

CARROLL COUNTY BOARD OF EDUCATION

UNIFORM CODE OF STUDENT CONDUCT



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Equal Educational and Employment
Institution M/F/D

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II. CARROLL COUNTY BOARD OF EDUCATION AND SUPERINTENDENT'S MESSAGE

Superintendent's Message

The goal of the Carroll County Board of Education is to provide a positive and safe environment for all the Carroll County Schools. The Board of Education believes all that students must receive world class instruction in all classrooms, which can only be accomplished in an atmosphere of mutual respect and trust free from disruptions, violence and other inappropriate behaviors.

The Uniform Code of Conduct has been written to ensure consistent and equitable treatment for all stakeholders including students, teachers, administrators, classified staff and parent/guardians.

Students and staff are expected to and will be responsible for abiding by this Uniform Code of Conduct in the school, at school-sponsored activities and on school buses. In this regard, the Board of Education pledges its full support to all school employees responsible for the implementation of this Uniform Code of Conduct.

Superintendent of Carroll County Schools

Carroll County Board of Education

The Carroll County Board of Education, Carrollton, Kentucky and all Carroll County Schools, do not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status in admission to vocational programs and/or activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. For more information, contact the Carroll County Board of Education, 813 Hawkins Street, Carrollton, Kentucky 41008. Telephone number: 502-732-7070.

It is the policy of the Carroll County Schools to provide a free appropriate public education to each student with a disability, regardless of the nature or severity of the disability, residing within the jurisdiction of Carroll County.

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

Due process rights under Section 504 of students with disabilities and their parents are guaranteed in Carroll County Schools and are described in the Carroll County Schools Procedures for Section 504 of the Rehabilitation Act. Inquiries regarding compliance with Section 504 or the Americans with Disabilities Act should be directed to Kathy Bieger, Section 504 Coordinator, Carroll County Schools, 813 Hawkins Street, Carrollton, Kentucky 41008, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20101

NOTE: FULL TEXT OF ANY REFERENCE TO BOARD POLICY, KENTUCKY REGULATORY STATUTE (KRS) OR OFFICE OF THE ATTORNEY GENERAL (OAG) IS AVAILABLE IN THE CENTRAL OFFICE.

III. MISSION STATEMENT/VISION/VALUES

MISSION:

Carroll County Schools: Igniting Passions, Empowering Students through Academic Excellence

VISION:

To Enable students to become critical thinkers and passionate leaders who embody pride in their school and community.

VALUES:

Safety – We ensure that our students and staff feel physically, emotionally, and intellectually safe

Collaboration – We believe in working in a collective effort with our stakeholders to ensure we accomplish our mission and achieve our vision

Creativity – We support beneficial change and seek to develop an environment of innovation and free thought and expression

People First – We recognize and embrace the fact that the care for our students and staff is our most important responsibility

Accountability – We set high performance expectations and hold ourselves accountable for the quality of our work, the character of our behavior, and the results we achieve as individuals, as team members, and as a school district. Own the results!

Failing Forward – We believe and support the concept of turning mistakes into stepping stones for success

IV. STATEMENT OF PHILOSOPHY

WE BELIEVE THAT ALL STUDENTS WILL:

- Have equal access to a rigorous and viable curriculum
- Be provided a quality educational experience
- Learn, given the proper environment, motivation, and instruction
- Have the ability to communicate effectively
- Possess the confidence and skills to adapt to the continual changing technological environment
- Be supported by a collaboration of home, school and community
- Be provided opportunities to learn through their individual styles
- Have expectations for high levels of learning
- Apply knowledge to various situations
- Develop skills to become critical thinkers

V. Local School Rules

Individual schools shall provide a list of local school rules and detailed in-school discipline procedures to any interested party. LOCAL SCHOOL RULES WILL NOT REPLACE OR CONTRADICT THE PROVISIONS OF THIS CODE.

The local school rules shall be developed or amended by the principal/designee, utilizing the School Based Decision Making process, which includes teachers, parents/guardians and students, with review and approval, by the Superintendent and the Board of Education.

VI. Appeal and Due Process Procedures

The courts have ruled that due process is a right of all citizens. In matters of discipline the student in question is entitled to due process. In general, due process rights include:

1. Being informed of charges and evidence.
2. Being given the opportunity to present one's case.
3. Having the right to appeal.

Appeals may be made, in writing, through administrative channels to the Board of Education. Written appeals will receive a written response. The channel of appeal is as follows:

Due process refers to the steps required by law which allow student and/or parent involvement in school decisions pertaining to discipline or special education placement.

Assistant Principal, Principal, Superintendent, and the Board of Education. Further appeals concerning Title VI, Title IX, and Section 504 may be addressed to:

**U.S. Department of Education
Office for Civil Rights
Washington, D.C. 20202-1172**

Procedures Pertaining to Special Education and 504 Students

The Superintendent, 504 Coordinator, Special Education Director and building principals make sure that appropriate procedures are followed in the suspension and expulsion of children and youth with disabilities.

Special consideration should be given when dealing with disciplinary problems of students with disabilities. Frequently, such students may have discipline problems due to unique nature of their disability. In this case, students will have an individual Behavior Intervention Plan.

Suspension may be used with students with disabilities in accordance with IDEA regulations. If a student with a disability accumulates ten (10) days of suspension, an Admissions and Release Committee (ARC) shall meet to discuss the student's behavior problems and to determine what changes, if any, are needed in the Individual Education Plan (IEP).

Expulsion of Special Education Students.

The Admissions and Release Committee (ARC) shall convene prior to expulsion of any special education student. This committee should consist of the Chairperson or his designee, parent, special educator, or possible support persons. Parents shall be informed of their rights. Further, parents do have the right to request a hearing. If parents request a hearing, the student shall remain in the present program until a decision is reached. The ARC should consider the following six items:

1. Ensure that the IEP and placement are appropriate and are being fully implemented. This should be documented.
2. Consider the student's handicapping condition and determine whether it is the basis of the discipline problem.
3. If the ARC concludes that the placement is appropriate, the IEP is appropriate and in the process of implementation and that the handicapping condition is not the basis of the student's inappropriate behavior, then the ARC shall give this determination to the Superintendent and Board of Education. The Committee is limited to making the above written determination. It is not the role of the ARC to recommend expulsion.
4. If the student's handicapping condition is found to be the basis of the discipline problem, then the ARC shall so state its written determination. In this instance, expulsion would be inappropriate, and the ARC would need to consider changes in the student's program that might result in more appropriate behavior.
5. In the event that a student with a disability is expelled, education services shall not cease completely.
6. An ARC meeting shall be convened to have a change of placement and review the IEP with the Director of Special Education and building principal or designee.

VII. RIGHTS AND RESPONSIBILITIES

The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic Code of Conduct expected of them. An annual orientation of the Code will be conducted for educators and students at the beginning of the school year. Copies of the Code will be supplied to teachers, students and parents annually and/or upon request. The following paragraphs outline both the rights and responsibilities of all participants.

Student Rights.

Students have the right:

1. To an appropriate public education which maintains high educational standards and meets the needs of individual pupils as defined by the State Department of Education and the local Board of Education.
2. To notification of information pertaining to regulations and policies which pertain to their public schooling experiences.
3. To reasonable physical protection and safety of their personal property.
4. To consult with teachers, counselors, administrators and other school personnel.
5. To free student elections for organizations with the school or their counterparts within the state and nation.

6. To candidacy and to hold office in student organizations within the school or within state or national student organizations.
7. To examinations of their own personal school records. Further, students under the age of eighteen (18) are required to obtain parental/guardian approval for this examination.
8. For parents/guardians or their authorized representatives to examine personal school records.
9. To involvement in school activities without being subject to any form of discrimination.
10. To participation in school activities which require competition on an equal basis.
11. To have respect from other students and school personnel.
12. To presentation of complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

Student Responsibilities.

Students have the responsibility:

1. To practice acceptable conduct at all times.
2. To display consideration for the rights and property of others.
3. To dress in a manner that is not detrimental to normal school progress and orderly operation of the school.
4. To practice proper hygiene at all times.
5. To abstain from the possession and/or use of illegal substances including alcohol.
6. To abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
7. To abstain from physically attacking any school employee.
8. To refrain from physically attacking classmates.
9. To refrain from the harassment and/or bullying of fellow students and/or school personnel.
10. To refrain from violation of school regulations.
11. To be in attendance at all regularly scheduled classes.
12. To refrain from acts of truancy such as being absent without permission from school and/or classes.
13. To show respect for school authority by avoiding acts of defiance.
14. To abstain from gambling, extortion, theft or any other unlawful activity.
15. To abstain from use or possession of tobacco products on school property.
16. To complete all homework and class work in accordance with the teacher's instructions.
17. To represent the truth in all school matters.
18. To refrain from cheating on all academic and/or athletic activities.
19. To avoid use of verbal abuse with all persons within the school setting.
20. To exhibit respect for other opinions by refraining from rudeness or inappropriate language.
21. To abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
22. To practice proper safety procedures while using the building facilities.
23. To show respect for the educational process by taking advantage of every opportunity to further their education.
24. To abstain from habitual tardiness.
25. To practice self-control in terms of voice and limbs.
26. To abstain from leaving school grounds prior to dismissal for the day.
27. To abstain from any form of any disruptive classroom behavior.

Teacher Rights.

Teachers have the right:

1. to expect the support of their fellow teachers and administrators.
2. to work in a positive school climate with a minimum of disruptions.
3. to expect all student assignments to be completed as requested.
4. to temporarily transfer and/or request transfer of responsibility of any student whose behavior significantly disrupts the positive school climate.
5. to be safe from physical harm.
6. to be free from verbal abuse.
7. to provide input to committees designed with the responsibility of drafting policies that are related to their relationships with students and school personnel.
8. to take action necessary in emergencies pertaining to the protection of persons or property.

Teacher Responsibilities.

Teachers have the responsibility:

1. to present the educational materials and experiences appropriate to their course or grade level.
2. to inform students and parents/guardians of achievement and progress.
3. to plan a flexible course of study that meets the needs of all students.
4. to maintain high standards of academic achievement.
5. to administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
6. to provide feedback on student assignments as soon as possible.
7. to exhibit exemplary behavior in terms of dress, action and voice.
8. to inform parents/guardians of their student's successes, problems and failures.
9. to reward exemplary student work and/or classroom behavior.
10. to exhibit respect for all students.
11. to maintain a classroom atmosphere conducive to appropriate behavior.
12. to follow the rules and regulations of the Board of Education and local school.

Parent/Guardian Rights.

Parents/Guardians have the right:

1. to send their student to a school which offers a positive educational climate.
2. to expect all disruptive behavior to be dealt with fairly, firmly and quickly.
3. to enroll their student in regularly scheduled classes with minimal interruptions.
4. to expect their school to maintain high academic and accreditation standards.
5. to examine their student's personal school records.
6. to address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances. Generally, the building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.

Parent/Guardian Responsibilities.

Parents/Guardians have the responsibility:

1. to instill in their student the need for an education.
2. to instill in their student a sense of responsibility.
3. to assist their student in understanding the need for a positive school learning environment.
4. to become familiar with the educational policies and programs of the Board of Education.

5. to aid their student in understanding the disciplinary procedures of the school.
6. to encourage their student to follow the school policies.
7. to see that their student is regular in attendance.
8. to inform school officials of any long-term illness affecting their student.
9. to demonstrate respect for authority of all school personnel at school and related activities.
10. to inform school officials of concerns pertaining to disciplinary procedures.
11. to instill in their student the need for proper and appropriate student attire and hygiene.
12. to be concerned with the progress and grades of their student.

Principal/Designated Administrator.

Principals/Designated Administrators have the right:

1. to expect all participants in the schooling process to comply with school and Board of Education policy.
2. to discipline any student who disrupts the educational environment.
3. to expect respect of their authority from students, parents/guardians and the school staff.

Principal/Designated Administrator Responsibilities.

Principals/Designated Administrators have the responsibility:

1. to help create and maintain an atmosphere which respects the rights of all participants in the schooling process.
2. to administer discipline measures fairly and equally in accordance with this conduct code.
3. to exhibit exemplary behavior in terms of action, dress and speech.
4. to direct the school staff in developing a program that communicates this code of conduct to the school community.

NOTICE OF PARENT AND STUDENT RIGHTS IN THE IDENTIFICATION, EVALUATION AND PLACEMENT UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to students with 504 disabilities as defined under Section 504 of the Rehabilitation Act of 1973. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. have your child take part in and receive benefits from public education programs without discrimination because of his/her 504 disability.
2. have Carroll County Schools advise you of your rights under federal law.
3. receive notice with respect to identification, evaluation or reassignment of your child.
4. have your child receive a free and appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have Carroll County Schools make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. have your child receive special education and related services if he/she is found to be eligible under the Individuals with 504 disabilities or Section 504 of the Rehabilitation Act.

7. have evaluation, educational and placement decisions made regarding your child based upon a variety of information sources and by persons who know the student, evaluation data and placement options available in Carroll County.
8. have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by Carroll County Schools.
9. have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by Carroll County Schools.
10. examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement.
11. obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. a response from Carroll County Schools to reasonable requests for explanations and interpretations of your child's records
13. request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If Carroll County Schools refuses this request for amendment, we shall notify you within a reasonable time and advise you of the right to a hearing.
14. request mediation or an impartial due process hearing if, at any time, you disagree with a decision or action regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Superintendent, Carroll County Schools, 813 Hawkins Street Carrollton, Kentucky 41008.
15. ask for payment of reasonable attorney fees if you are successful on your claim.
16. file a grievance by contacting the Carroll County 504 Coordinator or the Office for Civil Rights, Department of Education, Washington, D.C. 20101.

If you have any questions, please contact Kathy Bieger, Section 504 Coordinator, Carroll County Schools, 813 Hawkins Street, Carrollton, Kentucky 41008 (502) 732-7070.

VIII. Behavioral Violations

The principal shall provide leadership for the total school staff in enforcing this student conduct code. Teachers shall be responsible for the conduct of students in the classroom, on the playground, in the halls or off school premises while under their supervision.

Behavioral Violations.

All students shall be disciplined for committing behavioral violations as identified in this section. Minor violation will be handled through informal or in-school disciplinary measures. More serious offenses may also result in suspension or expulsion from school. Students will be responsible for the restitution of damaged or destroyed property. Violations of criminal laws shall be reported to the appropriate law enforcement agency and shall be grounds for appropriate disciplinary measures, which shall include possible suspension or expulsion. If the student's continued presence in the school would constitute a threat to other persons or would have a negative impact on the general morale of the school, the student will be immediately removed from the school in accordance with KRS 158.150.

Behavioral violations include, but are not limited to:

1. failure of the student to follow established school or classroom rules.
2. continued unexcused tardiness to class or homeroom.
3. the student's non-attendance of class.
4. failure of the student to sign in or out when arriving or leaving at other than normal school operating schedules.
5. leaving the school grounds without permission.
6. falsification of any school document or school personnel signature.
7. any classroom disruption which contributes to destroying the educational process.
8. failure of the student to follow directives of school personnel.
9. smoking, possession or use of tobacco, alternative nicotine, or vapor products on the grounds or in the building of the elementary, middle and high school.
10. participation in any form of gambling.
11. the use of profanity and vulgarity, orally, graphically, pornographic material or gestures in the presence of the school personnel or fellow students.
12. fighting, striking, or bullying fellow students or school personnel.
13. intimidating or interfering with students or school personnel while performing their responsibilities.
14. assaulting another person by means of a weapon or dangerous instrument.
15. participation in sexual abuse of any kind.
16. stealing property belonging to the school or another person.
17. cheating on academic and/or athletic activities.
18. participation in extortion, theft or any other unlawful activity.
19. falsely activating a building fire alarm.
20. making of bomb threats or failure to disclose information pertaining to bomb threats.
21. damaging or defacing school property or the personal property of school personnel and fellow students.
22. intentionally damaging school buildings or property of another person by starting a fire or causing an explosion.
23. using or possessing, selling, transferring, distributing drugs, alcohol, fireworks or explosive devices.
24. possessing pocket knives or hunting knives or other dangerous instruments.
25. possessing, manufacturing or transporting a handgun, firearms, deadly weapon or dangerous instrument as defined by KRS 500.080 or in violation of KRS Chapter 527.
26. failure to turn in medication to office or school personnel at the discretion of the principal or designee.
27. improper use of compact disc players, headphones, iPads, iPods, MP3 Players, laser pointers, video games or other electronic devices which may interfere with the orderly operation of the school or bus without permission.
28. threatening force or violence toward a fellow student or school personnel.
29. being under the influence of illegal drugs or alcohol in any amount.
30. using any telecommunications device without permission.

Care of School and Personal Property

Pupils Responsible - Pupils shall be held responsible for damage to school property.

School Property - Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

IX. Behavior Consequence Charts for Violations of the Carroll County Board of Education Code of Acceptable Behavior and Discipline

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions.

Therefore, different disciplinary measures have been developed to reflect different levels of maturity and self-discipline. Each of the charts on the following pages (Kathryn Winn Primary pg. 48, Cartmell Elementary pg. 50, Middle School pg. 54, and High School pg. 56) indicates specific consequences for each specific offense. And the consequences that will occur if there are repeated violations.

X. Gun-Free Schools

It is the policy of the Carroll 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, or 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.

Weapons:

This policy applies to students, staff members, and visitors to the school.

Weapons Prohibited

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

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

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of firearm in violation of the law or assault involving the use of a weapon.

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

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070
- Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

Federal Requirements Regarding Students

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

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

Although students are subject to disciplinary action for violating any restrictions in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

State Posting Requirements

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

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

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

State Reporting Requirements

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

For state reporting purposes, a deadly weapon shall be defined as:

1. A weapon of mass destruction;

2. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. Any knife, however pocket knives and sharp objects such as utility knives may not be reported to the state as a weapon but are prohibited on Carroll County School properties;
4. Billy, nightstick or club;
5. Blackjack or slapjack;
6. Nunchaku karate sticks;
7. Shuriken or death star; or
8. Artificial knuckles made from metal, plastic, or other similar hard material

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

Enforcement

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

Dangerous Instruments:

Any instrument, article or substance which under the circumstances in which it is used, is readily capable of causing death or serious injury.

XI. Appearance

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibility concerning this matter. Parents may be contacted when a student's appearance is considered a possible detriment to the normal school progress and orderly operation of the school.

XII. Corporal Punishment

In conjunction with 704 KAR 7:55:

“Corporal punishment” is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior.

- In accordance with Board Policy 09.433: Employees of Carroll County Schools shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.
- Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous objects under the control of a student; or to protect property from serious harm.

XIII. Duty to Report Adjudicated Behaviors

KRS 158.155 requires the parent or guardian of a child who has been adjudicated guilty or previously expelled for homicide, assault, or violation of state law or school regulations relating to weapons, alcohol or drugs, to notify a new school of the fact by a sworn statement given to the school at the time of registration.

KRS 158.155 requires the school records of any student expelled or subject to expulsion proceedings for homicide, assault, or any offense in violation of state law or school regulations relating to weapons, alcohol, or drugs to reflect the charges and the final disposition of the expulsion proceedings.

If you believe a child is being abused, neglected or is dependent, it is the responsibility of the first person that recognizes the situation to contact the Child Protection Hot Line number at 859-292-6550.

XIV. Criminal Violations

Students are accountable to their school in their role as students, as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the Federal Government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local school board policy. Verified criminal misconduct shall result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 158.150.

Schools shall report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is encouraged that the victim(s) press charges. A student charged with criminal misconduct should be given a full due process hearing before the Board of Education, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute "double jeopardy" the board need not await the disposition of the hearing or trial.

The Board of Education shall have discretion as to what punishment shall apply in regard to expulsion offense, and a student may be expelled for a first offense violation of expellable offenses.

XV. Right to Counsel

All persons involved in any disciplinary process shall have the right to legal counsel at their own expense.

XVI. Suspension or Expulsion of Students

All pupils admitted to the Carroll County Schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or defacing of school property or dangerous instruments or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school. (KRS. 158.150)

Principals and assistant principals will administer suspensions in accordance with the intent of these graduated types. In all cases of suspension, due process procedures will apply. The reader should consult sections VIII and IX pertaining to due process procedures.

The types of suspension are described as follows:

1. School Alternative Education Placement. The School Alternative Education Placement is a short-term program, which allows a student to remain in the District setting while being isolated from the regular school schedule. Opportunities are provided to continue their regular schoolwork under close staff supervision.
2. Out-of-School Suspension. An out-of-school suspension may be as short as one (1) school day or as long as ten (10) school days. All out-of-school suspensions beyond five (5) school days shall be authorized by the Superintendent of Schools or his/her designee. All out-of-school suspensions of ten (10) or more days in a single event need Board Approval. Students will not be permitted to participate in any school-sponsored activity while on suspension. Out of school and bus suspension must be served while school is in session.
3. Suspension Pending Expulsion Hearing. Should an offense occur which warrants expulsion proceedings, a suspension may be issued for an indefinite period of time by the Superintendent of Schools.
4. The service is to provide a treatment and educational program for both middle and high school students who have demonstrated an inability to function in a public school setting due to behavioral and/or academic difficulties.

XVII. Closed Campus

All students are to be confined to the school grounds during the hours that school is in session, including the lunch period, unless students have written permission signed by the parent and approved by the principal. Board Policy 09.221

XIII. Use of Drugs Including Alcohol

On any occasion that a student is suspected by a teacher of either possessing alcohol/drugs or look alike drugs, drug paraphernalia and/or being under the influence of drugs or alcohol on the school premises or while participation in or attending school sponsored activities, it shall be the responsibility of the teacher to initiate the action to isolate the student from the student body. If the principal or designee is reasonably convinced that the student is either possessing and/or under the influence of alcohol/drugs, a parent or guardian shall be notified of the incident and requested to come to the school for a conference and to remove the student from the grounds. The local police are also to be notified. Further, the principal or designee shall refer the case to the Board of Education for possible expulsion proceedings.

“Drug paraphernalia” means all equipment, products and materials of any kind which are used or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injection, ingesting, inhaling or otherwise introducing into the human body a controlled substance, in violation of this chapter. (KRS 218A.500)

If the principal or designee is reasonably convinced a student is under the influence of alcohol/drugs, he/she may request that the student immediately submit to alcohol/drug testing at the parent or guardian's expense. A refusal to immediately submit to said testing shall be considered willful disobedient of school authority and shall be considered cause for possible expulsion from school.

School authorities reserve the right at any time and without prior announcement to the student body to conduct searches of student and school property by the use of drug sniffing dogs.

XIX. Search and Seizure

Inspection or searches are not carried out as a harassment technique, but as a duty when the health, safety or welfare of students is involved. In a search and seizure situation, the following procedures shall be followed:

1. A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items, (weapons, firearms, tobacco products, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety shall be taken by a staff member.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by that staff member or through the office.
4. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected. (Example: overdue library books).
5. When reasonable suspicion exists that a student's automobile or the contents thereof pose a threat to student health, safety or welfare or of disruption to the educational process, the Superintendent may refer the matter to law enforcement authorities.
6. All items that have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: (1) the student is absent from school or (2) school authorities decide that the student's presence could endanger the pupil's health and safety.

POLICE OFFICERS IN THE SCHOOL

School officials shall cooperate with law enforcement agencies in cases involving students. In the interest of the student's welfare, the following requirements shall be followed:

1. When a student is to be interrogated or removed from the school by legal authority, parents/guardians shall be notified by school officials or legal authority(ies) as soon as possible.
2. Before a student can be removed from the school by legal authority(ies), a warrant/court order shall be presented to the school administration. However, in cases where the school administration has notified legal authorities to remove a student from school, a warrant/court order shall not be required. A reasonable attempt will be made to contact the student's parent/guardian.

Parental/guardian notification/permission shall not be required in the following:

1. If the student is an alleged victim of abuse by the parents/guardians.
2. If notification would endanger the student or hinder the investigation.

If either of the above situations occurs, the person(s) representing the legal authority shall sign and date a form stating that parents/guardians should not be notified.

XX. Carroll County Schools Tobacco Policy

Use/Possession Prohibited

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 in or on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from schools, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

In the interest of providing a safe and healthy environment for all, the Carroll County Board of Education adopted policy that, effective July 1, 2015, made all Carroll County School campuses, properties, and activities 100%, 24/7 tobacco-free.

XXI. Carroll County Schools Bullying/Hazing Policy

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff, and visitors to the schools.

Bullying includes behavior commonly understood as bullying, as well as cyber bullying, hazing, menacing, harassment, harassing communications, stalking and other abusive behavior toward students or staff members. This behavior will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. The Carroll County School District is committed to dealing with bullying behaviors in our schools to create a safe environment.

Bullying

Bullying encompasses a continuum of behavior that involves the attempt to gain or assert power and dominance over another, with no legitimate purpose. Bullying involves repeated negative behavior, carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes such harm to the other person. Bullying involves either taking advantage of a real or perceived imbalance of power, or is used to create an imbalance of power. Bullying may involve an attempt to cause fear. Examples of behavior that fall into this category include, but are not limited to: in appropriate and unwanted physical contact (including hitting, kicking, shoving, & pushing); intimidating and threatening comments (oral, written, or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something he/she does not want to do; setting someone up to be bullied or encouraging another student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the District's harassment/discrimination policies covering federally protected areas.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal, or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Harassment/Discrimination

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

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

XXII. ATTENDANCE POLICY

It is the belief of all of us in the Carroll County Schools that attendance on the part of the students is of paramount importance. Perfect attendance is desired and therefore should be encouraged. It is also recognized that there are occasions in which a student will not be able to attend classes. We believe that the concept of excused absences should be clearly defined and a policy is in place to effectively monitor the legitimacy of any absence from all or part of the instructional day. For 2019-2020, our District Attendance Goal is 97%.

Attendance KRS 159.150 states that the parent or guardian is responsible for keeping the child in regular school attendance.

Absences and Excuses

Pupils are required to attend regularly and punctually to the school in which they are enrolled.

TRUANCY DEFINED

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 valid excuse for three (3) days or is habitually tardy 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 valid excuse for three (3) or more days or is habitually tardy is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant. Once students accumulate six (6) unexcused absences in a school year, their name shall be forwarded to the Director of Pupil Personnel for possible court action as a habitual truant. Absences for 35% of the day or less shall be considered tardiness.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family (documentation required).
2. Medical or dental appointments (documentation required).
3. Orders of the court (documentation required).
4. Driver's permit and license (2) excused absences to qualify for permit and two (2) excused absences to qualify for license). (Only time required to take test will be excused).
5. Religious holidays and practices.

6. One (1) day for attendance at the Kentucky State Fair (documentation required).
7. Documented military leave up to ten (10) school days.
8. One (1) day prior to departure of parent/guardian called to active military duty.
9. One (1) day upon the return of parent/guardian from active military duty.
10. Two (2) College Visits (documentation required).
11. Five (5) written Parent Notes.
12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language and the arts. Unless the Principal determines that extenuating circumstances exist, requests for dates(s) falling within State or District testing periods shall not be granted.

Conditions of Unexcused Absences

1. On the day of student's absence, the parent/guardian must phone the school before 10 a.m. Upon return to school the parent/guardian must send a note explaining the absence.
2. Illness of a pupil or severe illness in the pupil's immediate family (a physician's note is required for verification for the sixth (6) and all subsequent absences for illness). After the tenth (10) absence, the parent/guardian must have a Medical Excuse Form 09.123 AP.2 completed by the physician.
All Parent/Physician's notes submitted to the attendance clerk must be received within three (3) school days of the absence, or the absence will be considered UNEXCUSED.
3. For students who have a reoccurring illness statement on file in the school office, only two (2) consecutive days will be excused using the reoccurring illness statement. On the third (3) consecutive day of illness a new doctor's statement will be required.
4. Parents will be notified after the student has three (3) unexcused absences. Parents will again be notified and a parent conference will be requested after the student has three (3) unexcused absences.
5. Any parent wishing to appeal an absence that has been identified as unexcused may notify the building principal to schedule an appeals hearing. The hearing shall be conducted within two (2) school days from the time of the request.
6. Students are allowed five (5) excused parent tardy notes, after the 5th Tardy it will be unexcused, unless determined by the Principal that it is a valid reason. Five (5) unexcused tardies can replace one (1) full day parent note.

The Attendance Appeals Committee shall be composed of three (3) members appointed by the council. Membership shall include an administrator, a teacher and a parent representative.

Procedure for Make-Up Work:

Students shall make up all work for all absences.

After School Activities

For students to participate in sporting events or extracurricular activities in the evening, they have to be present at school prior to 11:00 am and can't leave until after 11:30 am to be eligible to participate in the activity.

Attendance for Fifth Year Seniors:

5th year seniors will be allowed to attend school for only the courses they need for graduation. These students will be on campus for only the periods they are enrolled. They will be required to sign in and out of school each day. If this privilege is abused or if the student is instrumental in other students leaving campus without permission, the 5th year senior will be withdrawn from school.

Attendance Requirements

Compulsory Attendance

All students in the district who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which that are assigned. (See Board Policy 09.111).

Exemptions from Compulsory Attendance

The board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school.
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

Physician's Statement Required

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.

Exceptions to Presence at School

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or receiving instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance. KRS 159.035
3. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee had given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and

trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if that had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.

Release of Students

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if released instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

XXIII. NO PASS, NO DRIVE LAW

In accordance with KRS 159.051 and all other applicable Kentucky laws, any individual attending Carroll County Schools, who has not successfully completed high school and is under eighteen (18) years of age, shall meet the following criteria before becoming eligible to receive a driver's permit, intermediate license or license.

A student shall be deemed to be academically successful when he/she has received passing grades in a least five (5) courses or the equivalent of five (5) courses and does not have nine (9) or more unexcused absences in the preceding semester.

The principal of the school that student attends shall notify the circuit clerk upon request of any qualified student sixteen (16) years of age or above, that the student is eligible under the provision of KRS 159.051 to be issued a driver's permit, intermediate license or license.

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

XXIV. GENERAL DISCIPLINE PROCEDURES FOR CLASSROOM TEACHERS

Good discipline consists of originality, common sense and good judgment using acceptable techniques that deter inappropriate behavior.

Assertive Discipline. Assertive discipline is a procedural approach whereby student expectations and possible consequences are clearly defined. As a technique, assertive discipline would or could incorporate all the following acceptable procedures.

- A. The following are acceptable in-class discipline procedures:
 - 1. Verbal correction
 - 2. Parent conferences or contacts
 - 3. Reasonable additional work
 - 4. Isolation and/or separation (in class or in school)
 - 5. Restitution for damage
 - 6. Detention
 - 7. Withdrawal of privilege

- B. In addition to the above, the following are acceptable administrative-initiated procedures:
 - 1. School Alternative Education Placement
 - 2. Out-of School suspension
 - 3. Referral agencies
 - 4. Referral for possible expulsion (Board action)
 - 5. Detention
 - 6. Parent Conference or contacts
 - 7. Withdrawal of driving privilege or other privileges
 - 8. Alternative School

- C. The following are unacceptable discipline procedures:
 - 1. Excessive repetitive writing (ex., sentences)
 - 2. Demeaning a student (ex., family references, negative self- image statements)
 - 3. Excessive extra academic work assignments
 - 4. Excessive physical exertion

Excessive is the degree of punishment based on good, reasonable professional judgment that exceeds an individual student's academic or physical limitations.

XXVI. TRANSPORTATION/SCHOOL BUS CONDUCT

Transportation Administration

The Department will make a fundamental effort to acquire technological equipment to assist with bus discipline matters, ex; video monitors, radios, PA. Systems, etc...

The Department will evaluate and discuss routing with school officials and make plausible routing adjustments that may impact discipline issues. The Department reserves the right to make the final decision regarding routing.

The Department will work with school administrators in enlisting the aid of local police officers in more serious student conduct matters.

Driver Responsibilities

Drivers shall provide the Department with a bus roster.

Drivers and Transportation Monitors shall strive to maintain a positive rapport with all students and other school staff.

Drivers shall handle discipline issues for all students in a firm, timely and consistent manner that will be equitable and age appropriate.

Drivers shall enforce bus rules.

Drivers will attend conferences with parents, as requested by school and/or transportation department.

Drivers shall conform to all applicable rules/regulations as outlined in 702 KRA 5:080.

Drivers shall only release a student when the custody of the student may be transferred to a parent, legal guardian or administrative personnel.

Only drivers shall have the authority to give students assigned seats.

Disciplinary Procedures – Drivers

When a student behaves in an inappropriate way while near or on a vehicle owned and/or operated by Carroll County Schools the following steps shall be taken:

1. A misconduct report shall be filled out by the driver of the vehicle.
2. The misconduct report shall be submitted to the Transportation Director.
3. The Transportation Director shall direct the report to the appropriate building principal or their designee.
4. The building principal or their designee shall interview the student, talk to the driver (if necessary), determine the proper consequences for the student's actions and inform the parents and driver of those consequences in writing.
5. Parents and bus drivers will be informed of the consequences within three school days.

Serious infractions that make it unsafe for the bus to continue its route shall be reported to the Transportation Director. The bus shall not move until the situation has been resolved and it's safe to continue the route.

Drivers written referrals shall be based on personal observations.

Drivers shall **not use students to supervise** other students unless there is an emergency situation that would necessitate this action.

Monitor Responsibilities

Monitors shall monitor or and assist students while bus is in operation.

Monitors shall consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.

Monitors shall assist the driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.

Monitors shall assist parents and school personnel with safe loading and unloading of students and shall coordinate seating of students as required by state transportation guidelines.

Monitors shall communicate with school personnel and parents concerning student's background, medical problems and behavior as appropriate.

Monitors shall maintain current knowledge of emergency evacuation procedures.

*Special needs monitors shall operate equipment, including wheel chairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary.

Disciplinary Procedures – School Administrators

The term "school" applies to all schools within Carroll County that are provided with transportation.

A principal or designee shall authorize bus passes for any student who rides any bus other than their assigned bus or who plans to exit the bus at a different designated stop. Due to overcrowding or other issues a principal may deny individual requests.

When referrals are turned in to the schools, they should be dealt with as soon as possible, but not to exceed three school days. The driver and transportation department should be advised of the disciplinary action(s) in written form.

Communication of reports to parents, drivers and school authorities.

- School principals or their designees will inform parents, drivers, and other school personnel of the consequences to a student's behavior. Parents must be contacted by phone or other means before the consequences are implemented.
- A copy of the report will be kept in the student's file.
- Reports are to be kept confidential and should not be shared with other students, parents or personnel with no involvement in the situation.
- A representative from the transportation department shall be present at all ARC meetings where transportation is involved.

Shall any student be suspended from receiving transportation services, the transportation department shall be notified immediately so appropriate drivers are notified. A suspension of transportation services shall result in the loss of riding privileges on all buses.

School authorities shall provide each student with a signed bus pass with the student's name and address on it for all after school activities.

Coaches shall provide drivers with a seating chart of all students who will be riding the bus.

SCHOOL BUS SAFETY RULES

The privilege of any pupil to ride a school bus is conditioned upon their good behavior and observance of the following regulations and responsibilities. (These relate to Kentucky Revised Statutes, Kentucky

State Board of Education Administrative Regulations and Carroll County Board of Education Policy). Any pupil who violates these regulations and rules will be reported to the principal of the school that the pupil attends for necessary corrective action.

A kindergarten child shall not be left unattended at the time of delivery. If the parent or a person authorized in writing by the parent to accept the child is not present upon delivery; the child shall be taken to a prearranged location.

1. Pupils riding the school buses are under the direct supervision of the bus driver and shall obey the driver promptly.
2. Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door and signaled the pupils to enter the bus.
 - a. Be on time. Buses cannot wait beyond scheduled time.
 - b. In inclement weather conditions, the driver shall stop and blow the horn.
 - c. Parents are responsible for the safety of pupils while going to and from the pick-up points and for their meeting the bus on schedule.
 - d. Never stand in the road while waiting for the bus.
3. When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver. Do not run toward or across the roadway while the bus is moving.
4. For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, the roadway crossing shall be **made in front of the bus**. The pupils shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
5. When pupils enter the bus, they shall proceed promptly to a seat without disturbing other pupils.
 - a. Pupils shall sit three (3) in a seat if necessary and no standing shall be allowed as long as seats are available.
 - b. Seats may be assigned by the driver to maintain order and for evacuation purposes.
 - c. Seats **shall be** assigned by the driver when there are continuous discipline problems.
6. Pupils **shall** remain seated until the bus has come to a complete stop before leaving their seats to get off the bus.
7. Pupils **shall not** change from one seat to another while bus is in motion unless given permission from the bus driver.
 - a. Buses will not leave school in the afternoon until all pupils are seated and quiet. Bus drivers will strictly enforce this rule.
8. For safety reasons, pupils **shall not** extend their arms, legs or heads out the window while the bus is in motion.
9. Pupils **shall not** create excessive noise or engage in any activity which might divert the driver's attention and create a safety hazard or cause an accident.
 - a. Loud talking, laughing or unnecessary confusion.
 - b. Unnecessary conversation with the driver.
10. Pupils **SHALL NOT**:
 - a. Smoke, possess or use tobacco, alternative nicotine, or vapor products on the bus at any time.
 - b. Eat, drink or chew gum on the bus at any time.
 - c. Throw paper or waste on the floor at any time.

- d. Throw articles on the bus.
 - e. Use profane and vulgar, abusive language or gestures.
 - f. Fight, push or shove.
 - g. Possess knives or sharp objects or glass containers.
 - h. Bring animals of any kind on the bus.
 - i. Tamper with mechanical equipment, accessories or controls of bus.
 - j. Placing noncompliant musical instruments or other articles on the bus or at the door by the driver.
 - j. Obstruct aisle or exits in any manner.
 - k. Occupy more space in a seat than required. (All items students bring on a bus must be held by the student and will not be placed on seats or in aisle).
 - l. Track excessive mud and dirt on the bus.
 - m. Open and close windows without permission of driver.
 - n. Bring firearms or explosives on the bus at any time.
 - p. Interfere or intercede when a bus driver is disciplining a pupil, even if it is a sibling.
 - q. No cell phone to be used on the bus at any time.
 - r. No type of balloons on the bus at any time.
11. Pupils shall ride the school bus, to which he or she is assigned, to and from school each day and shall get on and off the bus at the same stop each day unless written permission is granted by the principal of the school in which the pupil attends.
- a. Permission notes from parents, teachers or others will not be accepted by the bus driver.
 - b. Only those persons assigned to the bus shall be allowed to ride the bus. Persons not of school age, parents or other persons will not be allowed to ride a school bus without permission from the Transportation Director.
12. Parents shall provide adequate turning areas for buses, where necessary, with sufficient gravel and free from other vehicles to assure continuous transportation for pupils.

The school bus driver has the authority to enforce the school bus regulations. The pupils shall conduct themselves on the school bus as they would in the classroom, except that reasonable conversation is permissible. The bus driver is required to report to the transportation department to be taken to the school principals those pupils who violate these regulations. The principal shall take the necessary due process and disciplinary action.

Continued disorderly conduct or refusal to submit to the authority of the bus driver and obey these regulations shall be sufficient reason to refuse the pupil transportation service. When it becomes necessary to refuse a pupil this service due to misconduct, the school principal shall notify the parent, in writing, of the action taken. The bus driver then shall not permit the pupil to board the bus again until the parent has given assurance to the principal of future good conduct on the part of the pupil. The school principal shall then notify the bus driver to permit the pupil renewed riding privileges. Parents shall be responsible for providing transportation for their child who has been suspended from riding the school bus.

Pupils who damage any part of the school bus will be subject to disciplinary action by the school principal. Parents will be required to pay for the damage. Pupils will not be allowed to ride the bus until payment is made or arrangements have been made to pay.

Buses will not run on any private roads. Pupils on these roads must meet the bus at the nearest state or county road.

XXVI. F.E.R.P.A. Rights

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

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

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student or there is "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions that have access to personally identifiable information is on file in each school. The CCSD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory information", defined as: information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations whose need for data is connected with student help activities. Directory information includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child's school within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information. In accordance with federal regulation concerning release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student intends to enroll.

Parents may obtain, upon request, a copy of the records transferred. The Carroll County Schools keep child and youth records in a secure computer system and in locked areas in each school and central office.

Any parent or guardian of a student or any eligible student may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading

or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the Principal of your child's school.

Exceptional Children

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The Carroll County School District will destroy the educational records of a child or youth with notice to guardian or youth after the records have been maintained for three years. Parents are advised that data contained in the records may be needed later for Social Security purposes. The district retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed and years completed.

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

The Carroll County Schools has an on-going Child Find System, which is designed to find any child or youth, age birth up to twenty-one (21) years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school, but are not receiving the special education they need to have an appropriate public education.

The Carroll County Schools will make sure any child or youth ages three (3) up to twenty-one (21), who have a disability, regardless of how severe the disability **is provided an appropriate public education at no cost to the parents of the child or youth.**

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Carroll County Schools find any infant, toddler, child or youth who may have a disability and need special education and related services. The district needs to know the name and age or date of birth of the child or youth; the name, address and phone of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways Carroll County Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated or referred for special education services.

If you know a child or youth, who lives in Carroll County, that may have a disability and is not receiving needed services, telephone, send or bring the information to: Kathy Bieger, Director of Special Education, Carroll County Schools, 813 Hawkins Street, Carrollton, KY 41008 502-732-7070.

Child Find activities will continue throughout the school year. As part of these efforts, Carroll County Schools will use screening information, student records, and basic assessment information it collects on all children and youth. Any information the district collects through Child Find is maintained confidentially.

Parents, guardians or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is: Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202. 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 at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting, Kathy Bieger, Director of Special Education, Carroll County Schools at (502) 732-7070. The district office is open Monday through Friday, from 8:00 a.m. to 4:30 p.m.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Pupil Personnel or the Director of Special Education.

Legal Environment Notification

Federal

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended in 1988 and also known as the Buckley Amendment, prohibits schools from releasing student records or any other personally identifiable information, without prior written consent from the parent/guardian or eligible student and furnishes minimum standards to the state for record protection. Certain limited exceptions are provided.

The Protection of Pupil Rights Amendment (PPRA), also known as the Grassley Amendment, 20 U.S.C. 123h, is intended to protect the rights of parents and students in two ways: it seeks to ensure that schools make instructional materials available for inspection of those materials are to be used in a survey, analysis or evaluation; and it seeks to ensure that schools obtain written parental consent before students are required to participate in any survey, analysis, or evaluation. As enacted, the PPRA applies only to these surveys, analyses and evaluations that are funded by the U.S. Department of Education. Therefore, the PPRA does not apply to the Commonwealth Accountability Testing System (CATS). Should changes in federal regulations occur that impact on this Program Review, an advisory will be issued by KDE.

State

The 1994 Kentucky Family Rights and Privacy Act, codified at KRS 160.700 through 160.730, specifies the manner in which student records are to be managed and is aligned closely with the Buckley Amendment. This statute extends to any public school providing elementary and secondary education, including vocational. Student records in the public education institutions of Kentucky are deemed confidential and shall not be disclosed, or the contents released, except under limited circumstances (KRS 160.705(1)).

As defined by the Act, student record or "education record" means: "...data and information directly relating to a student that is collected or maintained by educational institutions or by a person acting for an institution including academic records and portfolios; achievement tests; aptitude scores; teacher and counselor evaluations; health and personal data; behavioral and psychological evaluations; and

directory data recorded in any medium including handwriting, magnetic tapes, film, video, microfiche, computer-generated and stored data or data otherwise maintained and used by the educational institution or a person acting for the educational institution (KRS 160.700(3)).'

The statute identifies roles and responsibilities as follows, relative to:

Protection: School officials, local officials and Department of Education staff are required to take precautions to protect and preserve all education records including records generated and stored in the education technology system (KRS 160.705(2)).

Notification: Educational institutions are required to notify all parents and students over the age of eighteen (18) of the rights of privacy and confidentiality accorded to student records by law and to adopt written policies consistent with state law (KRS 160.710).

Inspection: Educational institutions are required to establish procedures for honoring requests for inspection and review of student records by parents and students over the age of 18 (KRS 160.715).

Consent: The education institution is required to devise forms by which parents or eligible students over the age of eighteen (18) may consent to the release of records (KRS 160.720.1).

Without parental or student consent, educational institutions are prohibited from releasing or disclosing records, reports or other personally identifiable information on students to third parties, other than directory information defined in KRS 160.700. The law provides seven (7) exceptions to this prohibition which are defined in KRS 160.720(2). This portion of the statutes defines those to whom records may be released or disclosed without consent as:

- a) Other school officials, including teachers, with legitimate interests and purposes;
- b) Other school systems and education institutions to which the student has sought enrollment or transfer or from which the student was graduated;
- c) Federal, state or local officials who carry out a lawful function and who are authorized to receive the information;
- d) Federal, state or local officials to whom the information is required to be disclosed;
- e) Individuals or organizations conducting legitimate studies, surveys, and data collection in such a manner that it does not permit personal identification of the students or parents;
- f) Accrediting organizations enlisted to carry out accrediting functions;
- g) Parents of a dependent student or the parent as defined in Section 152 of the Internal Revenue Code.

The educational institution is required to maintain records of release, indicating the information that has been disclosed, to whom and for what purpose. These records of release are themselves limited to inspection by those with legitimate interests as defined by the statute (KRS 260.720(4)).

Public Releases: The educational institution may publish and release to the general public directory information. The institution is required to give public notice of the intent to release the information in sufficient time for those who may wish to restrict the institution from releasing their record time to make their wishes known (KRS 160.725).

Challenges: Parents and students over the age of eighteen (18) have the right to challenge the content of a student record. This right extends to the right of rebuttal, correction and expunction of information which is determined to be inaccurate, misleading or inappropriate. The statute permits the educational institution to participate in informal discussions with parents and students to resolve the challenge but requires that any agreement(s) reached be documented in writing, signed by all parties and included in the student record. If no agreement can be reached, either party may request a formal hearing (KRS 160.730).

Student records are also subject to the provisions of Kentucky Revised Statutes KRS 61.870 through 61.884, Open Records, and KRS 171.410 through 171.720 that address public records management responsibilities. These statutes address general records management practices, some of which are specific to records in electronic format. However, these statutes do not supersede the access restrictions and privacy provisions of the Family Education Rights and Privacy Act.

Records Schedules: The educational institution is responsible for ensuring that student records are scheduled for retention and disposition through the State Archives and Records Commission (KRS 171.410 through KRS 171.640).

Electronic Records: Chapter 61, in defining “public record,” makes no distinction among formats. Therefore, educational institutions are responsible for managing student records in electronic form under the same provision that they manage student records in other, more traditional formats (KRS 61.870(2)).

Software: Under the provision of KRS 61.870(3), software is a public record. This means that educational institutions are required to manage software which collects, manipulates or disseminates student records under the general provision of Chapter 61, Open Records (including the confidentiality provisions).

*** An eligible student is one who has enrolled in post-secondary school or who has attained the age of eighteen (18).**

**** Parents of eligible students may view records of those students who are listed as a dependent on parent(s) income tax return.**

XXVII. Technology Acceptable Use Policy

Overview

Telecommunications, electronic information sources and networked services significantly alter the way in which students gather information by giving them a much broader assortment of informational sources. Board Policy 08.1 requires that all materials be consistent with the district-adopted guides, supporting and enhancing the current curriculum while taking into account the various instructional needs, learning styles and developmental levels of the students. Telecommunications, in particular, the Internet, may open classrooms to electronic information resources that have not been screened by educators for use by students of various ages.

The Board of Education recognizes that as information accessibility changes, those changes will also alter the way in which instruction is provided and learning takes place. The Board supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

Electronic information research skills are now a basic skill needed for preparation of citizens and future employees. The Board of Education expects the staff to provide access and practical usage of such information throughout the curriculum and requires the staff to provide guidance and instruction to students in the appropriate use of such resources.

Permissions and Agreements

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

All students utilizing the Carroll County Public Schools network and are 18 and above, are required to have signed the student portion of the Internet User Agreement and Parent Permission Form. The required form will be kept on file at the appropriate site and be viewed as a legal, binding document. If a signed form is brought in, the student will be given internet and email access.

Acceptable Uses

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

- The Carroll County Public Schools maintain the right to limit access to software, hardware, Internet, and the local area network.
- The Carroll County Public Schools will not be responsible for damages caused by loss of data or other work that results from delays, non-deliveries, missed deliveries, or service interruptions for any reason.
- Security on any computer system is a high priority. If any user identifies a security problem, they must notify a network administrator immediately and not demonstrate the problems to others.
- All users must use their own ID and password. The only exception is for students at the Primary level (K – 2). Teachers and/or aides may log on for students at this level.
- All users will use a pre-defined network location for storage of files. Files located on individual workstations are subject to erasure without warning by technical staff during upgrades, maintenance or re-installs.
- All workstations will be shut down at night to decrease energy usage.
- No workstation should ever be left on and logged into the network. If a staff member does leave their station logged on and an unauthorized user gains access to the network, then the staff member who's at fault will be held liable for any damages.

- No student will have access to the Internet without direct adult supervision. This includes before and after school. Any student violating this will face consequences as defined in the Uniform Code of Student Conduct. The staff member who has responsibility for that student will be dealt with by the building principal and/or district administrative staff.
- Students should not reveal their name and personal information to or establish relationships with “strangers” on the Internet, unless the communication has been coordinated by a parent or teacher.
- Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business or personal, non-work related communications.

E-Mail Regulations

E-Mail shall be used for approved school related purposes only. Its’ purpose is to provide effective communications between staff members and themselves as well as other professionals in education. The following is types of E-mail, though not limited to these, shall not be used for:

- To conduct personal business or carry on personal relationships
- To rebuke, embarrass, or strike-out at others
- To harass or play practical jokes on others
- To send chain letters and other non-work related correspondence
- Do not send EXE or BAT files through E-Mail
- Do not reveal any personal information to unknown users
- To solicit money or participation in political or religious activities
- You may not use Internet mail services, such as HotMail.
- Do not leave e-mail up and active while you are away from your room or office.

Network and Internet Regulations

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

The use of your account must be in support of education and research and consistent with the educational objectives of the Carroll County Public Schools.

- You may not give your password to anyone
- You may not use or alter anyone else’s account
- You may not offer Internet access to any individual via your account
- You may not break into or attempt to break into the school network or any other network
- You may not create or share computer viruses
- You may not destroy another person’s data
- You may not use MUD (Multi User games) on the network or via the Internet
- You may not monopolize the resources of the network by sending large amounts of e-mail, sending chain mail, using resources for games or running large programs or applications over the network during the day

- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material. This also applies to workstations.
- No illegal activities are permitted on the network
- All communications and information accessible via the network should be assumed to be public property
- You may not use Internet mail services, such as Hot Mail.

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

Do not:

- Copy software without authorization from the publisher or copyright holder;
- Use software for which you do not have proof of legal right;
- Copy information or programs from the Internet and re-use or distribute it without acknowledging authorship and source;
- Assume that you can load the older version of software on another workstation when you install a software upgrade; and

Distributors of software and the Software Publishers Association have the right to audit the District at anytime to ensure compliance with licensing agreements. For software loaded on file servers, the network administrator for that server has the responsibility for ensuring compliance with copyright laws. For application software loaded on an individual computer, the individual and the Technical Point of Contact (TPOC) are responsible for ensuring that all resident software has been legally acquired. The user or TPOC must be prepared to show a software license certificate or copy of the purchase order for each piece of software loaded on that system. Users must not load software on District computers without notifying the TPOC. If the responsible party cannot show proof of license of proper authorization for a software program, the District has the obligation to remove the software from the computer or fileserver.

Telecommunication Devices - Possession and Use

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices, **provided they observe the following conditions:**

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- a. Poses a threat to academic integrity, such as cheating;
 - b. Violate confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
 - c. Is profane, indecent, or obscene;
 - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
2. These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
 3. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
 4. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
 5. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
 6. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunications or other electronic devices.
 7. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

Right to Privacy

All network administrators have the right to access information stored in any user directory, on the current users screen, or in e-mail. Users are advised not to place personal, confidential documents in their users' network directory or on the local workstation. Network management and monitoring

software may be used to randomly access student and staff network logs, Internet logs, individual user directories, etc.

Misuse of Information Technology and the Law

Kentucky statutes identify criminal penalties for:

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

In simpler terms, these laws prohibit: Probing, which means using technology deliberately to gain access for which one is not authorized or to evade security procedures. Vandalism, which means altering or destroying data inappropriately, damaging hardware, software, or network components. Vandalism also includes deliberate attempts to restrict or degrade the access of others to data and technology. Vandalism shall result in cancellation of privileges. This includes, but is not limited to the following:

- The intentional uploading, downloading or creation of viruses.
- Altering workstations in any way, such as installing unapproved software or changing hardware settings
- Disrupting network performance
- Disrupting other users on the network
- Changing other users passwords
- Logging on as other users

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

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

- There are numerous federal laws and regulations governing access to information managed by the Department of Education and the local school districts.
- The Appropriate Use Policy also assumes knowledge of and adherence to federal requirements. Information about managing the security of student records in electronic form may be found in "Program Review 95-KETS-152, Security of Student Records in the Kentucky Education Technology System."
- Pornography, Sexual Harassment, and Other Objectionable Materials: The introduction of Internet access and the ease with which electronic images and files may be transported increases the risk that pornography, sexually explicit matter and other objectionable materials will be copied, created, or distributed through the use of public agency information resources. Pornography viewed by others inadvertently may constitute grounds for sexual harassment. Objectionable materials would include information from hate groups, information posted to harass or threaten, etc.

It is a violation of the Acceptable Use Policy to send, receive, store, create, display, and transmit pornography, or sexually explicit matter and other objectionable materials using District resources. This includes, but is not limited to:

- Placing such materials on or retrieving them from a public agency fileserver, hard drive, or other storage media; Sending, receiving pornography, or sexually explicit matter and objectionable materials through the network; Using public agency resources and/or network access to download from or post such materials to personally-owned devices.

Consequences

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

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

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

One to One Laptop Initiative

The goal for the One to One Laptop Initiative is to create a rich learning experience in the classroom and at home for each student. By loaning you a laptop, Carroll County Public School wants to extend your resources beyond the school day.

With this privilege, comes responsibility. This One to One Laptop Initiative addendum is a guide to help you make ethical and practical decisions and requires a commitment from each student and his/her guardian before the laptop/device is issued.

Equipment: Carroll County Public Schools owns the equipment and has the right to collect and/or inspect the computer at any time and to alter, add or delete installed software or hardware.

Substitution of Equipment: There will be a limited number of laptops that will be loaned out if your laptop needs to be repaired. This agreement remains in effect for substituted laptops. A laptop will not be provided if a student forgets his/her laptop.

Customization of Equipment: The student is permitted to customize the desktop, install software as per a license agreement with the understanding that if the computer needs to be reimaged, software may disappear. Software that is known to cause system problems or file-sharing tools used to facilitate the illegal sharing of copyrighted materials is not allowed on the laptops. Students are not allowed to use stickers, magic markers, etc., that damage the surface of the laptop. Students are not allowed to remove serial numbers or asset tags.

Damage or Loss of Equipment: The student must report any damage or loss immediately to the Device Manager or Principal. The student/family will be responsible for a \$30.00 insurance fee to cover the computer in case of theft, accidental damage, power surge, vandalism, fire or a natural disaster before the laptop will be issued to the student.

Student Responsibility for Computer:

- Students should bring their laptops charged to school.
- Students should keep their computers in a secure location or with them at all times.
- Students should not loan their computer to any other students.
- Students need to make sure they save work to their h drive or back up their computer with a disk or flash drive.
- Report all problems to the help desk (the old bookstore).
- Students must keep the laptop clean – no eating or drinking around computer, transport using laptop bag, and make sure your hands are clean before using the laptop.

Personal Health and Safety: The bottom of laptop gets hot so do not use for a long extended time. Look away from laptop every 15 minutes. Do not transmit personal information through the internet. Do not share your password with anyone.

Disciplinary Actions for Misuse of Equipment: You will lose the privilege to use the laptop and/or your network privileges if you:

- perform illegal activity
- access or transmit offensive materials, hate mail, or obscene or pornographic material
- use another's user account
- modifying another's account
- disrupt the network or damage equipment

Teachers may have further restrictions for their classrooms.

Personal Devices

Carroll County Schools allows students, faculty and staff to bring in personal devices to connect to the Carroll County network as long as the guidelines below are followed. Each student (and parent/guardian), faculty and staff member accessing the Carroll County School's network with a personal laptop must comply with the following guidelines by reading and signing the agreement below.

1. Individuals must abide by the districts Acceptable Use Policy.
2. Individuals must only use their laptops during school hours in support of education or research.
3. Individuals must make an appointment with the technology department to bring in their laptop to be inspected.
 - Each personal laptop must have a current antivirus software loaded
 - We will check to make sure peer-to-peer file sharing software is not loaded on your computer – Limewire, BearShare, etc. If file sharing or inappropriate materials are found on the laptop, it will not be allowed on the school network.
 - Individuals will learn how to connect to our network.
 - Laptops with viruses will be sent back home and not allowed to connect to our network.
 - Register the MAC address and serial number to the technology department.
4. Individuals understand that the technology department does not support hardware or software on personal laptops.
5. Individuals understand that Carroll County Schools district accepts no liability to personal laptops, including theft, physical damage, loss of data or software malfunctions.
6. The school reserves the right to access an individual's laptop and:
 - Monitor all activity.
 - Make determinations on whether specific uses of the computer are consistent with the district's Acceptable Use Policy.
 - Log network use. Carroll County records all internet sites visited on the network and reserves the right to review these records and take appropriate action in cases of unauthorized use.
 - Deem what is appropriate use.
 - Remove the user's access to the network and suspend the right to use the privately owned computer in district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.
7. Students may use their laptop during study time or when a teacher gives permission.

8. Students understand that if their laptop is not charged, it will be under the discretion of the student's teacher when and if they are allowed to charge it.
9. A student may not loan their laptop to another student.
10. Individuals are responsible for their own content and file management.

Bringing a laptop to school is a privilege and not a right. Any student that violates the AUP or these guidelines will not be allowed to bring in their personal computer. These actions may include, but are not limited to, loss or limitations to network services, loss of laptop privileges, school disciplinary actions and or referral to appropriate law enforcement agencies.

XXVIII. PARENT NOTIFICATION OF RIGHT TO REQUEST QUALIFICATIONS

The educators in Carroll County Schools are committed to providing a quality instructional program for your child. This notification is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree;
4. Whether your child is provided services by Para-educators and if so, their qualifications.

If you would like to request this information, please contact Danny Osborne by phone at Carroll County Board of Education or by email danny.osborne@carroll.kyschools.us Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

XXIX. Individual Learning Plan Web Release

A student under the age of eighteen (18) who is enrolled in grades 9-12 in the Carroll County School District. I hereby authorize the District to enable a feature of web based Individual Learning Plan ("ILP") software, which will permit my student to invite third parties to have access to his/her ILP information or portions of such information via the web (internet). The purpose of this feature is to help my student with career and college plans by permitting him/her to share ILP information with persons or organizations such as college admissions officers, organizations offering scholarships and potential employers. However, I understand this feature could permit my student to release ILP information to other third parties. I agree that the District, its employees and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software feature. The Family

Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties.

I understand that the above software feature is not itself a disclosure of education records, but it will enable my student to disclose confidential educational records information. I specifically authorize and give my consent to the disclosure of ILP educational records information to third parties by my student through the use of the software feature as described above. This sharing feature will not be enabled for your child unless permission is given on the permission form.

XXX. Medication Policy and Procedure

As a school district, we understand that in order to be safe and able to benefit from the educational process, students will need to take medication at school. We follow state laws and recommendations. Instructions to better serve the student and help parents in this process are as follows:

Obtain a prescribed medication or over the counter form from health or office staff. Medication cannot be accepted without a doctor's order and parent's signature.

Forms must be completed by health care provider and parent. Medication must have proper pharmacy label and reflect the amount in the bottle. Parents bringing in medication will stay and double check the quantity with the nurse.

Pharmacist or parent must break tablets if $\frac{1}{2}$ or $\frac{1}{4}$ tabs are prescribed.

Over the counter medication such as Tylenol, topical ointment, oral, anti-itch, cough drops, etc. cannot be given without a completed over the counter form and must be in a new container unopened. Over the counter meds can only be given for three (3) consecutive days. Parent/guardian is responsible for picking up the remaining meds. Medication will be discarded after three (3) days.

Do not send any medication with the student riding the bus.

Students with chronic health issues such as diabetes, asthma, seizures, allergies or any illness requiring an epi pen, inhaler, insulin, seizure medication; parents/guardians must meet with the school nurse or health assistant in your child's school. Emergency medication cannot be accepted by staff without the doctor's orders or parent's signature.

When at all possible use breaks or summer time to visit your child's health care provider and have all necessary forms completed and medication ready to bring to school.

Direct your health care concern questions to the health assistant or nurse in your child's school. The health services staff in the Carroll County School District are committed to the health and safety of your child.

Head Lice

Students are not allowed to attend or stay at school if they have live head lice. When students are sent home to be treated for head lice, they must be checked by school personnel when they return. Only one day will be excused when treating a student for head lice.

Bed Bugs

If a bed bug is found on a student or their personal property, the student will be checked for additional bed bugs. If additional bed bugs are found, the student will be checked every day when they come to school until they are cleared. Parents will be called when a bed bug is found on their student. Parents may be asked to have their residence treated.

Preventative Health Care Examination/Immunizations

All pupils shall undergo preventative health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms required by state regulation.

The immunization certificate form required by 704 KAR 004:020 shall be on file within two (2) weeks of a student's enrollment in school.

Students enrolling on the first day of school have 10 school days – September 3, 2019 to complete their child's records or they will not be permitted to return to school and will be marked with an unexcused absence for every day they miss until records are complete. New enrollees have two weeks from the date they enroll to have their records complete. Those missing six (6) or more unexcused days will be reported to the County Attorney's Office for Truancy and/or Medical Neglect.

Forms relating to exemptions from immunization requirements shall be available at each school. Immunization certificates shall be kept current.

XXXI. USDA PROGRAM COMPLAINT

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals

who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

XXXII. HOMELESS

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-aged children may qualify for certain rights and protections under the federal McKinney – Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible. *If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local homeless liaison at the Carroll County Board of Education to find out what services and supports may be available. There also may be supports available for your preschool-age children.

Kathryn Winn Primary Dress Code

Pride, passion and purpose in our school and self is to be reflected by appropriate attire.

Shirts, Tops, and Blouses

- May not bare midriff (stomach) and/or back (NO HALTER TOPS)
- No spaghetti strap tops, shoulders need to be covered
- May not advertise or have depictions of alcohol, drugs, tobacco, violence or inappropriate language

Shorts, Pants, and Skirts

- May not expose underwear
- May not be extremely short or tight
- Shorts may be worn BEFORE Fall Break and AFTER Spring Break
- Recommended that shorts be worn underneath dresses or skirts

Shoes

- May not have rollers or wheels
- No heels
- Sandals must fit snugly with a strap in the back
- Recommended that tennis shoes be worn for safety

Hair

- Should not be distracting color or style
- Should not be covered with cap, bandana or scarf
- suggested that long hair be pulled back due to head lice

Jewelry

- No large distracting jewelry
- Suggested that stud earring be worn for safety

Make up

- May not be worn or brought to school
- No artificial nails
- No perfume or cologne

Discipline Policy

Pride, passion and purpose is to be reflected in how we conduct ourselves as leaders! We believe that a positive approach to discipline is the most effective way to guide children. Consistently reinforcing appropriate behavior is much more effective than punishment for an inappropriate behavior. At Kathryn Winn Primary teaching, modeling, practicing and reinforcing appropriate behavior is our first priority. This philosophy is the foundation for our Student Code of Conduct.

Students will be expected to abide by the 7 Habits of Happy Kids as promoted by The Leader in Me:

Habit 1: Be Proactive: You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind: Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First: Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win: Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5: Seek First to Understand, Then to Be Understood: Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize: Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7: Sharpen the Saw: Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

Procedures have been developed for all common areas of the school which includes: playground, cafeteria, hallway, and bathroom. The procedures are posted in the areas listed and are based on the code above. Students will be taught and reminded frequently what these habits mean and how each would look and sound in order to be a leader. Teachers will vigorously reinforce these positive behaviors. Using the code above, teachers will develop classroom guidelines with their students. Misbehaviors will provide teachers with opportunities to re-teach the 7 Habits.

KATHRYN WINN PRIMARY

Behavior Violations	Classroom Warning	Parent contact by teacher	Educational Session/Behavior Plan	Parent contact by Administrator	Time Out in Pre-arranged room/area	Office Referral	Detention(Lunch, Recess, Afterschool)	Parent/Guardian Conference Suggested	Alternative Work Location/ISS	Behavior plan w/Admin.	Parent/Guardian for school observation	Out of School Suspension
Arson*****				1+								1+
Assault / Sexual Abuse*****				1+								1+
Assault*****		1+	1+	1+		1+		1+	1+			
Bullying/Harassment/Threatening		1+	1+	2+		1+		1+	2+			
Cafeteria Misbehavior	1+	2+	2+			3+	3+	2+		4+		
Cheating/Dishonesty	1+	1+	2+		2+			2+				
Defiant	1+	1+	2+	3+	2+	3+		2+	3+	4+	4+	
Disruptive Behavior/Excessive Horseplay	1+	1+	1+	3+	3+	3+		2+	3+	4+	4+	
Dress Code Violation	1,2	1,2		3+								
Fighting/Aggressive Act		1+	1+	1+	1+	1+		1+	1+	2+		
Inappropriate Drawing/Writing	1+	1+		2+								
Inappropriate Use of Technology	1+	1+	1+	2+	1+			1+				
Malicious Prank/Mischief		1+	1+	1+	1+	1+						
Possession/use of Alcohol/Drugs**			1+	1+				1+	1+			
Possession/Use of Tobacco Products/Lighter/Vap Pens			1+	1+				1+	1+			
Profanity, Vulgarity, Obscene Gesture	1+	1+	1+	2+	2+	3+		3+		4+	4+	
Public Display of Affection	1+	1+				2+						
Rude/Disrespectful/Arguing/Verbal Abuse	1+	1+	1+	2+	2+	3+		2+	2+	4+	4+	
Safety Violation	1+	1+	1+	1+	1+	1+		2+				
Sexual Harassment*****		1		1+				1+				1+
Skipping Class/Out of Class Without Permission/Leaving Campus	1+											
Sleeping in Class	1+	1+										
Striking Staff		1+	1+	1+	1+	1+		1+	1+	2+	2+	1+
Tardy to Class	1+											

Terroristic Threatening		1+	1+	1+				1+	1+			
Theft	1+	1+	1+	1+		1+		2+	2+			
Vandalism	1+	1+	1+	2+		2+		2+				
Weapon*		1+	1+	1+			1+	1+	1+			

- * Refer to Board Policies on Expulsion.
- ** Refer to District policy on Drugs and Alcohol.
- *** Board Initiative
- *****Possible charges filed with authorities
- + Refers to subsequent misconducts.

- Administration and Central Office administration reserve the right to immediately suspend students if deemed necessary. Students may be referred to the School Board for expulsion.
- If a student intentionally destroys property, reimbursement will be expected. If the student is unable to pay for the damages, administration will work with parents, police, and all parties involved to reimburse the school for damages.
- If a teacher is harmed by a student, they will be expected to file an incident and medical report.
- All absences from school due to disciplinary actions will be unexcused.
- Administrative discretion may be used for any behavior event.
- Administration reserves the right to make changes as necessary to the Code of Conduct as well as the adjustments of consequences to any particular situation.

Cartmell Elementary School Dress Code

Students are to dress for learning.

These guidelines are for the instructional day and any school event.

Shirts, Tops, & Blouses

- May not bare the midriff
- May not be cut off
- May not advertise or have on them depictions of alcohol, drugs, violence, or inappropriate language
- May not be see-through

Shorts, Pants, Skirts, & Slacks

- Must be worn at the waist
- May not expose underwear
- May not drag the ground
- May not be extremely short or tight

Hair

- Should not be a distracting color or style
- Should not be covered with caps, bandanas, or scarves (boys and girls)

Shoes

- Must be tied

- May not have heels or soles over 2 inches high
- Flip-flops are permitted. No wheels

Jewelry

- Earrings may be worn in the ears only

Make-up

- May not be brought to school

Administrators will contact a parent if a student is out of dress code or if there is a concern with the appropriateness of attire being worn.

Cartmell Behavior Matrix

Behavior Violations	Classroom Warning	Parent contact by teacher	Educational Session/Behavior Plan	Parent contact by Administrator	Time Out in Pre-arranged room/area	Office Referral	Detention(Lunch, Recess, Afterschool)	Parent/Guardian Conference Suggested	Alternative Work Location/ISS	Behavior plan w/Admin.	Parent/Guardian for school observation	Out of School Suspension
Arson*****				1+								1+
Assault / Sexual Abuse*****				1+								1+
Assault*****		1+	1+	1+		1+		1+	1+			
Bullying/Harassment/Threatening		1+	1+	2+		1+		1+	2+			
Cafeteria Misbehavior	1+	2+	2+		2+	3+	3+	2+		4+		
Cheating/Dishonesty	1+	1+	2+		2+			2+				
Defiant	1+	1+	2+	3+	2+	3+		2+	3+	3+	4+	
Disruptive Behavior/Excessive Horseplay	1+	1+	1+	3+	3+	3+		2+	3+	3+	4+	
Dress Code Violation	1,2	1,2		3+								
Fighting/Aggressive Act		1+	1+	1+	1+	1+		1+	1+	2+		
Inappropriate Drawing/Writing	1+	1+		2+								
Inappropriate Use of Technology	1+	1+	1+	2+	1+			1+				
Malicious Prank/Mischief		1+	1+	1+	1+	1+						
Possession/use of Alcohol/Drugs**			1+	1+				1+	1+			
Possession/Use of Tobacco Products/Lighter/Vap Pens			1+	1+				1+	1+			
Profanity, Vulgarity, Obscene Gesture	1+	1+	1+	2+	2+	3+		3+		2+	4+	
Public Display of Affection	1+	1+				2+						
Rude/Disrespectful/Arguing/Verbal Abuse	1+	1+	1+	2+	2+	3+		2+	2+	3+	4+	
Safety Violation	1+	1+	1+	1+	1+	1+		2+				
Sexual Harassment*****		1		1+				1+				1+
Skipping Class/Out of Class Without Permission/Leaving Campus	1+											
Sleeping in Class	1+	1+										
Striking Staff		1+	1+	1+	1+	1+		1+	1+	2+	2+	1+

Tardy to Class	1+											
Terroristic Threatening		1+	1+	1+				1+	1+			
Theft	1+	1+	1+	1+		1+		2+	2+			
Vandalism	1+	1+	1+	2+		2+		2+				
Weapon*		1+	1+	1+			1+	1+	1+			

* Refer to Board Policies on Expulsion.

** Refer to District policy on Drugs and Alcohol.

*****Possible charges filed with authorities

+ Refers to subsequent misconducts.

- Administration and Central Office administration reserve the right to immediately suspend students if deemed necessary. Students may be referred to the School Board for expulsion.
- If a student intentionally destroys property, reimbursement will be expected. If the student is unable to pay for the damages, administration will work with parents, police, and all parties involved to reimburse the school for damages.
- If a teacher is harmed by a student, they will be expected to file an incident and medical report.
- All absences from school due to disciplinary actions will be unexcused.
- Administrative discretion may be used for any behavior event.
- Administration reserves the right to make changes as necessary to the Code of Conduct as well as the adjustments of consequences to any particular situation.

Carroll County Middle School Dress Code

The Carroll County Middle School dress code has been devised to promote a positive and safe learning environment for all students. Students are required to dress in a manner that reflects a respectful attitude toward learning. Any dress or hairstyle that is considered contrary to good hygiene, distracting, or disruptive in appearance, or detrimental to the educational environment or the public image of the school, will not be permitted. The staff and administration has the right to determine if attire or appearance is inappropriate for school. When a student is attired in a manner that is not in accordance with this dress code, appropriate consequences will be administered. These may include isolating the student after calling parents to bring appropriate clothing, lunch detention, time out, in-school suspension and/or other disciplinary action deemed appropriate. The school appreciates both the authority and responsibility of the parent/guardian relative to the student dress code and solicits their support in the enforcement of the dress code.

Shirts/Tops/Sweaters/Sweatshirts:

- Undergarments shall not be visible at any time.
- See-through mesh shirts/blouses, sleeveless tops, tube tops, backless shirts, shoulder cutout/off the shoulder tops and low cut tops are not permitted (no cleavage). Staff and/or administration will use their discretion as to what constitutes too low cut. Shirts and blouses must be long enough to overlap shorts, skirts or pants (no midriff tops). Students are not permitted to tie shirts up.
- No clothing or any item printed with obscene or objectionable language, slogans, reference to drugs, alcohol, tobacco, sex, violence or racially offensive statements or pictures is acceptable.

Any clothing bearing logos, insignias, letters or colors signifying a gang, violent actions or weapons will not be tolerated.

- Lightweight “hoodie” sweatshirts are allowed but students may not have the hood on their head at anytime in the school building. Failure to keep the hoods down may result in the loss of the privilege. Nothing may be worn under the hoodie that is not in dress code (students must be able to remove hoodie and still be in compliance). Lightweight regular and zip-up hoodies, as well as lightweight pullovers or athletic jackets, may be worn during class as long as it doesn’t become a distraction. Teachers and administrators can use their discrepancy on what is considered a coat that is too heavy or distracting and should be kept in a student’s locker.

Pants/Shorts/Skirts/Dresses:

- Pants must be size appropriate- they should not drag the ground, sag or be too tight.
- No pajama pants or look-a-like pajama pants, or elastic-waist sweatpants will be permitted.
- Sweatpants and athletic shorts are permitted. They must be worn at waist and not sag. If there are incidents of students pulling others’ pants down, this privilege will be revoked.
- If leggings are worn, they must be underneath a skirt, shirt or dress that passes the fingertip test.
- Pants and shorts are to have no holes, rips or frays. Torn clothing or holes in clothing is unacceptable.
- Shorts, skorts, skirts and dresses must be of appropriate size and length and no shorter than the tip of the student’s longest finger when extended straight down at the student’s side.
- Shorts and skirts must still comply with the dress code when worn with leggings.
- Shorts are not permitted after November 1st through April 1st of the following school calendar year. The principal or designee may extend or shorten this time frame if necessary due to weather conditions.
- For comfort and appearance sake, tight fitting pants/shorts such as biker shorts, spandex, and yoga pants are not allowed.
- Leggings or athletic pants cannot have any mesh or holes above the knee.

Shoes:

- Shoes are to be worn at all times while on school grounds. No house slippers permitted.
- Open toed shoes are allowed but they must have a strap around the back of the foot, no flip-flops, slides, etc.

Accessories:

- No gloves are permitted to be worn in the building.
- No wallet chains, spiked wrist bands, large metal chains of any type, dog collars, or chains that connect one part of the body to another or hang around the neck are prohibited. This poses a safety concern for all students.
- No large metal hair picks or distracting hair accessories that interfere with the safety and education of students will be permitted.
- Pierced jewelry may be worn in ears only; no body piercing allowed. No gauges or spikes can be worn.
- No extreme and/or distracting unnatural hair coloring or makeup will be permitted (i.e. bright red, blue, pink, purple, etc.).
- Excessive displays of jewelry will not be permitted.

- Students are not permitted to have any writing on their bodies (i.e. pictures or words drawn on their hands/arms with markers, etc.) Students should not be in possession of markers.
- In the event a student has a tattoo, it must be covered at all times.

Head coverings/Sunglasses:

- Hats, caps, bandanas, sweatbands, sunglasses or other headgear are not to be worn in the school building, unless approved by the school's administration for a special school activity. Headphones, earbuds, air pods etc. are not to be worn outside the classroom. Non-Prescription glasses are not permitted. These items must be kept in student lockers until the end of the school day.

Backpacks/Purses/Sports bags/Cell Phones:

- For safety reasons, backpacks are not permitted in the classroom and must be kept in student lockers. Rolling backpacks are not permitted. Purses should be left in student lockers. Sport bags should be locked up in the gym prior to the 1st period of school or kept in student lockers. Cell phones and/or Ipods/MP3 players should be turned off and placed in student lockers before the instructional day begins at 7:55 am and remain there until the instructional day ends at 2:50 pm.
- No outside drinks/cups permitted inside the building unless it is sealed and part of a packed lunch. It must stay in your locker until lunch, and be disposed of at the end of your lunch. No energy drinks.

Jackets/Coats/Outerwear:

- Coats, mid and heavyweight jackets, fleece lined jackets/coats or other outerwear are not permitted in the classroom during the day and must be kept in student lockers. (Lightweight sweaters, cardigans, etc. are permitted as long as they are not worn around waist or backwards).

******CCMS SBDM reserves the right to change this policy at any time during the school year. Student abuse of any of these guidelines, can prompt SBDM to change parts of the dress code during the school year.**

CARROLL COUNTY MIDDLE SCHOOL

The following are addressed by district policy. District policy will always take precedent over the school. School policy is the minimum action.

	Conference with student	Detention	Parent/Guardian Contact	ISS	Out of School Suspension	AEP and/or Referral to ALC	Refer to Board for Possible Expulsion	Suspension from After School Activities	Loss of Privileges
Behavior Violations									
Aggressive Act	1+	1+	1+	1+	1+	1+	1+	1+	1+
Arson*****			1+	1+	1+	1+	1+	1+	1+
Assault / Sexual Abuse*****			1+	1+	1+	1+	1+	1+	1+
Bullying/Harassment/Threatening	1	1+	2+	1+	1+	3+	1+	1+	1+
Cafeteria Misbehavior	1	1+		1+					1+
Cell Phone Violation	1		2+						3+
Cheating/Dishonesty	1+	2+	2+	2+					
Defiant	1+	2+	2+	2+	2+	4+	4+	2+	1+
Disruptive Behavior	1+	2+	2+	2+	3+	4+	4+	4+	2+
Dress Code Violation	2+	3+	2+	2+	3+				1+
Excessive Horseplay	1+	1+	1+	1+	1+			1+	1+
Fighting	1+	1+	1+	1+	1+	1+	1+	1+	1+
Inappropriate Drawing/Writing	1+	2+	2+	2+	3+				1+
Inappropriate Use of Technology/Cell Phone	1+	1+	2+	3+	3+	4+	4+		1+
Leaving School Without Permission			1+	1+	1+	1+	1+	1+	1+
Malicious Prank/Mischief	1+	1+	1+	1+	1+	3+	2+	2+	1+
Possession/use/under the Influence of Alcohol/Drugs*	1+		1+	1+	1+	1+	1+	1+	1+
Possession/Use of Tobacco Products/Lighter/Vap Pens	1+		1+	1+	1+	2+	2+	1+	1+
Profanity, Vulgarity, Obscene Gesture	1+	1+	2+	1+	1+	2+	3+	2+	1+
Public Display of Affection	1+	1+	2+	2+	3+	4+		1+	1+
Rude/Disrespectful/Arguing/Verbal Abuse	1	1+	2+	1+	1+	2+	4+	1+	1+
Sexual Harassment**	1+	1+	1+	1+	1+	1+	1+	1+	1+
Skipping Class/Out of Class Without Permission	2+	2	2	2	3+	4+		1+	1+
Physical Aggression Toward a Staff Member	1+	1+	1+	1+	1+	1+	1+	1+	1+
Tardy to Class	3	3+	3+	6+				1+	1+
Terroristic Threatening	1+	1	1+	2+	2+				1+
Theft		1+	1+	2+	2+				1+
Vandalism		1+	1+	1+	1+		1+	1+	1+
Verbal Abuse of a Staff Member	1+		1+	1+	1+	1+	1+	1+	1+
Weapon*	1+		1+	1+	1+	1+	1+	1+	1+

* Refer to District policy on Drugs and Alcohol.

** Possible charges filed with authorities

+ Refers to subsequent misconducts.

***** Possible charges filed with authorities

Failure to serve consequences will result in additional consequences and/or loss of privileges
Administration reserves the right to make modifications as needed.

Carroll County High School Dress Code

Schools are educational institutions. It is important to know how to dress appropriately for student success and future endeavors. All students are expected to dress and groom themselves neatly in attire that is suitable for school activities. School authorities may limit or prohibit any type of student dress or personal appearance which is deemed to create a disruption of school discipline or routine.

Prohibited Items:

- Items prohibited include the wearing of hats, clothing, jewelry, emblems/patches with:
 - vulgar or suggestive vulgarity writing or artwork promotion of drugs, alcohol, tobacco
 - sexually suggestive or innuendo (including Big Johnson, Coed Naked, Hooters, Beavers, FU, etc.) gang related items (or images) that depict or suggest violence, items (or images) that insult or degrade people, culture, individuals, religions, etc.
- Clothing that does not cover the mid-section, back, or sides at any time (including while seated)
- Extreme make-up, jewelry and body piercing that may be dangerous to self or others.
- Wallet chains, dog chains, and trench coats

Head Coverings:

- Hats, caps, bandanas, hoods, and other items to cover the head are not to be worn or carried during school hours

Shorts/Pants:

- Shorts length should be at or below your fingertips
- Pants and shorts are to be worn at an appropriate level (no lower than mid-hip) so that no undergarment or flesh is exposed at any time
- No holes or frays in pants or shorts above fingertip length that expose the skin or underwear
- No pajamas or pajama bottoms

Skirts/Dresses:

- Skirts and dresses are to be at least fingertip length
- Dress straps are to be at least as wide as a driver's license (2 inches)

Shirts:

- Shirts with sleeves cut out to expose the side are unacceptable
- No cleavage should be seen
- Shirt straps are to be at least as wide as a driver's license (2 inches)
- "Racer" backed shirts should be appropriate (2 inch straps) with no undergarments showing

Additional:

- Undergarments are to be covered by outer clothing and should not be seen
- Shoes must be worn at all times
- No blankets

Note: It is important that students abide by this dress code. Violators will be sent to the office to change, parents will be expected to bring proper clothing, and students may face disciplinary action. The final decision as to the appropriateness of attire will be at the discretion of the administration.

Carroll County High School
Attendance/Discipline and Student Privileges

Carroll County High School believes that good attendance and behavior helps develop habits of responsibility, self-discipline, and resiliency that can be carried on beyond high school. Unexcused absences, tardies, excessive excused absences, and discipline referrals are known to have a negative effect on academic achievement. Therefore, CCHS is adopting the following initiative to promote improved attendance and proper behavior at school.

Each school year a student will lose privileges to participate in extra-curricular or co-curricular events sponsored by Carroll County High School if their attendance, behavior, or negligence results in any of the following:

1. An accumulation of **Six (6)** or more unexcused absence days, through whole or partial day absences.
2. **Six (6)** or more unexcused tardies to/from school. A tardy is marked when a student signs-in late to school.
3. **Ten (10)** or more excused absences. Excused absences include up to five notes from a parent. After five, a doctor's note will be required.
4. **Three (3)** or more referrals that result in assignments to in-school suspension.
5. Out-of-school suspension, legal violation, or major disciplinary infraction. (Examples include but are not limited to: possession of weapons, possession of drugs/and or alcohol, or participation in an assault against a student or staff member.) The Principal determines major disciplinary infractions.

Loss of privileges until the end of the school year includes, but is not limited to the following:

Participation in CCHS Graduation Ceremonies
Participation as an athlete in any sporting event or athletic competition
Participation in school plays
Club activities before, during, or after school
Any Senior Events
All school dances (including prom)
Attendance at any sporting events
Field trips
Co-Curricular activities
Parking privileges

Loss of privileges may be appealed to the **Student Privileges Committee**. The SPC will meet once every three weeks. SPC members will be appointed by the Principal. The committee will review individual appeals and render decisions.

Students that plan to participate in summer activities (fall sports, marching band, etc.) must appeal to the SPC. The appeal must take place 30 days prior to the last day of the school year.

A student who has lost their rights to participate in the graduation ceremony must appeal to the SPC. The appeal must take place 30 days prior to the last day of the school year.

Students that wish to purchase a parking permit for the next school year must appeal to the SPC. The appeal must take place 30 days prior to the last day of the school year.

CARROLL COUNTY HIGH SCHOOL

The following are addressed by district policy. District policy will always take precedent over the school. School policy is the minimum action.

	Conference with student	Detention	Parent/Guardian Contact	ISS	Out of School Suspension	AEP and/or Referral to ALC	Refer to Board for Possible Expulsion	Suspension from After School Activities	Loss of Privileges
Behavior Violations									
Aggressive Act	1+	1+	1+	1+	1+	1+	1+	1+	1+
Arson*****			1+	1+	1+	1+	1+	1+	1+
Assault / Sexual Abuse*****			1+	1+	1+	1+	1+	1+	1+
Bullying/Harassment/Threatening	1	1+	2+	1+	1+	3+	1+	1+	1+
Cafeteria Misbehavior	1	1+		1+					1+
Cell Phone Violation	1		2+						3+
Cheating/Dishonesty	1+	2+	2+	2+					
Defiant	1+	2+	2+	2+	2+	4+	4+	2+	1+
Disruptive Behavior	1+	2+	2+	2+	3+	4+	4+	4+	2+
Dress Code Violation	2+	3+	2+	2+	3+				1+
Excessive Horseplay	1+	1+	1+	1+	1+			1+	1+
Fighting	1+	1+	1+	1+	1+	1+	1+	1+	1+
Inappropriate Drawing/Writing	1+	2+	2+	2+	3+				1+
Inappropriate Use of Technology/Cell Phone	1+	1+	2+	3+	3+	4+	4+		1+
Leaving School Without Permission			1+	1+	1+	1+	1+	1+	1+
Malicious Prank/Mischief	1+	1+	1+	1+	1+	3+	2+	2+	1+
Possession/use/under the Influence of Alcohol/Drugs*	1+	1+	1+	1+	1+	1+	1+	1+	1+
Possession/Use of Tobacco Products/Lighter/Vap Pens	1+	1+	1+	1+	1+	2+	2+	1+	1+
Profanity, Vulgarity, Obscene Gesture	1+	1+	2+	1+	1+	2+	3+	2+	1+
Public Display of Affection	1+	1+	2+	2+	3+	4+		1+	1+
Rude/Disrespectful/Arguing/Verbal Abuse	1	1+	2+	1+	1+	2+	4+	1+	1+
Sexual Harassment**	1+	1+	1+	1+	1+	1+	1+	1+	1+
Skipping Class/Out of Class Without Permission	2+	2	2	2	3+	4+		1+	1+
Sleeping in Class	2	2+	2	2+					
Physical Aggression Toward a Staff Member	1+	1+	1+	1+	1+	1+	1+	1+	1+
Tardy to Class	3	3+	3+	6+				1+	1+
Terroristic Threatening	1+	1	1+	2+	2+				1+
Theft		1+	1+	2+	2+				1+
Vandalism		1+	1+	1+	1+		1+	1+	1+
Verbal Abuse of a Staff Member	1+		1+	1+	1+	1+	1+	1+	1+
Weapon*	1+		1+	1+	1+	1+	1+	1+	1+

* Refer to District policy on Drugs and Alcohol.

** Possible charges filed with authorities

+ Refers to subsequent misconducts.

***** Possible charges filed with authorities

Failure to serve consequences will result in additional consequences and/or loss of privileges

Administration reserves the right to make modifications as needed.

Carroll County Transportation (Code Explanation at the Bottom of the grid)

The following are addressed by district policy. District policy will always take precedent and the appropriate interpretation of the behavior matrix is at the discretion of the school administrator.

BEHAVIOR VIOLATIONS	A	B	C	D	E	F	G	H	I	J	K
Defiance of Authority/Disrespect toward Transportation Staff		1+	1+	1+	1+		1+,2+	3+		4+	
Failure to Follow Directions	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+
Disruption of a Continued Safe Bus Route	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+
Distracts Driver from the Road	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+	1+
Eating or Drinking on the Bus including Gum	1	2+	4,5	2+	6+						
Throwing objects on Bus or Out Window, or littering	1	1+	2	2	3+		2+				
Inappropriate Conduct at Bus Stop	1	1+	2,3	1+	4+		2+				
Public Display of Affection	1	2+	3,4	2+	5+						
Disturbing Others, Rough/Horseplay/Pushing, Tripping etc.	1	1+	1	1	2,3		3				
Unusually Loud Talking/Laughing	1,2	3+	3	3	4+						
Seat Violation, Moving while Bus is in Motion, Obstruction in the Aisle	1	2+	3	3+	4+		2+				
Sticking Hands or Head out Window	1,2	2+	3	3	4+						
Cell Phone Visible or in Use****/ Electronic Devices/I-Pods	1	2+									
Leaving the Bus without Permission	1	1+	1	1	2		3+				
Bullying, Threatening other Students, Verbal Abuse/Name Calling of a Student	1	2+	2	2	3+		3	4+			
Harassment (Written or Verbal)***	1	1+	1+		2+	3+	4+	5+	6+		
Inappropriate Touching/Sexual Abuse*****		1+	1+	1+	1+	1+	1+	1+	1+	1+	1+
Fighting (Students will be removed from Bus Immediately)*****		1+	1+	1+	1+	1+	1+	1+	1+	1+	1+
Malicious Mischief Requiring Medical Attention*****		1+	1	1+	2,3,4		1+	1+			
Tampering with Bus Equipment/Vandalism to Bus/cutting seats-J until paid	1	1+	1	1	2+		1+				
Profanity, Vulgarity, Obscene Gesture	1	1+	2+	1+	4+		5+	6+			
Fighting, Striking, Threatening Staff/Assault*		1+	1+	1+	1+	1+	1+	1+	1+	1+	1+
Theft		1+	1+	1+	1+	1+	1+	1+	1+	1+	
Indecent Exposure		1+	1+	1+	1+	1+	1+		2+	2+	

Possession/ Use of Tobacco Products including Matches and Lighters		1+	1+	1+	2	3,4	1+		5+		
Possession of Drugs**		1+						1+		1+	1+
Possession of Weapons****		1+		1+	1+			1+		1+	1+

* Refer to Board Policies on Expulsion

** Refer to District Policy on Drugs and Alcohol

*** Board Initiative

**** Any cell phone will be taken; it will be returned to the student on the first offence, on the second and additional offences driver will take, it must be picked up by parent at students school.

Possible charges filed with Authorities

+ Refers to subsequent misconducts

All absences from school due to disciplinary actions will be unexcused.

A-Warning

B-Parent/Guardian, Student and/or Driver Conference Required (Principal Discretion)

C-After School Detention

D-Bus Safety Program and Counseling for Parents and Students (Principal Discretion)

E-School Alternative Education Placement (Middle/High Schools)

F-District Alternative Education Placement (1-5)(Middle/High Schools)

G-Suspension from Bus (1-5)

H-Suspension from Bus (6-10)

I-District Alternative Education Placement (5-10 days)(Middle/High Schools)

J-Refer to Board Policy for possible Bus or School Expulsion

K-Driver has student removed from Bus Immediately

*Repeated offenses are evidence of persistent defiance and may lead to permanent removal from the bus.

DIRECTORY
BOARD OF EDUCATION

Rob Spenneberg, Chairman
Carolyn Jones, Vice Chairman

Gwen Chapman, Corey Groseclose & D'anne Smith

Administrative Office

813 Hawkins Street.....502-732-7070

Danny Osborne, Superintendent

Doug Oak, Assistant Superintendent/Chief Academic Officer/Secondary Supervisor

Mark Willhoite, Chief Operations Officer/Director of Pupil Personnel

Jonica Ray, Elementary Instructional Supervisor

Kathy Bieger, Director of Special Education

Jon Conrad, Chief Financial Officer

Kathryn Winn Primary

907 Hawkins Street

502-732-7090

Donna Monroe, Principal

Elizabeth Brown, Guidance Counselor

KY. Tech – Carroll County Area Technology Center

1704 Highland Avenue

502-732-4479

Rachel Mefford, Principal

Cartmell Elementary School

1708 Highland Avenue

502-732-7085

Jeannie Rohrer, Principal

Robin Stephenson, Assistant Principal

Laura Beth Willhoite, Guidance Counselor

District School Psychologist

502-732-7070

Stephen Mullins

District Technology Coordinator

502-732-7105

Cindy Johann

Carroll County Middle School

408 Fifth Street

502-732-7080

Dana Oak, Principal

Tina Wilson, Assistant Principal

Brigitte Kunselman, Guidance Counselor

Transportation Director

502-732-7099

Darren Dunn

Maintenance Director

502-732-7104

Dwayne Smith

Carroll County High School

1706 Highland Avenue

502-732-7075

Josh Covington, Principal

Andrea Neikirk, Assistant Principal

Kelly Massie, Guidance Counselor

District Health Services

502-732-7085

Sherry Stamper

School Nutrition

502-732-9362

Lisa Gault

XXXIV. Agreement and Parent Permission Form

In compliance with the Drug-Free Schools and Communities Act, 1989, Code 86.200, all parents and students are to be given access to the standard of conduct and the statement of disciplinary sanctions. The Uniform Code of Student Conduct is located at www.carroll.kyschools.us under Forms & Links.

Please read the Uniform Code of Student Conduct manual with your child, check the statements below, sign and return this page to your child's school. Thank you. (Submission of this page is required for registration)

Student's full name: (Please Print)

School: _____ Grade: _____ Homeroom: _____

- ___As the parent or legal guardian of the student above, I have access to a copy of the Carroll County Schools Uniform Code of Student Conduct manual and have read with my child the policies therein, including those regarding alcohol, tobacco, other drugs and weapons.
- ___As parent or legal guardian of the student above, I understand the behavior expectations and dress code for my child's school.
- ___As parent or legal guardian of the student above, I grant permission for the Carroll County School District to enable a feature of web based individual learning Plan (ILP) software, which will permit my student to invite third parties to have access to his/her ILP information via the internet. (Refer to Individual Learning Plan Web Release, Section XXXV)
- ___ I grant permission for my child's contact information to be released to community organizations that provide charitable student services. Example: Shop with A Cop, and other giving programs.
- Please be aware that your child may have his/her picture and/or student work appear and be identified on the Carroll County Public Schools web pages/social media, video conferences, or included in print and broadcast media. If you **DO NOT** want your child's picture and/or student work to appear and be identified on the Carroll County Public Schools web pages, social media accounts, video conferences, or included in print and broadcast media, please request an Opt-Out form from the Carroll County Board of Education or from the Carroll County School District website at www.carroll.kyschools.us. The form must be returned to the Carroll County Board of Education.

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Home Phone: _____ Work Phone: _____

Electronic Access/User Agreement Form

User's Name _____			
Last Name	First Name	Middle Initial	
User's Address _____			
City	State	Zip Code	
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
If applicable, User's Grade _____		Homeroom/Classroom _____	
School _____			

Please check if you are a student certified employee classified employee member of the community.

As a user of the _____ District's computer network, I hereby agree to
District Name

comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature *Date*

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

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

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian *Date*

Daytime Phone Number: _____ Evening Phone Number: _____

**NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR
ONLINE ACTIVITIES OF MINORS.**