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TRIGG COUNTY SCHOOLS
202 MAIN STREET
CADIZ, KY 42211
2009-2010

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PUBLIC NOTICE

Trigg County Board of Education Non-Discrimination Policy Statement

Students, their parents, employees, and potential employees of the Trigg County Schools are hereby notified that the Trigg County School System does not discriminate on the Basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights Law, Title VI, VII, Title IX, and Section 504.

The Trigg County School System offers the following vocational education programs for students in grades 9-12: Agriculture, Family and Consumer Science, Business and Office, Marketing, and Health Services. The following vocational school classes are available to students in grades 10-12: Auto Technology, Auto Body Repair, Machine Tool Technology, and Masonry. Keyboarding is offered to students in grades 9-12.

Adult Education classes are offered to individuals pursuing a GED certificate. Adult programs are offered periodically based upon the demand for specific classes.

Any person having inquiries concerning Trigg County Schools compliance with the Office of Civil Rights Law, Title VI, Title VII, Title IX, ADA, and Section 504 is directed to contact **Travis Hamby, Assistant Superintendent, Trigg County Board of Education, 202 Main Street, Cadiz, Kentucky 42211. 270-522-6075.**

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ACCORDING TO KENTUCKY REVISED STATUTES (KRS) SCHOOL SYSTEM MAY PROVIDE SPECIFIC SERVICES THAT MAY, UNDER CERTAIN CIRCUMSTANCES, BE PROVIDED WITHOUT PARENTAL CONSENT

- mandated services such as abuse and neglect referrals to the Department for Social Service and/or the policy (KRS 620) and Juvenile Justice services (KRS 635)
- advice, diagnosis, and/or treatment by a physician for minors (no age limit given) regarding sexually transmitted diseases, pregnancy, contraceptives, and substance abuse or addiction (Section 1, KRS 214.185)*
- outpatient mental health counseling by a physician for individuals 16 years or older (Section 2, KRS 214.185)*
- medical, dental, and other health services for a youngster of any age when, in the professional's judgment, the risk to the minor's health or life is such that treatment should be given without delay (Section 4, KRS 214.185)*
- outpatient mental health counseling for anyone 16 years or older who is seeking that counseling as the result of abuse by a parent or legal guardian (KRS 210.410)*
- other substance abuse treatment (no age limit given) (KRS 222.440)*
- voluntary admission to a hospital by an individual who is 16 years or older for observation, diagnosis and/or treatment for mental illness or symptoms of mental illness (KRS 645.030)*
- non-exempt AFDC recipients are required to participate in the Job Opportunity and Basic Skills Program (JOBS) (45 CFR 250.30). Parental consent is not required for a non-exempt dependent child to participate in JOBS.
- employment counseling, training, application, summer/part-time job development, vocational exploration, and development of job readiness skills do not require parental consent, as there are no laws that address age limits or parental consent for these specific services. Please note, however, that intake and eligibility for JTPA does require parental consent.
- employment of individuals 14 to 17 years of age as governed by U.S. and Kentucky Child Labor Law (information sheet on Kentucky Child Labor Law and summary of Child Labor Provisions of the U.S. Dept. of Labor)

*Under most circumstances, mental health and substance abuse professionals are reluctant to treat minors without parental consent.

TRIGG COUNTY SCHOOLS CODE OF CONDUCT

I. PURPOSE AND POLICY STATEMENT

The purpose of this Code of Conduct is to provide a concise outline of rights and responsibilities of students in the Trigg County Schools and of those people, including parents/guardians and school personnel directly involved in the educational process.

The primary function of the public schools is to provide all students an equal educational opportunity. Every student has rights of citizenship granted by the United States Constitution and the Commonwealth of Kentucky. Education is one of these citizenship rights. The Trigg County Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment.

The Trigg County School System is an academic community composed of all students, teachers, administrators, parents, and the community-at-large. The rules and regulations of a school are the laws of that community. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community and the rights of the other members of that community.

Under the Kentucky Education Reform Act (KERA) the site-based council of each school has responsibility in the area of school discipline. This Code of Conduct must be followed unless a waiver is approved by the Board of Education.

This Code of Conduct provides for consistent treatment for all pupils, fairness as required by due process of law, and an atmosphere of open communication. The Code establishes clearly understood rules and encourages behavior that will enable the pupils to develop to their fullest potential. In short, the rule of conduct found in the Code is based upon The Golden Rule, "do unto others as you would have the do unto you."

The Trigg County Board of Education expects that sound, fair, and equitable judgment should be considered by pupils, teachers, principals, parent/guardians and others in applying the principles of this Code of Conduct.

This policy applies to all students in the Trigg County Schools. Students are responsible for acting acceptably, according to the tenor of the Code, at school, at school sponsored or related activities, on school buses and on the way to and from school. This Code is in effect during school and non-school hours. In addition, conduct occurring off-campus for which a student is charged with any crime, which poses danger to any student or staff or affects the discipline or general welfare of the school may subject the offending student to suspension or expulsion or other sanction under this Code. Disciplinary action may carry over from one school year to the next at the discretion of the principal.

This Code is the result of expressed concerns on the part of the community and provides for an annual review by the school community, as well as by the Trigg County Board of Education to insure an effective document, which meets the needs of the total educational community.

II. PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his own actions to infringe upon the rights of others. In a social situation, such as the public schools, all participants, students, parent/guardians, teachers, administrators and others in the educational process, have the right and responsibility to know the basic standards of conduct and behavior, which are expected. The school environment is a community of individuals who live and interact based upon commonly shared rules, rights and responsibilities, expectations and common sense.

A. STUDENTS

1. Students have the right to the opportunity for:

- a. A meaningful free appropriate public education, the maintenance of high educational standards, and a system of public education, which meets the needs of the individual students.
- b. reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- c. consultation with teachers, counselors, administrators, and other school personnel.
- d. physical safety and protection of their personal property.
- e. free election of their peers in student organizations in which all students have the right to seek and hold office.
- f. examination by themselves, their parents/guardians or their authorized representatives of their own personal school records; and, the guarantee of confidentiality of academic records except upon authorization of the student or the parent/guardians of the student.
- g. involvement in school activities without being subject to discrimination on any basis. Where participation in activities is on a competitive basis, each the right to an opportunity to compete on an equal basis.
- h. respect from other students and school personnel.
- i. presentation of complaints for grievances to school authorities and receipt of authoritative replies from school officials regarding the disposition of their complaints or grievances.

2. Students shall:

- a. conduct themselves by the rules and regulations as set forth in this Code of Conduct.
- b. be responsible for their own conduct and for showing consideration for the rights and property of others.
- c. exhibit neatness and cleanliness of personal attire and hygiene.
- d. show respect for the educational process and learning environment by refraining from intentional or habitual tardiness or unexcused absence and take advantage of every opportunity to further their education.

B. TEACHERS

1. Teachers have the right:

- a. to the support of co-workers and administrators.
- b. to work in an educational environment with a minimum of disruptions.
- c. to expect all assignments, including homework, to be completed and turned in as assigned.
- d. to remove for up to a class period to a designated area any student whose behavior significantly disrupts a positive learning environment.
- e. to safety from physical harm and freedom from verbal abuse.
- f. to provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g. to take action necessary in emergencies to protect their own person or property, or the persons or property of those in their care.

2. Teachers have the responsibility:

- a. to present the materials and experiences to students and to inform students and parents/guardians of achievement and progress.
- b. to plan a curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. to administer such discipline as is necessary to maintain order and decorum without discrimination on any basis.
- d. to evaluate students' assignments and return them as soon as possible.
- e. to exhibit exemplary behavior in action, dress, and speech in the educational environment.
- f. to inform parents/guardians of children's successes, problems, or failures promptly.
- g. to reward exemplary behavior or work of students.
- h. to maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i. to recommend detention in a class any child who fails to meet the basic standards of such class.
- j. to follow rules and regulations by the Board of Education and/or school administration.
- k. to inform parents of the materials and subjects to be covered in each course and to inform parents as to how they can assist a student in studying these materials and subjects.

C. PARENTS/GUARDIANS

1. Parents/Guardians have the right:

- a. to send their children to a school with an environment where learning is prized.
- b. to expect classroom disruptions to be dealt with fairly, firmly and quickly.
- c. to enroll students in the Trigg County Schools where they shall attend classes regularly and promptly with minimal interruptions.
- d. to expect the school to maintain high academic standards.
- e. to review the child's academic progress and other pertinent information which may be contained in the student's personal records.
- f. to address the grievances concerning their child and to receive a prompt reply for any alleged grievance.
- g. to be informed of children's successes, problems, or failures.
- h. to be informed as to the materials and subjects to be covered in each course and as to how parents/guardians can assist the student in mastering these materials.

2. Parents/Guardians have the responsibility:

- a. to instill in their children the value of an education.
- b. to instill in their children a sense of responsibility.
- c. to help children understand that disruptions in the school are detrimental to the educational program for all students.
- d. to become familiar with the educational program and the procedures.
- e. to inform children about the disciplinary procedures of the school and emphasize the importance of following it.
- f. to see that children attend school regularly and promptly.
- g. to determine the facts of any situation before passing judgment.
- h. to recognize that school personnel must necessarily concern themselves with education.
- i. to support the efforts of the school personnel by working with their own children on school endeavors.
- j. to demonstrate respect for the teachers, administrators at school, and all school related activities.
- k. to see that children exhibit neatness and cleanliness in their personal attire and hygiene.
- l. to be an active member of the educational process.

D. PRINCIPALS

1. Principals have the right:

- a. to expect staff members to comply with policy and directions by the principal.
- b. to take necessary disciplinary action with any student whose conduct disrupts the educational process.
- c. to expect respect from students, parent/guardians, and staff members.

2. Principals have the responsibility:

- a. to help create and foster an atmosphere of mutual respect and consideration among students, staff members, and parents.
- b. to administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own judgment.
- c. to exhibit exemplary behavior in action, dress, and speech.
- d. to direct the development of a program of instruction that explains the Code of Conduct to the school community.

DISCIPLINARY PROCEDURES

The disciplinary measures set out under each procedure may be applied singularly or in combination.

Being an accomplice or otherwise a participant may be a violation to the same extent as if a principal in the offense.

The following rules, regulations and procedures in no way attempt to replace or remove routine classroom discipline from the teachers of Trigg County Schools. Teachers will still have at their disposal disciplinary measures such as detention, conferences with students and/or parents/guardians to be used at the discretion of the teacher.

The section of the Code contains a description procedure that will be used by principals or their designee in administering the Code. This is followed by a definition of the most common rule infractions. Listed under each rule infraction are the discipline procedures for offenses.

There are certainly other acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal, or of the principal and/or the superintendent.

The last step in any level group shall be referred to repeated/multiple violations. Repeated/multiple violations of any level of the Code can be referred to the next level.

Any law violation may be sent to the School Resource Officer/Law Enforcement Agencies for further action at the discretion of the principal/designee.

LEVELS

1. Misbehavior on the part of the student that impeded orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

2. Misbehavior whose frequency of seriousness tends to disrupt the learning climate of the school.

PROCEDURES

Level 1-The principal or designee:

1. Confer with students/parties concerned as soon as practical.
2. Options:
 - a. Student may be placed on class probation/isolation
 - b. Assign student to detention/study hall
 - c. Use classroom assertive discipline plan
 - d. Assign written punishment
 - e. Warning
 - f. Loss of privileges
 - g. Notify parents
 - h. Refer student to principal
 - i. Refer for counseling
 - j. Corporal Punishment
 - k. Demerit

3. The principal or designee may assign a lower level of punishment for K-8.

Level 2-The principal or his or her designee:

1. a. Notify parent/guardian by phone, letter, or message as soon as practical
- b. Confer with student/parties as soon as possible
2. Options:
 - a. Student may be place on formal probation/behavior contracts/behavior plan
 - b. Refer the student to detention/study hall
 - c. Corporal punishment*
 - d. Refer the student to alternative classroom/alt. learning center

- e. The principal or designee may sign a petition/warrant when a KY. Revised Statute is violated.
- f. Refer for counseling/Family Resource Youth Service Center
- g. Saturday School
- h. Loss of privileges
- i. Demerit
3. The principal or designee may assign a lower level of punishment for K-8.
3. Acts directed against person of property whose consequences do not seriously endanger the health or safety of self or others in the school
- Level 3-The principal or his/her designee:
1. a. Notify parent/guardian as soon as practical by phone, letter or message
- b. Confer with parties concerned as soon as practical
2. Options:
- a. Refer to proper law enforcement authorities-the principal or designee may sign a petition/warrant when a Kentucky revised statute is violated.
- b. Suspend the student for one to nine schools days-Student will be re-admitted to school only after a parent/school/student conference. Notify superintendent or his/her designee, director of pupil personnel and other appropriate persons by letter.
- c. Refer student to alternative classroom/learning center
- d. Corporal punishment*
- e. Refer for counseling/Family Resource Youth Service Center
- f. Saturday School
- g. Loss of privileges
- h. Long-term assignment to Alternative School
3. a. The principal or designee may assign a lower level of punishment for K-8
- Level 4-The principal or his/her designee:
1. a. Notify parent/guardian as soon as practical by phone, letter or message
- b. Confer with parties concerned as soon as possible
- c. Suspend student for 10 days
- d. Refer student to counseling/Family Resource Youth Service Center
- e. Long-term assignment to Alternative School
2. Option:
Refer to proper law enforcement authorities. The principal or designee may sign a petition/warrant when Ky. Revised Statue is violated.
3. a. The principal or designee may assign a lower level of punishment for K-8.
- These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.
4. Acts that result in violence to self, another person, or property, or which pose a direct threat to the safety or health of self or others in the school.
This would also include a student who will not conform to the Code.

5. These acts may be criminal and are so serious that they may require administrative actions that result in the immediate removal of the student from school, the interventions of law enforcement authorities and action by the Board of Education
- Level 5-The principal or his/her designee:
1. a. Notify parent/guardian as soon as practical by phone, letter or message
 - b. Confer with parties concerned as soon as possible.
 - c. Suspend student until formal expulsion hearing can be arranged. Present a recommendation for expulsion for the remainder of the semester or school year to the superintendent for presentation to the Board of Education. The hearing shall be held as soon as practical after the date of suspension. Expulsion carries loss of credit. Notify superintendent or his/her designee, director of pupil personnel, and other appropriate persons.
 - d. Refer to counseling/Family Resource Youth Service Center
 2. Option:
Refer to proper law enforcement authorities-
The principal or designee may sign a petition/warrant when Kentucky Revised Statute is violated.

** Any level 4 or level 5 violations may result in the student being required to do the following:

- 1) Agree to see counselor and follow his/her recommendation.
- 2) Agree to an assessment provided at a state approved mental health agency and follows his/her recommendation.

Failure to complete this option will result in an expulsion hearing.

* In Compliance with the Trigg County Board of Education Policy, and each schools' discipline procedures. See Corporal Punishment Guidelines, page 28.

NOTE: There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for expulsion.

The Trigg County Board of Education recognizes that a petition/warrant to the court may be issued.

MISCONDUCT AND CONSEQUENCES

(Levels of consequences will be determined at school level)

1. **DEFAMATION**
Level 1/Level 2
Harming another person's character or reputation by saying things which aren't true and which are intended to bring them harm.
2. **MALICIOUS REMARKS**
Level 1/ Level 2/ Level 3
To intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body.
3. **PROFANITY**
Level 1/Level 2/Level 3
Cursing

4. HARASSMENT/THREATS/ INTIMIDATION/BULLYING (Board Policy 09.42811; 09.422)
Level 1/Level 2/Level 3/Level 4/Level 5
“Harassment, intimidation, cyberbullying, bullying” means a repeated verbal, nonverbal, electronic, or written communication transmitted; repeated physical acts committed; or any other repeated behavior committed by a student against another student on school premises, on school-sponsored transportation, or at a school-sponsored event with the intent to injure, intimidate, alienate, or threaten another student that results in:
- (a) physically harming a student – including, but not limited to, striking, shoving, kicking or otherwise subjecting him/her to physical contact or attempting or threatening to do so; or
 - (b) damaging or stealing a student’s property
 - (c) substantially disrupting the orderly operation of the school; or
 - (d) creating a hostile environment that substantially interferes with a students educational benefits, opportunities, or performance to include, but not limited to:
 - making an offensively coarse utterance, gesture or display, or addresses abusive language to any person present
 - following a person in or about a public place or places
 - engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy such other persons and which serve no legitimate purpose
5. THREATENING LANGUAGE/LANGUAGE THAT COULD PROMOTE VIOLENCE
Level 3/Level 4/Level 5
To include language that starts or promotes rumors of violence that disrupts the educational process.
6. MISREPRESENTING FACTS
Level 1/Level 2
Knowingly deceiving or attempting to deceive school administrators and/or staff.
7. CHEATING
Level 1/Level 2
Copying or securing answers from others or by secretive means. Copying minor items-Level 1.
Copying major items - Level 2.
8. FORGERY
Level 1/Level 2
The act of falsely using the name of another person, or falsifying documents or correspondence such as absences or excuses.
9. EXCESSIVE TARDINESS
Level 1/Level 2/Level 3
Unexcused tardies
10. LOITERING OR UNAUTHORIZED STUDENTS
Level 2/Level 3
Loitering in the school or on school property without authority or permission of school personnel. This would also include students on shortened programs, suspended students, and students that have been expelled.
11. SKIPPING SCHOOL OR CLASS
Level 2/Level 3
Purposefully missing a day or portion of a school day when the student is supposed to be attending school. Leaving the classroom or campus without permission.
12. GAMBLING
Level 2
Participating in games of chance for the express purpose of exchanging money.

13. EXTORTION
Level 2/Level 3
The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.
14. DESTRUCTION OF SCHOOL PROPERTY OR VANDALISM
Level 2/Level 3
The destruction, defacing or marring of property located on school premises.
(Reimbursement for damage will be required.)
15. THEFT AND RELATED OFFENSES
Level 2/Level 3
The taking of property of others, (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner's permission, selling of school property.
16. INAPPROPRIATE/EXCESSIVE PUBLIC DISPLAY OF AFFECTION
Level 1/Level 2
Hugging, kissing, etc.
17. PORNOGRAPHIC LITERATURE/DRAWINGS/VIDEO TAPES/PARAPHERNALIA
Level 1/Level 2/ Level 3
No pornographic literature drawings, videotapes, paraphernalia, etc. will be permitted at school. These are items which are sexually related and inappropriate to the school setting.
18. SEXUAL ACTIVITY ON SCHOOL PROPERTY OR SCHOOL RELATED EVENTS
Level 3/Level 4/Level 5-Indecent exposure and masturbation
No sexual activity, i.e. indecent exposure, masturbation, and/or sexual relations will be tolerated on school property or during school events.
19. SEXUAL ABUSE/SEXUAL HARASSMENT(Board Policy 09.42811)
Level 2/Level 3/Level 4/Level 5
Grabbing, pinching, touching inappropriate places of others, and/or verbally and/or physically forcing oneself upon another sexually. A person is guilty of sexual abuse when he/she subjects another person to sexual contact and/or harassment without the consent of the other person.
20. DISORDERLY CONDUCT/CLASSROOM DISTURBANCE/OBSCENE GESTURES
Level 1/Level 2/Level 3
Conduct, behavior, obscene gestures or language; and/or suggestive language which is disruptive to the orderly educational procedure of the school.
Scuffling and horseplay may lead to more serious conflicts; therefore, it is not allowed in halls, classrooms, on campus, buses or on the way to and from school. Lack of control of voice and limbs.
21. DEFIANCE
Level 1/Level 2/Level 3/Level 4/Level 5
Refusal to comply with reasonable request of school personnel and school rules.
22. DISRESPECT OF AUTHORITY
Level 1/Level 2/Level 3/Level 4/Level 5
Disrespect to school personnel or adults in charge.
23. MISUSE OF TECHNOLOGY
Level 2/Level 3/Level 4/Level 5
To include but not limited to Internet, e-mail, word processing, telephone, audiovisual, etc.
24. PAGING DEVICES/CELLULAR TELEPHONES
Level 2/Level 3/Level 4

A student shall not use a paging device or cellular phone at school unless given permission by the principal/designee to do so. All phones should be stored out of sight. All paging devices and cellular phones shall be turned off during the school hours or during after school co and extracurricular activities unless permission is obtained from the sponsor/teacher for the use of such devices. Disruptions caused by the use or ringing of these devices will be handled as classroom disruption.

25. FIGHTING

Level 2/Level 3/Level 4/Level 5

Students who engage in physical contact for the purpose of inflicting harm on the other person.

26. MALICIOUS ASSAULT/BATTERY

Level 3/Level 4/ Level 5

Any student who maliciously engages in physical contact for the purpose of inflicting harm.

27. INCITING CONFLICT WITH A STUDENT OR BETWEEN A GROUP OF STUDENTS

Level 3/ Level 4/ Level 5

Conduct or behavior which is disruptive to the orderly procedure of the school.

28. AGGRESSIVE MISBEHAVIOR TOWARDS ANY SCHOOL EMPLOYEE

Level 4/Level 5

Physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.

29. POSSESSION OF WEAPONS OR DANGEROUS INSTRUMENTS

Level 2/Level 3-Falsifying information concerning weapons and possession of unauthorized objects.

Level 4/Level 5-Possession of firearms, explosives or deadly weapons. The possession of any object or look alike weapons that can be used to inflict bodily injury to another person.

Level 2/Level 3/Level 4/Level 5-Possession or/use of fireworks

30. USE OF/INTENT TO USE/THREAT OF WEAPONS OR DANGEROUS INSTRUMENTS

Level 4/Level 5

Threatening, or attempting to use, or using a dangerous weapon or object on another.

31. FALSE FIRE ALARM/911 CALLS

Level 2/Level 3

Falsely alerting 911 or the fire department, or school to a non-existent fire or emergencies.

32. CRIMINAL USE OF NOXIOUS SUBSTANCE

Level 3

A person is guilty of criminal use of noxious substance when he unlawfully deposits on the land or in the building or vehicle of another, any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building, or vehicle.

33. ARSON OR ATTEMPTED ARSON

Level 4/Level 5

Starting or attempting to start a fire within the school or on school grounds for any purpose that results in destruction or disruption.

34. BOMB THREAT

Level 5

Making a threat that a bomb has been placed or is about to explode in a school.

35. SMOKING/USE OF TOBACCO PRODUCTS/POSSESSION

Level 2/Level 3

The use and/or possession of tobacco, in any form, on school property or field trips.

36. DRUG PARAPHERNALIA/LITERATURE

Level 3

Possession of any drug related paraphernalia-such as roach clips/papers/pipes/needles, literature, etc.

37. SUBSTANCES APPEARING TO BE DRUGS

Level 3/Level 4

Use of, in any manner or to any extent, sale of, possession of vanilla flavorings, vitamins, saccharin, caffeine or other pills or substances appearing or represented to be controlled, simulated or other drug substances such as “speed” or any other commonly used name to designate a controlled or other substance.

38. POSSESSION OF OR MISUSE OF ILLEGAL, PRESCRIPTION, OR *OVER-THE-COUNTER DRUGS*.

(Alcoholic beverages, drugs)

Level 1/Level 2/Level 3/Level 4/Level 5

The use of, in any manner or to any extent, possession of, or being under the influence of alcoholic beverages are prohibited on school grounds or at school functions. Alcoholic beverages include any beverages with alcoholic content. Possession of, includes items found in the locker assigned to the student, in vehicles, or any other place where deposited by the student.

Use of, in any manner or to any extent, possession of, or under the influence of drugs, illegal, controlled or dangerous substances and or abuse of over-the-counter drugs are prohibited. Illegal substances include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, cocaine, and any other material that has a harmful or unnatural effect on the person using them.

Controlled/prescribed substance for the students’ current medication is not a violation of this offense as long as the medication is in the possession of the school nurse.

39. SALE OF, DELIVERY OF, OR TRANSFER OF DRUGS AND ALCOHOLIC BEVERAGES

Level 5

The sale of, delivery of or transfer of drugs, illegal, controlled, dangerous substance, or alcoholic beverages as described in section 38.

40. GANG/CULT RELATED ACTIVITIES

Level 2/Level 3/Level 4/Level 5

Signs/Hand Signs and graffiti/Dress Patterns and accessories known to be associated with gang related Activities; Any gang related activities.

41. Other Malicious Behavior

1. Any activity that disrupts the educational process or could cause harm to others.

Level 2/Level 3/Level 4/Level 5

42. REPEATED/MULTIPLE VIOLATIONS

Level 2/ Level 3/ Level 4/ Level 5

Repeatedly failing to comply or having multiple violation with student code, directions of teachers, student teacher, teacher aides, principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

43. CRIMINAL OFFENSES

Level 5

Criminal offenses committed off school grounds which pose danger to the student, other students, or staff.

SCHOOL BUS DISCIPLINE

The bus driver is in control of the bus. All passengers, pupils, parents, volunteers, and school personnel are expected to comply with the rules and to obey the bus driver. **THE REGULATIONS AND CONSEQUENCES SET FORTH IN THE SCHOOL DISCIPLINE CODE ALSO APPLIES ON THE BUSES.** The additional rules listed below are necessary for student safety.

FOR SAFETY PURPOSES THERE SHALL BE NO:

- Animals (dead or alive)
- Glass containers
- Unnecessary noise (students may be permitted to talk on the bus as long as it does not interfere with the safe operation of the bus)
- Hanging out of windows (parts of the body or objects)
- Throwing objects at, on, or off the bus
- Spitting in the bus
- No objects that would block the aisle
- Pushing, shoving, tripping, changing seats while the bus is in motion or not following the driver's directives
- Act of vandalism such as cutting seats, writing on the seats or walls, etc.
- Food and drinks
- Live plants not in an enclosed container that can be held in the student's lap
- Balloons
- Fire starting devices (such as matches, smoke bombs, lighters, fireworks, etc.)
- Other behaviors that are considered disruptive or unsafe
- There will be no unauthorized persons allowed on the bus

FOR THE SAFETY OF ALL CONCERNED, THE STUDENT MUST:

1. Stay in your seat
2. Observe the same conduct as expected in the classroom
3. Keep the bus clean
4. Cooperate with the driver
5. Follow the directions of the driver
6. Be courteous and use no profane language
7. The bus driver is authorized to assign seats

BUS DISCIPLINARY PROCEDURES

The principal of the school is responsible by law for the conduct of the pupils on the bus and for the discipline action when necessary. If the student does not cooperate with the driver on minor discipline issues, the driver should first take the following steps before filling out a discipline referral for the principal to take action:

1. Direct the student to correct the behavior and tell them what steps are necessary to correct the behavior;
2. Change the assigned seat of the student (if appropriate)
3. Contact the parent/guardian by telephone or letter if a phone contact is not possible. The administration should receive a copy of the bus misconduct notice and should conference with the student regarding the consequences of continued misbehavior.

If a student's behavior is not corrected by a reminder from the driver or monitor and the above steps have been utilized, or if the behavior is dangerous or disruptive, a misconduct notice is given and the following procedures will be followed (**NOTE: SCHOOL CONSEQUENCES AND BUS RULE CONSEQUENCES MAY BOTH BE APPLIED FOR BUS INFRACTIONS**):

First Misconduct Notice

The driver informs the student of the infraction and sends a completed Bus Conduct Report to the principal/designee and the transportation director/designee. There must be a contact to the parent/guardian by the school's administration and the student will be informed of the consequences of future violations.

Second Misconduct Notice

The same procedure as the first misconduct notice will be followed and a minimum of a one-day bus suspension shall be applied.

Third Misconduct Notice

The same procedure will be followed as for the first misconduct notice and a minimum of three to five days of bus suspension will be applied.

Fourth Misconduct Notice

The Student's bus riding privileges will be suspended from 5 to 10 school days. Parents/guardians will be notified by mail or phone and a conference will be scheduled with the student, parent, and administrator.

Fifth Misconduct Notice

The administration shall contact the parent/guardian and a suspension of bus services for the remainder of the semester or 20 days whichever is longest will occur.

Sixth Misconduct Notice

Violators will be referred to the Assistant Superintendent for loss of bus privileges for the remainder of the school year. After the close of the school year, the student/parent may petition the Superintendent for permission to ride the bus again. If the parent isn't satisfied with the superintendent's decision, they may follow the grievance procedure outline in this Code.

Severe Clause

Violations involving fighting, weapons, drugs, alcohol, safety, physical abuse or verbal abuse may result in any of the first five steps being omitted at the discretion of the school administrator.

A first fight will generally be dealt with as a third or fourth notice for punishment purposes and a second fight in the same school year may result in loss of bus privileges for the remainder of the year.

If a student is acting in such an extremely violent manner as to make it unsafe for the bus to continue, the driver may place him off the bus. Before this occurs, the bus driver should notify the transportation director/designee via radio, the age of the students should be considered as should the condition of the road, the student must be discharged in a safe location away from traffic and near a house or business and the parent/guardian and the principal should be notified immediately. **THIS IS TO BE USED ONLY IN CASES OF EXTREME ACTING OUT AND ONLY IN THE EVENT THAT IT IS UNSAFE TO CONTINUE TRANSPORTING. PERMISSION TO DO SO SHOULD BE OBTAINED FROM THE DIRECTOR OF TRANSPORTATION/DESIGNEE.**

In extreme situations, the bus driver may request from the director of transportation that a student not be picked up the next morning. The procedure shall be as follows:

1. The student is taken to his regular stop unless the above situation applies.
2. The principal is notified.
3. The principal/designee will notify the parents.
4. A conference is scheduled involving the driver, student, and parent.

DESTRUCTION OF BUSES

Students who tear or otherwise mutilate bus seats or property are responsible for paying for the damages.

**Suspension from the school bus is not a valid excuse for missing school.

**The principal/designee may assign a lower step of consequences for K-4.

REPORTING OF CODE VIOLATIONS

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, guidance counselor, or administrator, who shall take appropriate action as defined by the code. The teacher, guidance counselor, or administrator, shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may require by law, including reports to law enforcement.

Retaliation prohibited

Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

HOUSE BILL 91 (HB 91)

Under House Bill 91 (HB91), the Anti-Bullying Bill, students committing any of the following felony offenses under KRS Chapter 508 while on school premises, *or* while on school transportation, *or* at a school sponsored event will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

1. Assault in the 1st – 3rd degrees
2. Assault Under Extreme Emotional Disturbance
3. Wanton endangerment in 1st degree
4. Terroristic threatening in 1st and 2nd degree
5. Criminal abuse in 1st and 2nd degree
6. Stalking in 1st degree
7. Disarming a Police Officer

***Legal descriptions of these offenses can be found at

<http://www.lrc.ky.gov/KRS/508-00/CHAPTER.HTM>

The filed written complaint will contain the following:

1. The name and address of the student (perpetrator) allegedly responsible for the violation and his or her parents, legal guardian or person exercising custodial control.
2. The names and addresses of the student (victim) AND his/her parents, legal guardians
3. The student's (victim) age
4. The nature and extent of the violation
5. Any other information that the principal believes may be helpful in the investigation process.

The parent, legal guardian or custodian of the student will be notified of the complaint by the school administration.

As noted in the preceding section, reporting (oral or written) of law and/or code violations, including bullying, will be accepted from employees and students of the school district.

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 HB 91.

Employees of the district will be trained on these requirements.

ATTENDANCE CODE
Attendance Philosophy of Trigg County Schools

The academic progress of the student is dependent upon their prompt and regular attendance at school. Attendance is a student and parent/guardian responsibility. This attendance procedure is to provide a structure within which students can gain maximum benefit from the instructional program. All students are expected to attend classes every day that school is in session unless they have a valid reason.

Kentucky Compulsory Attendance Laws

Kentucky school law stipulates that students are to attend school (KRS 159.010 and KRS 159.150). Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. Absence for less than sixty (60) minutes shall be considered tardiness.

Absences

Absences will be excused for doctor's excuses and for parent notes for up to six (6) days per year. 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. Please refer to Trigg County Board of Education policy 09.123 for additional information. Absences from individual classes will be handled using the same procedure as absences from school. The doctor's statement shall specify the amount of time the student should have been out of school. Students returning without a doctor's statement will be given no make-up work. Students with lengthy illnesses should contact the school for Home and Hospital Instruction.

Tardiness

See Individual School Student Handbook

Notification

Personal notification, via phone, personal contact, or letter will be made to the student and parent/guardian and DPP after the 3rd and 5th day of unexcused absence.

Upon the 6th day of unexcused absence:

1. The director of pupil personnel will initiate a legal petition against the parent/guardian and/or the student per KRS 600.020(24) and 610.010 which stipulates the student is a habitual truant from school

NOTE: An unmarried student between the ages of sixteen (16) and eighteen (18) who wishes to terminate his education prior to graduating from high school, shall do so only after a conference with the principal or his designee, and the principal shall request a conference with the parent or guardian.

Pre-arranged Absence

Pre-arranged absence may be requested by parent/guardian for extraordinary circumstances which might enhance that child's education value or if it is deemed as a family emergency. This request must be made in person, to the principal or his designee. Days approved will be counted toward the total number of days allowed under the current attendance policy. Students will be required to make up work and/or time.

Procedure

The first day a student returns to school after being absent, the student will immediately give the principal or his designee a written note, signed by the parent or guardian stating the reason of the absence. The note shall contain the exact days or time of the absence and the cause or the reason of the absence. If the written absentee note is not received by designated school personnel within three (3) school days, the absence will not be excused.

Students returning without a note signed by the parent/guardian or failing to state the above information will be given an unexcused absence. Students forging the signature of a parent/guardian will be unexcused for the time missed and subject to disciplinary action.

After a total of six (6) absence events due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused. Doctor's excuses shall state the name of the student, the date(s), and/or the number of days for which the student will be excused. After ten (10) doctor's notes have been accepted, the parent will be required to obtain, and submit a completed District Medical Excuse Form in order for the student to be excused.

Leaving Campus

Students must remain at school at all times or check out through the principal's office. Students leaving campus, after arriving at school, during the school day without permission will be subject to disciplinary action.

Make-Up Work

Students with an excused absence shall be allowed to make up work. For every day the student has an excused absence he/she will receive the same amount of time to complete make-up work.

For the first unexcused absence, students will be allowed to make up tests and/or major assignments/projects equivalent to a test. No make-up work will be allowed for second and subsequent unexcused absences and the student will not be permitted to turn in and receive credit for daily assignments.

Students who are suspended will not be permitted to turn in or receive credit for daily assignments. Suspended students will be allowed to make up test and/or major assignments/projects equivalent to a test.

STEPS OF DUE PROCESS

Due process includes those rights which accrue to a student accused of violating school regulations and which may be brought to his defense at a disciplinary conference or hearing pending possible suspension or expulsion from school.

Suspension

A student shall not be suspended until after the following due process procedures have been provided at a conference with the school principal:

1. An oral or written notice of the rule which has been violated (including the specific act committed) shall be provided to the student.
2. An explanation of the evidence in support of the charges shall be provided to the student, except in cases where it is believed that giving particular witnesses names may subject the witnesses to harassment.
3. The Student shall be provided the opportunity to present his/her explanation and refute the evidence of charges against him/her.
4. An oral and written explanation of the consequences, which shall include the dates and duration of this suspension, which may be imposed, shall be provided to the student.
5. In the event the student is denied attendance, the parents or guardians of the student shall, as soon as reasonably possible, be notified by letter, certified letter, signed receipt, or personal message in writing of the reason for the student's suspension and the duration of the suspension.
6. A letter must be sent to the superintendent and director of pupil personnel in the event that a student is suspended.
7. These due process procedures shall precede any suspension from the Trigg County Schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedure outlined above shall follow the suspension as soon as practical, but no later than three days after the suspension.
8. The parent/guardian will have the right to address the grievance(s) concerning their child and to receive a prompt reply for any alleged grievance.

Expulsion

In cases where expulsion has been recommended, the same procedures as outlines for suspension must first be adhered to and in addition:

1. A hearing before the Board of education must precede any actual expulsion.
2. Notice of the hearing, which will be recorded by a tape recorder, should be sent to the student and parent/guardian at least five days prior to the hearing advising the student of the charges against him/her, the names of witnesses, that the student has the right to be represented by an attorney, that he has the right to have witnesses present on his behalf, and that the hearing may be in open session or in closed session, at the student's option. This notice will be sent by registered mail or hand delivered.
3. The decision of the Board of Education will be final.

SEARCH AND SEIZURE

WHEREAS, the Trigg County Board of Education maintains the responsibility for the education of all students in Trigg County, Kentucky, and

WHEREAS, a part of the educational responsibility is in the maintenance of rules, regulations, and discipline within the school system, and

WHEREAS, the board in furthering its goals of quality education may promulgate policies in regard to student conduct, and

WHEREAS, it is the desire of the Board of Education to maintain order for proper education atmosphere and for the safety and welfare of all students,

NOW, THEREFORE, the Trigg County Board of Education promulgates the following policy in regard to searches and seizures and student disciplinary action.

1. Lockers and Desks: Whenever a principal, administrator or other school official, has reasonable suspicion or grounds to believe that items contrary to school rules or regulations or valid laws are present upon school property or that conduct or times detrimental to the school or its students are in existence, any school official or person designated by said school official may search student's lockers and desks at any time without notice. Lockers and desks are also subject to general administrative searches for maintenance of the health safety and educational order of the Trigg County School System.
2. Person: Any student may be searched upon reasonable suspicion for possession of any contraband, stolen articles, controlled substances (including drugs and marijuana), simulated controlled substances, alcoholic beverages, weapons, or the like while on school premises or while engaged in any school activities. This search shall include the clothing and accessories as well as the person of the student. Such search shall not be in the regular classroom or in any public area and shall be conducted in the presence of two administrators or teachers. Students are susceptible to search by way of metal detector or drug sniffing dog. The school may have a breathalyzer test given if reasonable suspicion of alcohol is present.
3. Motor Vehicle: Any motor vehicle parked upon school property shall be subject to search while on school premises whether occupied or unoccupied in order to maintain school safety and educational order, when reasonable suspicion of violation exist.
4. Discipline of Students: The above policies are promulgated to enforce student discipline and to prevent the possession of any contraband, stolen articles, controlled substances (including drugs and marijuana), alcoholic beverages, weapons, or the like. Should evidence of criminal misconduct be discovered, the Trigg County School System will cooperate with law enforcement officials, but the school is responsible for maintaining its own discipline.
5. Random scanning with metal detectors may be administered in public areas.

GRIEVANCE PROCEDURES

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

1. If the problem is related to the classroom, the parent/guardian will contact the principal of the school to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal and/or his designee with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the principal.

4. The parent/guardian may appeal the action of the school to the superintendent or his/her designee if none of the above procedures results in a satisfactory solution to the problem and the parent/guardian feels one or more of the following has occurred:

- ✓ Procedural Due Process was not followed
- ✓ Disciplinary action was arbitrary
- ✓ Punishment was not within the scope of the Student Code of Conduct
- ✓ There was discrimination based on race, color, national origin, age, religion, sex, or disability.

The parent/guardian must place his/her complaint in writing, along with the specifics as it relates to how one of the above has occurred, and may request a conference with the superintendent or his/her designee. The superintendent or his/her designee will advise the parent in writing of the disposition of the parents' questions or complaint within fourteen (14) days after the conference.

5. The parents may appeal in writing to the superintendent who will arrange a meeting with the Board if the parent/guardian is not satisfied with the decision of the superintendent or his/her designee.

DEFINITIONS

Due Process

Due Process is simply defined as course of legal proceedings in accordance with the rules and principles established for the enforcement and protection of individual's rights.

1. Substantive due process involves a determination of whether school officials have deprived a student of constitutional rights.
2. Procedural due process is concerned with whether or not the procedures employed in disciplinary proceedings are fair.

School Fees and School Textbooks

Students who are eligible for free/reduced lunch may apply for free/reduced textbooks and fees by contacting the principal's office.

Probationary Period

A probationary period may be established for students when a school principal or the Board of Education determines that it would better benefit the student to remain in the classroom than to incur an out-of-school suspension. A conference will be held with the student, the student's parent/guardian, and the principal involved with the student in order to develop a behavioral contract, which will enable the student to remain in class. The contract becomes effective when signed by the student, parent/guardian, and the principal or his/her designee. The contract will state the name and title of the persons entering into the contract, the expected or required behavior of the student, the consequences of violation of the required behavior. A violation or breach of the contract may result in placement in alternative classroom, at home suspension, or the recommendation to the superintendent for presentation to the Board for expulsion of the student.

Suspension

Suspension means a denial of attendance to school and any other type of activity conducted by or on behalf of the particular school for a stated period of time. Suspension includes a denial of admission to or entry upon any property owned, lease, rented, or controlled by the Trigg County Board of Education. A suspension shall not exceed ten (10) school days. For make-up work rules, see the separate section on "make-up work".

Expulsion

Expulsion means a denial of attendance to school and other activities conducted by the school. A student may be offered an alternative program during the period of expulsion. An expulsion includes denial of admission to or entry upon any property owned, leased, rented, or controlled by the Trigg County Board of Education. There may be a loss of credit for the semester(s) of expulsion.

(NOTE: the difference between suspension and expulsion is: the principal may suspend a student for up to ten (10) days. Only the Board of Education may expel a student for the duration of the semester or the

remainder of the school year.) In cases involving weapons refer to appropriate sections of this Code, Gun Free School Act of 1994 and Board Policy 05.48 and 09.435.

Alternative Classroom and Alternative Learning Center

The alternative classroom/alternative learning center is a classroom away from the mainstream of pupils and will be used for a variety of reasons, including violations of the Code of Conduct.

Saturday School

The Saturday School will be used for make-up of attendance and a variety of reasons including violations of the Code of Conduct. Saturday School schedule will be set by the building administration. It will be the responsibility of the parents to provide transportation to and from Saturday School.

ANNUAL NOTICE TO STUDENTS AND PARENTS

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

- 1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

- 2) ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) ***The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a 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, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.

- c. **Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.**
- 4) ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.***

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

- 5) ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.***

Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

- 6) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory/Protected Information

The Principal is authorized to release Board-approved student directory information, unless specific instructions to the contrary are presented in writing to the Principal within thirty (30) calendar days after receiving notification of FERPA rights.

Approved "directory information" shall be: name, address, telephone number, date and place of birth, photograph/picture, grade level, and the most recent educational institution attended by the student.

Unless the parent/guardian or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Parents/eligible students may inspect, upon written request and prior to administration or use, Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Special Education/Child Find

The Trigg County Public School District keeps educational records in a secure location in each school and Board office.

The Trigg County Public School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

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

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 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.

The Trigg County Public 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 Trigg County Public 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.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Trigg County Public 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 Trigg County Public 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 lives within the boundaries of the Trigg County Public School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call the director of special education or send the information to:

**Director of Special Education
Section 504 Coordinator
Trigg County Public Schools
202 Main Street
Cadiz, KY 42211
Ph. 270-522-6075**

“Child Find” activities will continue throughout the school year. As part of these efforts the Trigg County Public 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 Pupil Personnel
Trigg County Public Schools
202 Main Street
Cadiz, KY 42211
Ph. 270-522-6075**

The District office is open Monday through Friday, from 7:30 a.m. to 4:30 p.m.

The Trigg County Public 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 Trigg County Public Schools.

The Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- ◆ **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- ◆ **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:**

If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

◆ **Inspect, upon request and before administration or use:**

1. Protected information surveys to be used with students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D. C. 20202-8520*

GIFTED EDUCATION PROGRAM

Gifted and talented students represent a group of pupils who have been identified as possessing demonstrated or potential ability to perform at an exceptionally high level in general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial or leadership skills, and in the visual or performing arts. The Kentucky Department of Education provides curricular models that all gifted programs are required to use. The model stresses differentiated experiences, thought processes, and content and product modifications.

Following the state guidelines, the district shall collect data in the spring of each year that will provide the target population of candidates for service in the primary, intermediate, middle and high schools. With the exception of academic competition, performances, and extra-curricular offerings, services will be provided during regular school hours.

Parents have the opportunity to pursue a nomination for their child to be served by the Gifted Education program. Parents will need to put in writing specific data supporting the child's giftedness and submit the letter to the principal of the child's school. Each nomination must have the collaborating support of at least one teacher.

Specific areas of exceptionality:

1. general intellectual ability
2. specific academic aptitude
3. creativity
4. leadership or psychosocial abilities
5. visual and performing arts talent

SUPPLEMENTAL MATERIALS SELECTION AND ADOPTION

The purchasing of supplementary materials shall be made with the approval of the building principal. It is the intent of the Trigg County School System to select and use books and related materials that will promote wholesome attitudes, habits and learning.

Should a parent or student object to the use of such materials, the parent and/or student may register a complaint with the school principal. A conference will be held with the complainant. The principal and teacher will have the option of providing alternate books or materials. If the parent and/or student are not

satisfied with this procedure, the parent and/or student may file a written complaint in accordance with Board Policy 08.2322.

A list of supplemental materials that are normally used in the classrooms will be maintained in each school. The listing shall indicate the grade(s) in which the books are normally used. A student's parent(s) or guardian(s) may examine a list or a copy of any of the supplementary books by contacting the school principal who will arrange for the parent(s) or guardian(s) to examine the book on the school premises. A parent or guardian objecting to their child reading the supplementary book may request and be given alternate assignment for their child.

For the purpose of this policy, the term supplementary book is used to indicate a set consisting of at least ten books of the same title, which is used as a class assignment, and are not considered textbooks.

STUDENT TRANSFER UNDER DISCIPLINARY CONDITIONS

Recognizing that the Trigg County Board of Education has an obligation to educate all students who reside within the district, but also recognizing the right of other students to educate without disruption by transfers students, the Board adopts the following policy:

A student expelled from another school will not be enrolled without a corresponding move to the Trigg County district by the legal parents/guardian.

A transfer student, residing in Trigg County, who has left his/her most recent school under conditions of suspension, expulsion, or similar disciplinary action or sanction, whether pending or concluded, wishing to enroll in the Trigg County Schools, may be admitted upon application to attend, in a probationary status, conditioned upon his/her compliance with all rules and regulations and such student will continue his/her discipline record at least Level III in accordance with the discipline procedures outlined in the Trigg County Schools Code of Conduct. A transferring student who was assigned to an alternative school setting may be assigned to Harbor Academy.

ANNUAL REVIEW

The Board of Education requires that all schools review this Code of Conduct on an annual basis.

1. The principal of each school may call upon its PTA/PTO, School Based Council or select a special committee consisting of student representatives of the student council, parents, teachers, and others to conduct this review during the month of April.
2. The review group may be charged with reviewing the entire document and make recommendations for changes in writing to the director of pupil personnel for compilation no later than May 1 of each school year.
3. The director of pupil personnel shall compile the results of these reports and submit them to the management team for review annually.
4. The superintendent shall review the summary of actual recommendations and where applicable recommend the Board of Education to implement the changes by July 15. A copy of the Code or changes will be supplied to each student, administrator and teacher.

GUN FREE SCHOOL ACT 1994

It is the policy of the Trigg County School System to report any student who is determined to have brought a weapon or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will 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 the procedural safeguards required by IDEA and KRS 158.150 are followed.

NON-IDEA eligible students will also have their expulsion requirements modified on a case-by-case basis by our board of education.

CORPORAL PUNISHMENT GUIDELINES

APPLICATION	Corporal punishment shall be administered by striking the student's buttocks with a paddle. No other form of corporal punishment may be administered.
REQUIRED PARENTAL PERMISSION	Written parental permission to administer corporal punishment shall be on file in the school office prior to the administration of corporal punishment on the student. If parental permission is not on file, other appropriate punishment shall be administered in lieu of corporal punishment.
PARENTAL NOTIFICATION	Within three school days of the occurrence, the Principal or his designee shall notify the student's parents in writing that corporal punishment has been administered on their child.
WHO CAN	Corporal punishment may be administered by a certified staff member but must be done in the presence of a certified employee.
WITNESS INFORMED	The certified witness and student shall be informed beforehand and in the student's presence of the reason for the punishment.
OTHER PUPILS	Corporal punishment shall not be administered in the presence of other students.
LAST RESORT	Corporal punishment will be used only when some other method for curbing behavior has been tried and has failed except in extreme instances.
REQUIRED RECORDS	The Trigg County Teacher Disciplinary Referral Report will be completed to document the use of corporal punishment. The witness will be included in the report.
STUDENTS WITH DISABILITIES	In cases, which involve students with disabilities, the procedures mandated by state and federal law shall be followed.

DRESS CODE

The importance of a Safe School environment has led to an accepted and prevailing dress code.

In addition to these items, each schools SBDM council will establish and communicate their own specific dress code to the students at the beginning of the school year.

- 1) Coats must be placed in lockers before going to class and remain there until students are dismissed.
- 2) Book bags and backpacks must be placed in lockers before going to class and remain there until students are dismissed.
- 3) Pants and shirts shall be of appropriate size (not sagging) and pants worn at the waist. Proper under garments are to be worn at all times but shall not be visible.

*Violation of the Dress Code will be handled under #21-Defiance of Authority

STUDENT NAMES

When communicating with students, teachers and staff shall use the name for the student as the parent or guardian may direct. If the student has a legal name, which is different from the name the parent wishes to use, the student's official record shall reflect the student's name followed by "AKA" and then the name directed for use by the parent.

SBDM RESPONSIBILITIES/FUNCTIONS

The following responsibilities are a function of each SBDM Council:

1. Determination of curriculum including needs assessment and curriculum development;
2. Assignment of all instructional and techniques instructional staff time;
3. Assignment of students to classes and programs within the school;
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation requirements established by the Board;
5. Determination of the use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor and principal;
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision;
9. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
10. Commitment to a parent involvement process that provides for:
 - a. Establishing an open, parent-friendly environment;
 - b. Increasing parental participation;
 - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
 - d. Developing parental outreach programs.
11. Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references.

TRIGG COUNTY BOARD OF EDUCATION TECHNOLOGY ACCEPTABLE USE POLICY

The Trigg County Board of Education recognizes that: as telecommunications and other new technologies change the ways that information may be accessed, communicated, transferred, and used by members of society; instruction and student learning in the public schools may also be altered. In general, the Board supports access by students to rich information resources along with the development by staff and students of appropriate skills to analyze and evaluate such resources. In a free society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources, and on-line networked services significantly alter the information landscape for schools by opening a broader array of resources to classrooms. Because telecommunications may permit access to any publicly available fileserver in the world, students in our classrooms will be potentially connected to electronic information resources that have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to preparation of all citizens for future employment during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

All network users are responsible for appropriate behavior when using school computer networks. Communications on the network are often public in nature and an individual's conduct of such communications is a form of behavior. General guidelines for behavior apply as set forth in Board Policy 8.2323. The electronic network is provided to conduct research and communicate with others. Access to

network services will initially be provided and continue to be provided only to those users who agree to act in a considerate, appropriate, and responsible manner. Teachers must be prepared to integrate the use of electronic resources into the classroom. Generally, the manner in which teachers evaluate instructional materials and content today will apply to the selection of electronic resources. On the Internet, however, information can be made available without being edited by a publisher, screened by a textbook committee, or selected by a known bookseller. Teachers must be cautioned that:

Quality and integrity of content on the Internet is not guaranteed. Teachers, and students provided permission to do independent research, must examine the source of the information. Is the source clearly identified? Is it an individual? An organization? An educational institution? A publisher?

Access to telecommunications will enable users to explore thousands of libraries and databases, while exchanging information with people throughout the world. The Board believes that the benefits to users from access in the form of information resources and opportunities for collaboration exceed the disadvantages, which may be inherent in such access and opportunities. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards of behavior relating to morals and personal values that their children should follow when using media and information sources. To the degree that a parent guides a child's exposure to television, videos, and music the parent should guide the child's exposure to the computer networks. To that end, the Trigg County Board of Education supports and respects each family's right to decide whether or not to apply for independent access. Regardless of the level of Internet access, the student must sign a user's agreement and parental permission must be secured before Internet access can be provided.

I. Student, Staff, and Other Use

- The Board supports the rights of students, staff, and others to have reasonable access to various information formats and believes it is incumbent upon students, staff, and others to use this privilege in an appropriate and responsible manner.

II. Procedures and Guidelines

- The Superintendent shall develop and implement appropriate procedures to provide guidance for student, staff, and others access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications and shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

III. Permission/Agreement Form for Students

- A written request (by parent, guardian, or any person 18 years old or older) shall be required prior to the consideration of approval being granted for independent access to electronic media involving district technological resources. (An example would be adults and/or college students needing Internet access.) Please notice that such a request leads only to consideration of the request; approval is NOT guaranteed NOR automatically granted.
- The required permission/agreement form, which addresses acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal binding document. A printed copy of the **Trigg County Acceptable Use Policy** is a part of the **Trigg County Code of Conduct** book, which is given to all students.

IV. Agreement for Staff

- A written request/agreement shall be required prior to the consideration of approval being granted to any staff or others for independent access to electronic media involving district technological resources. Such access is always subject to availability of resources.
- The required request/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the staff or others. This document shall be kept on file as a legal, binding document.
- Teachers and others whose duties include classroom management and/or student supervision shall be responsible for exercising reasonable supervision of student access to Internet, electronic mail, and other network resources.

V. Responding to Concerns

- School officials shall apply the same criteria of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

VI. General Standards for Users to the Trigg County School-Net Student Acceptable Use Policy

Trigg County Schools (TCS) offers students access to electronic information through a service called TCS-Net. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources.

Access is a privilege, not a right.

Students are responsible for appropriate behavior when using TC-Net, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students will:

- Complete TCS provided email training for those seeking an account
- Use the network for educational purposes such as conducting research for assignments consistent with the TCS academic expectations
- Use appropriate language, avoiding swearing, vulgarities, or abusive language

Students will NOT:

- Transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials
- Use TCS-Net for personal or commercial activities, product promotion, political lobbying, or illegal activities
- Break into/attempt to break into another computer network
- Damage/attempt to damage, move, or remove software, hardware or files or modify computer settings
- Be permitted to make alterations to, attempt to make alterations to, and/or attempt to copy district-owned software.
- REMOVE ANY TAGS AFFIXED TO ANY TECHNOLOGY EQUIPMENT.
- Install any software program on computers—including, but not limited to, screensavers—other than those provided by the school, must have the installation program and license stored and inventoried at each school and must have written approval from the School Technology Coordinator or District Technology Coordinator.
- Send abusive or offensive messages or use the TCS-net for transmitting racism, hate, bullying and or harassment of any type.
- Use unauthorized games
- Send or forward chain letters
- Use unauthorized software products which might adversely affect network performance
- Create or share computer viruses
- Share access to their TCS-Net account, or use another person's account
- Maliciously attempt to harm or destroy data of another user
- Use electronic mail and/or voice mail to post private or non-work related communications such as advertisements, lost and found, or non-school related events.
- Publish/post or direct/advertise any school related information, file, page, etc. outside the school district without prior written approval of the School Technology Coordinator.
- Engage in probing of network resources

- Internet access from outside the school is the domain of the parents or guardians.
- Use network resources to otherwise violate the TCS Student Code of Conduct.
- Use network resources to disrupt the efficient operation and/or educational programs of the Trigg County Schools.

TCS-Net communications are not private, and may be reviewed by TCS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Any external device attached to the TCS-Net such as memory devices, cell phones, etc. falls under the authority of the District Acceptable Use Policy and is subject to disciplinary action for inappropriate use.

Violation of the terms listed above will result in a loss of access to TCS-Net, and may result in other disciplinary action at the discretion of the Administrative Staff and School Technology Coordinator. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.

Internet access from outside the school is the domain of the parents or guardians.

For additional information see Board Policy 8.2323.

■ **Loss of Network Services**

The District Technology Coordinator, school administrator, or School Technology Coordinator may suspend or close an account at any time as required. The user will be notified in writing as to the reason for suspension or termination of an account. Any administrator, faculty, or staff member may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period determined by the school administrator. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked do have the following rights:

- To request (in writing) from the school administrator a written statement justifying the actions.
- To submit a written appeal to the DTC. Pending the decision of the DTC, a user may then appeal that decision to the Superintendent. If a user chooses, they may appeal the decision of the Superintendent to the Board of Education. The decision of the Board of Education will be final.

■ **Reliability**

The Trigg County Schools will not be responsible for any damages not limited to loss of data resulting from delay, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions.

■ **Security**

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on our network, she/he must notify a system administrator or your school's technology coordinator. Do not demonstrate the problem to other users.

■ **Vandalism**

Vandalism shall result in cancellation of privileges as well as replacement/repayment of the hardware or software.

■ **Lost and Damaged Software and Hardware**

If software or hardware is lost or damaged due to negligence and/or lack of supervision, replacement is expected.

Copies of the Acceptable Use Policy signature sheet will be distributed and training sessions will be held for all school employees. Signed staff forms will be filed in the appropriate school and/or the Board office. Student forms will be filed in the appropriate school.