A Collaborative Culture Which Focuses on Student Learning

Student/Parent Handbook

2012-2013

501 South Hamilton Street
Georgetown, KY 40324
(502) 863-1170
Inviting School Award 2004
Title I School
www.scott.kyschools.us
Garth’s Guidelines for Success

Greet everyone with a smile

Always go the extra mile

Respect myself and my peers

Take care of everything dear

Help wherever we are to make

GARTH a shining Star
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STATEMENT OF PURPOSE

The goal of the Garth Elementary instructional program is to enable students to become independent learners, decision-makers, and effective communicators. While attending Garth Elementary, students will feel worthwhile, become positively motivated toward learning, and acquire the basic skills they will need to become productive citizens in the community. Students will learn to successfully accommodate change in a rapidly expanding and integrated world.

Teachers will become facilitators of learning. They will have an opportunity to work collaboratively and receive relevant training to expand their knowledge and skills. Teachers will be encouraged to experiment instructionally, be creative, and evaluate their effectiveness based on real data about student success both within and outside the school. The school environment will enable the teachers to teach in a meaningful and rewarding manner, collaborate with the community, and meet the curriculum standards of the district and commonwealth.

Students will be assessed through a comprehensive balanced, continuous performance system that is directly tied to instruction. Activities will include portfolios, anecdotal records, individual conferencing, teacher-made tests and observations, and the mandated state assessment system. Students will be encouraged to assess themselves and provide constructive feedback to others. The assessment system should enable students to demonstrate their skills in real world situations. Emphasis will be placed on the student's ability to think critically and to solve meaningful problems.

The effectiveness of the Garth Elementary instructional program will be evaluated by the ability of students to demonstrate what they have learned.

BELIEF STATEMENTS

The Staff of Garth Elementary Believe:

All Children...can learn.
should be respected and valued.
have a right to a childhood.
bring different experiences, backgrounds, and values to school.
have a right to learn at their own rate and style.
should have a quality educational program.
deserve to be presented skills relevant to future learning.

Parents should..... meet their children's basic needs.
support schools through active involvement.
read and talk with their child each day.
value education.

Instruction should...be motivating.
be child centered requiring active involvement.
integrate content areas in a meaningful way.
have relevancy for lifelong learning.
be non-threatening but challenging.
address student capabilities by meeting children where they are, then taking them to the next level.
provide an aligned curriculum map of what is to be assessed.

Schools Should...be safe, secure places where children want to be.
make decisions based upon what is best for children.
be centers for learning--a castle for exploration.
encourage children to succeed without fear of failing.
be community centers.
FROM THE PRINCIPAL

Dear Parents,

Let me take this opportunity to welcome you to the new school year and to wish each of you an enjoyable experience as we work together to educate our children.

This information is designed to notify you of the programs and procedures at Garth. Naturally, our policies change from time to time to improve learning for our students. This booklet is not intended to answer all your questions. I encourage you to meet the staff, stay abreast of your child’s progress, and to be actively involved throughout the school year.

We are looking forward to a great school year and I am confident that by working together we can help each child have a productive and successful school experience.

Sincerely,

David R. Andes
Principal

GUIDANCE SPECIALIST

Dear Parents,

It is my pleasure to join the family at Garth Elementary as your Child Guidance Specialist. I am coming to Garth from Fayette County public schools where I worked as a counselor for two years. I hope to teach the students at Garth the skills they will need throughout life on their journey to success.

The counseling program at Garth is designed to help children identify and navigate the feelings, emotions, and situations that students face each day. This year I will be working with students in the classroom as well as in small groups and individually. My goal is to get to know each child and help them become the best they can be. In addition to working with our children at Garth, I am also here to help parents and families alike. I will at times work with outside agencies to provide supports that our children and families may need. My philosophy is that if we all work together for the good of our children, they will succeed.

Please feel free to contact me should you need assistance with your child. I believe in success for all and I look forward to a great first year at Garth!

Sincerely,

Megan M. Hanser
Welcome, VIP

You are a Very Important Parent!

The Parent Institute identifies a number of reasons why you should volunteer at school. Students whose parents volunteer get better grades, have fewer discipline problems and have higher graduation rates. Children, parents, families and teachers benefit. We welcome you, here’s how you can get involved.

Volunteering at school is as easy as 1, 2, 3!
1. Take the first step.
   - Call Renee Holmes, Special Programs Coordinator, at (502) 570-3059
   - OR
   - Visit our website at [www.scott.kyschools.us](http://www.scott.kyschools.us) and complete a volunteer application online
2. Take care of business.
   - Initial training/interview
   - Criminal background check
   - Schedule of volunteer days
   - Develop relationship with teacher
3. Take the time out to serve your school.
   - Show up to volunteer promptly on days scheduled or notify teacher ahead of time of cancellation
   - Become an active part of the school family
   - Get to know the school administrators, teachers and staff members
   - Experience the many opportunities available to your child each day
   - Have fun!
FACULTY AND STAFF

David R. Andes – Principal
Megan Hanser – Counselor
Lori Drumheller – Secretary
Jamie Brinkley – Secretary
Angela Perkins – Kindergarten
Rachel Lukacsko Kindergarten
Donna Cox – Primary
Lynnette Mills – Primary
Amanda Featherston Primary
Regina Finch – Primary
Lisa Hanson – Primary
Shirley Hutchins – Primary
Barbara Mason – Primary
Kelly Stout – Primary
Mary Frances Watts Primary
Jay Featherston – Third
Lori Bergman – Third
Melissa Mullins – Third
Abby Thomas – Third
Misty Portwood – Fourth
Jim Cook – Fourth
Ashley Vergne – Fourth
Abigail Snyder – Fifth Grade
Ginny Barnes Fifth Grade
Lorie Wise – Fifth Grade
Jennifer Embry – Media Center/Library
Kellie Moses – Music
Seth Eckler – Physical Education
Cynthia Covington Special Education
Sheila Jones – Special Education
Karen Juett – Special Education
Theresa Shoup – Special Education
Barbara Rexroat – Special Education
Rachel Hoskins – Special Education
Melissa Wyler – Special Education
Rita Oster – Special Education
Matt Whitehouse – Special Education
Brandi Carlos – Special Education
Diane Hall – L.E.A.P
Jennifer Bowling – Psychologist
Nancy Thomason – Speech
Candi Texas – Reading Specialist
Dee Dee Fish – Family Resource
Kim Hoddy – Family Resource
Nancy Ryan – Family Resource
Missy Tirey – Student Health Aid
Stacey Hoskins – Instructional Aide
Emily Sinkhorn – Instructional Aide
Regina Finch – Instructional Aide
Linda Taylor – Instructional Aide
Barby Newell – Extended Day
Ann Tallant – Technology Aide
Tammie McMullen – Cafeteria Manager
Cathy Worthington – Cafeteria
Rhonda Long – Cafeteria
Carmen Nevarez – Cafeteria
Vicki Satterly – Cafeteria
Cindy Smith – Cafeteria
Steve Patton – Custodian
Dave Biddle – Custodian
Mark Shell – Custodian
POLICIES AND PROCEDURES

7:20................. DOORS UNLOCKED, breakfast served
7:20................. Students may report to homeroom
7:20................. Buses unload
7:40 ................. Instructional day begins. All students must be in classrooms at this time.

2:35.................. Buses are loaded; Car line is started
2:40.................. Walkers are dismissed

Morning Kindergarten 7:25-10:35*
Afternoon Kindergarten 10:55-2:35

*PLEASE NOTE: The Instructional Day for morning Kindergarten begins at 7:25. Please see the additional information below in the section labeled Kindergarten.

ARRIVAL AND DEPARTURE

DOORS WILL BE UNLOCKED AT 7:20 A.M. The instructional day begins at 7:40 and all students are to be in their classrooms at this time. The school buses will deliver students between 7:20 and 7:30 using the drive that circles to the Broadway side of the building. If your child will be eating breakfast, we ask that you have them at school by 7:25 to facilitate serving and have time to eat their breakfast before instruction starts. Parents delivering children before scheduled arrival times are responsible for their supervision until that time.

Afternoon dismissal will be at 2:35. Students who are riding the bus will exit on the Broadway side of the building and walkers will exit through the doors on the Hamilton Street side. Parents picking up students may do so on South Hamilton Street. Remember, we have many students who will be walking, please drive carefully!

CONFERENCE AND VISITATION

Garth faculty and staff always want to maintain close, clear communication with the parents/guardians of students. The following policies are intended to enhance safety, learning and communication.

- Parents/guardians, and visitors are always welcome! In order to minimize interruptions, classroom visits will be scheduled through the teacher. As always, parents/guardians need to sign in at the office. Parents/guardians will not drop by unexpectedly to see a teacher during school hours. For the safety of students, it is necessary that office personnel know who is in the building at all times.
- In the morning, parents/guardians are asked to let their children enter the school on their own. If it is necessary to accompany your child due to extenuating circumstances, such as helping carry a project, dropping off medicine, etc., we ask that you register in the office. Faculty members are placed in the corridors, classrooms, and outdoor areas to provide a safe and inviting environment as students enter.
- Parents/guardians will wait outside the building to pick up students at dismissal. If a parent/guardian needs to pick up a student during the day the parent/guardian is to come to the office to sign the student
out. The office staff will call for the student and the student will come to the office prepared to leave.

- When students are brought to school after the regular starting time, the parent/guardian will sign them in at the office.
- _Volunteers are welcomed and valued at Garth!_ Contact the teacher in advance to schedule volunteer time. Volunteers must sign in at the office before going to the classroom.
- Teachers will be responsible for giving the office written notification of conferences, changes in schedule, and volunteer/visitor schedule.
- All staff, parents/guardians and volunteers must work together to make our school an inviting, yet safe place!

**KINDERGARTEN**

**Morning Session**

Kindergarten teachers will pick up their classes in the stairwells nearest their rooms at 7:20. At the end of the session, the teachers will escort their students from the building where they may be picked up by parents. Please do not cluster around the Kindergarten classrooms as this noise affecting the education within the Kindergarten room as well as the primary classrooms on the first floor. Parents may drive through the parking lot and pick up their children during kindergarten dismissal at 10:35. **Please make every effort to be on time. Kindergarten teachers have other responsibilities beginning at 10:35.**

**Afternoon Session**

Afternoon kindergarten students will be provided bus transportation if they live north of Main Street. The buses will be delivering students to the school at 10:55 a.m. Parents who will be bringing their children should meet the teachers in the stairwell at this time. Parents arriving earlier should wait outside the school building; it is a fire hazard to block the stairwell and exits.

**SCHOOL CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Students</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7</td>
<td>First Day of School for Students</td>
<td></td>
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</tr>
<tr>
<td>September 3</td>
<td>No School/Labor Day</td>
<td></td>
<td>Holiday</td>
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<tr>
<td>October 8-12</td>
<td>Fall Break</td>
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<tr>
<td>November 6</td>
<td>Election Day</td>
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<tr>
<td>November 22-23</td>
<td>No School</td>
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<tr>
<td>December 19</td>
<td>Flexible PD Day (No School)</td>
<td></td>
<td></td>
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<tr>
<td>December 20-1</td>
<td>No School/ Holiday Break</td>
<td></td>
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<tr>
<td>January 2</td>
<td>Return to School</td>
<td></td>
<td></td>
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<tr>
<td>January 21</td>
<td>No School/Martin Luther King Holiday</td>
<td></td>
<td></td>
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<tr>
<td>March 15</td>
<td>No School/ Flexible Professional Day</td>
<td></td>
<td></td>
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<tr>
<td>April 1-5</td>
<td>No School/ Spring Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 17</td>
<td>Last Day for Students</td>
<td></td>
<td>Subject to change</td>
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</tbody>
</table>
SCHOOL CLOSING

Sometimes unusual weather conditions may cause the school to be closed. School closings are determined by the Scott County Schools Administrative Office. Announcements of closings will be made by the local news media. Connect With Us using E-Communications at http://www.scott.kyschools.us/district You can sign up for e-mail and text alerts on the bottom of the Scott County Home Web Page. Remember, if Scott County is not listed in the closings, we will be in session. Please do not call the school office as decisions for closings will be announced by the media as soon as they are made. Occasionally severe weather requires early dismissal of students. During winter storms, monitor the radio throughout the day for the latest school closing information. As soon as decisions concerning school closings are made, the following radio and television stations will be notified:

Radio Stations:  
WMGB-FM (Georgetown)  
WLAP, WVLK, WJMM (Lexington)  
WKQQ, WHAS (Louisville)  

Television Stations:  
WLEX Channel 18  
WTVQ Channel 36  
WKYT Channel 27  

On the Web: http://www.news-graphic.com

If school has to be dismissed early because of inclement weather, students will follow regular dismissal procedures. If you elect to pick your child up because of an early dismissal, please report to the office and be prepared to follow regular check out procedures (See page 8).

WALKING STUDENTS

1. Walking students will be dismissed at 2:40 in the afternoon, Hamilton Street side of the building.
2. Students who are walking are to leave grounds immediately upon dismissal (PLEASE NOTE: The playground is closed to students immediately before school in the morning and after school in the afternoon).
3. Students who walk are to take the shortest, safest route to and from home.
4. Walking students are to use sidewalks and crosswalks.
5. We expect good conduct from students on the way home. The same safety and conduct rules apply on the way home as when in school (i.e., keeping hands and feet to self, no name calling, etc.).
6. If students are not going straight home, a note is required from the parent to the teacher giving permission for their child to walk or stop elsewhere.
8. Reports of students misbehaving and failing to follow these rules on the way to and from school shall result in disciplinary action.

SAFETY & PARKING

The circle drive immediately in front of the school is used for dropping off and picking up students. Please do not use this drive for bus traffic only. Parents wishing to pick up students will be dismissed at 2:40 in the afternoon, Hamilton Street side of the building.

PLEASE NOTE: The playground is closed to students immediately before school in the morning and after school in the afternoon.
should use South Hamilton Street. Please use extreme caution when picking up your children as we have many students who will be departing on foot. Walking students are to use the crosswalks and obey the traffic signals when crossing. Please talk with your child about the importance of obeying safety rules while walking to and from school. The playground is off limits both before and immediately after school.

Upon arriving in the morning (7:15 a.m.) all students may visit their locker and then report to their homeroom. Students are not to visit in hallways or other classrooms.

In the afternoon students are required to leave the school grounds immediately. If you regularly pick your child up after school, please advise them to return to the office in the event you are late arriving in the afternoon.

ADDRESS CHANGES

Parents are responsible for notifying the classroom teacher of any address or phone number changes. The importance of this information cannot be over-emphasized as it is the only way that we can contact you should your child be ill or injured at school. Please help us keep the information on file current. Periodically, we will verify student address and phone numbers.

ATTENDANCE

ATTENDANCE GOAL STATEMENT

The Scott County Board of Education views the matter of student attendance as one of its primary concerns. Accordingly, the Board encourages the active cooperation of teachers, students, parents, and administrators in maintaining a high level of student attendance at all Scott County Schools.

Students are expected to attend the school in which they are enrolled, regularly and punctually, in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The Scott County Board of Education believes that there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much better adjusted to live in our society.

TRUANCY DEFINED

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. Absence for less than a half day shall be considered tardiness.

ATTENDANCE CLERK

The Principal shall designate a staff member to serve as attendance clerk or student services secretary. This person shall be responsible for carrying out the K-12 attendance policy.

EXCUSED ABSENCES

A student shall be permitted a total of six (6) excused absences per year upon presenting a parental note to the school principal or designee for the following reasons:

(Doctor’s excuses do not count toward the six days of excused absences.)

1. Death or severe illness in the pupil's immediate family. The number of days excused for a death will be determined by the circumstances involved and...
will be kept to the minimum necessary as determined by the Principal or designee.

2. Illness of the pupil. Medical and dental appointments will be excused only for the time required to complete the appointment, unless specified by the doctor.

3. Religious holidays and practices.

4. Court appearance when the student's presence is required by subpoena or citation.

5. Driver’s permit/license test, which will be excused for a portion of the day.

6. Cultural and educational activities as approved in advance by the Principal, including those qualifying as educational enhancement opportunities.

7. **One (1) day for attendance at the Kentucky State Fair.**

**ENHANCED EDUCATIONAL OPPORTUNITY**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Students/parents should complete the educational enhancement opportunity request form five (5) days prior to the absence.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal’s determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

**ATTENDANCE COMMITTEE**

The Central Office Attendance Committee shall consist of the Director of Student Services and two (2) parents to be appointed by the Superintendent. Their primary function shall be to hear appeals.

**Absences for Vacations**

The regular school calendar allows students to be off during the summer months as well as holidays, fall break, spring break, Christmas break, and teacher professional days. Therefore, absences for family vacations when school is in session will be recorded as “unexcused”. Since classroom time is a high correlate for learning, parents are strongly encouraged to plan vacations around the school calendar.

**Notes Required**

Notes shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the appropriate person within three (3) school days of the student’s return to school. If a note is not received within three (3) days after returning to school, the absence or tardy is unexcused. The principal or his/her designee shall determine whether the absence is excused.

**MAKE-UP WORK**

Work missed due to excused absences may be made up by arrangement with the teacher. The student is responsible for making arrangements with the teacher for completing make-up work.
UNEXCUSED ABSENCES

Absence for reasons other than those listed in this policy shall be unexcused. Work missed due to unexcused absences may not be made up.

EXCEPTION

Students are not entitled to make-up daily work missed for absences because of suspension from school but are allowed to do the following:

1. Take major tests, such as final examinations or unit tests, for credit upon returning from a suspension;
2. Hand in for credit major projects or term papers assigned before the period of suspension but due during the time the suspension occurred.

LEAVING SCHOOL DURING THE DAY

If it is necessary for your child to be released from school during the regular school day, parents must come to the office to sign the students out. The student registration sheet contains information for parents/guardians and two designated emergency contact persons. Without written authorization from the parent/guardian, students will not be released to anyone other than parent/legal guardian or the emergency contact persons listed on the registration sheet. Social Security # or driver licenses # of these emergency contact persons must be on file in the office. Parents/guardians and emergency contacts must have proof of identification before student will be released. Students leaving during the school day should do so only for emergency reason or doctor appointments. Student leaving early will be identified on the report card and attendance system by having a tardy or half day absence.

MEDICATION/ADMINISTRATION

On entering the building, all medicines (prescription and/or over the counter) must be registered in the front office and stored in an appropriate location.

Students requiring medication during the school day should bring the following:

- Medicine in the original container including student’s name, name of the medication, dosage, and physician’s name.
- A completed Medication Form for non-prescription medication signed by a parent or guardian for over the counter medication.
- A completed Medication Form for prescription medication signed by a parent or guardian and the student’s physician for prescription medication.
- Medication cannot be administered until these guidelines have been followed.

ACCIDENT REPORTS

In the event of an accident, or when a child's teacher or office for first aid of any type, an accident report must come to the accident report must reports are monitored. Parents will be notified of injuries at the discretion of school personnel with student input. Specific concerns or special needs for your child, need to be communicated to your child's teacher!
**TELEPHONE**

Children will not be allowed to use the school phones except for emergency messages. All arrangements for after-school care should be made by parents in advance. **It is disruptive to send messages into the classroom during the school day unless there is an emergency.**

**NEW STUDENTS**

New students will be assigned to a temporary classroom until records arrive or the teaching staff has time to assess the student. It may be necessary to change students for academic reasons. If this happens, a note will be sent advising the parents of any changes. New students will be given a packet of information from the office staff or guidance counselor containing all necessary school-related information to be taken home for parents to read.

**SPECIAL DIETS**

At the beginning of each school year, at the time of enrollment, or upon diagnosis, the parent/guardian of a child with special dietary needs shall provide to the Principal/designee a request that:

1. Is signed by a recognized medical authority,
2. Lists all foods the student should not eat, breathe or come into contact with.
3. States the problem or requested accommodations.

Upon receipt of this statement, the Principal/designee shall confer with District administrators to summarize the child’s needs and assist in developing a plan of action for the student. That plan (instructions) shall be followed until a written notice, stating a change, has been received from the parents/guardian/recognized medical authority. Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations.

**OUTSIDE FOOD POLICIES**

Any food items provided to students (i.e. parties, celebrations, events, etc.) must be:

1. Purchased through the school cafeteria (phone: 863-1170, ext. 1)
2. Pre-packaged and contain an ingredients label allowing one to determine the food’s potential allergens.
   a. Please see the classroom teacher for any possible food allergies.
   b. We also suggest “goodie-bags” for parties and celebrations containing non-food items such as pencils, erasers, stickers, small toys, etc.
   c. For holidays when candy is given, only nut-free candy will be allowed.

We **strongly** discourage fast food items being brought into the school cafeteria. If a parent or guardian wishes to eat lunch with a student, we recommend and prefer the lunch to be purchased from the cafeteria or be prepared and brought from home.

**REPORTING SYSTEM**

The teaching staff constantly evaluates students in our efforts toward continuous improvement. Report cards are sent home to inform parents of student progress and serve a very useful function, but communication needs to flow both ways to insure that individual needs of the students are being met. We encourage parents to check student progress and to visit with us if there are questions or concerns which need to be addressed.
Parents are encouraged to communicate with the classroom teachers and the whole school staff. Though school-wide parent-teacher conferences will be scheduled periodically, please feel free to request a conference if you have a need at anytime during the school year. We regard parents as partners in education and feel your input and support are necessary to enable us to best meet the needs of your child. Please take the time to check over your child's work and contact the teacher if you have questions.

**ACCEPTABLE USE OF ELECTRONIC RESOURCES**

Scott County Schools supports the rights of students, employees, and community members to have reasonable access to various information and formats, and believes it is incumbent upon students, employees, and community members to use this privilege in an appropriate and responsible way. Specific guidelines for using electronic resources will be shared with students and parents. Students and parents must sign acceptable use policies. Violation of these guidelines may result in the loss of electronic privileges.

**NEWSLETTERS**

Teachers often communicate their daily/weekly progress within the classroom through a teacher created newsletter. Newsletters sometimes contain long-range homework and/or research assignments. Some teachers require their students to have parents sign and return the newsletter the following week to ensure that parents are aware of classroom academics and activities. Newsletter contents vary from teacher to teacher and differ at primary and intermediate levels.

It is important and necessary to maintain a positive and open line of communication between parent and teacher. Newsletters seem to function well for this need. Should you need to speak with your child's teacher, do not hesitate to contact them on their planning period or before or after school.

**INSTRUCTIONAL FEES**

Student fees are used to purchase consumable supplies used in the classroom. Each child in Kindergarten through fifth grade will be assessed a fee of $20.00. Your cooperation in paying fees will be greatly appreciated and will insure that adequate materials are on hand for student use. If you are unable to pay in full at the beginning of school, please make arrangements for payment with the classroom teacher. Checks for Instructional Fees should be made payable to Garth School and will be credited to your child’s teacher’s account. If you have more than one student, please send separate payments with each child. A receipt will be issued by the teacher.

Students who qualify for free or reduced price lunches also qualify for waiver of student fees for educational purpose as outlined in 702 KAR 3:220, Section 4. The applicable family income guidelines are the same as reduced lunch price program. Qualification for waiving fees will be determined from your completed “Application for Free and Reduced Price Meals” and “Supplemental Application for Waiver of Student Fees.” Completed forms should be returned to school. Notification of eligibility will be made by mail.

**ADDITIONAL STUDENT FEES**

From time-to-time students will be asked to make payment for activities (field trips, book order purchases, school pictures, etc.). To assist with
bookkeeping and to assure your child is credited with payment, you are asked to send payment with each child to his/her teacher. Please do not send more than one child’s payment on one check. Checks should be payable to Garth School. (The only exception is payment for Fall pictures for which is payable to the photographer.) Field trip money will not be refunded when tickets have been paid for in advance.

**RETURNED CHECK FEE**

The school office will charge a $25.00 fee on all returned checks marked insufficient funds. If this occurs, the writer of the check will be notified of the procedure to follow to clear their outstanding debt.

**POLICY – STUDENT PLACEMENT**

Assignment of students to classes and programs within the school will be under the direction of the principal. Children will be assigned to Kindergarten by random drawing after they have been divided by boy/girl and race. Parent requests are taken but placement is not guaranteed. Requests must be submitted in writing to the office when student is registered.

All students living South of Main Street are in the non-transported district. Their assigned session is in the morning. Parents wishing to send these students to afternoon sessions may do so provided space is available.

All students living North of Main Street are in the transported district. Their assigned session is in the afternoon. Parents wishing to send these students to morning sessions may do so if space is available and parents can provide their own transportation.

Students are assigned to primary and intermediate classes for the coming school year by their current homeroom teachers. Teachers are asked to assign students heterogeneously by academic ability, race, socio-economic status, and social development.

Students enrolling between the times the principal completes the class lists and the end of the school year will be assigned by the principal to a classroom with respect to the demographics outlined above. The principal will finalize the lists for the coming year. Students enrolling during the school year, or those students enrolling in the summer about whom no information is received, will be placed in the appropriate class with the fewest number of students unless, in the principal's judgment, there are mitigating circumstances where such a placement would not be in the best interest of the child's education.

**TITLE 1: PARENT INVOLVEMENT POLICY**

1. Parents are involved in the planning, review, and improvement of Garth’s Parent Involvement Policy through:
   - Parent conferences
   - Title One Parent Nights
   - Parent Survey
   - Annual, May Title 1 review of program and planning meeting
   - District parent representative meeting

2. Annual meetings held to inform parents of the school’s participation in the Title 1 Program
   - Title 1 Parent Night agenda
   - Letter from building principal
   - Parent/teacher conferences
School website

3. Parent meetings held at different times during the day
   - Day and evening hours
   - By appointment

4. Title 1 funds may be used to pay reasonable and necessary costs associated with parent involvement activities including transportation, childcare, or visit expenses to enable parents to participate in school related meetings and training sessions.

5. Parents are involved in the planning, review, and improvement of the school Title 1 program
   - Annual survey
   - Parent teacher conference opportunities
   - Title 1 parent nights
   - Annual Title 1 planning meeting
   - Teacher contact information provided to teachers

6. The parents are involved in the joint development of the School Wide Program plan
   - Serve on planning development team
   - Notified of school wide eligibility

7. The parents receive timely information about the Title 1 program, and participate in decisions relating to the education of their children
   - Title 1 parent nights
   - Book fair opportunities
   - Class newsletters
   - Title 1 school compact
   - Teacher contact information
   - School website

8. A school/parent compact, jointly developed with parents shows that parents, the entire school staff and students share in the responsibility for improved student achievement
   - Sent to all parents
   - Discussed during parent/teacher conferences
   - Included in annual Title 1 planning meeting
   - Included in annual parent survey

9. The school provides material and training that help parents to work with their children to improve their children's achievement
   - Handouts
   - Workshops
   - Parent/teacher conferences
The purpose of education at the elementary level is to develop the knowledge and skills in the areas of academics, social awareness and personal growth. Therefore, our curriculum is designed to allow each child, regardless of his or her abilities, to grow and to achieve success.

Concern for others, responsibility, and cooperation are the major social principles we hope to foster at Garth. These principles encompass such behaviors as using materials and time wisely, showing self-control at all times, completing assignments in a reasonable length of school and classroom rules, following directions, working and playing well in groups. We also strive to develop a positive self-concept and a feeling of individual worth in each child.

The students are grouped for instruction using a variety of methods which help us to maintain a good balance for instruction and social development. The teachers regroup children both within and across grade level to meet individual needs. In addition to basic classroom instruction in the areas of reading, language arts, science, health, social studies and math, the children receive instruction in library reference skills, general music, visual arts, and physical education.

BUILDING THE FOUNDATION (RETENTION)

The faculty and staff at Garth have worked together to design outcomes for each grade/primary level based upon national standards in each content area, Kentucky’s Program of Studies, and Core Content for Assessment. This helps to ensure that each child has the foundation necessary for moving on to the next level.

Each grade/primary level has a document outlining the minimum criteria that must be met by each child before advancing to the next level or grade. This document, along with the student’s progress toward meeting the expectations, will be shared with parents by the child’s teacher. Primary students who by mid-January are in danger of not meeting expectations will be “red flagged.” Teachers will then meet with parents to determine what steps to take in order for the child to able to successfully move on to the next level. Retention may be required.

WRITING

Being a crucial communication skill, writing plays an important role in our school. Students are required to keep a working writing portfolio that will travel with them from one level or grade to the next beginning in Kindergarten. At the fourth grade level, students must complete the state-required writing portfolio containing the following pieces: a personal expressive or literary, a transactive “real world” writing piece such as a letter, article, or brochure; and a letter reflecting upon growth as a writer.
HOMEWORK

Homework is an extension of the school day. From student to student and will reinforce a skill in previously received instruction. Nightly reading is an important component of our daily curriculum. In for students, homework gives parents the opportunity to monitor progress. Parents should assist by providing a quiet comfortable space for the student to work. **Homework is not an option.** Parental support is crucial, especially during these years when students are developing their study skills.

MAKE-UP WORK

A child who misses school because of an excused absence will be allowed to do make-up work as long as a written note stating reason of absence is provided. This work, though important, cannot fully cover all discussion and activities that take place during the school day. To obtain make-up work, please send a note with a neighbor, brother or sister, etc. **at the beginning of the school day** to notify the teacher for the need of make-up work. Someone may pick-up work from the office or classroom teacher during the last 15 minutes of the day or after school. Your cooperation will ensure that classroom routines and student learning are not disrupted during the school day.

EXTRACURRICULAR ACTIVITIES

It is the desire of Garth Elementary School to foster the development of each student to his or her fullest potential. To this end we encourage the sponsorship of various extra curricular activities. Academic performance, student behavior, and interest should be considered to determine eligibility for extra curricular activities.

ACADEMIC TEAM

Students in the fourth and fifth grade have the opportunity to try out for the Academic Team. In the early fall information will be provided to all eligible students about the team. Try-outs will be held after school and the team will be formed based upon the results. All practices and meets will be held after school hours, 2:35-3:30. Parents are responsible for arranging transportation for their child following all practices and meets. Students on the Academic Team are also expected to participate in the Governor's Cup Competition scheduled sometime in the month of March.

GARTH SINGERS

Garth Elementary Chorus is a select group of singers from the fourth and fifth grades. Membership in the group is gained by audition or by invitation from the director. Each member is required to attend the practices and participate in the performances to remain in good standing. Failure to attend practice without justification may result in dismissal from the program. Transportation home after the weekly rehearsals and after school performances is the responsibility of parents or guardians. Additional rehearsals may be called by the director as the need arises.

GIFTED AND TALENTED

Kentucky’s gifted education guidelines define gifted children as a category of “exceptional children” who possess demonstrated or potential ability to perform at an exceptionally high level in one or more of five recognized areas of giftedness.

What are the 5 areas in which students are identified for
Children become eligible for gifted services at the fourth grade level. Eligibility for gifted services is determined by a child’s needs, interests and abilities. A variety of formal and informal measures are used, with each area having specific measures applicable to that area.

The measures may include:
- Testing data
- Checklists
- Performance data
- Teacher/parent nominations
- Other valid reliable data

**General Intellectual**

In addition to supporting data, Kentucky’s gifted guidelines require a student to have a score within the 9th stanine (96th percentile) on a test of mental ability to qualify for services. Our district used the Naglieri Nonverbal Ability Test, Second Edition to help determine a child’s need for services in this area.

**Specific Academic**

Students may be identified for services in the area of specific academic aptitude in one of these four areas:
- Language Arts
- Math
- Science
- Social Studies

In order to qualify for services, a student must have a composite score in the 9th stanine on a subject test of an achievement test, as well as performance data which indicates a need for services.

**Leadership**

Leadership identification is determined using a variety of informal measures and documentation of the student’s ability to assume leadership roles. Students and classroom teachers complete leadership rating scales designed to target exceptional leadership ability in children. Peer nominations are considered as well.

**Visual and Performing Arts**

Talented visual and performing arts students are identified using evidence of performance ability. This evidence includes auditions and/or visual art
portfolios which are evaluated by field specialists or professional artists.

Creativity

Creativity identification is determined using both informal and formal assessments designed to measure a child’s capacity for originality of thought, fluency, elaboration and flexibility of thought. Evidence of a child’s need for services in this area includes:

- High score on test of creative ability
- Checklists
- Observation of original ideas, products or problem solving
- Creative writing samples

Primary Talent Pool

The talent pool consists of primary students who exhibit characteristics and behaviors of high potential learners. These students are selected using informal measures which may include:

- Teacher observation
- Inventory checklists of behaviors specific to gifted categories
- Primary screening instruments
- Continuous progress data

Participation in the Talent Pool and/or primary enrichment classes does not guarantee gifted identification and/or services at the fourth and fifth grade level.

For more information regarding Scott County’s Elementary Gifted Services, please contact the Gifted Education Office at 863-3149.

ELKHORN FAMILY RESOURCE

The mission of Elkhorn Family Resource Center is to enhance students’ abilities to succeed in school by creating partnerships and removing educational barriers for students and their families.

Center components include:

- Referrals for preschool child care
- Referrals for after school and summer child care
- New and expectant parent services
- Family literacy services
- Health referrals and services
• Basic needs support services
• Educational support services

Elkhorn Family Resource Center is located at 501 South Hamilton Street. Staff may be reached at 502.867.0738.

SPEECH AND LANGUAGE DEVELOPMENT

As needs arise, children may be referred and tested to determine their need for speech and language therapy. Speech/Language screenings may be requested by school personnel and/or parents. Permission for screening is not necessary. The amount of speech/language therapy provided is based upon the Admissions and Release Committee’s decision, based upon the severity of disorder. Services are provided either in pull-out intervention services or collaborative intervention services.

CAFETERIA

The school operates a breakfast and lunch program. Menus are published in the local newspaper. Prices for our program are as follows: (breakfast $140 students $.30 reduce $2.75 adults), (lunch $2.05, students $.40 reduce, $4.25 adults), juice and extra milk $.50. In order to serve the students in the morning and to begin classes promptly, we ask walkers who will be eating breakfast to report to the classroom by 7:25 a.m.

School food service is one of the world's most extensive programs of applied nutrition. It provides wholesome, attractive, moderately priced meals, which meet the nutritional needs of students. School meals make an important contribution to both the mental and physical growth during a child's formative years. Through positive educational experiences, the student learns to eat a variety of foods and develop sound food habits.

The School Food Service Program of Scott County Schools operates under an agreement with the United States Department of Agriculture to participate in the National School Lunch and Breakfast Program. Under this Agreement, the Federal Government will provide cash reimbursement for one (1) breakfast and one (1) lunch for each eligible student. Snacks are provided to students participating in after school studies as requested by the ESS Program.

The Scott County Schools are required to operate each lunchroom in the school system on a self-supporting, non-profit basis. Program personnel plan and serve meals that meet the nutritional standards set forth by the National School Food Service Program as well as keep statistical data to substantiate all claims for financial reimbursement.

There are many benefits to be derived by children from eating a well-balanced meal. For those children whose family food supplies are low and whose food habits are poorest, the school lunch is of prime importance. Food habits established through participation in the school lunch program should endure a lifetime. A nutritious breakfast at the beginning of the day gives the child a better chance to do well in study and recreation.

School lunch employees play a significant part in helping to make certain that America's youth are strong both physically and mentally. These employees are required to attend continuing education classes yearly.

All Scott County Public School students and employees are provided an opportunity to eat nutritional breakfasts and lunches daily in their respective schools. In order to
accommodate those who take advantage of this opportunity, advance payment for meals at the elementary, middle and high school levels as well as daily payments are available. The Food Service Department has implemented billing systems, which allow occasional charging of meals at the elementary level. Charging will not be permitted at the middle school and high school level.

The Scott County Board of Education’s meal charge procedure states that no more than $10.35 (full-price students) and $2.10 (reduced-price students) can be charged by any preschool or elementary student of the Scott County school system. This is the approximate value of three (3) breakfast and three (3) lunch meals. Please see price list below for more details.

**What happens when an elementary student’s balance is low?:**

A parent will receive one low balance letter each time their child’s account balance drops below $5.00. The letter will be given to the child’s teacher to be sent home with the child. Upon receiving this low balance letter, the parent should send money to help prevent a child from needing to charge a meal.

**What happens if an elementary student charges a meal?:**

Upon the first charge a letter will be sent home with the child to communicate the charge to the parent(s) and inform them of district procedure. Upon charging $6.90 (full-price students) or $1.40 (reduced-price students), a phone call will be made to let parents know their child cannot receive the regular menu items once the charge limit has been met. If a parent or guardian cannot be reached by phone, another letter will be given to the child’s teacher to be sent home with the child.

After the maximum charge a courtesy meal will be offered to the student. This meal consists of a sandwich and milk. When this occurs, the Family Resource Coordinator will be notified to set up a home visit with the family. The Principal will also be notified at this time.

A copy of the list of students needing the courtesy offering will be given to the teachers of the respective students each morning. Teachers will discretely discuss with the student, prior to meal time, that they cannot receive the regular meal that day in the cafeteria.

Please be advised, Ala Carte items cannot be charged. Students with outstanding accounts will not be allowed to purchase Ala Carte items including milk and juice.

**Parent Responsibility:**

If your child receives a letter indicating a meal has been charged, parents must pay the entire balance of the student account as soon as possible. Additional money, beyond the outstanding account deficiency, must be deposited in the student’s account to ensure money for student meals.

Parents are encouraged to setup an account online at [www.mealpayplus.com](http://www.mealpayplus.com) where they can do any or all of the following:

- Monitor their child’s account balance
- View purchase history
- View payment history
- Set up alerts by email
- Deposit funds into your child’s account
If you have questions regarding the account balance, please contact the Food Service Manager at your child’s school.

Please be advised, federal lunch program regulations specify that absolutely no charging by adults is permissible.

Our facilities are operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap or national origin.

**Competitive Food Rule**

Kentucky’s “Competitive Food Rule” regulation requires that the sale or service of any food or beverage item to students in competition with the National School Breakfast or Lunch Program shall be prohibited on school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period. This regulation deals with any food sales conducted by student or parent organizations, school personnel or individuals through food sales, snack bars, or vending machines. This regulation is necessary to ensure that students have an opportunity to fully avail themselves of at least one meal planned with their dietary and nutritional needs in mind.

**Billing Procedure for Elementary Schools**

1. Charge letters will be generated to anyone with three (3) days of charges through the cafeteria POS computer system and sent home with the child each day. Unpaid accounts become delinquent after five (5) days of charged meals. Guardians of students will be notified that charge privileges have been suspended in a letter, which will be sent to the responsible party on the afternoon of the 5th day.

2. All students with delinquent accounts will automatically lose the privilege of charging. Students will receive a sandwich and milk until all charges are paid. Students with outstanding accounts may not be allowed to purchase snacks.

3. Bills will be processed and mailed by the 5th of each month to anyone not responding to the charge letter, beginning September 5th of each school year. The collection of any delinquent accounts may be turned over to the County Attorney’s office.

4. The Scott County Food Service Department has the authority to track and collect all debts.

**Bad Check Procedure**

A check returned to a school for the Food Service Department for non-sufficient funds.

1. Upon bank notifications of insufficient funds, attempts will be made to notify the check account owner by phone in order to provide an opportunity for him/her to make a payment in full.

2. A certified notice will be mailed to individual if check is not picked up within ten days requesting full payment of check plus all appropriate service charges.

   **If no response is made within ten days, the bad check will be sent to the County Attorney’s office for collection.**

**YEARBOOK**

Yearbooks will be available for purchase in the spring. They contain candid shots of students, faculty and staff, and activities.
throughout the year. Students and parents have been well pleased in the past. Plan now to purchase your copy.

**HONOR ROLL**

Students in fourth or fifth grade who are on the honor roll with all A's or A's & B's will be listed in the local newspaper each nine weeks. Please share with your child the importance of completing assignments and help us to encourage hard work and academic progress.

**STUDENT BEHAVIOR AND SAFETY**

**STUDENT RESPONSIBILITIES**

Children are expected to behave and conduct themselves in a responsible way so that all students have an opportunity to learn. Classroom teachers will insure that each child knows what is expected and will monitor student behavior at all times.

Students who are disruptive will be corrected by the adult in charge. Students who continually disrupt the learning environment may be required to take a report home to be signed by the parents. Parents are viewed as partners in the educational process and their help and support is needed and appreciated.

More severe or repeated offenses, such as fighting or blatant disrespect toward staff members may result in the child being referred to the principal for corrective measures.

*Our goal is to maintain a learning environment where children feel safe and can focus on the learning activities.*

**WELLNESS… SAFETY IS RULE #1**

Recess is a privilege. Teachers who choose to schedule recess into their daily/weekly plans, have the option to utilize recess as a motivational or behavioral reward when deemed necessary. Primary students are to use the primary playground and equipment. Intermediate students are to use the intermediate playground and equipment. Preschool students are to use the preschool play area and equipment.

Students who misuse equipment or play in any unacceptable manner, will follow consequences designated by their teacher. Students are supervised by teachers at all times. Any broken or faulty equipment should be reported to the teacher immediately.

*Remember, safety is rule #1.*

**DRESS CODE**

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibility concerning this matter. Parents may be contacted when a student's appearance is considered a possible detriment to the educational process and orderly operation of the school. Teachers ask your assistance in sending your child to school in clothing that will not restrict your child's activities.

The following types of clothing are inappropriate:

1. Types of clothing that have a bare midriff, bare back, or spaghetti straps, including halter-tops.
2. Hats, caps, scarves, etc. while in the building.
3. Clothing that advertises drugs, alcohol, or that has obscene language or suggestions.
4. Mesh type shirts or jerseys.
5. Sunglasses while in the building.
6. “Flip flop,” backless, or platform shoes may NOT be worn on the playground. It is also recommended that students not wear these types of shoes at any other time while at school, as they often contribute to injury. This would include any shoes with wheels will not be allowed at school.

**LUNCHROOM BEHAVIOR**

Lunchroom behavior will be monitored by the lunchroom staff. Please talk with your child and encourage them to follow the cafeteria rules so that all may enjoy a comfortable and pleasant lunch period. A lunchroom behavior plan has been developed. Specific rules and consequences are as follows:

**Cafeteria Rules:**
1. Stay in seat.
2. Talk in a quiet voice.
3. Use good manners.

**Consequences: Listed** by number of offenses.

1. **First Offense**:  
   Verbal warning to student and re training

2. **Second Offense**:  
   Student is placed at a time-out table and given lunchroom behavior slip to be signed by teacher and parent. Student will be required to eat at the time-out table until note is returned to the lunchroom staff and re training.

**HEAD LICE POLICY**

Children are to be screened symptomatically. That is, those who exhibit itching, scratching, or visible signs of lice or nits will be screened.

- Certified staff will make referrals for screening.
- Upon diagnosis, parents or emergency contact person will be contacted as soon as possible. A positive identification includes lice.
- Children with live lice will be excluded from school until they present a clearance from their physician or the Health Department.
- Once a child is identified as having lice, they will be excluded from the classroom.
- Information to educate and inform the Garth community will be sent home two or three times a year.
- One excused absence will be given following a report of head lice or nits.
- Unexcused absences will be given after that time and the attendance policy guidelines for Scott County Schools will be applicable.
- Repeated incidents of head lice or nits will result in the following:

   A referral will be made to the school Family Resource Center after the second incident within a school year. A referral will be made to the Department for Social Services after the third incident within a school year. A notification letter will be given to students in a classroom were head lice/nits have been detected.
**BUS REGULATIONS & SAFETY**

**Conduct on the Bus**

Riding the school bus is a privilege provided by the Scott County Board of Education. The board has given the bus driver the responsibility of safely transporting students to and from school. The bus driver also has the authority to manage student behavior on the bus to maximize safe transportation.

**BUS POLICY**

- The bus policy is to be reviewed by the classroom teacher within the first 3 days of the start of school.
- Each child will be expected to comply with the bus policy.
- Parents/Guardians will be held accountable for their student’s behavior while riding on a Scott County School Bus.
- Parents/Guardians review and discuss the bus policies with your student. Sign and date the attached form and return to your student’s school 14 days after school enrollment.
- A signed note from the parent/guardian is necessary for a student to obtain a bus pass from the principal/designee of the students school to get off the bus at a stop other than his/her designated stop. A note from each student’s parents is necessary when one student goes home with another. A Student riding a bus, with a pass, who is disciplined for an infraction, may have their bus riding privileges suspended. The student may not be allowed to continue riding the bus for which the pass was written.
- If a student is suspended from one school bus, he is suspended from all other buses as well. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their bus suspension.
- In accordance with Kentucky Regulations the school will provide Pupil Transportation with a list of current names and address of students for each bus route.

**BUS RULES**

- Do not get out of your seat without the bus driver’s permission.
- Obey the bus driver at all times, including no profane or abusive language.
- The bus driver is authorized to assign seats at any time.
- Keep your head, hands, feet and all objects inside the bus.
- No smoking or use of tobacco products or other illegal substances on the bus.
- No weapons of any kind are allowed on the bus.
- No fighting.
- No excessive noise.
- Do not eat or drink on the bus. (Exception: As approved by the transportation administration).
- Do not vandalize or be destructive to the school bus in any way.
- Keep the bus clean at all times.
- No glass containers (this does not include a thermos bottle) live animals or insects will be transported on the bus.
- Students are prohibited from sitting in emergency exit areas or the school bus floor.
- No helium balloons or any object that may block the bus aisle or exits.
- Students are not permitted to stand in the aisle or emergency exits.

**AT THE BUS STOP**

- Arrive at the assigned bus stop five (5) minutes before bus time.
• The driver is not permitted to wait for students.
• Keep all articles off the roadway and remain clear of traffic.
• Do not damage private property.
• Do not run at the bus stop to catch the bus.
• Do not disturb residents by making excessive noise.
• Unauthorized conduct, such as fighting or damage to property may be subject to action by local police as well as from the school.
• Wait until the bus stops and then walk to the bus door in an orderly fashion.
• Students living on the opposite side of the road from a bus stop should wait on their side until the bus arrives and the driver signals them to cross.
• Students may use only the assigned stop nearest their residence unless written permission is obtained from the principal and provided to the bus driver.
• Students who miss the bus at their authorized stop will not be allowed to get on at another stop.
• No use of profanity and/or obscene gestures.
• Students who have been suspended are not allowed at the bus stop.

It shall be the responsibility of the parent, guardian, or person authorized by the parent of a preschool child to provide safe supervision to and from the bus stop and delivery to and receipt from the driver assistant. A driver assistant shall be responsible to deliver and receive the child safely to and from the parent, guardian or person authorized by the parent (18 years of age or older) in writing. Proper authorization to release a child will be maintained by the Preschool and transportation administration. If the parent, guardian or a person authorized by the parent to accept the child is not present upon delivery, the child shall be taken to a prearranged location. Three (3) and four (4) year old children who cross a roadway shall be escorted by the driver assistant. A three (3) or four (4) year old child shall not be left unattended at the time of delivery.

A.M. Session kindergarten students will be picked up at the regular neighborhood Elementary bus stop. Take home bus stop will be made close to each student’s home as possible. P.M. session kindergarten students will be picked up as close to each student’s home as possible. The take home bus stop will be the regular neighborhood elementary school bus stop.

ON THE BUS
• The bus driver may assign seats.
• School employees or students are not permitted use of tobacco products or illegal substances on a school bus.
• Weapons, explosives, or any dangerous articles are absolutely prohibited from school buses.
• No animals or other items that might frighten other riders or distract the driver are permitted on school buses.
• Nothing will be placed in the aisle of the bus, the emergency exits, or where it would hamper evacuation in case of emergency.
• Profanity and obscene gestures are prohibited.
• Excessive noise, as determined by the driver, is prohibited.
• Riders will not extend any portion of their bodies outside the bus.
• Riders will never use the rear or side emergency exit except upon direction of the driver, or other competent authority.
• Riders will refrain from any language, or action that might tend to embarrass or intimidate another student. (Harassment of one student by another while riding a school bus may be cause for permanent suspension of bus riding privileges).
• Students must stay seated at all times including the parking lots at all school sites.
UNSAFE CONDITIONS
Any condition which, if permitted to continue, could result in injury to a student is considered unsafe. Some examples are:

• Throwing items inside or out of the bus.
• Failure to remain properly seated.
• Improperly exiting the bus.
• Fighting, yelling, and loud talking.
• Extending body parts out the windows.
• Damaging any part of the bus.
• Acts designed to intimidate or otherwise harass other students.
• Failure to carry out instructions from the bus driver.

Items that may cause an allergic reaction to another student or school employee.

The principal shall enforce Student Discipline Code and/or Site Base Council Policy in addition to the Bus Rider Policy and Rules when a student commits a criminal offense. Notification of such criminal offense will be made to the proper authorities.

All Scott County School buses are equipped with video camera boxes. Videotapes contain audio. Tapes may be used to document events and responsibility for actions that occur on the buses.

Evacuation drills will be conducted four (4) times each year. The drills consist of an orderly use of the available exits on the bus, and are designed to familiarize students with the proper safety procedures to be followed in case of an emergency.

Students are permitted to leave the bus only at their designated bus stop. Any request to leave the bus at another stop must have a bus pass signed by the school principal. Students who live on the opposite side of the road from the bus stop should, when exiting from the bus, go to a point approximately ten (10) feet ahead of the bus and wait until the driver signals to cross the road. Never cross at the rear of a stopped school bus.

In the event of an accident, the bus driver is not allowed to release students from the scene. The student will be transported, by the school district, to his/her bus stop upon release from police or other authorities.

Scott County Middle School students are not permitted to board buses at Scott County High School without a boarding pass issued from the principal. Middle school students are not permitted to walk to the high school, the county park or along US Highway 25.

School buses stopped for the purpose of loading and unloading students will have the side “Stop Arm” activated. Any time the “Stop-Arm” is out and lights are flashing, all traffic must stop. It is not permissible, even on school property to pass a school bus while it is loading or unloading students. An exception is when the bus is on a multi-lane highway; traffic going in the opposite direction does not have to stop.
SCOTT COUNTY SCHOOLS

ANNUAL NOTIFICATION

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

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward educational records on request to a school in which the student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing.
Directory information may be released by the school on individual students unless specific instructions not to do so are presented to the principal or superintendent in writing within (30) calendar days after receiving this notification. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent education institution attended by the student.

(5) In accordance with Protection of Pupil Rights Amendment (PPRA), parents/eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

(6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW Washington, DC 20202-4605

"The Scott County Schools do not discriminate on the basis of sex, race and/or handicap in the educational programs or activities which it operates."

RECORD REQUEST

In making a request for copies of records, the request must be submitted in writing to office personnel and paid for in advance. The cost per copy is ten cents (10¢). The requisite will be notified within three (3) working days as to the disposition of the request. Whenever possible a request which is being honored will be completed within these three days.

TITLE IX, TITLE VI, & SECTION 504

COMPLAINT PROCEDURES.

STEP ONE:

1. The aggrieved employee or student shall present his/her complaint in writing to his/her building principal or supervisor in an effort to arrive at a workable solution to the grievance.

2. The matter shall be handled in a prompt manner allowing no more than three (3) working days or school calendar days to elapse from the time of the known complaint to arrive at a solution agreeable to all parties involved.

3. A written response shall be made by the building principal or supervisor and presented to the aggrieved employee or student within three (3) working days or school calendar days from the date the complaint was heard by the principal or supervisor, and filed in a master file maintained in the Superintendent's office.

STEP TWO:

1. If the aggrieved employee or student is not satisfied with the solution
received under Step One, or if the solution is not received in the prescribed three (3) days, the aggrieved employee or student may appeal in writing to the District Hearing Committee through its coordinator, who shall arrange for the hearing.

The written appeal shall be made by the complainant within three (3) working days or school calendar days of the date the written response was delivered by the building principal or supervisor in Step One.

2. A written response shall be made by the coordinator of the District Hearing Committee to the complaining party within three (3) working days or school calendar days from the date said appeal was heard by said committee and filed in master file maintained in the Superintendent's office.

3. The District Hearing Committee shall be appointed by the Superintendent of the Scott County School System.

STEP THREE:

1. If the solution offered by the District Hearing Committee representative is not satisfactory, the employee or student may appeal in writing to the Scott County Board of Education through the Secretary to the Board of Education. This written appeal shall be made within three (3) working days or school calendar days of the date the written response was delivered from Step Two proceedings.

2. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee or student within three (3) working days or school calendar days from the date of said appeal and filed in master file maintained in the Superintendent's office.

Coordinator Randy Napier, Scott County Schools, Georgetown, Kentucky 40324 Phone (502) 863-3663.

HARASSMENT/DISCRIMINATION DEFINITION

Harassment/Discrimination is 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 manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

PROHIBITION

Harassment/discrimination due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, gender, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

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

PROHIBITED CONDUCT

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one’s gender, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Members of one gender being subjected to sexual remarks of the other gender in the context of the workplace or classroom;
4. Impeding the work of an employee or student in class by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the employee/student and,
4. Limiting access to tools, equipment, etc. based on the employee’s gender, race, color, religion, national origin, or disability.

**DISCIPLINARY ACTION**

Students or employees who engage in harassment/discrimination of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action including but not limited to termination of employment or expulsion.

**PROCEDURES**

Students or employees who believe they have been a victim of an act of harassment/discrimination or who have observed students or other employees being victimized shall, as soon as reasonably practicable, inform their Principal, Counselor or immediate supervisor.

**STEP ONE**

A. The student/parent or employee shall present his/her complaint of harassment/discrimination in writing to the building principal, guidance counselor or supervisor.
B. If the Principal, counselor or supervisor is an alleged party in the harassment/discrimination complaint, the complaint shall be directed to the Superintendent.
C. The staff member to whom the complaint was directed shall make prompt investigation of the allegations and make a written response to the student/parent within five (5) working days after receiving the complaint. A copy of the complaint and response shall be filed with the Superintendent.

**STEP TWO**

A. If the student/parent or employee is not satisfied with the resolution developed under Step One, or if the solution is not received in the prescribed five days, the student/parent or employee may appeal in writing to the Superintendent, who shall investigate the allegations within five working days from the date the appeal was received.
B. A written response will be made by the Superintendent within ten working days from the date of the appeal and presented to the student/parent or employee with a copy to be filed in the Superintendent’s office.

**STEP THREE**

A. If the resolution of the complaint developed by the Superintendent is not satisfactory, the student/parent or employee may appeal in writing to the Board for a hearing at the next regularly scheduled meeting. The resolution of the complaint shall be made by the Board within three working days of the next regularly scheduled meeting.
B. The resolution reached by the Board shall be final and shall be presented to the student/parent or employee in writing within three working days from the date of the Board’s decision with a copy filed in the Superintendent’s office.
CORRECTION

Any harassment/discrimination, when verified, shall immediately be stopped and any conditions causing such harassment/discrimination shall be immediately corrected. District students or employees shall be notified of methods enacted to prevent reoccurrence.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by a teacher, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

RETLATION PROHIBITED

No one shall retaliate against an employee or student because he/she files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because he/she has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

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

Garth School is an equal opportunity-affirmative action employer and does not discriminate on the basis of age, race, religion, color, sex, handicap, or national origin in the admission to, or participation in any educational activity or program which it conducts, or discriminate on such basis in any employment opportunity. Any complaint arising by reason of discrimination shall be directed in writing to:

Affirmative Action Officer
Scott County Board of Education
Box 561 Longlick Pike
Georgetown, Kentucky 40324

PHONE NUMBERS THAT MAY BE HELPFUL:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>863-1170</td>
<td>Garth Elementary School</td>
</tr>
<tr>
<td>863-3663</td>
<td>Scott County Schools Central Office</td>
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# Discipline Matrix for Elementary School (Grades K-5)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Confiscating</th>
<th>Short Term Suspension (1-5 Days)</th>
<th>Long Term Suspension (10-15 Days)</th>
<th>Administrative Hearing</th>
<th>Suspension for Remainder of the Year</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse of Teacher</td>
<td>%</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>%</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Acceptable Use Policy Violation</td>
<td>%</td>
<td>x</td>
<td>x</td>
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<td>x</td>
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<tr>
<td>Aggressive Misbehavior Toward any School Employee</td>
<td>%</td>
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<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Arson</td>
<td>%</td>
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<td>x</td>
<td>x</td>
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<tr>
<td>Bad Conduct</td>
<td>%</td>
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<td>x</td>
<td>x</td>
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<tr>
<td>Bomb Threat</td>
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<td>Bullying</td>
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<td>Bus Rules Violation</td>
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<td>x</td>
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<td>Cyber bullying</td>
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<td>Dangerous Instruments, Fireworks, or Ammunition, Possession of</td>
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<tr>
<td>Defiance of Authority</td>
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<td>Disorderly Conduct</td>
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<td>Display of Affection, Inappropriate</td>
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<td>Disrespect of School Employee</td>
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<td>Drug Paraphernalia, Possession or Use of</td>
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<td>Drugs, alcohol, narcotics, counterfeit controlled substances or look-alike items, Distribution of</td>
<td>%</td>
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<td>Drugs, alcohol, narcotics, counterfeit controlled substances or look-alike substances, Possession/Use/Under of</td>
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<td>Dress Code, Violation of</td>
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<tr>
<td>Eat or Drink on the Bus</td>
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<td>x</td>
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<tr>
<td>Excessive Noise on the Bus</td>
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<tr>
<td>Extortion</td>
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<td>x</td>
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<td>False Fire Alarm</td>
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<td>x</td>
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<td>Fighting</td>
<td>%</td>
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<td>x</td>
<td>x</td>
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<td>Forgery</td>
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<td>Gambling</td>
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<td>Harassment</td>
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<td>Harassing Communications</td>
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<td>Hazing</td>
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<td>Head, Hand(s), Feet or Object(s) Outside of the Bus</td>
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<td>x</td>
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<td>x</td>
<td>x</td>
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<tr>
<td>Menacing</td>
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<td>x</td>
<td>x</td>
<td>x</td>
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<td>Non-compliance with classroom rules</td>
<td>%</td>
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<td>x</td>
<td>x</td>
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<td>Profanity or Vulgarity</td>
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<td>x</td>
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<td>x</td>
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<td>Safety Violation</td>
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<td>Sexual Harassment</td>
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<td>Sexual Misconduct</td>
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<td>Skipping Class</td>
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<td>Student Out of Bus Seat Without Permission</td>
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<td>Telecommunication Devices, Unauthorized Use of</td>
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<td>Terroristic Threatening in the Second Degree</td>
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<td>x</td>
<td>x</td>
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<tr>
<td>Theft, Stealing or Possession of Stolen Property</td>
<td>%</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Threat or Intimidation</td>
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<td>x</td>
<td>x</td>
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<td>Unauthorized Departure From Campus</td>
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<td>Vandalism</td>
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<td>Verbal Altercation</td>
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<tr>
<td>Weapon ( Look –Alike or Toy) Possession or Use of</td>
<td>%</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Weapon (Other than Firearms) Possession of</td>
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<td>x</td>
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<tr>
<td>Weapon (Deadly). Possession of</td>
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