felonies. Such offenses may lead to expulsion without educational services. A threat shall refer to a communication made by any means including, but not limited to, electronic and/or online methods.

Weapons

Carrying, bringing, using, or possessing any weapon or dangerous instrument including pocket knives in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

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

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

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

Federal Requirements Regarding Students

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto school campus/property under the jurisdiction of the District shall be expelled for a minimum of twelve (12) months under board policy. The Board may modify such expulsions on a case-by-case basis.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Exceptions

An exception may be made for students participating in an authorized curricular or extracurricular activity team involving the use of firearms and to those persons listed in KRS 527.070.

Law Enforcement officials are authorized to bring weapons onto school property in performance of the duties.

State Posting Requirements

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

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND-DOLLAR (\$10,000) FINE.

State Reporting Requirements

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

Employees who receive information from a student or other person regarding required conduct to be reported shall report the conduct in the same manner as stated above.

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

Assault

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

Any pupil who assaults or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action and or legal action.

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

Assault on School Personnel

Before a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function is assigned to work directly with or comes in contact with any district employee, that person shall be notified in writing of the student's history by the Principal. The notice shall describe the nature of the student's behavior.

Any assault or verbal abuse by a pupil on a teacher or other school personnel is prohibited.

Violation of this policy shall be grounds for disciplinary action.

Disrupting the Educational Process

Behavior that is disruptive of the educational process shall not be tolerated. For the purpose of this section, behavior that disrupts the educational process, shall include, but not be limited to:

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

Violation of this policy shall be grounds for disciplinary action. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

Due Process

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

1. The pupil shall be given oral or written notice of the charges against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.

3. The pupil shall be given an opportunity to present his/her own version of facts concerning the charge(s).

In cases of severe misconduct, the Principal may set up an administrative hearing with the student.

When drug or alcohol violations have occurred, the Principal may request the convening of the Disciplinary Review Committee.

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

Suspension/Expulsion

In accordance with KRS 158.150, the Principal or Assistant Principal may suspend a pupil up to a maximum of ten (10) days per incident.

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

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) days after the suspension.

The Principal or Assistant Principal shall report any suspension in writing immediately to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

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

Expulsion of a student is described in Board Policy 09.435 stating that only the Board of Education can expel a student. All additional procedures are explained in the board policy.

Search and Seizure

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

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

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search.

No search of a pupil shall be conducted in the presence of other students.

No strip searches of students shall be permitted.

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

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct a general inspection of all such property on a regular basis. During these inspections, items that are school property, such as overdue library books, may be collected. Students should not expect privacy of items left in such locations. A single desk or

locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Illegal items (e.g. weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

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

School authorities shall have the authority to conduct routine patrols of student parking lots and to inspect the exteriors of student vehicles parked on school property.

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

1. The dogs shall be certified as never having been trained as attack dogs.
2. The Principal or the Principal's designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers being searched.

Police Officers in the School (School Resource Officer)

School officials shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody). As soon as possible, officials shall endeavor to notify the parents of any student who is arrested and shall make a written record.

In the interest of the student's welfare, the following requirements shall be followed when police officers ask to question or remove a student from school whom they suspect of committing a crime off school property:

1. Parents/guardians of minor students shall be notified by school officials as soon as possible prior to interrogation or removal from school.
2. If the student is an alleged victim of abuse or neglect by a parent, school officials shall follow the directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.
3. If the parent(s) comes to the school or consents to permit the officer(s) to interview the student, a private place for the interview shall be provided.
4. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order or juvenile petition, or arrange to interview the student off the school grounds.

Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parents.

Grievances

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for student grievances to be addressed and resolved at each level from the point

of origin, time limitations for the filing and appeal of a grievance, and procedures for the orderly review and appeal of student grievances.

If the Principal and Superintendent cannot successfully resolve grievances, the student may appeal to the Board.

Student Grievance Procedure

This procedure is for the purpose of providing a student/parent an opportunity to report a grievance or complaint.

It is recognized that there are times when complaints and questions arise as the result of actions by school employees. Constructive criticism on such matters is welcome in the following manner:

If the complaint is related to the classroom, the student/parent will contact the Principal or Counselor of the school to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.

If this conference does not resolve the situation, the teacher and parent may arrange for a conference with the Principal with a minimum amount of delay.

If the complaint is not related to the classroom, the student/parent will contact the Principal directly.

If the Principal or Counselor is an alleged party in the complaint, the complaint shall be directed to the Superintendent.

The staff member to whom the complaint was directed shall make prompt investigation of the allegations and a written response to the student/parent within five (5) working days after receiving the complaint. A copy of the complaint and response shall be filed with the Superintendent.

If the student/parent is not satisfied with the resolution developed under the above steps, or if the solution is not received in the prescribed five (5) days, s/he may appeal in writing to the Superintendent, who shall investigate the allegations within five (5) working days from the date the appeal was received.

A written response will be made by the Superintendent within ten (10) working days from the date of the appeal and presented to the student/parent with a copy to be filed in the Superintendent's office.

If the resolution of the complaint developed by the Superintendent is not satisfactory, and the complaint concerns the methods in which a Board policy was administered, the fairness of a Board policy, or the violation of a policy by personnel, the student/parent may appeal in writing to the Board for a hearing at the next regularly scheduled meeting. The Board does not have the authority to discipline personnel. This authority lies with the Superintendent.

The resolution reached by the Board shall be final and shall be presented to the student/parent in writing within three (3) working days from the date of the Board's decision with a copy filed in the Superintendent's office.

The school council has authority to adopt policies, within existing Board policies, regarding the management of students and student conduct, curriculum, extra-curricular activities, and the assignment of staff and students. The school council does not have the authority to discipline personnel. This authority lies with the Superintendent.

If the complaint concerns the fairness of a school council policy, the parent may present evidence to the school council regarding why the parent feels that the policy is unfair.

If the above procedures do not solve the situation and the complaint concerns the method in which a board policy was administered or the violation of a policy by personnel, the student/parent may appeal in writing to the Superintendent who shall investigate the allegations within five (5) working days from the date the appeal was received.

A written response will be made by the Superintendent within ten (10) working days from the date of the appeal and presented to the student/parent with a copy filed in the Superintendent's office.

If the resolution of the complaint developed by the Council/Superintendent is not satisfactory, the student/parent may appeal in writing to the Board for a hearing at the next regularly scheduled meeting. The resolution of the complaint shall be made by the Board within three (3) working days of the next regularly scheduled meeting following the hearing.

The resolution reached by the Board shall be final and shall be presented to the student/parent in writing within three (3) working days from the date of the Board's decision with a copy filed in the Superintendent's office.

No Pass / No Drive Law

In accordance with KRS 159.051 and other applicable Kentucky laws, any individual attending Gallatin County Schools who has not successfully completed high school and is under 18 years of age shall meet the following criteria before becoming eligible to receive a driver's permit, intermediate license, or license. A student shall be deemed to be academically successful when he/she has received passing grades in at least 66% of his/her courses and does not have nine (9) or more unexcused absences in the preceding semester. The courses will be evaluated on each individual student's schedule of classes. Students must complete a successful semester to have their driving privileges reinstated.

The Principal of the school the student attends shall notify the circuit clerk upon request of any qualified student 16 years of age or above that the student is eligible under the provisions of KRS 159.051 to be issued a driver's license or permit.

In the event any individual under the age of 18 possessing a driver's permit or license who has enrolled as a student in Gallatin County Schools fails to maintain the standards established to retain their driving privileges, the Principal of the school shall submit that student's name to the Superintendent of Gallatin County Schools. Within ten (10) days after receiving notification, the Superintendent shall report the student's name and status to the Transportation Cabinet.

Equal Education Opportunities

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

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

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

Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional activities. Students who are at least (18) years of age may submit their own requests. If assistive technology is deemed necessary for a student, every effort will be made to obtain that technology in a timely fashion.

Non-Discrimination Notice

Students, their parents, and employees of the Gallatin County Public Schools are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Title VII of the Civil Rights Act of 1964, and Section 504. Any person having inquiries concerning the Gallatin County Public Schools' compliance with Title IX, Titles VI or VII of the Civil Rights Act of 1964 may contact Central Office.

Family Educational Rights and Privacy Act (FERPA)

FERPA makes student records confidential, but permits schools to release directory information. It also allows parents and/or students to request that their information not be released without the parent's prior consent. Notice to the parent is not required when court ordered or in the context of dependency, neglect, or abuse proceeding in which the parent is a party. Notification of all FERPA rights is contained in District policy 09.14AP.111.

Schools provide military recruiters and institutions of higher education with students' names, addresses, and telephone listings. Students and parents have the opportunity to opt out of the school's disclosure of that information.

Forms requesting that students' information not be released to the military or institutions of higher learning are available in the office of each school.

Notification of Protection of Pupil Rights Amendment

Under the Protection of Pupil Rights Amendment (PPRA), parents and eligible students are afforded the right to provide consent before minor students are required to complete a protected information survey, have information used for marketing purposes, or conducting certain physical examinations. They can choose to opt out their child and can inspect any such survey before administration. Complete information regarding the PPRA is contained in Board Policy 09.14 AP.112.

The Right to Confidentiality of/Access to Student Records

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Gallatin County School District's requirements regarding confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen (18). For the purpose of this notice, the student 18 years or older, and the students who are married, will be referred to as the "emancipated" or "eligible" student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where that student attends.

The Gallatin County Public Schools (GCPS) will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have the legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school.

The GCPS has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to the news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. "Directory Information" includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards

received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information. In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

The Gallatin County Schools keeps child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the Principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The GCPS will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The GCPS retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who because of these impairments need specifically designed instruction and related services.

Section 504 Policy Statement & Public Notice

The Gallatin County Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the educational programs and provision of services or in employment policies. It is the policy of the Gallatin County Public Schools to provide a free appropriate public education to each student with a disability, regardless of the nature or severity of the disability, residing within the jurisdiction of the Gallatin County.

It is the intent of Gallatin County Public Schools to ensure that students who have 504 disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may have 504 disabilities under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights under Section 504 of students with disabilities and their parents are guaranteed in the Gallatin County Public Schools are described in the Gallatin County Schools Procedures for Section 504 of the Rehabilitation Act.

Inquiries regarding compliance with Section 504 or the Americans with Disabilities Act should be directed to a Section 504 Coordinator. Please contact:

JoAnn McCaughan
Gallatin County Schools
75 Boardwalk
Warsaw, Kentucky, 41095
Phone: 859 567-1820

Technology Acceptable Use Policy

Board Policy 08.2323 requires that all materials be consistent with the district-adopted guides, supporting and enhancing the current curriculum, while taking into account the various instructional needs, learning styles and developmental levels of the students.

The Gallatin County School District believes that children can benefit from relevant and educational opportunities involving a wide array of technological and electronic resources. Access to various software, email, educational websites, online learning platforms and the Internet will enable students to enhance their educational experience. The purpose of the Technology Acceptable Use Policy is to provide guidelines for ensuring appropriate use of electronic resources by students and staff.

Definition of Electronic Resources

The term *electronic resource* includes, but is not limited to, the following items:

- Devices - desktops, laptops, tablets, gaming and other computing devices
- Computer networks and all equipment connected together for the sharing of information
- Internet access
- Educational websites
- Online Learning Platforms
- Personal devices connected to the district's network
- Email
- Software
- Video hardware/software
- Voice hardware/software

Permissions and Agreements

All students utilizing the Gallatin County School District network and who are under the age of 18, are required to have an Internet User Agreement and Parent Permission Form signed, by both the student and their parent(s). The required form will be kept on file at the appropriate site and be viewed as a legal, binding document. When a signed permission form is brought in and signed by the parent and student, email and internet access will be provided. It is the responsibility of the school staff to monitor student network access and internet usage. Any staff member not properly supervising may be reported to their building principal and/or the Board of Education.

All students utilizing the Gallatin County School District network and who are eighteen (18) years of age and above, are required to have signed the student portion of the Internet User Agreement and Parent Permission Form. The required form will be kept on file at the appropriate site and be viewed as a legal, binding document. When a signed form is brought in, the student will be given internet and email access.

Acceptable Uses

Access to all electronic resources on the Gallatin County School District network is a privilege and carries with it responsibilities. The following are general policies that apply to all users, student and adult.

- The Gallatin County School District maintains the right to limit access to software, hardware, the Internet, and the local area network.
- The Gallatin County School District will not be responsible for damages caused by loss of data or other work that results from delays, non-deliveries, missed deliveries, or service interruptions for any reason.
- Security on any computer system is a high priority. If any user identifies a security problem, they must notify a network administrator immediately and not demonstrate the problems to others.
- All users must use their own ID and password. The only exception is for students at the Preschool and Kindergarten level. Teachers and/or aides may log on for students at this level.
- All users will use a pre-defined network location, Google Drive or OneDrive for storage of files. Files located on individual workstations are subject to erasure without warning by technical staff during upgrades, maintenance or re-installs.
- All workstations will be shut down at night to decrease energy usage.
- No workstation should ever be left on and logged into the network. If a staff member does leave their station logged on and an unauthorized user gains access to the network, then the staff member who's at fault will be held liable for any damages.
- Students should not reveal their name and personal information to or establish relationships with strangers on the Internet, unless the communication has been coordinated by a parent or teacher.
- Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business or personal, non- work related communications.

E-Mail Regulations

Email shall be used for approved school related purposes only. Its' purpose is to provide effective communications between students, staff members and themselves as well as other professionals in education. Email shall not be used for the following purposes:

- To conduct personal business or carry on personal relationships
- To rebuke, embarrass, or strike-out at others
- To harass or play practical jokes on others
- To send chain letters and other non-work related correspondence
- Do not send EXE or BAT files through E-Mail
- Do not reveal any personal information to unknown users
- Do not send student information through email

- To solicit money or participation in political or religious activities
- Do not open emails from unknown senders
- Do not click on unfamiliar links in emails
- You may not use Internet mail services, such as HotMail, Gmail, etc... These email services are blocked by KDE
- Do not leave email up and active while you are away from your computer

Network and Internet Regulations

Violation of any of the following terms and conditions for network access and Internet usage will result in immediate loss of network access and services, with the exception of required instructional sites as determined by each school, as well as possible future access.

The use of your account must be in support of education and research and consistent with the educational objectives of the Gallatin County School District.

- You may not give your password to anyone
- You may not use or alter anyone else's account
- You may not offer Internet access to any individual via your account
- You may not break into or attempt to break into the school network or any other network
- You may not create or share computer viruses
- You may not destroy another person's data
- You may not use MUD (Multi User games) on the network or via the Internet
- You may not monopolize the resources of the network by sending large amounts of e-mail, sending chain mail, using resources for games, watching or downloading movies or running large programs or applications over the network during the day
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material. This also applies to workstations.
- No illegal activities are permitted on the network
- No conducting of private or personal business use the district's electronic resources
- All communications and information accessible via the network should be assumed to be public property

Copyright

Most software and much of the information posted on the Internet are copyrighted. Before software can be loaded onto a computer or file server, the District must have the legal right to install that particular version of the software. The software license will specify whether the rights purchased are for a single user on a single workstation, for multiple users, or for multiple workstations. Software may not be copied or shared outside the provisions of the agreement with the software publisher. Violations of software licensing agreements may constitute serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

Do not:

- Copy software without authorization from the publisher or copyright holder;
- Use software for which you do not have proof of legal right;
- Copy information or programs from the Internet and re-use or distribute it without acknowledging authorship and source;

- Assume that you can load the older version of software on another workstation when you install a software upgrade

Distributors of software and the Software Publishers Association have the right to audit the District at any time to ensure compliance with licensing agreements. For software loaded on file servers, the network administrator for that server has the responsibility for ensuring compliance with copyright

laws. For application software loaded on an individual computer, the individual and the Technical Point of Contact (TPOC) are responsible for ensuring that all resident software has been legally acquired. The user or TPOC must be prepared to show a software license certificate or copy of the purchase order for each piece of software loaded on that system. Users must not load software on District computers without notifying the TPOC. If the responsible party cannot show proof of license or proper authorization for a software program, the District has the obligation to remove the software from the computer or file server.

Telecommunication Devices - Possession and Use

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal 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:

- Poses a threat to academic integrity, such as cheating,
- Disrupting instruction
- Violate confidentiality or privacy rights of another individual,
- Is profane, indecent, or obscene,
- Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
- Participating in harassment or cyberbullying

2. 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.

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 only be returned to the student's parent/guardian.

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 telecommunications 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.

Right to Privacy

All network administrators have the right to access information stored in any user directory, on the current user's screen, or in an email. Users are advised not to place personal, confidential documents in their users' network directory or on the local workstation. Network management and monitoring software may be used to randomly access student and staff network logs, Internet logs, individual user directories, etc.

Misuse of Information Technology, Electronic Communications and the Law

Kentucky statutes identify criminal penalties for:

- Criminal damage to Property Law Class D Felony KRS 512.020: A person is guilty of criminal mischief when, having no right to do so or any reasonable ground to believe that they have such a right, they intentionally or unintentionally deface, destroy, or damage any public agency data or technology property (data, computer programs, computer systems, computer networks, computers, etc.).
- Unlawful Access To A Computer, Class C Felony Kentucky Criminal Statute KRS 434.840-434.860: A felony may be committed when an individual goes beyond assigned duties to: knowingly and willingly, directly or indirectly, access, cause to be accessed, or attempt to access a computer system, data stored in a computer, or a network purpose of altering, damaging, or destroying data or technology.
- Harassing Communications, Class B Misdemeanor Kentucky Criminal Statute KRS 525.080: A person is guilty of harassing communications when, with intent to intimidate, harass, annoy or alarm another person he/she 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 form of electronic or written communication 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.

These laws do not prohibit systems administrators or others from examining files, transaction logs, or other information about an individual's use of technology if that examination is within the scope of their assigned responsibilities. If an employee with such responsibilities misuses their authority or the information to which they have access, they are also subject to discipline or penalty.

- Open Records Laws, KRS 61.870 through 61.884 and KRS 171.410 through 171.720: The Kentucky Revised Statutes specifically include information in electronic form, computer programs, and systems software within the definition of "public record." This means that records held in computers may be inspected and copied in the same manner that paper records may be. Similarly, if a paper record is not subject to inspection under the provisions of these laws, then the record will not be subject to inspection if it is in electronic form. Electronic

records are also subject to the provisions of the law related to records scheduling, retention, and disposal.

- There are numerous federal laws and regulations governing access to information managed by the Department of Education and the local school districts.
- The Appropriate Use Policy also assumes knowledge of and adherence to federal requirements. Information about managing the security of student records in electronic form may be found in "Program Review 95-KETS-152, Security of Student Records in the Kentucky Education Technology System."

Consequences

- Violations may result in loss of access for anyone violating the Acceptable Use Policy for Gallatin County Schools. Loss may be short term to permanent.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior for students.
- Additional disciplinary action may be determined at the building level and/or district level for any system violations and/or Acceptable Use violations by staff members, such as giving out passwords, trying to access closed areas, lack of supervision of students accessing the network and/or Internet, etc.

When applicable, law enforcement agencies will be notified and individual violators will face possible criminal charges, as well as possible expulsion for students and possible termination of employment for staff members.

The Gallatin County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of the information obtained via the Internet or E-Mail is at the user's own risk. The Gallatin County School District specifically denies any responsibility for the accuracy or quality of information obtained through its connections.

Gallatin County High School Addendum
CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

- A. Teacher (*Handled with in class consequences*)
- B. Lunch Detention
- C. After School Detention
- D. In School Suspension (*ranging from part to the entire day*)
- E. Friday Night School
- F. Suspension (1-5 Days by the principal or assistant principal, with a possible additional 1-5 days per the Superintendent's approval)
- G. Administrative Hearing
- H. Recommendation to Superintendent and Board of Education for Expulsion
- I. The principal and or the SRO will determine if court charges need to be filed regarding high level offenses.
- J. Refusal to accept a consequence will result in an additional consequence and the fulfillment of the original consequence. i.e., a student refuses ISS – he/she will be suspended for 2 days and then be required to serve the ISS punishment.
- K. The school reserves the right to file disturbing the peace/disorderly conduct charges against students that have reached the age of 18.
- L. Teachers and administrators should give the student 24 hours notice when after school detention is assigned. This is board policy to allow the student to make arrangements for transportation. Lack of transportation or having other obligations is not an excuse for missing detention.

Parking Lot and School/District Grounds

- Students will be required to purchase a parking pass for \$10 before being allowed to park in the student parking lot. Students will be assigned a specific spot and they are expected to park in their assigned spot.
- The parking pass must be displayed at all times while on the grounds of any district school.
- Students who do not act appropriately in the parking lot (speeding, not parking in his/her assigned spots, pulling out before the buses have left, driving through the grass, littering etc.) will receive consequences at a Level 3 Offense. This can include the privilege of parking at school being revoked.
- Students will receive a ticket for their first violation. His/her car will be towed for the second violation. A third violation will result in campus parking privileges being revoked. (Students will sign an agreement stating this before being allowed to park on campus)

Suspensions (Full Day Out of School and In School Suspensions)

- All students who are out of school suspended (OSS) are NOT permitted on school grounds during the time period of his/her suspension. If seen on grounds trespassing charges will be

filed.

- All students who are **Out of School Suspended (OSS) and In School Suspended (ISS) are NOT permitted to attend any extracurricular activities during the time period of his/her suspension.** If a student is suspended on a Friday this includes all weekend events. If a student is suspended on the last day before a break (*Fall Break, Winter Break and Spring Break*) it includes all events that occur over the break time period.
- All students will receive due process with suspensions. A parent/guardian will be contacted. A letter with detailed information will be sent home with the student.
- Failure to complete ISS will result in OSS and **completion of ISS upon return to school.**
- If a student is assigned a suspension and inclement weather occurs, the student will need to add an additional day to the suspension if school is missed. i.e., student suspended 2 days – suspension is given for Tuesday and Wednesday and school is called off for Wednesday, the student would miss Tuesday and Thursday to fulfill the terms of the suspension. If we have inclement weather for 5 day, the student will still need to serve their suspension. RTI (wildcat days) count as a day served. Regular snow days do not count as a day served.
- Work missed due to suspension can only be made up in Friday night school. It is the responsibility of the student to make arrangements for makeup work regarding any unexcused absence.

Student Attendance/Grade Expectations for Extra-Curricular

ATTENDANCE (This will be enforced!!!)

Over Five (5) Unexcused absences will result in loss of all privileges which include:

Sports

Clubs

Field Trips including senior trip (money will not be refunded)

Junior/Senior Prom (Money will not be refunded)

Senior Gala

Walking and participating in Graduation (money will not be refunded)

Students turning 18 need to understand that checking yourself out is an unexcused absence.

Turning 18 does not change school rules. You cannot check out to eat. You cannot come and go as you please.

****Make-up work will not be offered to students with an unexcused absence. Students will receive a ZERO if they have an unexcused absence. **The only option to make up work is to go to Friday Night School to make up the work for the unexcused absence.**

Tardies:

Students will be given a warning for their first 3 tardies of a quarter.

Each tardy after the 3rd tardy per quarter will result in the student receiving a lunch detention. (tardy 4 and 5)

Each tardy after 5 tardies per quarter will result in the student receiving a 1 hour after school detention (tardy 6,7,8,9).

Each tardy after 9 will result in the student receiving a Friday Night School for each tardy.

Students need to understand that this is an accumulation of school tardies. This includes late to school tardies and late to class tardies. Students are expected to be punctual. It is possible to accumulate 7 tardies in one day.

Tardy to school or leaving school early to receive a tardy is an attendance issue. Each attendance tardy will count .25 toward an absence. These absences will count toward

your overall attendance to school and your privileges for extra curricular events. In example: 2 unexcused absences and 5 tardies would equal 3.25 absences.

JUNIOR/SENIOR PROM

– Juniors and seniors may invite guests to the Junior/Senior Prom under the following rules. Anyone that is not a junior or senior at GCHS is considered to be a guest and must be approved.

1. The prom guest form must be completed and submitted to High School Administration before purchasing tickets.
2. Guests are expected to follow all rules.
3. Administration must approve all guests.
4. Students are responsible for guests and discipline will reflect this responsibility.
5. Guest must be under the age of 21, currently attending high school or recently graduated from high school.
6. Students wishing to attend must be in good standing which means adherence to attendance requirements, no suspensions, no overdue library books, no outstanding fees or fundraising monies, and all uniforms turned in. If a student is in violation of any of these standards then the administration has the discretion to allow or not allow attendance.
7. Guests are held to the same standards as GCHS students (see #6). This must be verified and signed by the guest's school administration.
8. Students must be passing 5 out of 7 classes (current or cumulative)
9. Students must attend at least half of the school day on the day of the event or the last day prior to the event if the event is not held on a school day. For example, the student must be at school at least half of the Friday before an event on a Saturday. Exceptions are at administration's discretion.
10. A student that has purchased a ticket to the prom, but becomes ineligible to attend prom due to discipline or attendance will not be reimbursed for their prom tickets/expenses.

EXPECTATIONS FOR PARTICIPATING IN EXTRACURRICULAR EVENTS:

- 1) Students must be passing 5 out of 7 classes (current or cumulative) to participate. This is a KHSAA rule.
- 2) Students must attend at least half of the school day on the day of the event or the last day prior to the event if the event is not held on a school day. *For example, the student must be at school at least half of the Friday before an event on a Saturday.* Exceptions are at the discretion of school administration
- 3) Students are expected to follow all school rules while representing the school at events or field trips.
- 4) Students cannot miss school to go practice, i.e., golf and fishing.

Dress Code

Schools are institutions with the primary purpose of education. No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit/prohibit any extreme type of student dress, personal appearance, or use of apparel, which in the judgement of the school officials is deemed to create a disruption of school discipline/routine or cause health/safety concerns. School officials will make a final decision that student dress conforms to local, state, and federal health codes/safe school guidelines/reflects community value and maintains a positive teacher/learning environment. Staff members who deem particular student dress to be offensive or to cause a disruption shall be considered just

that, and should be referred to an administrator immediately. The conditions listed below are to be met.

1. Students should be clean and well groomed. **Good hygiene is expected.** Any issues will be referred to the Youth Service Center. Continued issues may result in a call to Social Services.
2. All apparel must fit properly. Pants and shirts need to cover all undergarments whether sitting or standing.
3. **Undergarments should NOT be visible at any time.**
4. All skirts and dresses **must cover** the waist, midsection and cleavage when sitting standing.
5. Shorts, skirts and dresses. Refer to rule 3.
6. Students are **NOT to wear pajama bottoms**, or slippers.
7. No clothing, **hats**, tattoos, or body art that depicts, portrays (in language, graphics, contents or intent) violence, alcohol, tobacco, double meanings, drugs, sexual innuendos, lewd behavior, gang activity or suggests discrimination in any form, may be visible at any time.
8. **Caps, hats**, visors, bandanas and hoods may not be worn while in the school building, except for school approved events. Head bands, elastic and sweaty bands are acceptable if they follow the other guidelines. No bandana headbands.
9. Students are not to carry pillows or blankets around during the school day or have them in the classrooms.
10. All students must wear shoes.
11. Excessively over-sized clothing is prohibited. **Pants must be worn at the waist.** No undergarments should be exposed. This is a safety issue.

Appearances should be held in high regard. Students should always dress appropriately. Use common sense when dressing for the school day. Should a student refuse to change, they will be sent home for the remainder of the school day. The teacher or administrator is the sole determinant of appropriate or inappropriate dress. Staff members who see clothing violation shall give the student a pass and send them to an administrator. If you are sent home to change, this is an unexcused absence.

GALLATIN COUNTY HIGH SCHOOL ADDENDUM

Cell Phone Policy

Phones have increasingly become a problem in the classroom. It is our desire to have a policy that is clear regarding our expectations with phones. We understand they are an important asset to our students. We want to establish guidelines that will prepare students to enter the workforce.

Phones are permitted before 7:30 in the gym and the cafeteria. Phones are permitted after school. Phones and electronics are not allowed during the normal school day. **They should be put away and not be visible from 7:30 until 2:25.** More specifically, phones and electronics should be in the student's locker. Students that need to use their phone to call a parent should ask permission to go to the office and make their phone call or text from the office area. Parents should call the office and ask for their student/child to come to the office to talk on the phone.

We have purchased chrome books for our students. They should be able to use the chrome book for all of their classroom assignments.

Electronics have become a safety issue. Students put in both headphones and they cannot hear when someone calls their name or their music is so loud they cannot hear. As a result, we will not have headphones in the hallways. Teachers may allow exceptions to this in the classroom, but the teacher must give specific approval for the use of headphones. Teachers **do not** have the authority to grant permission for phones. Phones should not be visible during the school day.

There will be exceptions to this policy made for off campus students. iLead, CCATC, JCTC, NKU, co-op and students on trips.

Violations:

1st offense – confiscate the device and return it at the end of the day.

2nd offense – confiscate the device and return it to the parent.

3rd offense - suspension or ISS.

Any refusal to comply with these rules will be two days of ISS. 2nd offense will be a suspension.

Videotaping and taking pictures at school.

- The yearbook club has permission to videotape and take pictures. The school is required to have parent permission to videotape and to take photos of students.
- Students that take pictures or videos of other students are in violation of school rules. They will be subject to confiscation of the camera/phone and or suspension.
- Students re-distributing photos and videos without the express written permission of everyone in the photo are subject to court action.

Book Bags:

Book bags should be stored in the student's locker. Students will have their book bags through breakfast. They should put their book bags in the locker at the 7:45 bell. Book bags should remain in the locker throughout the day. Students will be assigned a locker with a lock on the first day of school.

This policy is a result of a recommendation from safe schools.

Gallatin County High School Addendum **Gallatin County High School Discipline Matrix**

Offenses Consequence	Occurrences					and
Level 1 Offenses	1st	2nd	3rd	4th	5th	
Cell Phone Out/In Use (See Policy page 34)	A	A	D/E	D/E	D/E	
Pocket Knife Visible *Will not be returned	A	A/D	E	E	E	
Violating Dress Code	A	D	D	D	D	
Public Display of Affection (kissing, etc.)	A	B	C	D	D	
Sleeping/Refusal to Work/Failure to follow class directions	A	B	D	E	(2)E	
Lack of Academic Progress	A	B	D/G	D/G	G	
4 or more tardies (to school and/or to class) See page 33	A	A	*B	B	B	
5 or more repeated Level 1 offenses will move to Level 2						
Level 2 Offenses	1st	2nd	3rd	4th	5th	
Class/School Disruption	A	D	C	E	E/G	
Profanity/Vulgarity/Obscene gesture	A	D	C	E	E/G	

Cheating/Plagiarism Forgery/Falsifying Notes(zero on assignment- can redo for ½ credit)	A	D	C	C	C
Misuse and/or inappropriate use of technology	A	A/C	A/D	E/G	E/G
<i>5 or more repeated Level 2 offenses will move to Level 3</i>					
Level 3 Offenses	1st	2nd	3rd	4th	5th
Graffiti, Vandalism, Defacing Property (restitution is an automatic consequence)	A/E	(2)E	(3)E	(4)E	(5)E
Defiance of Authority (refusal to hand over technology, etc.) Disrespectful behavior (rude, arguing, etc.)	D/E	(2)E	(3)E	(4)E	(5)E
Skipping Class/Out of Bounds During Class	D	(2)D	(3)E	(4)E	(5)E
Skipping Class/Leaving Campus Without Permission	E	(2)E	(3)E	(4)E	(5)E
Possession or use of tobacco /e-nicotine product	D/E	(2D/)E	(3)E	(4)E	(5)E
Failure to Comply with Discipline	D/E	(2)E	(3)E	(4)E	(5)E
Level 4 Offenses	1st	2nd	3rd	4th	5th
Pushing, shoving, challenging to a fight, fighting (terroristic threat)	D/E/F/G	E/F/G	G	G	G
Harassment/Intimidation/Bullying/Cyber/Verbal Abuse, Threatening of another student)	D/E/F/G	E/F/G	E/F/G/H	E/F/G/H	E/F/G/H
Level 5 Offenses-Violating Law Offenses Include SRO	1st	2nd	3rd	4th	5th
Possession /Use / Sale of a Controlled Substance/Paraphernalia/Alcohol/Illegal Substances/OTC	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Raising a False Alarm	E/F/G/G	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Possession/ Use of a Weapon (Knife with the blade out/intent)	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Sexual Misconduct/Activity/Abuse/Indecent Exposure/Sexting	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Threatening School Staff (verbal, striking, fighting, etc.)	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Burglary/Theft/Robbery (act of or possession of)	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Assault (1st, 2nd, 3rd and 4th Degree)	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Libel/Slander, Verbal Abuse Toward School Staff	D/E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Terroristic Threatening (bomb threat, gun/weapon/mass injury threat, etc.)	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H
Committing a Felony	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H	E/F/G/H

Vapor products: Addendum to tobacco, alcohol, drugs and other prohibited substances policy (page 15 and 16 of the Discipline Handbook.)

Currently, the school policy for vapor products states that the product will be confiscated. (page 15)

As of May 3, 2019, this policy will be amended to adjust to new trends in the vapor product industry. Students caught in the possession of a vapor product or transferring a vapor product will be suspended for a minimum of two days. In addition, the vape product will be tested by local law enforcement for illegal substances. Vapes containing illegal additives will be dealt with as though they were illegal drugs. Students will be suspended until a hearing can be arranged for an expulsion/admin hearing if they are in possession of a vape with illegal substances. All vape products will continue to be confiscated and destroyed unless they are needed as evidence by the local police department. Police charges will also be filed in situations regarding illegal substances. Refusal to cooperate in the search will result in the student accepting the harshest penalties, as the student will be assumed to be guilty as a result of their lack of cooperation.

Valedictorian/Salutatorian Policy Addendum:

The Gallatin County High School will no longer recognize a valedictorian or salutatorian. With the addition of the ILead Academy, The Craft Academy, Gatton Academy and the plethora of online dual credit courses that are available to students, it is no longer possible to form a fair and equitable scoring guide to judge all students fairly. Therefore, we will recognize all students with a GPA of 4.0 and higher as Magna Cum Laude. The senior class will elect a speaker from the Magna Cum Laude students to give a speech to the class at graduation. This policy will go into effect for the incoming freshman class. The existing valedictorian policy will be in effect for the current sophomores through seniors.

Gallatin County Middle School Addendum **Gallatin County Middle School Dress Code 2019-2020**

- All apparel must fit properly. Undergarments may not be visible at any time. This means see-through clothing (both tops and bottoms) is not allowed if undergarments can be seen through the item.
- Shorts, skirts, and skorts should be no shorter than 3-4 inches above the knee when measured.
- Sleeveless shirts are permitted if undergarments are not showing.
- Tank top straps need to be no less than 1.5 inches in width.
- No cleavage should be seen at any time.
- No bare midriff/bellies
- No clothing, hats, tattoos, or body art that depicts, portrays (*in language, graphics, contents or intent*) violence, alcohol, tobacco, double meanings, drugs, sexual innuendos, lewd behavior, gang activity or suggests discrimination in any form, may be visible at any time.
- Caps, hats, and visors may not be worn while in the school building, except for school approved events.
- Bandanas may ONLY be worn as a headband.
- Hoodies are permitted, but the **hood cannot be worn**.
- No dangerous jewelry such as dog collar, fish hooks, wallet chains, spike jewelry is permitted.

Staff members who see clothing violation shall give the student a pass and send them to an administrator.

Administrators will use the discipline matrix to determine action.

Gallatin County Middle School Addendum

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

- A. **Warning with parent contact/Lunch Detention/Break Detention/Classroom**
(see consequences below)
- B. After School Detention
- C. **Friday Night School**
- D. **ISS (In School Suspension)**
- E. **Out of School Suspension** (1-5 Days by the principal or assistant principal with a possible additional 1-5 days with Superintendent's Approval)
- F. **Recommendation to Superintendent and Board of Education for Expulsion**
-SRO and/or principal will determine if charges will be filed in cases where it is warranted.
- G. **Alternative Placement**
*includes restitution for damages
**additional consequence that was skipped (i.e. skip ASD get additional ASD)

- **A minimum of TWO in class/teacher consequences** should happen before a referral is entered. These should be documented IN the referral when that stage is reached. This step may be skipped in extreme cases such as; profanity directed at a staff member, threats of violence, or violence.

Teacher/In Class Consequences Options:

- Assigned seat or change in seating arrangement
- Phone call, email contact to parent/guardian of student
- Conference with student
- Break/Lunch Detention

Suspensions (Out of School and In School)

- All students who are out of school suspended are not permitted on school grounds during the time period of his/her suspension.
- All students who are suspended (out of school and in school) are not permitted to attend any extracurricular activities during the time period of his/her suspension. If a student is suspended on a Friday this includes all weekend events. If a student is

suspended on the last day before a break (Fall Break, Winter Break and Spring Break) it includes all events that occur over the break time period.

- All students will receive due process with out of school suspensions.
- A parent/guardian will be contacted for each Out of School Suspension. A letter with detailed information will be sent home with the student.

Gallatin County Middle School Addendum

Discipline for Not Completing ISS or Misbehavior during ISS

1st Offense: 1 day suspension, with the requirement to successfully complete their In School Suspension the next available day.

2nd Offense: 1-2 day suspension, requirement to successfully complete one day of ISS for the next available school day.

3rd Offense: 2 day suspension, requirement to successfully complete one day of ISS the next available school day.

4th Offense: Transition Meeting/Alternative placement

Cell Phone Expectations

Cell phones are to be in students' lockers throughout the school day unless otherwise instructed by administration and/or teachers.

Students are permitted to have their cell phones at lunch and during their class' assigned break.

Students are expected to:

- (1) put their cell phones in their lockers when they arrive at school
- (2) retrieve their cell phones immediately before lunch
- (3) place their cell phones back in their lockers after break/lunch

Consequences for having a cell phone in class/when not permitted:

1st Offense: Cell phone is taken by the staff member and turned into the office. The office will document the occurrence and contact the parent/guardian. The cell phone will be returned to the student at the end of the school day.

2nd Offense: Cell phone is taken by the staff member and turned into the office. The office will document the occurrence and contact the parent/guardian. The cell phone will have to be picked up by the parent/guardian. It will not be returned directly to the student.

3rd Offense: Cell phone is taken by the staff member and turned into the office. The office will document the occurrence and contact the parent/guardian. Parent/Guardian will be informed that they may pick up the cell phone but that it is NOT permitted to be at school for the rest of the school year.

4th+ Offenses: Cell phone is taken by the staff member and turned into the office. The office will document the occurrence and contact the parent/guardian. Parent/Guardian will be informed that they may pick up the cell phone but that it is NOT permitted to be at school for the rest of the school year. Student will receive one day of In School Suspension for each occurrence.

Gallatin County Middle School Addendum

Offenses

Occurrences and Consequence

Level 1 Offenses	1st	2nd	3rd	4th	5th
Violating Dress Code, Tardies, PDA	A	B	B (2 days)	C	C (2 days)
Level 2 Offenses	1st	2nd	3rd	4th	5th
Class/School Disruption	A	B	B (2 days)	C	C (2 days)
Profanity	B	C	D	E	E
Level 3 Offense	1st	2nd	3rd	4th	5th
Cheating/Plagiarism	B	C	D	D (2 days)	D (3 days)
Graffiti, Vandalism, Defacing Property	B*	C*	D*	E*	E*
Misuse/Inappropriate use of technology	B	C	D	E	G
Skipping Class/Out of Bounds During Class	B	C	C (2 days)	D	D (2 days)
Skipping Class/Leaving Campus Without Permission	D	D (2 days)	D (3 days)	E	E (2 days)
Possession or use of tobacco /e-nicotine product	D (2 days)	D (3 days)	D (4 days)	E	E (2 days)
Failure to Comply with Discipline	D**	D**(2 days)	E	E (2 days)	G
Level 4 Offense	1st	2nd	3rd	4th	5th
Pushing, shoving, challenging to a fight	C	D	D (2 days)	E	E (2 days)
Harassment/Intimidation	B	C	D	D (2 days)	E
Defiance of Authority/Insubordination	C	D	D (2 days)	E	E (2 days)
Forgery/Falsifying notes	B	C	D	E	E (2 days)

Bullying (<i>confirmed through investigation</i>)	E (3 days)	E (3 days) + charges	G		
<u>Gallatin County Middle School Addendum</u>					
Level 5 Offense-Violating Law Offenses Include SRO	1st	2nd	3rd	4th	5th
Assault (1st, 2nd, 3rd and 4th Degree)	E (2 days)	E (3 days)	G	F	
Possession /Use / Sale of a Controlled Substance/Paraphernalia/Alcohol/ THC oil/Illegal substances	E (3-5 days) + charges	G	F		
Sexual Misconduct	E (3-5 days) + charges	G	F		
Burglary/Theft/Robbery (act of or possession of)	E (3-5 days) + charges	F			
Threatening School Staff	E (3-5 days) + charges	G	F		
Libel/Slander Toward School Staff	E (2 days)	E (3 days)	G	F	
Possession/ Use of a Weapon	E (3-5 days) + charges	G	F	E (3-5 days) + charges	G
Terroristic Threats	E (3-5 days) + charges	G	F	E (3-5 days) + charges	G

- It is at the discretion of administration if a Threat Assessment needs to be completed before a student can return to school.
- A Threat Assessment is required for the offenses of (1) Threatening School Staff, (2) Possession/Use of a Weapon and (3) Terroristic Threats

The Principal, Assistant Principal, or Superintendent have the right to alter any consequences where they seem fit.

Gallatin County Lower and Upper Elementary Addendum

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

- A. Warning/Student Conference/Parent Contact
- B. Timeout/Loss of Privilege/Lunch Detention
- C. After School Detention
- D. Friday Night School
- E. Suspension (1-5 Days by the principal or assistant principal, with a possible additional 1-5 days per the Superintendent's approval)

- SRO and/or principal will determine if charges will be filed in cases where it is warranted

*includes restitution for damages

**additional consequence that was skipped (i.e. skip ASD get additional ASD)

- (A) A minimum of two in class/teacher consequences should happen before a referral is entered, one of them being a parent contact. These should be documented when the referral stage is reached. This step may be skipped in extreme cases (profanity, fighting, etc).

Teacher/In Class Consequence Options:

- Assigned seat or change in seating arrangement
- Phone call or email contact to parent/guardian of student
- Conference with student
- Teacher after school detention of anywhere from 15-45 minutes (Must notify parents a minimum of 24 hours in advance – Board policy)
- Alternate assignment
- Lunch Detention
- Friday Night School

Suspensions (Out of School and In School)

- All students who are out of school suspended are not permitted on school grounds during the time period of his/her suspension.
- All students who are suspended (out of school and in school) are not permitted to attend any extracurricular activities during the time period of his/her suspension. If a student is suspended on a Friday this includes all weekend events. If a student is suspended on the last day before a break (Fall Break, Winter Break and Spring Break) it includes all events that occur over the break time period.
- All students will receive due process with suspensions. A parent/guardian will be contacted. A letter with detailed information will be sent home with the student.

School and District Administrators have the right to alter any consequences where they seem fit.

Gallatin County Lower and Upper Elementary Addendum
Gallatin County Lower and Upper Elementary Dress Code

1. Student should be clean and well groomed.
2. Students may wear appropriate length shorts from the 1st day of school to fall break, and from spring break to the end of school. Short length must cover appropriate body parts, sitting and standing.
3. Proper undergarments must be worn with sheer garments, no bare mid-drifts, no spaghetti strap tops, no halter tops.
4. Clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude or rude pictures, text, pertaining to drugs, alcohol, tobacco, sex, violence, are not permitted.
5. Caps, hats, visor and bandanas may not be worn while in the school building, except for school approved events.
6. All students must wear shoes.
7. No wheelies, high heels, flip flops or beach slides may be worn. Sandals are acceptable with a back strap.
8. Excessively over-sized clothing is prohibited. Pants must not touch the ground and must be worn at the waist. No undergarments should be exposed. This is a safety issue.
9. Students must dress appropriately for school. The final decision regarding appropriate dress will be determined by the principal/assistant principal.

Upper Elementary Grading Scale

A- 100-90

B- 89-80

C- 79-70

D- 69-60

F- 59 & below

Gallatin County Lower and Upper Elementary Addendum
Gallatin County Lower and Upper Elementary Discipline Matrix

Occurrence and Consequence

Level 1 Offenses	1st	2nd	3rd	4th	5th
Violating Dress Code	A-B				
Sleeping in Class/Refusal to Work/Failure to follow in class directions	A	B	C	D	
Lack of Academic Progress/Failure to complete Assignments	A	B	C	D	
Level 2 Offenses					
Class/School Disruption	A	B	C	D	E
Profanity, Vulgarity, Obscene gestures	A	B	C	D	E
Cheating/Plagiarism	A	B	C	D	E
Level 3 Offense					
Graffiti, Vandalism, Defacing Property	B*	C*	D*	E*	
Defiance of Authority, Disrespectful behavior	A	B	C	D	E
Leaving class/leaving campus without permission	A*	B*	C*	D*	E*
Possession of or use of tobacco or tobacco like products (<i>e-cigs, vapes, vapor cigarettes, etc.</i>)	C	D	E		
Misuse/Inappropriate use of technology	A	B	C	D	E
Level 4 Offense					
Pushing, shoving, challenging to a fight, fighting (terroristic threats)	C*	D*	E*		
Harassment/Intimidation/Verbal Abuse/Threatening of another student	B*	C*	D*	E*	
Forgery/Falsifying notes	B	C	D	E	
Level 5 Offense					
Bullying/Cyber Bullying	C-E*				
Possession of/Use of/ Sale of a Controlled Substance/Paraphernalia/Alcohol/Illegal Substances/OTC drugs	E				
Raising a False Alarm	C	D	E		
Possession of/ Use of a Weapon	D-E				
Sexual Misconduct/Activity/Abuse/Indecent Exposure/Sexting	D-E*				
Threatening School Staff (Fighting, striking, etc.)	D-E				
Burglary/Theft/Robbery (act of or possession of)	C-E				
Assault (1st, 2nd, 3rd and 4th Degree)	E				
Libel/Slander toward/about School Staff/ Verbal Abuse of School Staff	C-E				
Terrorist Threatening (bomb threats, gun/weapon/mass injury threat, etc.)	E				

Procedures for Development/Review/Orientation of Code of Acceptable Behavior and Discipline

DEVELOPMENT—A committee composed of school personnel developed this document which was then reviewed by legal counsel, presented in public meetings and adopted by the Local Board of Education.

REVIEW—This Code of Acceptable Behavior and Discipline shall be reviewed/revised on an annual basis within three weeks following the end of a school year by the Code of Acceptable Behavior and Discipline Committee. Individuals may send written comments to Roxann Booth, 75 Boardwalk, Warsaw, KY. who will share them with the Code Committee. Information should be submitted by April 15 of each year.

ORIENTATION—The Code of Conduct is available on the district website, www.gallatin.kyschools.us

Each school will be responsible for presenting and discussing the entire Code of Conduct to every student.

In cases of conflict between the provisions of the Code and the Rights and Responsibilities and previously adopted policies of the Board of Education, this Code shall govern.

Kentucky Law (KRS 160.290) provides, “Each Board of Education shall have general control and management of the Public Schools in its district...” And “each Board shall exercise generally all powers in the administration prescribed by law of its public school system. Each Board shall make and adopt and may amend or repeal rules, regulations, and by-laws for its meetings and proceedings for the government, regulation and management of the Public Schools and school property of the district, for the transaction of its business, and for the qualification and duties of employees and conduct of pupils...”

In this document students will be considered the same as pupils as those terms are used in the Kentucky Revised Statutes, and in Board of Education Policies.

This Code is part of the Board’s policy on student behavior and discipline. Caution: After this Code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes and regulations of law.

Parents and students must sign the “Acknowledgement of Receipt of Code of Acceptable Behavior and Discipline and Acceptable Use of Electronic Resources” form and return it to the child’s school. A parent may also fax or email the signed form to the student’s school. The form is found on page 44 of this document.

A complete copy of the policy manual is available for inspection at the Central Office, each school, and at www.gallatin.kyschools.us

This plan was reviewed by the members of the Gallatin County Board of Education and was approved at the regular monthly on August 20, 2019. Parents/Guardians will verify that they have read the entire Code of Conduct document through online registration.