

Greenup County High School



Student Handbook 2025-2026



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MISSION STATEMENT

“Excellence in preparing tomorrow’s citizens today”

VISION STATEMENT

“We the teachers, staff, community, and students of Greenup County High School resolve that we will empower all students through rigorous instruction to reach the standards of transition readiness by providing diverse pathways to meet the needs of every student.”

KEY CONTACTS

Anthony Thompson – Principal
Miranda Pack – Assistant Principal
Daniel Gullett – Assistant Principal
Stacey Thompson – Principal, GCATC

COUSELORS

Nicholus Horn – 9th-11th Grade (A-K)
Brandi Bray – 9th-11th Grade (L-Z)
Kameron Greenslate – Guidance/Great Eight

SPECIAL LAW ENFORCEMENT OFFICER

Chief Phil Kearns

SCHOOL NURSE

Jennifer Mault

TELEPHONE DIRECTORY

| | |
|----------------|--------------|
| Office | 606-473-9812 |
| GCHS Fax | 606-473-7854 |
| GCATC | 606-473-9344 |
| ROTC | 606-473-7802 |
| GC Board of Ed | 606-473-9819 |



GREENUP COUNTY SCHOOL DISTRICT NON-DISCRIMINATION

As required by federal law including Title IX, the District does not discriminate on the basis of race, color, national origin, sex, disability, genetic information for employees, limitations related to pregnancy, childbirth, or related medical conditions for employees, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

GREENUP COUNTY YOUTH SERVICE CENTER

The GCHS Youth Service Center’s primary purpose is to remove social, emotional, or economic barriers that may prevent a student from doing his/her best academically. If you need assistance, please contact our YSC.

Coordinator: Tracy Howard
Case Manager: Rachel Ratcliff

Phone: 606-473-5488
Fax: 606-473-7854

VISITORS

Students are not permitted to have visitors on campus without prior consent (in writing) from the building Principal or designee. Visitors are required to park in marked visitor parking located in the front row of the parking lot and check-in using a picture ID, as well as stating their purpose for visiting campus.

BELL SCHEDULE

| Greenup County High School 2025-2026 Bell Schedule | | |
|---|---------|---------|
| Class Period | Start | End |
| Morning Assembly | 7:55am | 8:07am |
| Dismiss to 1 st Period | 8:07am | 8:11am |
| 1 st Period | 8:11am | 9:01am |
| 2 nd Period | 9:05am | 9:55am |
| 3 rd Period | 9:59am | 10:49am |
| 4 th Period | 10:53am | 12:21pm |
| Lunch Schedule | | |
| Lunch 1 | 10:49am | 11:17am |
| Lunch 2 | 11:21am | 11:49am |
| Lunch 3 | 11:53am | 12:21pm |
| 5 th Period | 12:25pm | 1:15pm |
| 6 th Period | 1:19pm | 2:09pm |
| 7 th Period | 2:13pm | 3:05pm |

*There is a four minute break between lunches. Students are not authorized to be in the cafeteria ahead of schedule.

MORNING ROUTINE (Unless Stated Otherwise)

- Upon arriving at school, student will report to the gymnasium or cafeteria
- Students are seated by grade.
 - Seniors in the end zone section
 - Juniors in lower home section (closest to gravel pit)
 - Sophomores in the lower home section (closest to the exterior exit)
 - Freshmen in the lower visitor section
- Students attend a daily morning assembly which includes but is not limited to:
 - Welcome
 - Good news reports and special recognition(s)
 - Announcements (including 'what's for lunch')
 - Pledge and/or national anthem performed by our band and color guard
- Students will be dismissed to 1st period from the morning assembly by a principal or designee

LUNCH ROUTINE

- Lunch is 28 minutes in duration. Students will remain in the cafeteria area until dismissed by the bell or administrator.
- Students are not permitted in classrooms or the gymnasium during their designated lunch period without prior authorization from teacher and/or administrator.
- Greenup County High school maintains a closed lunch period. No food or drinks are to **be "ordered from outside vendors" per Kentucky Revised Statute 158.854**. Food may not be delivered for consumption on school property during the school day.
- Vending machines used by students shall be in compliance with current federal and state regulations. Carbonated beverages may not be sold or served to any student during the school day.
- Food and beverages sold during the school day (including vending, concessions, a la carte, student stores, and fundraising) will meet the nutrition recommendations of the US Dietary Guidelines for America and requirements of 702 KAR 6:090.
- In keeping with state and federal guidelines on nutrition, the Greenup County Board of Education and GCHS have made stringent changes in food service. If you would like to read more about the requirements you can access them through 702 KAR 6:090. Minimum nutritional standards for foods and beverages available on public school campuses during the school day; required nutrition and physical activity reports.

GRADING SCALE

| | |
|---|--------|
| A | 100-90 |
| B | 89-80 |
| C | 79-70 |
| D | 69-60 |
| F | 59-0 |

Students may access their grades through the Infinite Campus Student Portal at <https://kyede4.infinitecampus.org/campus/portal/greenup.jsp>. Each student has an individual secure log-in. If you have not received log-in information, please contact the school guidance counseling office.



SCHEDULE CHANGES

No schedule change requests will be accepted after the 5th day of school without the permission of the Principal. No schedule change from Virtual Learning will take place until the end of the semester and must be authorized by GCHS, GCATC Principal and GC Virtual Coordinator.

SCHOOL BUS REGULATIONS

- Students are under the jurisdiction of the school from the time they board the bus in the morning until they step off the bus in the afternoon.
- School bus drivers are in charge of all activities relating to his/her bus.
- Any misconduct by a student while on a school bus may result in the temporary or permanent suspension from bus privileges.
- Students are NOT permitted to get off a bus at any point between home and school without an approved bus note.
 - Parents/guardians must request, in writing, permission for their child to ride a different bus or get off at a different stop.
- Students must remember that bus transportation is a privilege.

OUTSIDE FOOD/DRINKS

Outside food and/or drinks are permitted at GCHS in limited fashion as stated below:

- Students may bring snacks to school which do not disrupt the instructional environment. (eg. Open popcorn passed around class would be a distraction).
- No unapproved restaurant food is allowed during the school day.
- No unapproved restaurant food deliveries of any kind are allowed during the school day.
- Students are allowed to have outside drinks during the school day which are contained in spill-proof (Non-Glass) containers. These include “Stanley” style containers and other containers which have received administrative approval. If a student has a question about a container, they should ask.
- No unapproved fast food/soda/pop/energy drink/coffee/etc. containers are permitted in the school between 7:55 and 3:05.

MEDICATION

Medication should be taken at home when possible. Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates (09.2241 AP21 – Permission Form for Prescribed or Over-the-Counter Medication).

Prescription medications shall be administered only as prescribed on the physician/health care provider’s written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parents/guardians shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student’s name, date, medication, dosage, strength, and directions



for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription container from the pharmacy indicating the change and a note from the student's parent/guardian.

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a complete authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider.

Please anticipate these needs when visiting your physician and pick up the necessary form from the school office before the doctor visits. If medicine is to be given at school the physician can complete the form for you or fax it directly to the school: 606-473-7854, ATTN: Nurse Jennifer Mault.

STUDENT FEES

Student Fees are \$55 per student and items covered by student fees include but are not limited to:

- Art supplies – one humanities credit is a Kentucky state requirement for graduation
- Music supplies – one humanities credit is a Kentucky state requirement for graduation
- Copy/Printer paper
- Lamination paper
- Physical Education equipment – ½ physical education credit is required for graduation
- Web-based programs (subscriptions)
- Field trips – transportation costs (fuel and bus driver)

** It is the responsibility of students to take care of their textbook and/or Chromebook

** If a textbook/Chromebook is lost, the student will pay for a replacement before issued another

** Replacement fees are charged on a scale based upon the age of the textbook

** Chromebook replacement fees are \$250 for each device. Chargers are an additional \$25.

SCHOOL PRIVILEGES AND ATTENDANCE

Chronically absent means having missed 10% or more of a school year. When a student has missed 10% or more of a school year, he/she has lost significant instructional time.

Habitually truant means a student has accrued more than 5.5 unexcused events.

If a student is chronically absent **AND** habitually truant, he or she can lose school and extracurricular privileges. School and extracurricular privileges include but are not limited to:

- GCHS graduation ceremony
- School Dances
- Athletics participation
- School rewards
- Driving/parking

Please note that Out-of-School suspensions count as unexcused absences and students with 2 or more out-of-school suspensions forfeit their school and extracurricular privileges until receiving authorization from the Principal or designee.



Athletic extracurricular activities adhere to the guidelines set forth by the Kentucky High School Athletic Association.

ATTENDANCE POLICY

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

- Student illness
- Death or severe illness in the student's immediate family which can include: spouse, children, stepchildren, parents, guardian, in-laws, siblings, grandparents, any blood relative living in the student's home or significant relationship (as determined by the Principal or designee)
- Religious holidays and practices
- 3 College visits (seniors only)
- Head lice (3 days per school year)
- Kentucky State Fair (1 day)
- Documented military leave
- Departure of parent/guardian called to active military duty (1 day)
- Educational enhancement opportunities (approved by Principal)

EXCUSED ABSENCES

A maximum of five (5) absences per school year may be excused by a note from the student's parent/guardian. Absences exceeding five (5) days per school year may be excused by a physician's statement. ***All excuses shall be submitted to the school office within three (3) days of the absence in order to be excused.***

After 10 'doctor notes', it is the responsibility of the student/parent/guardian to ensure that further GCSD documentation is completed before additional 'doctor notes' will be accepted.

UNEXCUSED ABSENCES

Absences beyond five (5) days per year without a physician's statement, which are not excused by an emergency absence extension, shall not be excused.

Students who have unexcused absences may be permitted, at the discretion of the teacher and with Principal approval, to make up missing class requirements during supervised after-school study programs or by a method deemed appropriate by the school.

To view the entire attendance policy, go to <http://policy.ksba.org/Chapter.aspx?distid=42> (Policy 9.123).

NON-TRADITIONAL SCHOOL DAYS

Non-Traditional School Instruction (NTI) occurs when inclement weather, or other emergent circumstances, require school to be conducted virtually. In these cases, students are required to complete assignments from instructors which are assigned



through Google Classroom, or other vehicles at the discretion of the classroom instructor. Due to the inconsistent geography of the GCHS community, assignments are to be completed and submitted by the following timeline:

- If school has been conducted through NTI for 1 (One) school day, then all assignments for that day should be submitted to instructors no later than the 3rd (Third) school day from the date each student returns after NTI has concluded.
- Students have three days per consecutive NTI day to submit all assignments. Partial credit may be given after the timeline at the discretion of the classroom instructor.

CHECK-OUT/TARDY POLICY

- Students must have an individual from their approved contact list on Infinite Campus check them out of school. That person must be physically present to check them out. (702 KAR 007:125)
- Check-out/tardies will be monitored on a weekly basis
- Unexcused check-outs/tardies are covered in the GCHS discipline code
 - Tardy 3: 3 days lunch detention
 - Tardy 4-9: 1 day ISI for each day tardy
 - Tardy 10+: Loss of school privileges + parent conference

STUDENT DRIVING REQUIREMENTS

- Students must have an application signed by their parent/guardian and returned prior to being issued a parking permit. Students must have a parking permit registered and displayed within one week of driving to school.
- During school hours, students may only access their vehicles with administrative authorization.
- Greenup County High School shall not be responsible for damage to vehicles.
- The maximum speed on GCHS property is 14 mph.
- Buses and pedestrians always have the right of way in the parking on campus.
- Students that park at GCHS without permission or a permit are subject to discipline per the GCHS student discipline code which may include a written citation.
- When a vehicle is on GCHS property it comes under the jurisdiction of GCHS. Therefore, your vehicle may be searched upon reasonable suspicion.
- Student drivers are responsible for passengers in their vehicle.
- Traffic violations are subject to law enforcement.
- Students will adhere to the GCHS attendance and discipline code to maintain driving privileges.
- The NO PASS/NO DRIVE law states that students ages 15 and 17 must continually earn their driving privileges by staying in school, maintaining high attendance, and satisfactory academic progress. According to **KRS 159.051**, students can lose their drivers' licenses, intermediate licenses, or learner's permit if they have nine (9) or more unexcused absences from school or if they drop out of school. Students must also pass at least five (5) classes each semester to meet the requirement of the law. The school is required to report those individuals not meeting the requirements to the Transportation



Department at which time driving privileges will be revoked. Students may reapply upon successfully completing one semester of school, according to the law.

STUDENT DRIVERS

- Once students arrive on campus in the morning (i.e. early practice, events, clubs) they are not permitted to leave campus.
- Students who drive are to follow routine check-out procedures.
- Anyone supervising the parking area has the authority to use disciplinary action for students not following the student driver expectations stated in the GCHS discipline code.
- ***Loitering in cars and/or parking lot is strictly prohibited.***
- Any student who skips school using a car to skip school shall be subject to losing his/her driving/parking privileges.
- Students are to park ONLY in the student parking lot.
- Student driving in a reckless manner (curbing, driving the wrong way, smoking/spinning tires, speeding, etc.) are subject to consequences outlined in GCHS student discipline code.

STUDENT DRESS CODE

1. Undergarments cannot be visible at any time.
2. At resting, shirts and blouses must meet pants, shorts, jeans, or skirts and may not reveal stomach or back.
3. Shirts must have sleeves or be covered by garment with sleeves.
4. All shorts and skirts cannot rise above fingertips (see fingertip explanation below).
5. No clothing may advertise illegal products or emblems that are insulting, derogatory, obscene, profane, or violate Title IX.
6. Shoes are to be worn at all times. Slippers or house shoes are not permitted.
7. Holes in pants (that show skin) that go above the finger tips are prohibited.
8. Pajamas are not permitted unless approved for school events (EX: pajama day during spirit week).
9. Hats, hoods, bandanas, and sunglasses are prohibited due to concealment of identity.
10. No accessory that can be used as a weapon, these include but are not limited to:
 - a. Chains
 - b. Spikes
 - c. Any type of blade
11. No blankets or stuffed animals are allowed at school.
12. Sports gear/equipment will be stored in the designated area upon arrival at school.

** Note: Administrative discretion will apply to dress code policy and the administrator/designee reserves the right to make the final decision in all dress code issues.

** Fingertip Clarification: student fully extends arms to the side of their legs, the end of the longest finger is that individual's fingertips.



Personal Technology Devices

Reference GCSD Policy 09.4261:

1. Students shall comply with **any additional rules developed by the school** concerning appropriate use of telecommunication or other personal electronic devices. The additional guidance is as follows:
 1. GCHS policy includes, but is not limited to the following devices:
 - a. **Telecommunication Devices** including, but not limited to: **Cell Phones** and all cell phone related technology and devices (eg. Earbuds/Watches/IPads)
 - b. **Gaming Systems**, including micro gaming systems such as the Nintendo Switch
 2. Students are permitted to use their telecommunication and related devices during the following times:
 - a) Prior to 7:55am
 - b) Following 3:05pm
 3. The use of telecommunication devices and related items (eg. Earbuds/Smart Watches/IPads) is prohibited during the school day (7:55 bell to 3:05 bell) If a personal device can be seen by the human eye, it is assumed to be in use and subject to GCHS Discipline Code.
 4. Disciplinary action for unauthorized and/or inappropriate cell phone use is defined in the GCHS Discipline Code

LIBRARY

Check-Out Procedures:

- Students may check out up to two (2) books at a time, upon Librarian's discretion
- Checked out books/materials are for two (2) weeks
- There are no late fees associated with overdue books

Lost/Damaged Materials:

- Students are responsible for items that are lost or damaged beyond repair
- Students will be charged \$1 for the replacement of bar code labels, spine labels and AR labels
- Students will be required to pay the current replacement cost of the book, if the book is found and returned during the school year, the student will receive a full refund

Use of the Library

- Students may use the library before/after school and during their lunch
- The library opens each morning at 7:30am and closes at 3:30pm
- Student utilizing the library during instructional time must have authorization from the librarian and their classroom teacher

PROMOTION, RETENTION AND PLACEMENT

- Promotions or credits earned in attendance of any approved public school are valid in any other public school



EXTENDED SCHOOL SERVICES (ESS)

- Extended school services are utilized to address students' needs in meeting transition readiness benchmarks

GRADE/CREDIT RECOVERY

- GCHS students who earn a failing grade in core subjects will be notified and have the opportunity to enroll in GCHS Grade/Credit recovery program(s)

ALTERNATIVE LEARNING CENTER

The Alternative Learning Center (ALC) is a Tier 3 behavioral intervention program that provides behavioral education services and monitors students with emotional and behavioral issues. The primary setting for these services is the ALC resource classroom. The ALC is founded on the belief that students benefit academically, socially, and personally amongst appropriately behaved peers with the proper academic and behavioral support of trained teachers and counselors.

Each student enrolled in the ALC receives ongoing support through individualized strategies that target behaviors of concern. Enrollment in the ALC Program is predicated on the following conditions/circumstances:

- Multiple or Chronic behavior incidents which disrupt the academic process and/or safety and efficiency of building protocol.
- Behavior creating significant conflict with the schools policies related to sexual conduct.
- Behavior creating significant conflict with school policy related to safety and security.
- General risk reduction requiring isolation for the protection of an individual or individuals.
- Severe academic risk.
- Behavior which is incompatible with the safe and efficient maturity of the overall school culture, resulting in the need for an alternative pathway toward post-secondary success.
- Students who enroll at GCHS from an outside school, program, or facility which is designed to benefit young people in a similar fashion as the ALC.

Behavior from previous schools, including middle schools, will be considered while attempting to provide the pathway which most benefits each student

A student who has entered and is progressing through the ALC Program at a rate which would allow them to accrue enough credits to graduate, ahead of their grade level cohort, may be considered for the opportunity to do so, if they complete the program objectives under one of the following circumstances:

1. The student has acquired employment which is adequate to their stated future goals and is certain to a degree which satisfies the ALC staff after follow-up with the potential employer.
2. The student has enlisted for service with one of the branches of the U.S. Military.
3. The student has applied to, been accepted to, and documents a course schedule from a post-secondary institution which will advance skills and/or knowledge toward the stated future goals of the student.

Otherwise, all students will continue to accrue knowledge and skills relative to their stated goals while progressing toward graduation with their original academic cohort.

POSITIVE APPROACH TO STUDENT SUCCESS (PASS) PROGRAM



The Positive Approach to Student Success (PASS) Program is designed as a Tier 2 behavioral intervention program that targets students who have demonstrated difficulty in adhering to school guidelines in areas that include but are not limited to: attendance, academics, behavior. Students are drafted using data that support their need for support. PASS emphasizes communication between all stakeholders (students, teachers, parents, etc.) and the PASS Coordinator facilitates communication, monitors student progress, assists in implementing individualized strategies, and tracks student success points that ultimately lead to PASS graduation.

GRADUATION REQUIREMENTS

- All students must complete local and state graduation requirements to earn a high school diploma. Twenty-four (24) credits are required for graduation.
- Students shall complete an ILP (Individual Learning Plan) that emphasizes transition readiness.
- A research paper or research based project must be completed during the student's senior year, meeting all requirements set forth by the GCHS site-based decision-making policy.
- Beginning with the class of 2027, all graduates must have completed a Greenup County School District, Profile of a Graduate (The Great Eight).
- The following units or their equivalent are required for all graduating classes. The remaining credits for graduation shall come from elective courses.

| Greenup County High School – Graduation Requirements Cohort Class of 2024 | | |
|--|----------------|---|
| Program Area | Required Units | Course Titles |
| English | 4 | English I, II, AND 2 additional English Language Arts credits aligned with the student's Individual Learning Plan (ILP) |
| Mathematics | 4 | Algebra, Geometry, AND two additional mathematics credits aligned with the student's ILP |
| Science | 3 | Life Science, Earth Science, Physical Science |
| Social Studies | 3 | US History, World History, and US Government |
| Health | ½ | Health |
| Physical Education | ½ | Physical Education |
| Visual and Performing Arts | 1 | Humanities (Music, Drama, Art, Humanities) |
| Practical Living | 1 | Digital Literacy |
| Additional Requirements | | |
| Students must complete one of eight graduation qualifiers. These qualifiers help ensure graduates are prepared for what comes after high school. Students will be required to do ONE of the following: | | |
| <ul style="list-style-type: none"> • Complete the precollege curriculum as established by the Council on Postsecondary Education; OR | | |



- Meet the benchmark score in one section (such as English, Reading, Math or Science) of a college admissions test (ACT or SAT) or placement exam as established by the Council on Postsecondary Education
- Earn three postsecondary credit hours or more of a Kentucky Department of Education (KDE) approved dual credit course with a grade of C or higher: OR
- Complete one class and corresponding test meeting the following criteria: Advanced Placement (AP) with a score of three or higher; or Cambridge Advanced International (CAI) with a score at or above benchmark; or International Baccalaureate (IB) with a score of five or higher; OR
- Earn an industry certification as approved by the Kentucky Workforce Innovation Board; OR
- Earn four credits from classes within a single KDE-approved career pathway; OR
- Complete two years of a KDE-approved or Kentucky Labor Cabinet-approved pre-apprenticeship or apprenticeship: OR
- Complete a KDE-approved process to verify 500 hours of exceptional work experience or alternative requirements as outlined in a student's Individual Education Plan (IEP)

ADDITIONAL PROVISIONS

- A transcript of each student's secondary record may be attached to his/her diploma. All classes shall be completed according to the following scale:
 - A – four (4) points
 - B – three (3) points
 - C – two (2) points
 - D – one (1) point
 - F – zero (0) points

COMMONWEALTH DIPLOMA

- A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program as specified in 704 KAR 003:340

KENTUCKY EARLY GRADUATION PROGRAM

- Four year students applying for early graduation must meet the following criteria:
 - Students must be on track to graduate (must have correct number of credits to meet Board of Education requirements and the requirements of the Kentucky Department of Education)
 - Must have taken all required assessments: ACT, ASVAB, and WorkKeys
 - Students must be involuntarily homeless which would include abandonment, family and/or financial hardships
 - Application for early graduation will be presented in written form detailing the reasons that the applicant meets the requirements outlined in policy

A committee consisting of the Principal, Superintendent or Designee, Senior Guidance Counselor, and Director of Pupil Personnel will determine whether the request will be approved for early graduation.

Requests must be approved by the Board of Education



Appealing the decision of the Early Graduation Committee will be directly heard by the Board of Education and presented by the student.

CLASS STATUS

- High school students shall be promoted and classified on the following basis:

| Graduating Class | 10 th Status | 11 th Status | 12 th Status | Minimum Credits for Graduation |
|--|-------------------------|-------------------------|-------------------------|--------------------------------|
| 2023-2024 | 6 | 12 | 18 | 24 |
| *Starting with the class of 2027, completion of the Great 8 program will be required for graduation | | | | |
| *Starting with the class of 2027, students may earn their ½ credits of health and physical education as part of their participation in JROTC | | | | |

ACADEMIC HONORS

HONORS PROGRAM

- Beginning with the class of 2027, a system of Advanced Placement (AP) classes and or General Education Dual Credit Courses and Grade Point Average (GPA) will be established to facilitate the selection of senior honor awards in one (1) of three (3) categories of honor status.

HONORS CATEGORIES AND REQUIREMENTS

- There shall be three (3) honor categories for graduating seniors
 - **Honors (Cum Laude):** a cumulative GPA of 3.5 or greater when rounded to the nearest hundredth
 - **Honors with Distinction (Magna Cum Laude):** a cumulative GPA of 3.5-3.74 when rounded to the nearest hundredth, and a minimum of three (3) AP classes and/or general education dual credit courses taken and passed
 - **Honors with Highest Distinction (Suma Cum Laude):** a cumulative GPA within the range of 3.75-4.0 when rounded to the nearest hundredth, and a minimum of three (3) AP classes and/or General Education Dual Credit Courses taken and passed

VALEDICTORIAN & SALUTATORIAN

- Students who have Honors with Highest Distinction status shall be eligible for Valedictorian and Salutatorian awards
- The student who complies with the above conditions and has the highest class rank, when his/her cumulative GPA is rounded to the nearest hundredth, shall be the class Valedictorian.
- The student who complies with the above conditions and has the second highest class rank, when his/her cumulative GPA is rounded to the nearest hundredth, shall be the class Salutatorian.
- In the event students comply with the above conditions and there is a GPA tie, the student with the highest ACT composite from a single test will be the class Valedictorian and the student with the second highest ACT composite will be the Salutatorian.
- In the event there is an ACT tie, then the students shall share the award.

- For the purpose of the graduation ceremony, the latest administration of the ACT that GCHS will use to determine eligibility will be the February administration of the senior year.

REVIEW COMMITTEE

- A review committee composed of the Principal, senior counselor, and two (2) teachers shall be established to review questions and offer clarity related to academic honors.

SPECIAL AWARDS

- Additional special academic, attendance, and/or achievement awards may be granted to students at the end of the school year in various academic content areas.

ADVANCED PLACEMENT EXAMS

- Students desiring to take AP exams are required to pay for the exam prior to the administration.

EXTRACURRICULAR/CO-CURRICULAR PROGRAMS

CRITERIA FOR PROGRAM

- Extracurricular programs must:
 - Contribute to the following Kentucky Learner Goals:
 - Becoming a self-sufficient individual
 - Becoming a responsible member of a family, work group, or community, including demonstrating effectiveness in community service
 - Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects
 - Encourage, enhance, and maintain equity including, but not limited to, a wide range of opportunities for both male and female students
 - Have a suitable adult sponsor and have appropriate adult supervision at all times

DEFINITION OF EXTRACURRICULAR ACTIVITIES

- An activity, which does not have a direct connection to a curricular class, in which a student is awarded a grade.
- The student is considered to be representing GCHS while participating in these activities and is under applicable school rules and procedures

ACADEMIC REQUIREMENTS

- Grades may be checked weekly to determine eligibility.
- A student shall be deemed ineligible if they fail to meet KHSAA guidelines.
- Ineligibility goes into effect on Friday and lasts until the following eligibility check

ATTENDANCE REQUIREMENTS

- Students must be in attendance for at least 4 whole class periods during the school day in order to participate in an athletic event that day.
- Students must not be chronically absent AND habitually truant

BEHAVIORAL REQUIREMENTS

- Students may not participate in the next scheduled extracurricular event if they have been suspended from school



- Tier 4 Intervention(s) will include, but are not limited to, ineligibility for participation in any GCHS sponsored extracurricular activity for the remainder of the school year
- GCHS administration or a head coach/sponsor, with approval of administration, may remove a student-athlete from a team for disciplinary reasons at any time

** Note: this policy does not rule out additional participation requirements of each extracurricular activity as defined and articulated by a coach; it only addresses academic achievement, school attendance, and behavior.

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

GCHS, in accordance with the KHSAA, requires that each member of an athletic team or contestant in interscholastic athletics must have, for the current semester up to and including Friday of the week preceding that in which the contest occurs, a passing average in each of at least four (4) full credited high school courses. No special recitations or tests are given for making students eligible. Student managers and any other student having an official connection with the athletic program are covered in this policy.

All athletes, cheerleaders, managers, and participants must maintain a good attendance record (5 or fewer unexcused absences AND not be chronically absent) and none shall be permitted to participate in any athletics contest or practice unless they are in attendance on the day of the game. Exceptions may be granted for medical appointments, driver tests, college visits and others. The Principal and/or Assistant Principal must approve all exceptions. Eligibility is to be determined by the school day's attendance. Playing an ineligible athlete can mean forfeiture of all contests in which the player participated.

GUIDELINES FOR SCHOOL DANCES

- All dances are considered extracurricular activities at GCHS.
- All district and school discipline guidelines apply at school dances
- Prom dates must be 20 years old or younger
- No backpacks or large purses are permitted at school dances unless authorized by a school administrator
- No outside food or drink is permitted to be brought in by any student attending a school dance unless authorized by a school administrator
- Freshmen are not eligible to attend Prom
- Middle school students are not eligible to attend high school dances, this includes members of teams that sponsor dances
- Any student that has lost their school and extracurricular privileges are not eligible to attend any school dance until authorized by a school administrator



GREENUP COUNTY SCHOOL Code of Acceptable Behavior and Discipline 2023-2024 (Revised 7/21)

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

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

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

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

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

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

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

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



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

As required by federal law including Title IX, the District does not discriminate on the basis of race, color, national origin, religion, sex (including sexual orientation or gender identity), disability, genetic information for employees, limitations related to pregnancy, childbirth, or related medical conditions for employees, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

The District's Title IX Equity Coordinator is Sarah Kelsey. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact her at: 45 Musketeer Drive, Greenup, KY 41144. Phone: 606.473.9819. Email: sarah.kelsey@greenup.kyschools.us

Student Rights and Responsibilities

Students have the right to:

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

Students have the responsibility to:

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

Staff Rights and Responsibilities

School Staff has the right to:

- Expect all students to complete assignments.



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

School Staff has the responsibility to:

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

Parent/Guardian Rights and Responsibilities

Parents/Guardians have the right to:

- Rights as guaranteed by the Family Educational Rights and Privacy Act.
- Expect that any classroom disruptions will be dealt with fairly, firmly, and quickly.
- Access to all school rules and regulations and the consequences for violation of these rules and regulations.
- Participate in meaningful parent-teacher conferences to discuss their child's progress and welfare.
- Expect school personnel to notify parents/guardians of important news, especially as they relate to children.
- Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

Parents/Guardians have the responsibility to:

- Accept their own role as the primary educators of their children.
- Instill in their child the values of an education, a sense of responsibility and a sense of respect.
- Understand and support school requirements, rules, and policies and to be knowledgeable of the consequences of violations by students.
- Communicate with their child concerning academic performance and behavior.
- Be familiar with the educational program and procedure.



Notification of FERPA Rights

- The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:
 - ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***
 - Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
 - ***The right to inspect and review logs documenting disclosures of the student’s education records.***
 - Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issue subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.
 - ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***
 - Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.
 - If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 - ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***
 - Exceptions that permit disclosure without consent include:
 - Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.



- Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.
- ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.****

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

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

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

- ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

**Consistent with FERPA, parents (or students 18 or older) may direct the District not to disclose certain directory information. Please visit the district website at www.greenup.kyschools.us or the school office to access form 9.14 AP.12 – Student Directory Information Notification. This form can be used to opt-out of student directory information listings. Form 9.14 AP.12 must be returned to the district within 30 days of receipt of this notification or all student directory information will be subject to release without your consent*



Responses to Student Misconduct

This code is part of the Board of Education's policy on student behavior and discipline. In order to foster a safe, stable and understanding learning environment for all students and staff a planned trauma informed approach shall inform the discipline process (see Board Policy 9.43). State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities. The board has included samples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

| GENERAL CONDUCT | |
|---|--|
| School Violation | School Intervention |
| <u>Unauthorized Area</u> Includes but not limited to: anywhere outside of assigned areas (lunch, morning bus, evening bus, hallways during class time without authorization, teacher workroom, more than 1 person in a restroom stall, any place deemed unauthorized for students. | 1st offense - 2 days lunch detention 2nd offense - 1 day PSL 3rd offense - 3 days PSL 4th+ offense - treated as defiance |
| <u>Disruptive Behavior</u> Any action that disrupts instruction or the school day. Including but not limited to: classrooms, assemblies, special events, field trips. | 1st offense - 2 days lunch detention 2nd offense - 1 day PSL 3rd offense - 3 days PSL 4th+ offense - treated as defiance Assembly - immediate removal to PSL with possible ban from future assemblies. |
| <u>Unauthorized Use of Personal Technology Device</u> Telecommunication Devices including, but not limited to: Cell Phones and all cell phone related technology and devices (eg. Ear Buds/Watches/IPads) Gaming Systems , including micro gaming systems such as the Nintendo Switch | 1st offense – 3 days lunch detention 2nd offense – 1 day PSL+ device confiscation 3rd offense – 3 days PSL + device confiscation + family conference + daily phone check-in/out 4th+ offense - treated as defiance + loss of extra/co-curricular privileges **All confiscated devices will be retained in the PSL room until the end of day. |
| <u>Dress Code Violations</u> | 1st offense – call home/change,/administrative discretion |



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| Students not adhering to the GCHS SBDM-approved dress code. | 2nd offense – call home/change and 1 day PSL. 3rd offense – Treated as defiance. |
| <u>Inappropriate Display of Affection</u> Anything other than hand-holding and/or a quick hug. | 1st offense - 3 days of lunch detention 2nd offense - 1 day PSL 3rd offense - 3 days PSL 4th+ offense - treated as defiance |

CHARACTER

| School Violation | School Intervention |
|---|---|
| <u>False Statements</u> Includes written or verbal. Forged note/altering names on list, etc. | 1st offense - 3 days of lunch detention 2nd offense - 1 day PSL 3rd offense - 3 days PSL |
| <u>Academic Dishonesty</u> Includes cheating and plagiarism. This will include the use of Artificial Intelligence when used to circumvent directions from the classroom teacher related to student products. | 1st offense - 1 day PSL/receive “0” points for the assignment. 2nd offense - 2 days PSL/receive “0” points for the assignment. 3rd offense - 3 days PSL/receive “0” points for the assignment. Students will be required to complete the assignment during PSL time and return to the teacher when the assignment is finished, and may receive partial credit at teacher/administrator discretion. |
| <u>Inappropriate Use of Internet</u> Includes student email accounts, phones, computers, iPads. | 1st offense - 1 day PSL 2nd offense - 3 days PSL 3rd offense - 5 days PSL Depending upon the severity of the offense, administrators may issue PSL or OSS. SRO may be notified depending on severity. |

FAILURE TO COMPLY

| School Violation | School Intervention |
|--|---|
| <u>Failure to Complete PSLI Reflection</u> Each student assigned to PSL must complete a reflection related to their violation prior to starting their assignment class work. | Repeat the day of PSL until the reflection assignment is completed correctly. |
| <u>Failure to Comply with Procedures</u> Students assigned to PSL and/or Lunch Detention are given clear and concise procedures and expectations to follow while completing their time. | Repeat the day(s) of PSL until the student complies with the set procedures. Repeat up to 2 extra days of lunch detention. If the student fails to comply, they will be assigned up to 2 extra lunch detentions. If failure to comply continues, PSL will be assigned. |
| <u>Failure to Comply with Assembly Guidelines</u> Students are to be seated in the assigned location and adhere to the following food/drink guidelines: Permitted: sealable cups (EX: Stanley cup) Not Permitted: disposable to-go cups, open cans and open bottles | 1 st offense: 1 day lunch detention 2 nd offense: 3 days lunch detention 3 rd offense: 1 day PSL 4 th offense: treated as defiance |

| CONDUCT WITH SCHOOL EMPLOYEES | |
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| School Violation | School Intervention |
| <u>Defiance of Authority</u> Defined as: defying, resisting or refusing to recognize authority (open resistance). Challenge or telling an employee to “do something about it”. Deliberately challenge authority by disobedience. Possessing an attitude or taking action designed to provoke hostility. Having contemptuous opposition. Deliberately disregarding. | PSL or OSS (administrative discretion as to whether the severity requires PSL or OSS). Loss of school and extracurricular privileges (administrative discretion) Multiple offenses may result in administrative discretion which could include charges being filed or a referral to the Superintendent for pre-expulsion hearing. |
| | 1st offense - 3 days of lunch detention and/or |

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| <u>Disrespectful Attitude</u> Including, but not limited to: walking away, talking back, refusing to identify self properly, rude behavior. | counseling session with counselor. 2nd offense - 1 day PSL 3rd offense - 3 days PSL 4th+ offense - treated as defiance of authority |
| <u>Profanity/Obscene Gestures</u> Including, but not limited to: <i>cursing, blasphemy, taboo, vulgarity or the use of substandard vulgar terms, slang, insults, ethnic/racial/ gender slurs.</i> | 1-3 days of PSL/OSS (administrative discretion as to whether the severity requires PSL or OSS) Administrative discretion will be used to determine additional actions on a case by case basis. |
| <u>Aggressive Behavior Toward Employee</u> | Law enforcement (SRO) notified. 10 days OSS with immediate referral to the superintendent for a pre-expulsion hearing. |
| <u>Verbal Abuse/Harassment</u> | |
| <u>Assault</u> | |
| <u>Threatening Person/Property</u> Includes words and gestures. | |
| <u>Sexual Harassment</u> Specifically physical contact. | |
| <u>Taking/Posting Pictures</u> Without permission. | 1st offense – 3 days PSL 2nd offense - 3 days OSS and loss of school and extracurricular activities 3rd offense - 5 days OSS |

| CONDUCT TOWARD STUDENTS | |
|---|---|
| School Violation | School Intervention |
| <u>Physical Assault</u> Including but not limited to: fighting, striking another student | 1st Offense – 3 days OSS 2 nd Offense – 5 days OSS and loss of school and extracurricular activities 3 rd Offense – 10 days OSS plus 5 days PSL. Includes possible referral to the superintendent for pre-expulsion hearing. *The severity of the assault may result in more severe intervention(s) and is based on administrative discretion. |



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| <u>Aggressive Behavior</u> Including but not limited to: pushing, shoving, dangerous horse play | PSL or OSS dependent upon the severity of the violation. Intervention is based on administrative discretion. |
| <u>Instigation</u> Including but not limited to: spreading rumors, or creating a situation by word which has the intent of causing a physical altercation | |
| <u>Profanity, Obscene Gestures</u> Including but not limited to: cursing, blasphemy, taboo, vulgarity or the use of substandard vulgar terms, slang, insults, ethnic/racial/gender slurs | |
| <u>Sexual Harassment</u> Physical | 10 days OSS, loss of school and extracurricular privileges and possible referral to superintendent for pre-expulsion hearing. |
| <u>Threats/Verbal Harassment</u> Including but not limited to: verbal/written threats or terms, sexual remarks | 1st Offense – 3 days PSL + parent conference 2 nd Offense – 3 days OSS, loss of school and extracurricular privileges 3 rd Offense – 10 days OSS with possible referral to superintendent for pre-expulsion hearing *The severity of the violation may result in more severe intervention and is based on administrative discretion |
| <u>Unauthorized Photography/Video</u> Including but not limited to: photographing students without their permission or unauthorized use of electronic devices to photograph or video | 1st Offense – 3 days PSL + parent conference 2 nd Offense – 3 days OSS, loss of school and extracurricular privileges 3 rd Offense – 5 days OSS 4 th Offense – Treated as defiance |

| FLAGRANT VIOLATIONS | |
|---|--|
| School Violation | School Intervention |
| Violations Include but Not Limited To: arson, burglary of school property, possession/use/transfer of weapons, bomb threat, possession/use/sale/transfer of | Law enforcement is notified and PSL/OSS (administrative discretion) with possible referral to superintendent for pre-expulsion hearing |

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| explosive device, stolen property/theft, incidents involving spread of bodily fluid | Los of school and extracurricular privileges *Severity of act determines severity of intervention |
| False Fire Alarm Including but not limited to: pulling fire alarm without cause, intentionally alter/damaging fire alarms | Law enforcement notified; criminal charges filed along with PSL/OSS (administrative discretion) |
| Sexual Activity Including but not limited to contact that can be considered sexual in nature | 10 days OSS with possible additional consequences based on case by case basis (administrative discretion) |

STUDENT DRIVERS/ BUS DISTURBANCE

| School Violation | School Intervention |
|--|---|
| <u>Reckless Driving</u> Including but not limited to: excessive speeding, disruptive behavior in a vehicle | 1 st Offense – warning and 1 day PSL 2 nd Offense – notify law enforcement and loss of driving privileges for one calendar month 3 rd Offense – notify law enforcement and loss of driving privileges for the remainder of the school year or the next school year if violation occurs within the last month of school |
| <u>Driving/Parking Without a Pass</u> Includes no parking registration, no display of parking registration, parking in an unauthorized area | 1 st Offense – reminder 2 nd Offense – warning 3 rd Offense – 1 day PSL and must show proof prior to reinstatement of driving privileges 4 th Offense – revocation of driving/parking privileges for the remainder of the school year |
| <u>Bus Disturbance</u> Conduct on the bus which makes for an unsafe condition for students, drivers and other motorists or pedestrians. Non compliance with bus rules and procedures. | 1 st Offense – warning/assigned seat 2 nd Offense – 1 day PSL. 3 rd Offense – 2 Day Bus Suspension. 4 th Offense – Treated as defiance. |

| BUILDING/GROUNDS | |
|---|--|
| School Violation | School Intervention |
| <u>Defacing/Destruction of Property</u> Includes but not limited to: graffiti, displacing fixtures (lights, sinks, etc.) | PSL/OSS based upon administrative discretion and restitution is required Community service hours assigned if clean-up is necessary Loss of school and extracurricular privileges |
| <u>Breaking and Entering</u> Includes unlawful entry which includes unlawful entry to the school | PSL/OSS based upon administrative discretion Law enforcement notified Restitution and/or community service hours if needed Loss of school and extracurricular privileges |
| <u>Loitering</u> Includes: gatherings outside of school sponsored/approved events, outside of school hours | Violators will be asked to leave school grounds Administrative discretion will determine school intervention Severity of case may lead to notification of law enforcement and/or criminal charges for trespassing and/or unlawful assembly |

| TARDY/SKIPPING POLICY | |
|--|---|
| School Violation | School Intervention |
| <u>Skipping Class</u> Skipping class is defined as a student being unaccounted for 10 minutes or more (unexcused) | 1 st Offense – 3 days lunch detention 2 nd Offense – 1 days PSL 3 rd Offense – 3 days PSL + parent conference 4 th Offense – 1 day OSS, parent notification, loss of school and extracurricular privileges |
| <u>Skipping School</u> Unauthorized exit from school grounds | 1 st Offense – 2 days PSL 2 nd Offense – 3 days PSL |



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| | 3 rd Offense – 1 day OSS, parent conference, loss of school and extracurricular privileges |
| <u>Tardy to Class</u> Tardy to class is defined as less than 10 minutes late | 1 st Offense – recorded by teacher + reminder 2 nd Offense – recorded by teacher + warning 3 rd Offense – 3 days of lunch detention 4 th to 9 th Offense – 1 day PSL for each tardy 10 th Offense – loss of school and extracurricular privileges + parent conference *Tardy to class will be documented by staff |
| <u>Tardy to School</u> Tardy to school is defined as arriving at school after 7:55am 1 tardy to school = 1 tardy to class | 1 st Offense – recorded by Gatekeeper + reminder 2 nd Offense – recorded by Gatekeeper + warning 3 rd Offense – 3 days lunch detention 4 th to 9 th Offense – 1 day PSL for each tardy 10 th Offense – loss of school and extracurricular privileges and parent conference *Tardy to school will be documented by staff |

| TOBACCO, ALCOHOL, DRUGS | |
|---|---|
| School Violation | School Intervention *parent notification included with all interventions |
| <u>Possession/Use of Tobacco Products</u> Includes vapor pens or any other tobacco product or paraphernalia inside/outside school building and including all school-sponsored events | 1 st Offense – 3 days PSL + education program 2 nd Offense – 5 days PSL + counselor evaluation |



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| <p><i>*All confiscated tobacco products become property of GCHS and will be disposed of properly</i></p> | <p>3rd Offense – 1 day OSS + loss of extra/co-curricular privileges</p> <p>4th + Offense – treated as defiance</p> |
| <p><u>Possession/Use of Illegal Substances</u> Including but not limited to: look-alike products, paraphernalia, or being under the influence at school and all school-sponsored events</p> <p><i>*AI (alcohol intoxication) charges can be filed if a student is found to be under the influence</i></p> | <p>1st Offense – 3 days OSS + Charges + education program</p> <p>2nd Offense – 5 days OSS + Charges + loss of extra/co-curricular privileges</p> <p>3rd Offense – Treated as Defiance + Possible expulsion hearing.</p> |
| <p><u>Sale/Transfer of Illegal Substances</u> Including but not limited to: legend drugs, look-alike drugs, prescription medications, over the counter medications</p> | <p>10 days OSS + possible alternative placement + charges + loss of extra/co-curricular privileges</p> |
| <p><u>Possession of Prescription Drugs</u> Includes drugs issued to students or over the counter drugs which are not documented for school use</p> | <p>1st Offense – medication taken from student, parent/guardian notified and required to retrieve medication from the school nurse</p> <p>2nd Offense – 1 day PSL, medication confiscated</p> <p>3rd Offense – 3 days PSL, medication confiscated</p> |
| <p><u>Possession/Use of Illegal Substances</u> Including but not limited to: all forms of illegal substances, prescription drugs not prescribed to student, drug paraphernalia</p> | <p>10 days OSS + possible alternative placement + charges + loss of extra/co-curricular privileges</p> |

BOARD POLICIES

Search and Seizure See Board Policy 09.436

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating the Code, a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect complete privacy in their use of school property assigned for their use, such as desks and lockers

Physical Restraint See Board Policy 09.433

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



Reports to Law Enforcement Officials

KRS 158.154

When the Principal has reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of the section, "school property: means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in charge of the Principal.

KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a) A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - b) Carrying, possession, or use of a deadly weapon, or
 - c) Use, possession, or sale of a controlled substance; or
 - d) Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred 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

KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section.

The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight hours of the original report.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.



Weapons

See Board Policy 05.48

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 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 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.1

Passengers/students may not bring firearms or weapons (except archery equipment used in connection with the school archery team), either operative or ceremonial on the school bus. See Board Policy 06.342.

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.

Suspension, Expulsion, and Due Process See Board Policies 09.434; 09.435; 09.431

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to 10 days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

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

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others. Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than 10 days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

Grievances



See Board Policy 09.4281

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal: 1. Teacher; 2. Principal; 3. School council; 4. Superintendent; 5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case by case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

Information on filing a formal complaint or grievance is available at greenup.kyschools.us, at each school and at the Central Office. See Board Procedure 09.4281 AP.1

Bullying/Hazing See Board Policy 9.422

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.

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.

Bullying means any unwanted verbal, physical or social behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

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

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

"Hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation, into, affiliation with, or enhancing or maintaining memberships or status within any organizations. *Including but not limited to actions which cause, coerce, or force a minor or a student to:



- a) Violate federal or state criminal law
- b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury.
- c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements
- d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer mental distress
- e) Endure brutality of a sexual nature; or
- f) Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student

*Per KRS 508.180, "organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar groups and includes any student organization registered pursuant to policies of the school or postsecondary institution at any time during the previous five (5) years.

Harassment/Discrimination

See Board Policy 09.42811 and related procedures

Harassment/Discrimination is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information or disability involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred or prejudice.

A hostile environment is created by harassment/ discrimination that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational or work environment.

Grievance procedures may include voluntary informal mechanisms for resolving some types of sexual harassment complaints; however informal procedures will never be utilized for any sexual assault complaint.

The provisions of the 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 or work environment.

Sexual harassment means unwelcome conduct of a sex nature, which can include sex assault, sex violence, sex misconduct, unwelcome sexual advances, requests for sex favors, or other verbal, nonverbal, or physical conduct of a sexual nature. It can include conduct such as touching of a sexual nature; making sexual comments, jokes or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity; or circulating, showing, or creating electronic messages or websites of a sexual nature.

Work day is any day administrators are scheduled to work excluding holidays and school day is any day in the official school calendar. If the alleged victim is a student, school days will be



used for the investigating and reporting timeline. If the alleged victim is other than a student, working days will be used for the investigating and reporting timeline. The School District has jurisdiction over harassment issues, including Title IX, sexual harassment.

Prohibition

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to vendors and visitors to the school who may come into contact with employees and students.

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, vendor or visitor is being or has been subjected to harassment/discrimination by anyone under the school's jurisdiction shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports/complaints of harassment/discrimination at the building level. Otherwise, reports/complaints of harassment/ discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports/complaints 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. Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

Prohibited Conduct

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an individual to believe that he or she must submit to unwelcome sexual conduct in order to not suffer adverse employment action, or that a student must submit in order to not suffer adverse actions regarding participation in school programs or activities;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;



6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

Confidentiality

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved. The Superintendent/designee shall evaluate requests of confidentiality.

Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment/ discrimination, any party may appeal in writing any part of the findings/corrective actions to the Superintendent. The Superintendent shall inform the victim and the accused of his/her decision within 30 work days.

If a supervisory staff member is an alleged party in the harassment/ discrimination complaint, procedures shall provide for addressing the complaint to a higher level of authority. Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination, or to take corrective action shall be cause for disciplinary action.

Counseling

In the event you would like to request or learn more about counseling services, contact the District Title IX Coordinator, Scarlet Shoemaker at 606-473-9819, the school guidance counselor or the District mental health professional.

False Complaints

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Title IX Sexual Harassment See Board Policy 09.428111

Title IX Sexual Harassment in educational programs or activities of the District is prohibited. "Title IX Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). For purposes of this definition, "sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is an act directed



against another person, without the consent of the second person, including instances where the second person is incapable of giving consent. The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

Retaliation Prohibited

No District or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any Title IX investigation, proceeding, or hearing.

Damages to School Property See Board Policy 9.421

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

Tobacco

See Board Policy 9.4232

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

Use of Alcohol, Drugs/Controlled Substances See Board Policy 9.423

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

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

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

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS



218A.010. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. Prescription drugs obtained without authorization
2. All prohibited substances however taken or used, including by not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

Assault and Threats of Violence See Board Policy 9.425/AP 22

A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

- Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action up to and including suspension or expulsion. **Students may also be subject to prosecution or juvenile justice interventions for assault, threats or other abusive conduct.** Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.
3. Creating fear of death or serious physical injury among students, parents, or school personnel;

Removal of students from a bus shall be made in compliance with 702 KAR 5:080. **KRS 508.07 (Terroristic Threatening Second Degree)**

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:



- a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur;
- b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
 - 1. Causing evacuation of a school building, school property, or school sanctioned activity;
 - 2. Causing cancellation of school classes or school sanctioned activity; or
- c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
 - 1) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
 - 2) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
 - 3) Terroristic threatening in the second degree is a Class D felony.
 - 4) Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

*****POTENTIAL PENALTIES UNDER KRS 532.060 AND KRS 534.030 UPON CONVICTION*****

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than 1 year nor more than 5 years (Class D felony) or not less than 5 years nor more than 10 years (Class C felony) and a fine of not less than \$1,000 and not greater than \$10,000 as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to \$500 (KRS 635.085); probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing



with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution caused by the threat to parties such as the District or first responders (KRS 635.060).

Acceptable Use See Board Policy 8.2323

The District offers students, staff, and members of the community reasonable access to the District's computer network for electronic mail and Internet and expects users to utilize this privilege in an appropriate and responsible manner as required by policy 08.2323 and related procedures. Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information
2. Sending or displaying offensive messages or pictures, including those that involve: profanity or obscenity; or harassing or intimidating communications.
3. Damaging computer systems or computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain unauthorized access;
6. Trespassing in another user's folder, work, or files
7. Intentionally using electronic media unrelated to job performance, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals,

Additional rules and regulations may be found in the schools' handbooks and on the district website. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action per KRS 434.840-434860 and KRS 512.020.

Policy information listed in this document may be excerpts of Board policies, and not policies in their entirety. For access to complete and/or updated board policies and related administrative procedures, visit the district website at www.greenup.kyschools.us. Click on "Board of Education", then "Board Policies and Procedures". Board policies may also be accessed at the Board of Education, 45 Musketeer Drive, Greenup, KY 41144



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