

Curriculum

The content standards for the Greenup County Schools are available on the Greenup County Schools website under "Curriculum". The address is www.greenup.kyschools.us

The School Day

School begins promptly at 8:00 a.m. Your child is considered tardy if not in the classroom by this time. Early morning is a very important "learning time" so it is important that your child be in the classroom and ready to participate at 8:00 a.m. If your child plans to eat breakfast here at school he/she needs to be here no later than 7:30 a.m. (Breakfast begins promptly at 7:10 a.m.). It is equally important to realize that an early check out in the afternoon is a tardy. If your child must leave the school in the afternoon for an appointment, we ask that you submit a written excuse from the doctor, dentist, and/or optometrist when your child comes back to school the next day. This will allow our attendance clerk to acknowledge if the tardy is excused or unexcused. Dismissal time is 2:55 p.m. At this time the students being picked up will be called to the back door. Immediately following that the buses will begin being called. Teachers and teacher assistants will be available to monitor safety while students are getting into cars. **NO STUDENTS WILL BE DISMISSED TO EXIT THE BUILDING UNESCORTED.** If someone hasn't picked up a child by the time bus duty is called at approximately 3:10, those students will report to the gym. The late buses will be called to the gym at 3:10 p.m. as well.

No one will be permitted to pick your child up unless they are on the emergency contact list or you have previously called and made arrangements for someone to pick your child up. Please make sure they bring I.D. with them. We **will** ask to see it.

Greenup County Schools Attendance Policy

All students are expected to be in attendance each day during which school is in session. However, if a student misses for one or more of the following reasons, the student may be excused and allowed to make up any work or tests missed:

1. Severe illness in the student's immediate family.
2. Personal illness.
3. Religious holidays and practices.
4. Court summons when the court subpoenas the student.

The total number of days per year that may be excused based on a note from the student's parent for the reasons stated above shall not exceed five (5) days.

After five (5) days of absences for any reason (excused or unexcused), the student in question must present a doctor's statement for the illness or provide evidence of extreme emergency circumstances beyond his/her control to the satisfaction of the Principal/designees, the Superintendent, or the Board. The doctor's statement shall specify the number of days the student is to be out of school.

Death in the immediate family is an excused absence that will not be counted toward the five (5) day limitation. Immediate family shall mean mother, father, brother, sister, grandparents, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student. Absences for funerals for persons other than immediate family members may be excused only at the discretion of the Principal/designee.

Failure of the school transportation system that is documented by the transportation department shall not be counted toward the five (5) day limit.

A parent may request a pre-arranged absence not to exceed five (5) days per year, pending administrative approval for extraordinary circumstances which might enhance the child's education or if it is deemed a family emergency. This request must be made in person at least

five (5) days in advance, to the District's Director of Pupil Personnel. The days approved will be counted towards the five (5) day limit. Students will be required to make up work during extended school time under supervision of the school.

If a child is going to be absent from school for any reason, parents are to notify the school between 7:30 and 9:30 AM.

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Upon returning from an absence, a student shall present a written note signed by the parent. The note shall contain the exact days or time of absence and the cause or reason for the absence, along with a medical statement if available. Any student who returns from an absence without a note signed by the parent or with a note that does not have the required information will be **UNEXCUSED** for that day.

Students with an excused absence will be given the opportunity to make up work missed. It is the responsibility of the student to get and complete the work. Students shall have the number of days missed plus one to make up any work missed.

If a parent wants to pickup homework for the day of the absence, they must notify the office by 9:00 the morning of the absence. The work will be ready for pickup in the office at the end of the school day.

All excuses must be turned into the office within **three** days after student has returned to school. Students with an unexcused absence shall receive a zero for daily assignments missed.

Excessive tardiness and/or absences will result in that student being referred to the Director of Pupil Personnel.

Late Arrival and Early Dismissal

If you bring a child to school late or need to pick him/her up early, you must first come to the office and sign him/her in/out.

Visitors

The Greenup County Board of Education welcomes and urges parents and citizens to visit McKell Elementary School and other district schools. **All parents and visitors are to enter the school through the main front entrance. Visitors must report to the office, sign in and wear a "visitor" identification badge. Visits to a classroom must be pre-arranged with the teacher and principal to minimize disruption.** If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should report to the office. This service can be provided through the secretary and prevents classroom interruption.

Use of Phones

The principal or school secretary will approve telephone use. No phone calls will be passed through to classroom teachers during instructional time. Messages will be taken and teachers can return calls at their convenience. If you need to speak to your child's teacher, please try to call during his/her daily planning time. Planning times were not available at deadline for submission of this planner. Please check your child's planner/binder as these times will be documented there.

Parent Conferences

Conferences between teachers and parents are encouraged to help insure open communication about your child. All conferences will be held during teacher planning periods, or before or after

school in order to keep the instructional day from being interrupted. If you desire a parent-teacher conference, please contact the school at 932-3383, and an appointment will be arranged.

Health Services

School health nurses are employed by the central office and are available when needed. Nurses will assist with vision and hearing screenings in certain grades throughout the year. You will be notified if it appears that your child is experiencing problems in those areas.

Illness/Injury at School

If your child becomes ill or injured at school, we will contact you immediately. It is very important that we have a current phone number, address and emergency contact in order to locate you as quickly as possible. An emergency information form is included in your child's Opening Day Packet. Let us assure you that your child will be treated quickly, and we will make every attempt to contact the numbers that you have listed.

Volunteers

You can be a source of special skills, personal attention, or even an extra pair of hands if you become a school volunteer. There are many ways you can help. Just talk with Family Resource Center staff to find out more. All volunteers are required to complete a criminal records check and sign a confidentiality statement on a yearly basis. All forms can be completed at the FRC located in McKell Elementary.

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Family Resource Center

The goal of the Family Resource Center is to meet the needs of all children and their families who reside in our community. Programs and services available to students and families are determined by on-going assessment and evaluation of the school/community needs and available resources in partnership with the School Improvement Plan. By removing barriers, the FRC helps all become academically proficient. For further information, contact Jody Justice, Coordinator at 932.6513.

Promotion, Retention and Placement

Retention and promotion practices will adhere to all policies and practices of the Greenup County Board of Education.

Promotion of a student in Grades 4 and 5 shall be determined by the teachers and the building Principal in accordance with criteria required by Policy 08.22

1. Retention may occur if the student fails to:
 - a) Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
 - b) Progress satisfactorily on the academic expectations.
2. Parent(s) have been notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention.

The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

Transportation

Bus transportation to and from school is offered for all students. Riding a bus is a privilege, not a right. Students

Must behave and obey the bus driver. If a student's misconduct becomes so frequent or disruptive that the driver completes a written Bus Conduct report, then the most likely consequence will be a three day suspension from riding a school bus.

Parents must request, in writing, permission for their child to ride a different bus or get off at a different bus stop. The written requests must be approved in the school office then given to the bus driver. Without this written request, the student will be placed on their regular bus and will get off at their regular stop.

Students will be dismissed only to a person named on their pick up list or a parent. If it is necessary for another person to pick up the student, this will be permitted only with written permission from the parent/guardian. Due to safety issues we will not accept phone calls to add someone not on the pick-up list.

Medications

Since it is sometimes necessary for children to take medication while at school, we hope the following information will explain our procedures for dispensing medicines to students. Medication should be given at home when at all possible. The medication will be given at school if necessary provided there is signed authorization to give the medicine from the student's parent/guardian and physician stating the student's name, date, medication dosage, strength, and directions for use which includes frequency, duration, route of administration, and prescribing physician. This physician's order must be on file at the school for all prescription and over-the-counter medications. This form can be obtained from the school office. All prescription medications must be in their original container with the above mentioned items included on the label. All over-the-counter medications should be in their original container and clearly labeled with the student's name and date.

Title One Parent Involvement

2011-2012

All schools in the Greenup County District, with the exception of the high school, participate in a school-wide Title One program. A school-wide program requires that each individual school identify its greatest needs and use their allotted Title I funds to address those needs. All students at that school are eligible to receive Title I services. The identified needs at McKell Elementary are in the areas of Reading and Math in which the Title staff will be responsible for incorporating the Response To Intervention program. These needs are reflected and addressed in the school's Comprehensive School Improvement Plan. Title One funds at McKell Elementary are used to provide technology, programs, workshops and classroom resources to assist and involve parents/guardians in the education of their children.

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Teacher E-mail

All teachers can be reached through their e-mail addresses. Use the example below to contact any teacher:

firstname.lastname@greenup.kyschools.us

Fire Drill

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There will be an evacuation plan posted in each room and fire drills will take place monthly. Monthly drills will insure that children are familiar with the proper exiting procedure.

McKell Elementary School Student Dress Code Policy

All students at McKell Elementary School are expected to maintain appropriate attire daily. By means of acceptable, students are to wear clothing that follows the approved guidelines.

Students are expected to be neat and clean in appearance. This policy includes student attire as well as backpacks, school supplies, lunchboxes and other articles. The specific guidelines for dress that are listed below are not all inclusive. The school principal shall decide if the attire poses a health or safety hazard or disrupts the school's learning environment.

- Markings or insignia on clothing that advertises alcohol or tobacco or profanity is not permitted.
- Pants are to be worn at the waist, no sagging or bagging. At no time should underwear (including boxers) or the backside be exposed in a standing or sitting position.
- Students will not be permitted to enter the school building wearing hats, caps, sweatbands, neck scarves, bandannas, do-rags, or any garment covering the head without a medical excuse, unless the school principal designates a special day to do so.
- Shorts and skirts must be no shorter than middle fingertip length when arms are held at sides.
- Appropriate shoes should be worn at all times. No high heels (higher than two inches) or sneakers with embedded roller blades/skates will be permitted. Footwear may be judged according to safety and hygiene. The principal shall have the final ruling.
- Students must wear shirts or blouses that cover the trunk of the body. T-shirts must be worn under mesh, muscle shirts, or net shirts. No spaghetti straps will be permitted unless worn over a tee. No halter-tops, backless tops or dresses, or sheer shirts will be permitted.
- Clothing must not have inappropriate holes or tears.
- No heavy chains of any sort will be allowed. This includes dog chain type necklaces or chains hanging or attached from the pockets of slacks, pants, or jeans. Any jewelry with a sharp point is dangerous; therefore no dagger type of jewelry is permitted. Chains may also not be worn as a belt.
- Body piercing or permanent and non-permanent tattooing of the body may not be exposed. Body piercing will be restricted to the ears only.

If a student is found to be in violation of the dress code policy, the following will apply:

- Student may be asked to turn his/her t-shirt inside out.
- Student may be asked to wear a school issued t-shirt or clothing item.
- A parent may be called to provide a change of clothing.
- If a student continues to violate the dress code policy, a parent conference will be scheduled to address the concern.

Future disciplinary action will be determined by the administrator.

Homework Policy

Homework is a valuable learning activity for students. It provides the opportunity to practice new skills as well as to develop self-discipline, independent work habits, and responsibility. These skills are a vital part of a successful education.

The Purpose of Homework

- To provide additional time to complete assignments given during the school day.
- To reinforce what is learned in class.
- To promote independent work habits.
- To develop organizational and time management skills.
- To reinforce home/school link.
- To promote parent/family involvement.

Homework will never be given as a punishment to students.

Well-designed homework assignments are age appropriate, relate directly to class work and extend students' learning beyond the classroom. The intent of McKell's homework policy is not to

dictate how much homework should be assigned. The amount of homework may vary from class to class and may differ according to the learning needs of individual students. Not all children require the same amount of time to complete their work. The following is a guide for appropriate times for each grade level to spend on homework:

- K – 10 minutes
- 1st – 15 minutes
- 2nd – 20 minutes
- 3rd – 30 minutes
- 4th – 45 minutes
- 5th – 60 minutes

Students will receive assignments to be completed outside the regular school day and will only include the following:

- Assignments not completed in class.
- Work given to reinforce skills taught in class.
- Independent reading or reading to your child.
- Long range assignments, such as book reports or projects.

Teachers, students, and parents all have a role to play with regard to homework. Responsibilities are as follows:

Teacher

- Provide instruction in class to support homework assigned.
- Assign work that is within the capabilities of the student.
- Clearly inform students and parents of homework expectations.
- Collaborate with other teachers so as not to overload students with assignments on any particular night.
- Provide feedback to students.

Student

- Record homework in planner.
- Organize self and materials.
- Complete and return homework assignments on time.

Parents

- Check child's planner daily.
- Provide a quiet space for each child to work.
- Establish a homework routine.
- Give support, when necessary, but encourage children to work independently.
- Monitor homework and communicate any concerns to the teacher.

Child Abuse

Failure to report a suspected child abuse to the proper authorities is a felony for school employees.

Nondiscrimination

Students, their parents, and employees of the Greenup County School System are hereby notified 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 Section 504. Any person having inquiries concerning Greenup

County School's compliance with Title IX, Title VI, and Section 504 is directed to consult the Central Office at:

45 Musketeer Drive
Greenup, KY 41144
Phone: 606-473-9819
Compliance Officer: 606-473-7936

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Greenup County Schools

Code of Acceptable Behavior and Discipline

2011-2012

Rev. 4/2007

Introduction

The Greenup County Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. 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 school system 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 Code standards in a fair manner. Compliance with the 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 other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of the Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council 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.

Student Rights and Responsibilities

Students have the right to:

- An appropriate and free public education.
- Receive academic grades based only on academic performance.
- Be kept informed as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights.
- Personal safety and security while at school and school-sponsored activities.
- Involvement in school activities without being subjected to discrimination on the basis of race, national origin, marital status, sex, economic status, or handicapping condition.
- Present complaints or grievances to school authorities and receive authoritative replies from school authorities.
- Receive consultation or counseling in academic, personal, social and career related concerns.
- Protection of their personal property.

Students have the responsibility to:

- Attend school regularly and to arrive on time.
- Show consideration for the rights of others within the total school environment.
- Refrain from conduct that disrupts the educational process, creates disorder, or damages or destroys private or public property.
- Immediately report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teachers, coaches or other persons who work with them.

Staff Rights and Responsibilities

School Staff has the right to:

- Expect all students to complete assignments.
- Work in a positive school climate with a minimum of disruptions.
- The support of fellow staff members, administrators and parents.
- Safety from physical and verbal abuse.
- Take action in emergencies to protect their own person and persons in their care.

School Staff has the responsibility to:

- Maintain a professional attitude and behavior toward all students, parents, administrators, teachers and the Board of Education.
- Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- Maintain an atmosphere conducive to learning with mutual respect and trust with appropriate discipline.
- Follow the policies, rules and regulations adopted by the Board of Education and/or school administration.
- Deal firmly, promptly, and consistently with disruptions or violations of board policy and school procedures, and if necessary, enlist the support of administrators.
- Provide adequate supervision for students in their care.
- Provide a learning environment free from harassment for students.

Parent/Guardian Rights and Responsibilities

Parents/Guardians have the right to:

- Rights as guaranteed by the Family Educational Rights and Privacy Act.
- Expect that any classroom disruptions will be dealt with fairly, firmly, and quickly.

- Access to all school rules and regulations and the consequences for violation of these rules and regulations.
- Participate in meaningful parent-teacher conferences to discuss their child's progress and welfare.
- Expect school personnel to notify parents/guardians of important news, especially as they relate to children.
- 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:

- Accept their own role as the primary educators of their children.
- Instill in their child the values of an education, a sense of responsibility and a sense of respect.

Responses to Student Misconduct

This code is part of the Greenup County Board of Education's policy on student behavior and discipline. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

The board has included samples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>I. Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school.</p> <p>Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel.</p>	<ul style="list-style-type: none"> • Inappropriate dress • Non-defiant failure to complete assignments • Failure to carry out directions • Failure to follow rules • Minor misbehavior on bus, or during school sponsored or endorsed activities • School tardiness • Possession of an electronic device • Failure to bring needed materials to class 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff.</p> <p>Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.</p>	<ul style="list-style-type: none"> • Verbal reprimand • Special assignment • Counseling • Withdrawal of privileges • Time-out • Detention/I.S.S. • Verbal warning • Individual conference • Parent contact/conference • Confiscation of inappropriate materials • Referral to Family Resource Center, Youth Service Center (FRYSC) or other Student Assistance Program (SAP).
LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>II. Student misbehavior which increases in frequency or severity, disrupting classroom procedures or interfering with the orderly operation of the school.</p> <p>Also included in this level are misbehaviors which do not represent a direct threat</p>	<ul style="list-style-type: none"> • Continuation of Level I misbehavior • Truancy • Gambling • Using forged notes or excuses • Disruptive behavior • Profanity/vulgarity • Disrespectful Attitude • Possession of pornographic materials 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Teacher's response includes documentation of misbehavior and notification is sent to administrator.</p> <p>The student is referred to the administrator for appropriate</p>	<ul style="list-style-type: none"> • Continuation of Level I responses • Detention • Parental conference/contact • Referral to outside agency • Counseling • Corporal punishment (if included in SBDM policy and with parent

to the health and safety of others, but whose educational consequences require an administrative response.	<ul style="list-style-type: none"> Failure to bring needed materials to class 	<p>disciplinary action.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<p>permission)</p> <ul style="list-style-type: none"> Confiscation of inappropriate materials Alternative Educational Plan Suspension Referral to FRYSC or other SAP
LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of other in the school.</p>	<ul style="list-style-type: none"> Repeated Level II misbehavior Vandalism Theft , possession, sale of stolen property Destruction of school property Fighting Threat/intimidation Extortion Use or possession of tobacco products Harassment Activating false fire alarm 	<p>The student is referred to administrator for appropriate disciplinary action.</p> <p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s).</p> <p>School officials will contact appropriate law enforcement agency if necessary.</p>	<ul style="list-style-type: none"> Continuation of Level I and II responses Corporal punishment (if included in SBDM policy and with parent permission) Alternative Education Plan Suspension Parental conference Referral to appropriate law enforcement agency Saturday school Expulsion Replacement of damaged property Referral to FRYSC or other SAP

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>IV. Serious misbehaviors which may result in violence to another's person or property, which pose a direct threat to the safety of others in the school or are a violation of the law.</p>	<ul style="list-style-type: none"> Continued or repeated Level III misbehaviors Extortion/robbery Bomb threat Possession/use/transfer of dangerous weapons Assault/battery Arson Furnishing/selling, possession and/or use of drugs or other controlled substances including alcohol (include "look alike" substances) Sex offense Possession/use of explosive devices 	<p>Administrators are required to follow a set of responses outlined by the Greenup County Board of Education.</p> <ul style="list-style-type: none"> Refer to emergency response action plan for procedures if necessary. Follow due process as outlined by the disciplinary referral form. The student is removed from the school environment by suspension. Parents are notified. School officials will 	<ul style="list-style-type: none"> Parental conference Saturday school Suspension from school and/or bus Alternative Education Programs Expulsion or other board action which results in appropriate placement Referral to law enforcement agency Make restitution for damages Referral to FRYSC

		contact appropriate law enforcement agency and assist in prosecuting violator. <ul style="list-style-type: none"> • A complete and accurate report is submitted to the superintendent for consideration and possible board action. • Inform the student of counseling, therapeutic and/or other assistive programs. 	or other SAP <ul style="list-style-type: none"> • Referral for counseling or therapeutic services
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Search and Seizure

See Board Policy 09.436

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating the Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy.

Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

Physical Restraint/Corporal Punishment

See Board Policy 09.433

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

The Board authorizes the use of corporal punishment as a disciplinary measure, under guidelines set out in Board policy.

Student Records

See Board Policy 09.14

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program. For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office address and phone number listed on the cover.

Reports to Law Enforcement Officials

When principals have a reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations at school or at a school-sponsored function requiring a report to law enforcement officials include:

- assault resulting in serious physical injury;
- a sexual offense;
- kidnapping;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a controlled substance in violation of the law; or
- damage to school property.

In addition to violations of this Code, students may also be charged with criminal violations.

Weapons

See Board Policy 05.48

Students are *never* allowed to bring a weapon to school. The carrying, bringing, using, or possessing of any weapon or dangerous instrument, including any type of knife, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. A dangerous instrument is considered to be any device with the stated, implied or demonstrated intent to physically harm someone.

The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

If a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. 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.

Suspension, Expulsion, and Due Process

See Board Policies 09.434; 09.435; 09.431

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident.

Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school student shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

Grievances

See Board Policy 09.4281

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;

2. Principal;
3. School council;
4. Superintendent;
5. Board.

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

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Harassment/Discrimination

See Board Policy 9.42811

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons 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 an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

Damages to School Property

See Board Policy 9.421

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 the property.

Use of Alcohol, Drugs and Other Controlled Substances

See Board Policy 9.423

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

- Alcoholic beverages;
- Controlled drug substances and drug paraphernalia;
- Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. 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 controlled substance on school property in violation of the law.

For access to complete board policies, visit the district website at www.greenup.kyschools.us