

**Student Discipline Code**  
**Adopted 2018**  
(Revised July 11, 2019)

The Grayson County School District provides equal educational and employment opportunities.

GRAYSON COUNTY BOARD OF EDUCATION  
790 Shaw Station Road  
P.O. Box 4009  
Leitchfield, Kentucky 42755-4009

Contact Person:  
Doug Robinson, Superintendent

Approved July 12, 2018

## INTRODUCTION

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purpose of the Grayson County School District. The Board also requires compliance with established standards and rules of the District and the laws of the community, state and nation.

The central purpose of the District is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to the standards set forth in this Student Discipline Code. Compliance with these standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, District employees and visitors to the schools
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to all students in the District while at school, on their way to and from school, while on the bus or in another District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for the Code's implementation and application throughout the District. The Principal is responsible for administering and implementing this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Your child's school must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

## STATEMENT OF NONDISCRIMINATION

The Grayson County Board of Education does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the Educational Amendments of 1972 (P.L. 92-318), not to discriminate in such a manner. Further, the Board of Education does not discriminate on the basis of disability, in treatment, admission or access, to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504, nor does the Board of Education discriminate on the basis of race, color, national origin, as required by Title VI of the Civil Rights Act of 1964, nor does the Board of Education discriminate on the basis of age, religion, or marital status, in the educational programs or activities it operates.

Any person having inquiries concerning the Grayson County School District's compliance with any of the above may contact the Superintendent or the Assistant Superintendent at the Board's Central Office.

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This Code is a part of our Board of Education policies on student behavior and discipline. A complete copy of the policy manual is available for inspection at each school and at the Central Office. Other important documents that impact the students and their parents/guardians are:

- The District's Safety Plan
- Student records (FERPA)
- The District's special education policy and procedures manual
- Kentucky Revised Statutes and administrative regulations
- School handbooks

**The District office has all of these documents available for inspection.**

## RIGHTS AND RESPONSIBILITIES

The Board believes that each student has the responsibility to observe and respect the rights of all others, including the authority of those adults whose jobs are to ensure a successful and quality education for all students in the District. Students of different ages and grade levels will exercise their rights differently. The younger the student, the greater the need for adult guidance and protection.

### Students' Rights

STUDENTS HAVE THE RIGHT TO:

- An appropriate public education which maintains high educational standards and meets the needs of the individual students.
- An orderly educational atmosphere conducive to learning.

- Notification of information relating to policies and regulations which relate to the student's education.
- Reasonable physical protection and safety of personal property while at school and school-sponsored activities.
- Consultation with teachers, counselors, administrators, and other school personnel.
- Academic grades based on academic performance, not on conduct.
- Review their own personal school records. Students under the age of 18 are required to obtain parental/guardian approval for such an examination.
- Respect from other students and District personnel.
- Participation in school activities without being subject to any form of discrimination.
- Respect from other students and District personnel.

### Students' Responsibilities

#### STUDENTS HAVE THE RESPONSIBILITY TO:

- Comply with district, school and classroom rules and follow directions given by teachers and other District personnel.
- Immediately report student threats to harm others to a teacher, counselor or school administrator. Prompt action is imperative.
- Give their best effort to the tasks assigned by their teacher, coach or other persons working with them.
- Display responsible behavior and practice self-control.
- Show courtesy and respect for the rights and property of others as well as District property.
- Have a clean, neat appearance and dress appropriately.
- Refrain from conduct that disrupts the educational process.
- Refrain from illegal or injurious conduct.
- Have punctual and regular attendance.
- Complete class assignments and projects to the best of their ability and give proper attention to classroom instruction.
- Obey District policies, procedures, and guidelines.
- Observe and obey all District Transportation policies and procedures.
- Follow all emergency procedures.

### Parents/Guardians' Rights

#### PARENTS/GUARDIANS HAVE THE RIGHT TO:

- Send their child to school where learning is valued.
- Expect that disruptive behavior will be handled fairly, firmly, and quickly.
- Expect the school to maintain high academic and accreditation standards.
- Examine their child's personal school record.
- Address grievances or concerns regarding their child to the proper school authorities, generally the building principal or assistant principal, and to receive a prompt reply.

## Parents/Guardian' Responsibilities

### PARENTS/GUARDIANTS HAVE THE REponsibility TO:

- Instill in their child the value and necessity of an education in a positive environment free from unnecessary interruptions.
- Instill in their child a sense of responsibility.
- Be familiar with the educational programs, policies, and procedures of the District.
- Inform their child about the disciplinary procedures of the school and emphasize the importance of obeying them.
- Ensure their child is prompt and regular in attendance and report any absences to the proper school officials.
- Ensure that their child arrives and is picked up from school on time.
- Inform the proper District officials of concerns pertaining to disciplinary procedures.
- Demonstrate respect for all District personnel at school and school-related activities.
- Ensure that their child is clean and in appropriate school attire.
- Be concerned for the overall progress of their child and have all immunizations and health requirements up-to-date.

## **DISCIPLINARY RULES AND REGULATIONS**

A professional planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. All students admitted to the Grayson County School District shall comply with the rules and regulations for the government of the schools. These rules apply to student conduct whether in school, on the way to or from school, or while in attendance at school-sponsored functions. School personnel are permitted to use their discretion within the guidelines set out below in implementing and enforcing these rules.

### LEVEL I MISBEHAVIOR

Examples include, but are not limited to:

1. Inattentiveness; whispering while teacher is instructing, passing notes in class; out of seat while teacher is instructing; talking in class while teacher is instructing
2. Talking back to teacher; being disrespectful, rude, or discourteous
3. Not completing homework assignment; failure to carry out instructions of the teacher
4. Tardiness to school or class (this may be considered a Level II offense for middle and high school students)
5. Absenteeism (this may be considered a Level II offense for middle and high school students)
6. Misrepresenting facts
7. Throwing objects in class or on school premises; littering; running in halls during class break or change of class; yelling or making other loud noises in hall or class

8. Loitering
9. Sale of items without prior approval of the Superintendent or school Principal
10. Violations of transportation policies
11. Violation of school dress code (In some instances this could be considered a Level II Offense)
12. Violation of Acceptable Use Policy pertaining to technology (In some instances this could be considered a Level II or Level III Offense)

### PROCEDURES IN HANDLING VIOLATIONS OF LEVEL I CATEGORY

Discipline problems which are of a relatively minor nature are handled by the classroom teacher or school building administrator who may use a variety of methods including the following:

1. Verbal warning/reprimand
2. Individual conference
3. Notifying parents by telephone, letter, or electronic mail
4. Temporary isolation within the classroom
5. Referral to counselor
6. Temporary withdrawal of privileges (including suspension from the bus)
7. Assigning work
8. Detention
9. Alternative School placement

### LEVEL II MISBEHAVIOR

Examples include but are not limited to:

1. Repeated Level I misbehavior
2. Smoking, use of any tobacco product, alternate nicotine product, or vapor product as defined in KRS 438.305.
3. Use of profanity, vulgarity or obscene gestures (can also be Level III offense)
4. Fighting; (can also be a Level III offense depending on severity)
5. Gambling
6. Excessive Tardiness or Absenteeism
7. Skipping Class
8. Violations of Transportation policies
9. Leaving class without permission
10. Scuffling, horseplay or name-calling
11. Cheating
12. Bullying (can also be Level III offense)
13. Not complying with emergency drill procedures (can also be Level III offense);

## PROCEDURES IN HANDLING VIOLATIONS OF LEVEL II CATEGORY

Staff members should make a referral to an administrator. The administrator may make suggestions to the staff member or decide to take corrective intervention, which may include one or more of the following options:

1. Student conference
2. Parent conference
3. Detention
4. Alternative School placement
5. Short-term suspension (1-5 days, including suspension from the bus)

## LEVEL III MISBEHAVIOR

Examples include, but are not limited to:

1. Repeated Levels I or II misconduct
2. Willful disobedience or defiance of the authority of the teachers or administrators
3. Assault or battery or abuse of other students or school personnel
4. The threat of force or violence or statements of violent intent; including gang or gang like activities
5. Furnishing, selling, possession, or being under the influence of alcohol, drugs or unauthorized substance, possession of drug paraphernalia, or "look alike drugs"
6. Furnishing or selling prescription or over-the-counter drugs to other students
7. Any misuse of prescription drugs
8. Stealing or destruction or defacing of school property or personal property
9. The carrying or use of weapons, simulated or look alike weapons or dangerous instruments
10. Leaving school campus without permission
11. Bomb threats
12. Indecent exposure
13. Harassment based on sex, race, color, national origin, sexual orientation, disability, religion, or age (40 or over), including but not limited to offensive language and/or inappropriate touching
14. Arson
15. False fire alarm
16. Other incorrigible conduct
17. Prohibited possession and/or use of paging device and/or cell phones and/or other electronic devices without express permission of the principal
18. Possession or use of fireworks

## PROCEDURES IN HANDLING VIOLATIONS OF LEVEL III CATEGORY

The student should be referred to the school administrator for disciplinary action. The administrator must meet with the student and conduct an investigation. Parents are to be notified of the infraction and consequence. Generally, these infractions are so serious that they will result in immediate removal of middle or high school students from school. Due to age and maturity as well as other mitigating circumstances, administrators at the elementary level may choose appropriate options stated in the Level II category.

Administrator may choose one or more of the following options:

1. Appropriate options stated in Levels I or II
2. Suspension for 1-10 days
3. Notify proper law enforcement agency
4. Suspension or withdrawal of bus privileges;
5. Initiate expulsion proceedings.

## SCHOOL BUS RULES & EXPECTATIONS

All students are expected to adhere to the District's transportation policies with the understanding that *riding the bus is a privilege that can be withdrawn.*

Rules for riding the bus include but are not limited to:

1. Observe same conduct as in the classroom, including the dress code
2. Be courteous and respectful, no profane language
3. Do not eat, drink or chew gum on the bus, except when expressly permitted on out of town trips
4. Keep the bus clean
5. Cooperate with and follow rules established by the bus driver
6. No smoking or possession of any tobacco
7. Do not damage or vandalize seats or any other part of bus
8. Stay seated
9. Keep head, hands, and feet inside the bus
10. Sit in seats assigned by the bus driver if required
11. Weapons or dangerous instruments are not allowed on bus
12. Do not possess illegal substances or paraphernalia
13. No pets or animals of any kind
14. No balloons or glass containers
15. If an allowed item is brought on the bus, it must be held in the student's lap
16. No cell phone use on bus unless permitted by driver
17. Music and games can be used with one earphone and low volume



## ASSURANCES

1. Non-discrimination (See Statement of Non-Discrimination on page 3 at the beginning of this handbook.)

2. Due Process

Due process shall include the appropriate hearings and reviews and, in all cases, the rights of individuals will be ensured and protected.

3. Appeal Procedures:

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

- a. If the problem is related to the classroom/school, the parent/guardian will contact the principal to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
- b. If this conference does not resolve the situation, the teacher and/or parent will arrange for a conference with the principal or his/her designee with a minimum of delay.
- c. If the problem is not related to the classroom the parent will contact the principal directly.
- d. If none of the above procedures result in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with the Superintendent or his/her designee.
- e. The parent may appeal in writing to the Superintendent.
- f. The Board shall have the option to hear or not to hear the complaint. The complaint may be written or oral.

## DISCIPLINARY PROCEDURE PERTAINING TO SPECIAL EDUCATION STUDENTS

The behavior of students with disabilities and students who have been referred for evaluation for possible special education and related services should be considered during Admissions and Release Committee (ARC) meetings. Special considerations may need to be given when dealing with disciplinary problems of students with disabilities.

The due process procedures for suspensions are the same for all students and are outlined herein. Suspensions of less than ten (10) days in length, which are utilized as temporary discipline measures (if the suspension is for a minor infraction and no further disciplinary action is planned), do not require an ARC meeting unless requested by the parent or principal or other service providers. Furthermore if a child with a disability is suspended more than 10 consecutive days or expelled, education services shall not cease completely. In situations where expulsion is recommended, all ARC procedures must be followed, and it must be clearly documented that the behavior problem was not related to the student's disability.

## SUSPENSION AND EXPULSION

All pupils admitted to the Grayson County School District shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators; use of profanity or vulgarity; assault or battery or abuse of other students or school personnel; the threat of force or violence; the use or possession of alcohol, drugs, drug paraphernalia, or "look-alike" drugs; stealing or destruction or defacing of school property or personal property; the carrying or use of weapons, look alike weapons, or dangerous instruments, or other incorrigible conduct on school property as well as off school property, at school sponsored activities, and off school property if the conduct has a significant connection with the school constitutes cause for suspension or expulsion from school.

### 1. Suspension

- a. A student shall not be suspended from the common schools until after at least the following due process procedures have been provided:
  - (1) The student has been given oral or written notice of the charge or charges against him which constitute cause for suspension;
  - (2) The student has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
  - (3) The student has been given an opportunity to present his own version of the facts relating to the charge or charges.
- b. These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.
- c. The Superintendent, Principal, or Assistant Principal, of any school may suspend a student but shall report such action in writing immediately to the Superintendent and to the parent, guardian or other person having legal custody or control of the student.

### 2. Expulsion

- a. The Board of Education may expel any student for misconduct but such action shall not be taken until the parent, guardian or other person having legal custody or control of the student has had an opportunity to have a hearing before the Board. The decision of the Board shall be final.
- b. Expulsion proceedings:
  - (1) The Principal shall notify the superintendent of the necessity for a disciplinary hearing with the Board in writing.

- (2) A specific, complete and detailed, written report may be prepared concerning the violation of the regulations for student behavior.
- (3) The Superintendent shall cause notice to be given to the parent or legal guardian of the scheduled date, time and place of the hearing, specific charges against the student, names of witnesses, who may testify against the student, and other relevant data.
- (4) The student and/or parents, legal guardian and others on the student's behalf shall also be given the opportunity to present oral or written testimony at the hearing.
- (5) In a disciplinary hearing before the Board, the following procedures shall be observed:
  - a) The hearing shall be taped and all witnesses shall be sworn.
  - b) The Administrators shall open the hearing by citing reasons for the hearing and shall summarize the statute involved, the evidence and investigation compiled and informal proceeding to be followed.
  - c) The staff shall be given an opportunity to present information pertaining to the case.
  - d) The student and/or parents, legal guardian or attorney shall be given an opportunity to state their case and to present pertinent information on the student's behalf.
  - e) The Board Chair or presiding officer may open the meeting for discussion in a question and answer exchange.
  - f) The Board shall caucus in private to consider the case and reach a decision.
  - g) The Board Chair shall report the decision to participants in the hearing process which may include expulsion, or expulsion with educational services, return to regular school, or alternative school placement.
  - h) A written copy of the decision of the Board shall be mailed to the student and his/her parents.
  - i) Members of the press and public shall be barred from these hearings, unless an open hearing is requested by the parents and/or legal guardian.
  - j) Upon written request a hearing may be held by the Board for readmission of an expelled student. After such hearing the Board may grant the expellee re-admission into the Grayson County Schools.

### **SEARCH AND SEIZURE**

A student's person may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or a school violation. A general inspection of school properties or items on school property such as lockers and desks may be conducted on a regular basis. Drug-sniffing dogs and hand-held metal detectors may be used to locate evidence of an illegal act or a school violation. Contraband seized shall be turned over to the proper authorities or returned to the true owner.

Factors limiting the reasonableness of a search include:

- a. The nature of the place to be searched
- b. The age of the student; and
- c. The purpose of the search.

### **NO PASS NO DRIVE LAW**

Kentucky High School students must adhere to KRS 159.051 and KRS 186.470 known as the No Pass, No Drive law. Once a student becomes the age of 16, they must meet standards outlined regarding attendance, academics, and enrollment in order to obtain their driver's license. A student must not have more than 9 unexcused absences during a semester, not be a school dropout, and must pass at least 4 courses during a semester. If any of these standards are not met by the student, the student will not be allowed to pursue their driver's license. Once a student has their driver's license, they must maintain the same criteria in order to keep their license.

### **ADMINISTRATION OF MEDICATIONS**

All prescription medications and over-the-counter medications must be brought to school in the original packaging or container and submitted to the nurse's office for dispensing by authorized personnel. The parent/guardian is requested to bring the medication to the nurse's office and sign the proper documentation for the medication to be administered. If this is not possible, the student may bring in the medication in its original container, placed in a sealed envelope, and submitted to the school nurse immediately upon arrival, along with a note from the parent;/guardian requesting that the medication be administered. Students are not permitted to transport medicines to school or to carry medications of any type on their person while at school or during any school-sponsored activity. The first dose of a new medication will not be given at school, and over-the-counter medication will not be given for more than three consecutive days without a doctor's statement.

### **TELECOMMUNICATION DEVICES / CELL PHONES**

The school council in each school shall establish school policy concerning the possession and use by students of telecommunication devices/cell phones on school property or while attending school sponsored or school-related activities whether on or off school property.

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Further, students shall not utilize a telecommunication device/cell phone or similar electronic device in a manner that would violate the District's Acceptable Use Policy or procedures or the District's Disciplinary Rules or Regulations.

## **DISCRIMINATION, HARASSMENT AND BULLYING**

The Grayson County School District prohibits discrimination and harassment due to sex, race, color, national origin, sexual orientation, disability, religion, or age (40 and over). Bullying is also prohibited.

A harasser may be a student or an adult. Harassment may include, but not limited to, the following when related to sex, race, color, national origin, sexual orientation, disability, religion, or age (40 and over):

- Name calling or other verbal taunts
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers; or
- Violent acts

Bullying is strictly prohibited and is defined as: any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

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

Examples of bullying include, but are not limited to:

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl
- Spreading rumors about someone
- Communicating orally, in writing, or electronically (by telephone, Internet or other electronic means) in a manner that causes the victim to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication
- Leaving someone out on purpose or trying to get other students not to play with someone

If any words or actions make you feel uncomfortable or fearful, you need to tell the school Principal, another administrator, or the Superintendent. You may also make a written report to one of these persons. Your right to privacy will be respected as much as possible.

The District takes seriously all reports of discrimination, harassment, and bullying and will take all appropriate action to investigate such claims, to eliminate such conduct, and to discipline any persons found to have engaged in such conduct. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is intended to be a summary of the District's policy against discrimination, harassment, and bullying. A complete copy of the policy is available from each school Principal or from the Board office upon request.

### **CRIMINAL VIOLATIONS**

Any employee who knows or has reasonable cause to believe that a student has been the victim of a serious offense, including but not limited to assault, discrimination, severe harassment, severe bullying, menacing, wanton endangerment, terroristic threatening, criminal abuse, sexual abuse, sexual misconduct or stalking, while on school premises, on school-sponsored transportation, or at a school-sponsored event or outside the school setting ("Criminal Violations") shall immediately report the incident to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of all students involved in an incident reportable under this section. The Principal shall file with the Board of Education and the local law enforcement agency, the Kentucky State Police, or the county attorney within forty-eight (48) hours of the original report a written report containing:

- a. The names and addresses of the student victim and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
- b. The student's age;
- c. The nature and extent of the violation;
- d. The name and address of the student allegedly responsible for the violation;  
and
- e. Any other information that the Principal making the report believes may be helpful.

Any employee acting upon reasonable cause in the making of a report under this section in good faith shall have immunity from any liability, civil or criminal, that may otherwise be incurred or imposed. The Board and school personnel shall participate in any investigation reported under this section at the request of the agency to whom the report was made. Retaliation against a complainant or a person making a report under this section is strictly prohibited. If a complainant or person making a report under this section feels that retaliation has occurred, they shall immediately inform their Principal or the Superintendent.

Any student and/or parent or the student's guardian or person exercising control over the student who knows or has reasonable cause to believe that a student is the victim of any before described Criminal Violations is requested to immediately inform the Principal or any other administrator at the school you or your student attends or inform the Superintendent.

**NOTIFICATION OF FERPA RIGHTS AND  
CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF  
SPECIAL EDUCATION SERVICES**

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or who are attending a postsecondary institution) certain rights with respect to the student's education records. They are:

1) *The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.* Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.* Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another

school district in which a student seeks or intends to enroll or to other entities authorized by law.

4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5920

### Directory Information

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information. Approved directory information includes: student names, address, phone number, date, place of birth, grade level, photographs, 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 most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before August 30 of each school year or within 30 days of enrolling in the school district if enrollment is after the first day of school. Educational records are kept in a secure location in each school and Board office.

For students who have been determined eligible under the Individuals with Disabilities Education Act (IDEA), educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs or services. The District may destroy the educational records of a child without a parent's request seven years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

### Child Find

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



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

Children eligible for the State-Funded Preschool program include three and four-year-old children identified with disabilities and four-year-old children who are at risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The District has an ongoing "*Child Find*" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The District will make sure any child enrolled in its district who qualifies for Special Education services or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child. Parents, relatives, public and private agency employees, and concerned citizens are urged to help the District find any child who may have a disability and need Special Education services or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed. Letters and phone calls are some of the ways the District collects the information needed. The information the District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Grayson County School District, who may have a disability, and may need but is not receiving Special Education services, please send the information to the Director of Special Education at the Board office. "*Child Find*" activities will continue throughout the school year. As part of these efforts the District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through "*Child Find*" is maintained confidentially.

Written policies and procedures have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and "*Child Find*" activities. There are copies in the Principal's office of each school, and in the Board office.

The District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel or the Director of Special Education or the Section 504 Coordinator at the Board office.

### **ALTERNATIVE SCHOOL PLACEMENT**

Alternative School exists for those students who have demonstrated maladaptive behavior in the regular school program. It is expected that, prior to referral, the school has exhausted all remedies and strategies outlined in the District's Student Discipline Code or policies for all students. In cases of extreme misconduct, poor attendance, poor academic performance or suspension, students may be hastened into the program.

To be considered for referral and placement at the District's Alternative School, the following criteria may be evaluated:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation reflecting academic and/or behavioral performance areas requiring intensive assistance best provided in an alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- Assignment to the Alternative School is necessary due to violations of the District's Student Discipline Code or Board policies for which assignment to an alternative program is authorized.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student:

Essentially the Alternative School will be considered an appropriate placement for students who exhibit, through the collection of the previous mentioned data, that they will not be successful in their current placement, and who demonstrate problems to such an extent that they are disruptive to the educational process of their peers. Only through a complete assessment of these various components can this determination be made. Prior to admission to Alternative School, student's Principal/designee shall notify the student's parents/guardians by letter of their child's assignment to the Alternative School. The

letter shall state the length and the reason for the assignment as well as notification that the assignment may be extended or shortened due to the student's cooperation and attitude.

For students with disabilities under the IDEA, decisions regarding placement at the Alternative School shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP. Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

### **ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY: PROCEDURES AND GUIDELINES**

The Grayson County School District has made a significant investment in technology so that students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility: to provide you with a positive, well-structured learning environment that will foster creative learning. Through this you will learn skills that apply to real world problem solving.

Students shall use District technology resources only for educational uses as determined by teachers and/or administrators. Students shall not circumvent any security and safety measures to access information and/or content of an inappropriate or non-educational manor. Each student is responsible for security of his/her own user account and password. Any misuse conducted under a particular individual's account will be considered the responsibility of that individual unless otherwise determined by a teacher or administrator through the disciplinary process.

E-mail will be provided to your child by the District. By signing the acknowledgement form, you hereby accept and agree that your child's rights to use the e-mail service, and other services as the Kentucky Department of Education may provide, and that the data stored in such services, including e-mail, are managed by the District pursuant to Board policy 08.2323 and the accompanying procedures. You also understand that the user ID provided to your child may also be used to access other electronic services that provide features such as online storage and instant messaging. Use of these services is subject to the standard consumer terms of use, and data stored in the systems are managed pursuant to the provider's service agreement. Before your child can use these services, he/she may be required to accept the provider's service agreement and, in certain cases, obtain your consent.

Students shall be subject to disciplinary action, up to and including expulsion for violating this policy and the acceptable use rules and regulations established by the school or the District. The exact disciplinary actions taken in regards to violations of the District's Acceptable Use Policy (AUP) shall be determined by each school and District administrators as appropriate based on the severity of the violation up to and including expulsion for students as well as the possibility of criminal charges if applicable. Individuals using district technology resources should be aware that all content and usage is logged and monitored. Specific examples of non-acceptable usage are as follows:

- Sending or displaying offensive messages or pictures
- Accessing or sending sexually explicit or other objectionable material
- Using electronic resources for prohibited or illegal activities
- Intentionally spreading embedded message
- Using other programs with the potential of damaging or destroying programs or data
- Using obscene language
- Harassing, insulting or threatening others (cyberbullying)
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Sharing passwords or using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited storage resources and network bandwidth
- Employing the network for financial gain or political or commercial activity
- Using electronic resources to establish Internet email accounts through third party providers or any other nonstandard electronic mail system
- Attempting to or sending anonymous messages of any kind
- Revealing personal information about any user such as address, telephone number, credit card numbers, or social security number

The user is responsible for reading and understanding the District's Acceptable Use Policy (AUP). If any part of this document is unclear it is the individual's responsibility to get clarification.

### **USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicles owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trips or student activity.

**PARENT/STUDENT ACKNOWLEDGEMENT OF RECEIPT OF THE STUDENT  
DISCIPLINE CODE ADOPTED 2018**

Name of Student \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

**Parent/Guardian**

I have received a copy of the Student Discipline Code and understand that the Code contains important information pertaining to my child's education. I further understand that my child is expected to abide by the rules contained in the Code.

**Student**

I have received and reviewed a copy of the Student Discipline Code. I agree to abide by all rules contained in the Code.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name)

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name)