



GRAVES COUNTY SCHOOLS

2013-2014 Calendar This calendar was approved by the Graves County Board of Education on December 18, 2012.

August 1, 2013	Professional Development
August 2, 2013	Professional Development
August 5, 2013	Opening Day (Teachers Only)
August 6, 2013	Students First Day
September 2, 2013	Labor Day Holiday
September 23, 2013	Work Day
October 7-11, 2013	Fall Break
November 4, 2013	Professional Development
November 27-29, 2013	Thanksgiving Break
December 23-Jan 3, 2014	Christmas Break
January 20, 2014	MLK Day—School Closed
January 21, 2014	Work Day
February 17, 2014	School Closed
February 18, 2014	Professional Development
March 14, 2014	Work Day
March 31-April 4, 2014	Spring Break
May 16, 2014	Student's Last Day
May 19, 2014	Closing Day (Teachers Only)

Make-up Schedule:

This calendar is subject to change due to inclement weather, school activities, or any emergency that might occur. The following schedule will be used for make-up: February 18 (PD will be moved to February 17); May 19, 21, 22, 23, 27, 28, 29, 30, June 2, 3, 4, 5.

STRIVING FOR EXCELLENCE; NO EXCEPTIONS - NO EXCUSES

Graves County Schools

Board Members

Charles R. Holmes - Chairman
Jim Wurth– Vice Chairman
Susan Barton
Kevin Curtsinger
Kelly Whitaker

Superintendent

Kim Harrison

Assistant Superintendents

Jennifer Smith
Carla Whitis

Schools

Phone Numbers

Principal

	If You Live in South Graves	If You Live in North Graves	
Central Elementary	328-4900	674-4900	Stephanie Sullivan
Cuba Elementary	328-4810	674-4810	Lora Miller
Fancy Farm Elementary	328-4820	674-4820	Janet Throgmorton
Farmington Elementary	328-4830	674-4830	Matt Madding
Lowes Elementary	328-4840	674-4840	Marc Mavigliano
Sedalia Elementary	328-4850	674-4850	Robert Braden
Symsonia Elementary	328-4860	674-4860	Alison Gregory
Wingo Elementary	328-4870	674-4870	Sarah Saylor
Graves County Middle	328-3670	674-3670	Andy Williams
Graves County High	328-6242	674-6242	Matthew Madding



Dear Parents and Students:

The beginning of a new school year is a time of optimism and hope. On the first day of school, all things are possible! I felt that way as a student and in every one of my 25 years as an educator so far. I'm especially hopeful this year, with the honor and opportunity of serving as your superintendent. We in the Graves County Schools work as a team – schools, parents and communities help students reach their highest potential.

In order to keep that optimism and hope alive, I urge you and all of our stakeholders to honor the good, honest, hard work that came before us by continuing to work hard toward reaping the benefits of the promise of what will follow.

The purpose of this handbook is to allow and to urge all students to *do* their best and to *be* their best. The great Greek philosopher Aristotle was right when he said, "Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." Let's make our habits before our habits make us.

Students, thank you for your efforts. Parents, thank you for sending us your children. They are our most precious resource and their education is our greatest investment.

Have a great year!

Kim Harrison
Superintendent
Graves County Schools

This handbook has been prepared by the administrative staff of the Graves County School System and shall be distributed to all students (K-6) and parents in the district. The purpose of the policy statements for students is to give standard instructions and procedures to students who attend the Graves County Schools and to the professional staff who are charged with the responsibility of implementing and carrying out such policies.

Each parent shall sign the attached statement in the back of the handbook saying that they have read and understood the policies. The above-mentioned statement shall be detached and returned by the student to his/her school to be placed on permanent file.

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*In the
Graves
County
School
District, we
believe.....*

All students *can* learn and rise to our expectations.

Everything we do should be student centered.

Teachers influence learning more than any other factor.

Students learn more when *authentically engaged*.

As a team, schools, parents and communities help students reach their *highest potential*.

GRAVES COUNTY BOARD OF EDUCATION POLICIES

ALL POLICIES adopted by the Graves County Board of Education shall be followed by students and will be enforced by each elementary school and the Graves County Board of Education.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Graves County Schools' code of conduct describes standards of conduct which are important to the success of both learning and community life in our schools. For students to have a successful educational experience, they must understand that individual rights become limited because of the need for mutual respect. This includes the responsibilities of following rules and respecting the authority of adults whose jobs are to ensure a successful education for many and not just one individual.

In light of this concept, it follows that students at different ages and grade levels will exercise their rights differently; the younger the child, the greater the need of adult guidance and protection.

These rights shall include but not be limited to the following.

STUDENTS HAVE THE RIGHT TO:

- a. An education preparing the student within the limits of abilities to reach maximum potential for contributing to the individual's welfare and that of society.
- b. Receive a free public education until they have either successfully completed a twelve year program or reached the age of twenty-one years old, whichever comes first.
- c. Freedom of speech and expression.
- d. Request an explanation of the purpose of rules.
- e. Suggest rules or changes in rules.
- f. Due process, in regard to disciplinary action, including the right to hear charges, state his/her side, and to appeal decisions honestly believed unjust from teachers to principal to superintendent to the Board of Education according to established procedures.
- g. Protection of person and property to the fullest extent possible by the school.
- h. Participate in all school programs and activities within the limits of the capabilities and the established standards without regard to race, creed, or sex.
- i. Confidentiality of personal school records.
- j. Receive academic grades based only on academic performance.
- k. Freedom of abuse and of threat of abuse by members of school faculty and administrative personnel.

STUDENTS HAVE THE RESPONSIBILITY TO:

- a. Attend school regularly, to take advantage of the opportunities offered by cooperating with those teaching, and working at the job of learning and not to interfere with the rights of fellow students to an education.
- b. Responsibly use the freedom of speech in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
- c. Obey the rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.
- d. Make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, and not just the welfare of one or of a few individuals.

- e. Exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations for petty or vicious reasons.
- f. Refrain from acts or actions which would endanger self or others, including property, and to take those steps and precautions necessary to protect self and possessions.
- g. Make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.
Administer the school environment to provide the proper learning atmosphere.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- a. Send their child to a school with an environment where learning is valued.
- b. Expect that classroom disruptions will be dealt with fairly.
- c. Enroll students in the Graves County 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.
- g. If there is any doubt about the certification or qualifications of a student's teacher, parents have the right, in accordance with state requirements, to request information relating to it.

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 of all students.
- e. Be familiar with the education program and the procedures.
- f. Inform children about the disciplinary procedures of the school and emphasize the importance of following same.
- g. See that children attend school.
- h. Check with the proper school officials regarding the facts of any situation that 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 personal attire and hygiene.

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 homework, to be completed and turned in as assigned.
- d. Safety from physical harm and freedom from verbal abuse.

- e. Provide input to aid in the information of policies that relate to their relationships with students and school personnel.
- f. Take action necessary in emergencies to protect their own person or property or the person or property of those in their care.

TEACHERS HAVE THE RESPONSIBILITY TO:

- a. Present subject matter and experiences to student and to inform students and parents or guardians of achievement or problems.
- b. Aid in planning a flexible curriculum which meets the need 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 students' assignments and return them as soon as possible.
- e. Exhibit exemplary behavior in action and speech.
- f. Exhibit 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 standards for such class.
- j. Maintain necessary records of students' progress and attendance as accurately as possible.
- k. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l. Care for the equipment and physical facilities of the school

PRINCIPALS HAVE THE RIGHT TO:

- a. 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. Safety from physical harm or abuse.
- d. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- e. Suspend a student whose conduct disrupts the educational process.

PRINCIPALS 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 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 Conduct to the school community.

EDUCATIONAL OBJECTIVES

- I BASIC SKILLS
 - A. Provide opportunities for learning basic skills
 - B. Encourage and establish good work habits
 - C. Provide more individualized instruction
 - D. Remain current concerning teaching techniques
 - E. Promote 21st Century Skills, critical thinking, communication, creativity, problem solving, collaboration, and innovation
- II SCHOOL ENVIRONMENT
 - A. Maintain good classroom behavior
 - B. Maintain good lunchroom behavior
 - C. Be consistent in enforcing rules
 - D. Recognize student accomplishments
 - E. Maintain high student and staff morale
- III STUDENT DEVELOPMENT
 - A. Promote physical and mental health
 - B. Foster a cooperative attitude
 - C. Increase self-respect and respect for others
 - D. Develop student's ability and responsibility for decision making
 - E. Increase respect for authority
 - F. Instill appreciation and value for democracy
- IV SCHOOL/COMMUNITY COMMUNICATION
 - A. Promote home/school communications
 - B. Provide opportunities for parents and community involvement in the school
 - C. Increase participation in PTA/PTSA/PTO activities

REGISTRATION

A student must be five (5) years of age by October 1 of the current school year before entering Kindergarten. All students enrolling must present a birth certificate, a social security card, a kindergarten physical, an eye exam by an optometrist, a dental screening or exam and a current immunization certificate. All health related items must be submitted on the correct and most current Kentucky forms. Forms may be obtained from your primary care provider's office or any of our local health departments. All students **MUST** have on file an up-to-date immunization certificate. This up-to-date immunization certificate must now include proof that the child has been properly immunized against diphtheria-tetanus-pertussis, measles, mumps, rubella, polio, Hib, Hepatitis B and Varicella (chicken pox). If a student has had a history of chicken pox, a statement from the child's primary care provider must be submitted along with the immunization certificate before they will be exempt from the Varicella vaccine. All transfer students less than six years of age must submit the same documentation as listed above. However, if the student is older than six, they only need to submit a birth certificate, social security card, physical and up-to-date immunization certificate. Parents or guardians of transfer students should sign a release form in order for us to obtain records from the school previously attended.

STUDENT HEALTH REQUIREMENTS

Students enrolled or enrolling in the Graves County School System must comply with all Kentucky health laws, rules and regulations except as provided in KRS 214:036. Kindergarten students must present the following items on registration day: a current Kentucky immunization certificate, a copy of the birth certificate, a copy of the social security number, proof of an eye examination (not a screening) done by an optometrist or ophthalmologist, and proof of physical examination on a form provided by the Kentucky Department of Education. Students are required to have a current, up-to-date KY immunization certificate. Head Start physicals will be accepted if on the proper form. Kentucky law, KRS 156.160(i), requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than October 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

All sixth grade students must submit a current up-to-date KY immunization certificate including proof of a Tetanus Booster, a second dose of varicella and a meningitis shot. If a student has had chicken pox in the past, a statement from

the primary care provider must be submitted with the immunization certificate before they will be exempt from the varicella vaccine. A sixth grade physical is also required. The date on the sixth grade physical should be within one year prior to sixth grade entry.

New students to the district must provide their respective school with the following information; a physical exam within six months prior to initial admission to Kentucky schools, an updated immunization record on a Kentucky certificate, a copy of the birth certificate, and a copy of the social security number. If the student is less than six years old, all kindergarten entry requirements will pertain to them as well.

Should there be questions relating to school health regulations, please contact your school principal, guidance counselor, or call Rhonda Riley , Health Coordinator for the Graves County School System.

MEDICINE DISBURSEMENT

Medication should be given at home when possible. Only in emergency situations should medication be given at school. Students should not have medication on their person at any time. Students on prescribed and/or over the counter medication, including aspirin/acetaminophen/ibuprofen, must give the medication to their bus driver if they ride the bus or to office personnel if transported by other means. The medication shall be retained during the school day and administered by the principal's designee. No medication shall be kept at school for the purpose of administering to students unless the parent has brought the medication to school in the appropriate container accompanied by appropriate paperwork from the parent and physician. All prescribed medication shall bear the name of the student, the name of the medication, and directions for administration, and the name of the issuing pharmacy. Abuse of prescribed drugs/over-the-counter medication shall be considered in the same manner as illegally obtained substance.

HEAD LICE CONTROL

Screening for head lice may be conducted throughout the year. Parental consent is not required prior to screening. Screenings will be handled tactfully and sensitively and children found to have lice will not be made to feel guilty, ashamed or stigmatized. If a child is found to have head lice, parents will be called to come to school. Parents will be expected to treat the child and to follow up with observation and treatment until condition is eliminated. Assistance in educating parents on treatment may be provided by the school and Family Resource Center.

ASBESTOS INSPECTION INFORMATION

Graves County Schools conducted a complete inspection of its facilities on August 7, 1998 utilizing the services of Larron Laboratory, from Cape Girardeau, Missouri. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Graves County Schools (and at the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA (Local Education Agency) may charge a reasonable cost to make copies of management plans.

You as a parent are encouraged to examine the management plan that affects your child. The contents of the management plan and the recommendations made in it are available in the school office. The purpose of the Federal and State Regulation is to protect the health and well being of all persons entering the buildings of this LEA for any reason. This LEA takes very seriously the recommendations made in the management plan, which has been approved by the (State Agency).

The person who is LEA trained to oversee asbestos activities and ensure compliance is John Oldham. As required Mr. Oldham is the single contact for the public to obtain information about asbestos-related activities in the Graves County Schools. You may reach Mr. Oldham at the Graves County Board of Education. Thank you for your cooperation and understanding.

The Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) required the EPA to develop regulation which provides a comprehensive framework for addressing asbestos problems in public and private schools. This regulation requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement actions in a timely fashion. This rule became effective on December 14, 1987.

STUDENT INSURANCE

Basic, supplemental accident insurance (school time and school sponsored activities) will be furnished at NO CHARGE by the Graves County Board of Education for all students. Additional twenty-four hour coverage may be purchased for a fee. Brochures with all necessary information may be obtained at the school. Student accident claim forms may also be obtained at the school.

Specific Questions relating to the policy should be directed to Michael Martin at Morgan, Trevathan and Gunn Insurance, 106 East 12th St. Benton, KY 42025. The agency's toll free number is 1-800-489-4684.

Payment of all medical/dental expenses incurred from accidents is made ONLY IN EXCESS over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and if no other coverage or plan is available, to pay the medical/dental expenses incurred *to the limits stated in the policy*.

Dear Parent/Guardian:

The Graves County School District has purchased supplemental, accident insurance for all students. The insurance plan provides benefits for accidental injury while attending classes or during school sponsored and supervised activities.

The insurance plan provides by the Graves County Schools does not pay 100% of all medical and dental expenses (See Limitations). Please note that the insurance provided by the Graves County Schools is "secondary" to any other family insurance plans and will pay only the eligible medical expenses not payable by other insurance sources. Following is information outlining the benefits and limitations of the school purchased insurance plan. If you desire additional insurance coverage for your child(ren), we suggest you consider purchasing supplemental individual accident insurance. Additional 24-hour coverage is available through Bollinger Insurance for \$76 per year. Brochures are available at each school or at the Board of Education office.

Sincerely,
Kim Harrison, Superintendent

BENEFITS

Benefits are provided for accidental insurance for which medical treatment by a physician, surgeon, dentist, registered nurse, hospital services, ambulance service, or X-rays are rendered. The initial treatment must be rendered within 30 days of the date of the accident, benefits are limited to \$1,000,000 for treatment rendered within 5 years of the date of the accident. Coverage is underwritten by Monumental Life Insurance Company which is currently rated A+ for financial conditions by A.M. Best Company. This policy pays costs which are not paid by other collectible insurance plans according to a schedule. The insured shall have free choice of a physician or hospital for treatment. If, however, an insured student has other valid coverage through another insurance plan(s) and does not chose a physician or hospital through the other plan, we will pay benefits as if the other plan's guidelines had been followed. (SEE LIMITATIONS BELOW).

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

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

Ambulatory Surgical Facility (R & C to \$2,500 Max)

Anesthesia (30% of Surgical Benefit)

Second Opinion (R & C)

Physicians Visits (R & C)

Nursing Services (R & C)

X-rays (R & C to \$300 Max)

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

Hospital Room & Board, Inpatient Misc. Expense, Ambulance (R & C)

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

ER Physicians (R & C)

Physiotherapy (\$50 per visit, 20 visit Max)

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

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

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

PLEASE READ CAREFULLY:

You must indicate on the claim form, when submitting a claim, the name of your personal insurance company before benefits can be paid by this insurance plan. Failure to provide complete claim information will prolong payment of allowable benefits. Thank you for your cooperation with this.

STUDENT TRANSPORTATION & REGULATIONS FOR PUPILS RIDING GRAVES COUNTY SCHOOL BUSES

Students may leave school only by their regular mode of transportation unless they present written permission from their parent or guardian. The privilege of any pupil to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of the rules and regulations will be reported to the principal of the school where the pupil attends for necessary corrective action. This could include pupil being suspended from bus privileges.

The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.

Pupils shall be on time. The bus cannot wait for those who are not on time.

Pupils are to avoid spitting or throwing rubbish on the floor of the bus. Anyone doing so will be reported to the principal.

Pupils are not to mar or otherwise deface the bus.

Pupils at all times are to keep arms and head inside the bus windows.

Pupils are not allowed to leave the bus without the driver's consent except at home or school.

Pupils are not to leave their seats unless getting on or off the bus or unless authorized by the driver.

Pupils are to respect persons whom they pass on the routes.

Pupils who must cross the road after exiting from the school bus shall pass in front of the bus and not behind it.

Students may not ride another bus other than the one they are assigned to without the consent from their parent or guardian and proper authorization from the principal.

The following activities are prohibited at all times:

Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts.

Smoking and/or the use of any tobacco products are forbidden on the bus.

Throwing articles or objects in or from the bus.

Obstructing the aisle in any manner.

Any item that cannot be held on the student's lap may not be carried on the bus.

Balloons or any items that may block the driver's view or impede exiting the bus are prohibited.

Should the conduct of a pupil on the bus endanger the lives or morals of other people, and offending pupil fails to cease such conduct when requested by the bus driver to do so, it shall be the duty of the driver to put the offender off the bus and report this action to the principal immediately. This should be done only in extreme cases as a last resort to protect the safety of the other pupils.

Any complaints of drivers, pupils, or parents, not specified in the above regulations shall be reported promptly to the principal, Superintendent, or Transportation Director, Jason Riley at 328 or 674-4804.

Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school where they attend for disciplinary action.

SCHOOL VISITORS

All parents and other visitors must come to the main office before visiting a student's room or transacting any business at school. Unauthorized visitors will be asked to leave school premises.

PARENT/SCHOOL COMMUNICATION

Graves County Schools believes that as a team, schools, parents and communities help students reach their highest potential. Parents are urged to communicate regularly with their child's school. Good communication can solve many school problems. Problems that your child may be having should be brought to the attention of the teacher. All parents are urged to join the P.T.A./P.T.O. Dates and time of meetings will be given at a later date.

TELEPHONES

All telephones in the school are business phones. Telephones are to be used for **EMERGENCIES ONLY**. On days when there is snow or other bad weather, please, do not call unless it is absolutely necessary. Frequently we have been unable to send or receive messages because our phones have been tied up. No student will be allowed to use the phone unless it is an emergency.

SCHOOL RECORDS FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Graves County School District permits review and inspection of educational records by the parent(s) of a student or to an eligible student on request within a 45 day period. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program in general. FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws, is declared incompetent, or has waived his/her rights under FERPA.

The district ensures that confidentiality of personally identifiable information of students is protected during collection, storage, disclosure and destruction of student records. School officials with a legitimate educational interest will have access to student records. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and school resource officers); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, medical consultant, or therapist); or personnel assisting another school official in performing his/her assigned tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. District personnel will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

In addition the district may disclose information from records to appropriate parties, including parents of eligible children, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such cases, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

A request to review records may be made to the principal of the school or other designated school official. The district will give full access to these records, including those maintained in electronic format when necessary to reasonably permit inspection, unless school officials have been presented with written evidence of a court order relating to such matters as divorce, separation, or custody that specifically revokes the parental rights of record review/access. The district will comply with records review requests without unnecessary delay and in no case more than forty-five days after the request has been made.

Written policies have been developed which describe the types and locations of school records and the specific procedures available to parents and students (who have reached the age of 18) for the review of records, the amendment of or hearing concerning educational records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. Procedures are available for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the principal or the superintendent.

For convenience and necessity and in accordance with federal regulations concerning the release or transfer of educational records, the Graves County School System will forward educational records to a school in which a student enrolls or intends to enroll without the signing of a release statement. Parents may obtain upon request copies of the records transferred.

When records are no longer needed to provide educational services, parents may request the destruction of any personally identifiable information, evaluation, or records regarding the placement of an exceptional child. Such requests should be addressed in writing to the principal. The district will destroy the educational records of a child without a parent's request after the records have been maintained for five (5) years as specified by the Records Retention Schedule, and following the time when the records are no longer needed to provide educational services. District personnel will require identification of the person(s) requesting records before they will be handed over for inspection or

release. The district will maintain a permanent record of a child's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.

Parents have the right to file complaints to the Family Educational Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

ATTENDANCE POLICY FOR THE GRAVES COUNTY SCHOOL SYSTEM

All Graves County School 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 principal or teacher may excuse that child for the absence and allow the child to make up any work or test which was missed.

1. Personal illness and medical appointments.
2. Emergency illnesses or death of an immediate family member.
3. Medical/ Dental appointments that ABSOLUTELY cannot be made during out-of-school hours (1/2 day only).
4. Court Summons – when the court subpoenas a student.

Excused Absence

The total number of days per year to be excused for the four reasons above shall not exceed ten (10) days per year. After ten (10) days of absences of 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, his designee, the superintendent, or the Board of Education. The doctor's statement shall specify the number of days for the student in question to be out of school. A medical excuse form will be required for a student who is having attendance issues. The form will be provided by the district and must be filled out by a physician.

Death in the immediate family is an excused absence and will not be counted toward the ten (10) days per year as stated above. Immediate family shall mean: mother, father, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student. Absences for funerals other than the immediate family may be excused at the discretion of the principal or his designee.

Upon returning after being absent, the student or his/her parent or guardian will submit to the school a written note stating the reason for the absence. The school must receive this notification within 5 school days of when the child was absent. Any student that returns without a note signed by the parent or guardian, or failing to state above information requested shall be given an unexcused absence. Students forging the signature of a parent shall be subject to disciplinary action, plus unexcused absence for the time missed.

Excused Absence: School approves the cause or reason for the absence. The student is given the opportunity to make up work missed while absent and should contact their teacher to receive assignments. Students will be held liable or responsible for all work missed and not made up in a reasonable period of time. Any case with extraordinary circumstances would be considered on an individual basis by teacher and principal in regard to make up work.

Unexcused Absence: Individual schools shall address make up work according to their school policy.

Early Checkout from School: Before a student leaves the school premises early, he must receive permission from the office, sign out and a parent must pick up. No student will be allowed to enter school late or leave school early on a regular basis for any reason unless they have the approval of the Graves County Board of Education.

Tardiness to School: After three (3) times tardy, the homeroom teacher will report to the principal, or his designee, the student in question. The parents will then be notified of the time tardy and any subsequent times tardy shall be subject to disciplinary action.

ARRIVAL & DISMISSAL FROM SCHOOL

Students should not be on the school grounds until 7:00 a.m. When arriving late at school, parents shall report to the main office and sign student in on the school sign in sheet.

Children will not be permitted to leave the school grounds without permission of the teacher or the principal. If it is necessary for a student to leave school during the school day, the parent or parent-designee must sign in at the office. Students will not be allowed to wait outside the building to be picked up during the school day. The parent or parent designee must note the time that the child leaves school and the purpose. The percentage of time absent will be counted toward the total number allowed to miss with an excused absence.

CAFETERIA AND SCHOOL NUTRITION PROGRAM

Every effort will be made to serve well-balanced, nutritious, and pleasing meals at a nominal cost. Menus are planned county wide by the Graves County Board of Education School Nutrition Director. Lunches will be served on an offer versus serve basis. All students will eat lunch in the cafeteria, including those who bring their lunch. Free or reduced price lunches will be authorized for students deemed eligible by the Graves County Board of Education. Applications are available on-line on the Graves County School Nutrition Web Site. In those rare instances in which a paper application is needed, it can be obtained in the office of the principal.

Students are dismissed for lunch by classes according to a schedule and must walk to the cafeteria. While in the cafeteria, students should refrain from excessive, loud talking. They are expected to take their plates to the dishwashing area and to separate hardware from paper products. The student should clean the eating area. Students should not take food or drinks from the cafeteria unless given permission.

Breakfast 1.10 Lunch 2.00 Elementary School

EDUCATIONAL ENHANCEMENT OPPORTUNITY

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Parents shall submit requests on a standard form provided by the school.

Upon return, the student shall provide evidence of his/her learning experience. This expectation shall be agreed upon, by the principal, prior to the leave.

Unless the Principal determines that extenuating circumstances exist, requests must be made at least 5 days prior to the event, and they should not be granted for dates falling within State or District testing periods shall not be granted.

STUDENT APPEARANCE CODES

The following appearance codes are designed to promote and heighten the educational atmosphere, as well as create a positive attitude of self-discipline for all students of the Graves County School System in order that they may be better able to enhance society and enter the world of work. Students shall observe modesty, neatness, and appropriateness in clothing. A student is not appropriately dressed if he or she is a disturbing influence in class or school because of appearance.

Prohibited clothing includes:

Tube tops, net shirts, strapless tops/dresses, or any garments with exposing tops, including midriffs. Shirts shall be worn and properly closed at all times.

Caps, hats, or head cover in the school building during the day are prohibited.

Garments or accessories with suggestive logo of outward or underlying reference to sex, drugs, violence, or vulgarity of any kind may not be worn.

Proper footwear shall be worn at all times.

All garments shall be decent in appearance and should be worn as to their intended appearance.

Appropriate dress will be left to the discrimination of the principal.

Any student willfully and knowingly violating any provision of these codes, after receiving reasonable notice and being given an opportunity to conform, shall be subject to disciplinary action.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Graves County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, FERPA law allows Graves County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Graves County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want Graves County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 1 of the current school year. Graves County Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NONDISCRIMINATION POLICY AND COMPLAINT RESOLUTION PROCEDURE

No student, parent, employee, or other person shall on the basis of sex, race, color, national origin, being an individual with a disability, disadvantaged condition, age, religion, or marital status be denied the benefits of or discriminated against in any way as to school services, benefits, aids, activities, programs, courses, hiring practices, promotions, dismissals, fringe benefits, vocational programs of Education in accordance with and as required by Title IX of the Education Act Rehabilitation Act of 1975 and the American Disabilities Act of 1990 (P.L. 101-336).

As required by said legislature, the Graves County Board of Education designates Director of Special Services, Judy Self, Graves County School System, 2290 State Route 121 North, Mayfield, Kentucky, 42066, 270-328-2656, as the employee to be the coordinator and contact person relating its compliance to said regulations and programs and relating to complaint resolution procedures for said regulations and programs. Any individual or group having complaints or grievances relating to said Title IX, Title VI or Section 504 provisions and implementation thereof, may register written complaints with the said contact person. These complaints will be processed for appropriate action by the school system. The complainant(s) will be notified of the status of the action relating to the complaint within 30 days. If the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the superintendent with the right to provide evidence and witnesses and the right to question parties to the dispute. After this step, if the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the Board of Education with these same rights, for the resolution of the complaint. Past this point, the individual has full rights of recourse with appropriate governmental agencies or the court system.

EXTRA-CURRICULAR ACTIVITIES ELEMENTARY BASKETBALL/FOOTBALL

There will be a basketball program conducted by a coaching staff for interested students at all the grade levels. There will be a program for both boys' and girls' teams. To participate in these activities, you must be enrolled in the Graves County School District.

In the 3rd, 4th, 5th and 6th grades Pee Wee League football and cheerleading program will be conducted with practice at the schools and games played at a central location each Saturday morning during the fall.

All students participating in extra-curricular activities must provide proof of medical insurance. See Section on Student Accident Insurance

ATTENDANCE/ACADEMIC ELIGIBILITY REQUIREMENTS FOR SPORTS

All players and cheerleaders must follow school policy regulating academic standards for extracurricular activities. Students must be in attendance at school for a minimum of ½ the school day in order to participate in practice or games on that day, or on the Friday preceding the game on Saturday. Grades will be checked each Friday to determine eligibility. If a player is failing two or more subjects, he/she is declared ineligible. If a player is not eligible one week he/she may continue to practice with the possibility of re-establishing eligibility for the next game. An ineligible player will have his/her grades checked each Friday to determine their eligibility. Parents and coaches will be notified of the ineligibility on Friday before the game. The school principal or designee will determine eligibility status. Students who repeat a grade may not participate in any sport (football, basketball, cheerleading, and cross-country) during the repeated year.

SPONSORED ACTIVITIES AFTER SCHOOL

Students participating in after school-sponsored activities shall be under direct supervision of a qualified adult, and all school policies shall apply.

FIELD TRIPS

Transportation must take place in a district bus or other means approved by the principal or designee. A member of the school faculty or administration must accompany students on all field trips. The student's parent or legal guardian must give written permission. Students may be charged a fee to cover cost of activities.

Teachers have the right to refuse to allow a student to participate based on discipline record, prior misbehavior on field trips or failure to maintain academic progress.

PHYSICAL EDUCATION

All students are required to participate in physical education unless physical limitations exist or otherwise excused by doctor. The program, K-6 will be a variety of planned movement activities selected and taught according to the characteristic needs and interests of children. P.E. programs will include a wellness component that includes moderate to vigorous physical activity and encourages healthy choices among students.

GRADING SYSTEM

94 – 100	A	Excellent
86 – 93	B	Good
78 - 85	C	Fair
70 – 77	D	Poor
Below 70	F	Failure

Student grades are left to the discretion of the teacher who should not bend to outside pressure or influence in administering grades. Averaging daily grades, test grades, and learning characteristics determine grades. Kindergarten through second grade will utilize standards-based grading procedure.

HONOR ROLL

An honor roll will be published at the end of each nine weeks grading period for grades 3-6. The student must have as many A's as B's and no grade lower than a B. Grades include basic skill areas. The student must not have a conduct grade lower than a B in any class.

GIFTED/TALENTED PROGRAM

The Graves County Gifted and Talented Program addresses the special needs of the academically and visual/performing arts gifted student. Graves County Schools are committed to meeting the individual needs of gifted/talented students by providing differentiated learning experiences to children by teachers who are appropriately and adequately trained in gifted education. The gifted/talented coordinator directs the program.

TEXTBOOKS

Textbooks are the property of the State of Kentucky and Graves County Board of education and are on loan to the students during the school year. Care should be taken to keep book losses and damage to a minimum. Please be sure your name, grade, and school are written on the book label in case the book is misplaced.

Students or parents shall compensate the school district for textbooks lost, destroyed, or damaged while in their possession. Compensation for lost or destroyed textbooks shall be the following:

1. 100% of retail cost for one and two year old textbooks;
2. 75% of retail cost for three and four year old textbooks;
3. 50% of retail cost for five and six year old textbooks.

CURRICULUM

Kentucky's overhaul in the state accountability system, known as Unbridled Learning, has brought about changes in the curriculum for the elementary schools. The new curriculum for the 2012-2013 school year is the Common Core Standards.

Along with the implementation of the curriculum, there will be a focus on the preparation of student to become College and Career Ready. For students to be College and Career ready, the following skills are to be met.

1. They will be able to demonstrate knowledge.
2. They will be able to demonstrate independence.
3. They will be able to build strong content knowledge.
4. They will be able to respond to varying demands of audience, task, purpose and discipline.
5. They will be able to comprehend and critique.
6. They will be able to value evidence.
7. They will be able to use technology and digital media strategically and capably.
8. They will be able to come to understand other perspectives and cultures.

Schools are also responsible to empower students to be masters of the 21st Century skills.

They are as follows:

- Creativity
- Communication
- Critical Thinking
- Innovation
- Problem Solving

PRESCHOOL SERVICES

Preschool services are available in each elementary school for eligible three and four year old students. Eligibility is based on parent income unless the student is determined to have a developmental delay or a diagnosed disability. Students may attend through payment of tuition when there is space available. Other special family needs may be considered for eligibility for Head Start. The Graves County Schools and Head Start provide services cooperatively.

Preschool classes are held in half-day sessions, Monday through Thursday. Transportation is provided for eligible students daily. Services include a developmentally appropriate curriculum, meals, health services and disability services, including speech, physical therapy, occupational therapy, visually impaired services and hearing impaired services.

CHILD FIND NOTICE

The Graves County School 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’s “*Child Find*” system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Graves County School District will make sure any child enrolled in its district who qualifies for Special Education 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.

Children 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.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Graves County School District find any child who may have a disability and need Special Education 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(s) of the parents 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 Graves County School District collects the information needed. The information the school 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 attends a public, private or home school and lives within the boundaries of the Graves County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call the school principal or send the information to:

Director of Special Education
Judith Self
Graves County Schools
270-328-1549

Director of Pupil Personnel
Jennifer Smith
Graves County Schools
270-328-1566

“*Child Find*” activities will continue throughout the school year. As part of these efforts the Graves County School 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 of Education office. Copies of these *Policies and Procedures* may be obtained by contacting: Director of Special education at 270-328-1549.
The District office is open Monday through Friday, from 8a.m. to 4 p.m.

The Graves County School 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*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Graves County Schools.

SCHOOL READINESS

Ready to Grow...

Ready to Learn...

Ready to Succeed!

School readiness means that each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success. Kentucky measures readiness by screening each child with the Brigance Kindergarten Screener within the first 30 days that school is in session. School readiness skills and behaviors are not to be used to determine school eligibility; all children who meet the legal age requirement are entitled to a public school education.

The four developmental areas for school readiness are:

1. Approaches to learning;
2. Health and physical well-being;
3. Language and communication development;
4. Cognitive and general knowledge

REPORT CARDS

Students will receive report cards each nine weeks. These reports will go out the 4th day following the end of each nine weeks grading period. If the 4th day falls on Friday, report cards will go out the following Monday. These reports will indicate progress in academic areas. Parent or guardian must sign the report and return it to the school. If parents would like a conference, they may contact the school to make their request. Parent conferences are scheduled by the teachers or the principal for after school or other convenient times.

PROMOTION AND RETENTION POLICY

The decision relating to the promotion or retention of students rests with the school. In general, promotion should be based on the readiness of the student to do the work of the next grade level with the teacher decision being based on teacher evaluation of the student (assessment data, teacher recommendation, and daily participation) ability related achievement on standardized test, and progress in the skills continuum. Exceptions may be made through the "Assignment" of students to grade levels based on the ability of students, age level of students, and students who have already had one or more retentions. These exceptions are to be based on teacher/administrator decision.

SPECIAL EDUCATION

The Graves County School System ensures that all children with disabilities have available to them the variety of educational programs, services and curriculum as described in 704 KAR 3:303 that is available to children without disabilities.

The Graves County School System offers classes that are designed to meet the needs of students with disabilities. Programs are available within the district for students with learning disabilities, mental disabilities, developmental delays, emotional and behavioral disabilities, autism, speech/language disabilities, hearing impairments, health and physical disabilities, visual impairments, multiple disabilities, and traumatic brain injuries.

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

The evaluations will be discussed at a meeting of the principal and/or guidance counselor, special education teacher, parent, regular education teacher, and other school staff as needed. This committee will review the evaluations and will determine if special education programming is needed. If the student is determined to need special education services, an Individual Education plan will be written to outline specific goals for the student. Each student's special education program will be reviewed annually and reevaluated every three years.

USE OF PHYSICAL RESTRAINT

KRS 503.110, Individuals with Disabilities Education Improvement Act and Section 504 of Rehabilitation Act of 1973 States the following:

Employees may use within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from imminent danger of serious physical harm. Every effort should be made to prevent the need for the use of restraint and seclusion.

- Schools will not use mechanical restraints to restrict a child's movement or use medications to control behavior (except when authorized by a licensed physician or health care professional.)
- Physical restraint or seclusion will only be used in situations where the child's behavior poses imminent danger of serious harm to self or others and when other interventions have been ineffective.
- These policies apply to all children
- When seclusion is used the child is under constant visual monitoring by school staff
- Behavior interventions are consistent with a child's right to be treated with dignity and free from abuse. Restraint will never be used for discipline or punishment
- Repeated use of restraint for an individual shall trigger a review of strategies currently in place and if appropriate revision of those strategies to address dangerous behavior.
- Teachers and staff are trained annually in the appropriate use effective alternatives to physical restraint and seclusion such as positive behavioral interventions, verbal de-escalation techniques and safe use of physical restraint.
- Policies regarding the use of physical restraint and seclusion are reviewed annually and documentation of those restraints are included in that review and are revised according to state guidelines.
- Parents are notified regarding the use of restraint in the school handbook and following use of needed restraint of their child.

HOME/HOSPITAL INSTRUCTION (HOMEBOUND)

All students in the Graves County School System, grades 1-12 are eligible to be served when a child is ill or injured and is determined by the doctor that he or she is unable to attend school for a period of at least 6 consecutive days. The parent contacts the school and will be provided the proper paperwork to be filled out by a physician. The school will then assign the homebound instructor to that student.

GUIDANCE SERVICES

Elementary guidance counselors work with students in each of the eight elementary schools in Graves County. There are six basic services which our elementary counselors provide to our students:

Information Service - providing educational, occupational and social materials to students and staff.

Guidance and Counseling Service - conduct individual and group counseling sessions with referred students and students seeking help on their own to address specific needs which may be learning, social, emotional, and self-development.

Appraisal Service - Administer individual intellectual assessments on referred students and interpret test scores to parents, teachers, and students as needed.

Consulting Service - acts as consultant to students, parents, administrators, teachers, and the community.

Referral Service - refer children with special needs to the proper agency within or outside the school.

Placement and Follow-Up - properly place each student within the school setting to best meet his/her individual needs.

INSTRUCTIONAL TECHNOLOGY

Technology changes daily, even hourly. This constant evolution of technology and the possibilities it provides is a powerful resource for educating students with 21st Century skills.

Graves County teachers are encouraged to use a variety of teaching tools to enhance instruction and improve student learning. Therefore, the district's Technology Integration Specialist and each school's Technology Resource Teacher offer staff development opportunities throughout the school year and summer break to provide all teachers with instructional materials, support services, and hardware/software trainings to effectively utilize new technologies into their classroom.

Technology can add life to the educational experience by providing interactive resources developed anywhere in the world. Teachers and students in the Graves County School District have access to many types of equipment and software to locate, process, and present information. The district provides an effective, secure, and fast network for data storage and retrieval. Information can be retrieved, analyzed, and manipulated to foster higher-level thinking skills.

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

COMPUTER ACCEPTABLE USE POLICY

Rights and Responsibilities

Graves County Schools provide computer resources in an effort to help support its primary objective, which is to enhance teaching and learning. As responsible members of the Graves County community, all students are expected to follow and adhere to the guidelines established below based on common sense, common decency, rules established in the schools of Graves County, rules established by the Graves County Board of Education, and laws of the City of Mayfield, County of Graves, State of Kentucky, and the United States of America. Strict adherence to the following guidelines will help insure a positive and productive environment for all students. All students using school computers in Graves County will:

- Respect others' rights to freedom from harassment and intimidation.
- Respect and adhere to laws concerning copyright and other intellectual property rights.
- Follow security restrictions for all systems and information.
- Use and share computer resources courteously and efficiently.
- Recognize limitations to the privacy of electronic documents.

Usage Guidelines

The student is held responsible for his/her actions. Unacceptable uses of the network will result in disciplinary actions set forth by the individual school's administration. Some examples of such unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resource example: downloading software and files not related to educational purposes;
6. Gaining unauthorized access to resources or entities by going around internet filters and/or security settings
7. Invading the privacy of individuals;
8. Using an account owned by another user;
9. Posting personal communications without the original author's consent;
10. Posting anonymous messages;
11. Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
12. Creating or editing personal web pages using the school network;
13. Unauthorized e-mail or chatting;
14. Gaining access to, viewing or otherwise visiting pornographic web sites.

INTERNET POLICY

Graves County students will be connected to the Internet, providing access to local, national and international sources of information. In return for this access, students have the responsibility to respect and protect the rights of every other user in our community and the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with the Graves County Schools Acceptable Use Policy and the laws of the community and the United States. Parents/Guardians who desire that their child not use the Internet should contact the school to make that request.

BRING YOUR OWN DEVICE (BYOD) POLICY

The Graves County School District welcomes employees and students to bring in personally owned computers to be used for instructional purposes. Please be aware of the items below before you connect your device to the Graves County Network.

- A student or staff member who brings privately owned devices to school is personally responsible for the equipment and all software installed on that device.
- Graves County Schools assumes no liability for any damage to a personally owned device while connected to our network. Any damage to the equipment is the responsibility of the individual who owns the device.
- Graves County Schools will not repair personally owned devices.
- Graves County Schools will not provide software to any device that we do not own.
- Graves County Schools will not service software on personally owned devices.
- All devices must include updated anti-virus software.
- Graves County Schools will not provide internal computer components for personally owned devices, whether as enhancements, upgrades or replacements.
- If personal devices interfere with the district network in any way, the device may be banned from the network.
- Any damage caused by personally owned devices in the Graves County School District is the responsibility of the owner of the device.

- Technology peripherals (printers, scanners, projectors, etc.) purchased privately to be used in the school system must also be maintained by the owner.
- Purchasing perishable supplies to be used in equipment not owned by the district is the owner's responsibility.
- The district retains the right to determine where and when privately owned equipment may connect to the network.
- The student/staff member is responsible for the physical security of the equipment when it is not being used.
- Graves County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.
- Use of the computer/peripheral must adhere to the Graves County School District Acceptable Use Policy which can be found at <http://www.graves.kyschools.us/aup>.

For privately owned computers being used in District facilities, the Graves County School District reserves the right to:

- Monitor all activity.
- Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
- Log network use and to monitor storage disk space utilized by such users.
- Deem what is appropriate use.
- Remove the user's access to the network and suspend the right to use the privately owned computer in District facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

More information can be found at <http://www.graves.kyschools.us/byod/>.

ELECTRONIC MAIL POLICY

As the parent or legal guardian of the student (under 18), I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media. By signing the back page of this handbook, you agree to the above.

Consent for use of Live@EDU

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

SELLING ON SCHOOL GROUNDS

Individuals are not permitted to sell or trade items on school grounds or on school buses. This includes candy, drinks, school supplies, etc.

EMERGENCY PROCEDURES

If a student becomes ill and appears to need to go home, the parents will be contacted. When a student is injured on school property, the teacher or person in charge may render such aid as is advisable under the circumstances and within the limits of their knowledge for treatment of such injury. If possible, the principal and parents shall be notified immediately. If the parent is not at home or cannot be reached by phone, or cannot make arrangements to pick the child up, then the child will be made as comfortable as possible and remain at school. Under no circumstances will a student be

taken home when the parent or guardian is not there. If the matter is particularly serious and the parent cannot be contacted, school authorities may take the student to the hospital.

It is **IMPERATIVE** that you provide the school with an Emergency Phone Number. Parents are asked to notify the principal and teacher(s) if a student has chronic illness or disability which could require special or emergency treatments. For the well being of the student, such information should be included in writing in his cumulative folder.

SEVERE WEATHER

In case of severe weather - snow, ice, low temperatures, etc. - the official announcement for school closings may be heard over the local radio and TV stations. Additionally, the announcement will be available on the school website at www.graves.kyschools.us or you may phone 328-4803 or 674-4803. In the event school is dismissed early due to these causes, please instruct your child whether to report home or to go to some other home in case you are not at home when we dismiss.

CRISIS RESPONSE AND DRILLS

The Graves County Schools uses Universal Emergency Procedures Protocols (Evacuation, Shelter in Place; Lockdown; and Duck and Cover). These protocols are practiced using drills throughout the year. Fire drills are held monthly. Tornado drills are to be held during the first full month of the school year and in February, March, and April. Each school will go over response plans and will practice them throughout the year. Schools will communicate their crisis plans with students, parents and community members.

FORBIDDEN ITEMS AT SCHOOL

Students are to not bring skateboards, shoes with wheels, roller skates, trading cards, knives, fireworks, tobacco products, pornography, matches, lighters, and/or other articles, deemed inappropriate by the principal, to school. Students may be allowed to bring cell phones provided they are used according to the teacher's directions.

WEAPONS

Kentucky law states that the crime of unlawful possession of a weapon on school property is for knowingly carrying, bringing, using, or possessing any weapon or destructive devices or booby trap device in any school building, on school grounds, in any school vehicle or at any sponsored school activity is prohibited. Except for authorized law enforcement officials, the Graves County Board of Education specifically prohibits the carrying of concealed weapons on school property.

State law requires the dismissal of a student for one year if they bring certain weapons such as guns, explosives, etc. to school. It is against school rules to have look-alike weapons at schools. Violation of this policy shall result in the student being suspended immediately from school. Also, the principal immediately file a report to the Superintendent, who shall determine if charges for expulsion from the district should be filed. Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the law enforcement agencies, the criminal justice system and/or the juvenile delinquency system.

The penalty for students bringing a firearm or other deadly weapon or destructive device, or booby trap device to school or onto a school campus/property under jurisdiction of the Graves County Schools shall be expulsion for a minimum of (12) months.

HOWEVER THE BOARD MAY MODIFY SUCH EXPULSIONS ON A CASE BY CASE BASIS.

To comply with existing requirements of the individual with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of education may modify the expulsion requirements, on a case by case basis, for IDEA - eligible students. IDEA - eligible students may be expelled for behavior, unrelated to their disabilities, as long as procedural safeguards required by IDEA and KRS 158.150 are followed.

An exception may be made for students participating in an authorized curricular or extra curriculum activity or team involving the use of firearms and to those persons listed in KRS 527.

Definition of Deadly Weapons and Dangerous Instruments House Bill 80 passed by the 1996 General Assembly has a broader definition of a "weapon" than does the Federal Gun Free Schools Act of 1994. The Graves County Board of

education defines weapon as "any firearm or other deadly weapon, destructive device or booby trap." A more detailed definition of **deadly weapon** follows:

- A. Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
- B. Any knife
- C. Billy, nightstick, or club;
- D. Blackjack or slapstick;
- E. Nunchakus karate sticks;
- F. Shuriken or death star; or
- G. Artificial knuckles made from metal, plastic, or other similar hard material;
- H. Any other object that is carried for the purpose of inflicting injury on another.

In the enforcement of this policy, principals or their designees may authorize, if they have reasonable suspensions, searches in compliance with applicable Board Policy. Students having knowledge of weapons as described above and do not report it to school authorities and/or students who bring items that have the appearance/threat of weapons (such as look-a-like) are subject to disciplinary action.

BULLYING/THREATS / HARASSMENT

The Graves County School System will not tolerate acts of harassment, discrimination, or threats of harm or violence. It will not tolerate a climate of hostility created by the use of language, conduct, or symbols which are commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, marital status, sex or disability. This policy extends to any/all student language or behavior, including, but not limited to, the use of electronic or online methods. Bullying/harassment/discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.

Students who believe they have been a victim of an act of bullying/harassment/discrimination or who have observed incidents involving other students that they believe to be an act of bullying/harassment/discrimination shall, as soon as reasonably practicable, report it to the building principal. Students may be provided with the proper reporting forms and applicable board policies/procedures upon reporting of the incident.

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. Alleged offenders and their parents or guardians are warned against retaliation as further consequences may be given as necessary and deemed appropriate by the school district.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the building principal or their immediate supervisors, who shall immediately forward the information to the district superintendent/designee.

The superintendent/designee shall provide for the following:

1. An investigation of allegations of bullying/harassment/discrimination as soon as circumstances allow, but not later than three school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within 30 calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the bullying/harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. Any felony offences under KRS Chapter 508 shall be reported to the local law enforcement, Kentucky State Police or the County Attorney.

By receiving this code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of HB91.

Employees of the district will be trained on these requirements.

STUDENT MISBEHAVIOR

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

GRAVES COUNTY BOARD OF EDUCATION SUSPENSION/EXPULSION OF PUPIL'S POLICY

FIRST OFFENSE – The principal of the school is authorized to suspend a pupil up to three days for violation as outlined in KRS 158.150.

SECOND OFFENSE –The principal of the school is authorized to suspend a pupil up to six days for violation as outlined in KRS 158.150.

ANY OTHER OFFENSES - - The pupil may be suspended by the principal until the next regular meeting of the Graves County Board of Education for the Board to review the issue to determine if expulsion is in order. If expulsion is deemed necessary, the Board, in consultation with the principal of the school, shall set duration and/or conditions of re-entry to the school.

Pupil re-entry is contingent upon reasonable conditions which shall be set forth by the principal.

Students suspended from school are not to be on the school premises or at any school related activity, (ball games, programs, and such at home or away) at any time during this suspension. Violation of this order will result in additional days suspension in accordance with the Graves County Board of Education's Suspension/Expulsion Policy.

Any suspension/expulsion occurring at the end of school or during the summer while on a school sponsored **trip** shall become effective following the student's enrollment the following school term.

Before a student will be re-admitted to school following suspension, the parent/guardian must make verbal contact with the school principal or his designee acknowledging the suspension and the condition for re-entry.

All actions taken in conjunction with the provisions KRS 158.150 shall set forth reasons for suspension and conditions for re-entry to school programs and notification shall be sent by certified mail to the parent or guardian or the person in charge.

In cases involving students with disabilities, the procedures mandated by federal and state law will be followed.

SATURDAY SCHOOL

Saturday School Detention may be used as a form of behavior modification for grades 3-6. Saturday School Detention will be held on scheduled Saturdays at Graves County High School from 8:00-11:30. Students will come prepared to do instructional work and must bring books and materials. If a student misses a scheduled Saturday School they will be reassigned to the next scheduled Saturday School. Failure to attend an assigned Saturday School will result in further disciplinary action.

BEHAVIORAL VIOLATIONS AND DISCIPLINARY ACTIONS

BEHAVIOR VIOLATIONS	*ACTIONS	In-school discipline measures	Parent/Guardian conference	Alternative School Placement (4 th , 5 th , 6 th Grade)	Short-term suspension (1-3 days)	Referral to proper authorities	Expulsion procedures initiated
Unexcused tardiness to class/school		*	*	*			
Defiance/Disrespect of Authority		*	*	*	*	*	*
Failure to follow school and class rules		*	*	*	*		
Forgery		*	*	*			
Profanity/vulgarity		*	*	*	*	*	*
Use/Possession or sale of tobacco		*	*	*	*		
Use/Possessions or sale of drugs/alcohol			*	*	*	*	
Use/Possession of fireworks		*	*	*	*		
Fighting		*	*	*	*	*	
Leaving school grounds without permission		*	*	*	*	*	
Theft/Vandalism		*	*	*	*	*	*
Possession of weapons				*	*	*	*
Harassment/Discrimination		*	*	*	*	*	*
Deliberate activation of false fire alarm			*	*	*	*	*
Repetition of short-term suspensions			*	*	*	*	*
Threats (Bomb, Verbal, Written, etc...)			*	*	*	*	*

*In a very extreme case, where other formal methods of discipline have proven not effective or inappropriate, expulsion may be necessary.

*Order of action will be left to the discretion of the principal.

SEARCH AND SEIZURE

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

A pupil's person will not be searched unless there is reasonable suspicion that the pupil is concealing evidence of an illegal act. Search of a pupil's person shall be conducted only with the express authority of the principal. When a pupil's person is searched, 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.

Illegal items (weapons, etc.) or other possession reasonably determined by proper school authorities to be a threat to the pupils' 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 picked up by the parent/guardian at the principal's office.

A general inspection of school properties, such as lockers and desks, may be conducted on a regular basis.

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

The pupil will have opportunity to be present when a search of personal possession is to be conducted unless the pupil's presence could endanger his/her health and safety.

CRIMINAL VIOLATIONS

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and the local school board policy. Proper authorities will be notified if deemed necessary by school authorities.

DRUG/ALCOHOL POLICY

Since the Graves county School System acknowledges that there is no responsible use of any illegal substance, the following policy will be enforced.

Alcoholic beverages include any beverage with alcoholic content. Controlled substances include but are not limited to dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal or illegal material that has harmful or unnatural effect on the person using them. Possession includes items found on student's person, his/her locker, or any other personal property of the student brought on school premises.

Abuse of prescribed and/or over-the-counter medication shall be considered in the same manner as illegally obtained substances.

Any student having used or found to be under the influence of content named above, and/or found with these items in his/her possession, and/or found to be selling, aiding or abetting in selling, or in any way distributing items defined above, on school premises during the school day or at any school sponsored activities, shall be subject to school discipline and referred to the proper law authorities.

Students who violate the drug/alcohol policy may be suspended for up to 10 days and referred to an alternative placement. During the suspension and alternative placement the student shall not attend any school sponsored activity.

DUE PROCESS

KRS 158.150 states that all pupils admitted to the common schools shall comply with the lawful regulations for government of the schools. Willful disobedience or defiance of the authority of the teacher/administrators, use of profanity/vulgarity, assault/battery or abuse of other students or school personnel, the threat of force/violence/ the use/possession of alcohol/drugs, stealing/destruction/defacing of school property or personal property, the carrying/use of weapons/dangerous instruments, or other incorrigible bad conduct on school property, as well as off of school property at school sponsored activities, constitutes cause for suspension or expulsion from school.

A pupil shall not be suspended from the common school until after at least the following due process procedures have been provided. The pupil has been given oral or written notice of the charge(s) against him/her. The pupil has been given an explanation of the evidence of the charges(s) if the pupil denies them, and the pupil has been given an opportunity to present his/her own version of the facts relating to the charge(s).



(Detach this page and return this statement to your child's homeroom teacher)

Student Name _____ Homeroom Teacher _____

Do you give permission for your child's picture to appear on the district/school websites and other publications, to release your child's name, photograph, and/or audio/video reproduction concerning functions and activities, including academic and athletic activities?

Initial _____ Yes _____ No _____

**TO: PARENTS OF CHILDREN ATTENDING THE GRAVES
COUNTY SCHOOLS**

FROM: THE GRAVES COUNTY BOARD OF EDUCATION

As the parent(s)/guardians(s) of _____,
Student's Name

I/we verify that I/we have read and understand the Graves
County Elementary Schools' Handbook.

Parent/Guardian Signature

Date