



2020-2021 Boone County Schools Code of Conduct Handbook



“Achieving Excellence Together”

District Mission Statement

Representing and in partnership with our stakeholders, the Boone County School District recognizes that all children can learn and dedicates itself to providing a challenging educational environment that allows each student to achieve to his or her potential as a learner and citizen.

District Vision

Every graduate ready for college, career, and life.

District Core Values

Academic excellence
Lifelong learning and continuous improvement
Shared responsibility
Respect and equal access for all students
Stakeholder empowerment and engagement
Preparing next generation learners

WE BELIEVE

We believe every student deserves a safe, supportive, equitable, accessible, and orderly learning environment.

We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur.

We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their potential for career, college and life readiness.



Boone County Schools

ACKNOWLEDGEMENT OF REVIEW OF THE CODE OF CONDUCT AND ACCEPTABLE TECHNOLOGY USE PROCEDURES

Student's Name: _____

Teacher: _____

Please review the *Code of Conduct* with your child. His/her teacher has discussed it in class. The policies and regulations it references are an integral part of the daily student life, supporting a safe, responsible, respectful, and secure learning environment. For each student to be successful in school, it is important to note that there will be periodic review of important sections of the *Code of Conduct* during the school year, in particular sections related to:

- *Student Expectations (page 13)*
- *Student Rights (page 22)*
- *Acceptable Technology Use (page 27)*

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the *Code of Conduct*. This enables students to succeed in school and the community. Your support is vital to this process.

After you have read the *Code of Conduct* with your child, please sign and return the signed form to school within one month of enrollment.

As the parent(s) or guardians(s) of: _____ (Student name), we have read and discussed the ***Code of Conduct and the Acceptable Technology Use procedures*** with our child. We understand that the policies and regulations referenced in these documents apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all schools, school-related, or Board-sponsored activities, including but not limited to, school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

We understand the expectations, rights, responsibilities, and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of meeting them and using the technology resources responsibly. We also agree to abide and support these rules including our use of the Infinite Campus Parent/Guardian Portal.

Boone County Schools' network communications are not private, and may be viewed by Boone County School personnel, or by someone appointed by them, to ensure that all guidelines are followed.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

The Code of Conduct can be found on the district website at: www.boone.kyschools.us

PLEASE DETACH THIS FORM AND RETURN TO YOUR CHILD'S TEACHER.

Important Phone Numbers for Students

If you need assistance beyond the local school, the following offices and services of the **Boone County Schools** may be helpful:

District Office-859-283-1003
Learning Support Services-859-282-3331
Special Education-859-282-2558
Student/Community Services-859-334-4466
Health Services-859-334-4478
Psychological Services-859-334-3791
Enrollment/Attendance/Discipline Issues-859-282-2379
School Safety Issues-859-282-2369
Preschool Services-859-334-3794
Transportation Director's Office-859-384-5340
•District 1-Florence area • 859-334-4497
•District 2-Hebron area • 859-586-0878
•District 3-Union area • 859-384-8384
•District 4-Special Needs/Preschool Routing only • 859-586-0653

**For emergencies, always call 911! Have
the courage to make the call!**

**If you are having thoughts of suicide, feel depressed, are having a personal crisis or if you know someone who is, or if you just feel the need to talk anonymously to a counselor.....

National Suicide Prevention Lifeline: 1-800-273-8255

(ALL CALLS ARE ANONYMOUS AND CONFIDENTIAL)

Hotlines are available 24 hours a day, 7 days a week

Chat with Lifeline: 1-800-799-4889

Northern Kentucky Addiction Helpline: 859-415-9280

National Human Trafficking Hotline: 1-888-373-7888

(ALL CALLS ARE ANONYMOUS AND CONFIDENTIAL)

Hotlines are available 24 hours a day, 7 days a week

Live Chat-> www.humantraffickinghotline.org

If you see or hear about bullying, fighting, abuse, a threat to our safety or a harassment situation at school or in the community report it by:

Safe Schools Alert-Report an incident via text: 859-474-2823

Email message, using your email provider, send an email to: 1009@alert1.us

BOONE COUNTY SCHOOL DISTRICT CONTACT INFORMATION

Boone County High School
7056 Burlington Pike
Florence, KY 41042
859-282-5655
<http://www.bchs.boone.kyschools.us>

Conner High School
3310 Cougar Path
Hebron, KY 41048
859-334-4400
<http://www.chs.boone.kyschools.us>

Randall K. Cooper High School
2855 Longbranch Road
Union, KY 41091
859-384-5040
<http://www.cooper.boone.kyschools.us>

Larry A. Ryle High School
10379 U.S. 42
Union, KY 41091
859-384-5300
<http://www.ryle.boone.kyschools.us>

Ballyshannon Middle School
7515 Shamrock Avenue
Union, KY 41091
859-905-2620
<http://www.bms.boone.kyschools.us>

Camp Ernst Middle School
6515 Camp Ernst Road
Burlington, KY 41005
859-534-4000
<http://www.cems.boone.kyschools.us>

Conner Middle School
3300 Cougar Path
Hebron, KY 41018
859-334-4410
<http://www.cms.boone.kyschools.us>

Gray Middle School
10400 U.S. 42
Union, KY 41091
859-384-5333
<http://www.gms.boone.kyschools.us>

Ockerman Middle School
8300 U.S. 42
Florence, KY 41042
859-282-3240
<http://www.oms.boone.kyschools.us>

R.A. Jones Middle School
8000 Spruce Drive
Florence, KY 41042
859-282-4610
<http://www.rajms.boone.kyschools.us>

A.M. Yealey Elementary School
10 Yealey Drive
Florence, KY 41042
859-282-3333
<http://www.yealey.boone.kyschools.us>

Burlington Elementary School
5946 North Orient Drive
Burlington, KY 41005
859-334-4440
<http://www.burlington.boone.kyschools.us>



Collins Elementary School
9000 Spruce Drive
Florence, KY 41042
859-282-2350
<http://www.collins.boone.kyschools.us>

Florence Elementary School
103 Center Street
Florence, KY 41042
859-282-2610
<http://www.florence.boone.kyschools.us>

Kelly Elementary School
6775 McVile Road
Burlington, KY 41005
859-334-4450
<http://www.kelly.boone.kyschools.us>

North Pointe Elementary School
875 North Bend Road
Hebron, KY 41048
859-334-7000
<http://www.northpointe.boone.kyschools.us>

Ockerman Elementary School
8250 U.S. 42
Florence, KY 41042
859-282-4620
<http://www.ockerman.boone.kyschools.us>

Shirley Mann Elementary School
10435 U.S. 42
Union, KY 41091
859-384-5000
<http://www.mann.boone.kyschools.us>

Alternative Center for Educations
99 Center Street
Florence, KY 41042
859-282-2163
<http://www.bcap.boone.kyschools.us>

Goodridge Elementary School
3330 Cougar Path
Hebron, KY 41048
859-334-4420
<http://www.goodridge.boone.kyschools.us>

Erpenbeck Elementary School
9001 Wetherington Boulevard
Florence, KY 41042
859-384-7200
<http://www.erpenbeck.boone.kyschools.us>

New Haven Elementary School
10854 U.S. 42
Union, KY 41091 859-384-5325
<http://www.newhaven.boone.kyschools.us>

Longbranch Elementary School
2805 Longbranch Road
Union, KY 41091
859-384-4500
<http://www.longbranch.boone.kyschools.us>

Stephens Elementary School
5687 Highway 237
Burlington, KY 41005
859-334-4460
<http://www.stephens.boone.kyschools.us>

Thornwilde Elementary School
1760 Elmburn Lane
Hebron, KY 41048
859-586-3900
<http://www.thornwilde.boone.kyschools.us>

Ignite Institute at the Roebling Innovation Center
37 Atlantic Boulevard
Erlanger, KY 41018
859-817-3570
<http://www.igniteinstitute.org>

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For more information, visit us online at www.boone.kyschools.us





Boone County Schools

8330 U.S. Highway 42
Florence, KY 41042 Phone:
859.283.1003 Fax:
859.282.2376
www.boone.kyschools.us

Matthew L. Turner
Superintendent of
Schools

Boone County Board of Education:

Karen Byrd
Maria Brown, Ph.D.
Matt McIntire
Julie Pile
Troy Fryman

The Boone County Board
of Education provides
equal employment and
educational opportunities.

A Message from Mr. Matthew L. Turner Superintendent of Schools

Welcome to the Boone County Schools! On behalf of the board of education, administration, faculty, staff, and students, we are excited that you will be joining us.

We are very proud of our students, our employees and our schools and make no mistake – the amazing people in our schools and our community make Boone County the right place for you! The Boone County Schools are the third largest public school district in the Commonwealth of Kentucky with over twenty-one thousand students, fourteen elementary schools, six middle schools, four high schools, two academies, and a new elementary school under construction for the 2021-2022 school year. We are also a district of diverse learners with over 1,400 of our students being English Language Learners, who speak over 60 home languages. The Boone County School District is accredited through the Cognia International Registry for Accreditation. The Commonwealth of Kentucky has also recognized the Boone County Schools as a Distinguished School District and also a District of Innovation.

The Boone County Schools have many exciting opportunities for our students to help prepare them for their future. We offer innovative college and career programs and pathways in our schools such as Project Lead the Way for engineering, bio-medical science, and manufacturing in addition to accelerated coursework in Advanced Placement programs, the Boone County Early College program and other opportunities for dual-enrollment. Students at The IGNITE Institute at the Roebling Innovation Center will have the opportunity to pursue several STEAM pathways (Science, Technology, Engineering, Arts and Math). Opportunities for K-8 students include a first of its kind Makerspace program with creative programs that empower children to learn new hands-on skills and make projects using electronics, 3D printing, robotics, woodworking, crafting and programming.

We believe the safety of our students, staff, and community are of paramount importance. Learning simply cannot occur if students do not feel safe physically, emotionally, and academically. Please read and review these expectations with your children, as discussing and reviewing both appropriate and inappropriate behavior is important for their learning and understanding. Our school district is deeply committed to teaching and acknowledging positive behavior in addition to demanding accountability for inappropriate behavior. We do expect and demand that all students, staff, parents, and community members demonstrate respect for every individual regardless of their personal characteristics.

This Code of Conduct Handbook also outlines important information about the rights and responsibilities of students, parents, staff and annual parent notifications for several very important areas. Thank you for working together to achieve our vision of every graduate being college, career, and life ready!

Sincerely,

Matthew L. Turner
Superintendent of Schools

Introduction

Purpose of the Code of Conduct

The Boone County Board of Education believes the purpose of the Code of Conduct is to maintain a safe, wholesome learning environment in the schools. The Board believes each individual student behavior incident should be considered and extenuating circumstances should always be reviewed for the welfare of the student. The Code is intended to act as a guide to ensure students are treated fairly, but flexible enough to address individual student behavior incidents. This flexibility will enhance the learning environment.

The Code of Conduct applies to all students, staff, and visitors in the Boone County Schools. The Code of Conduct, as adopted, will be supported by school expectations, rules and regulations, and be primarily administered through the authority of principals of the Boone County Schools with the support of the instructional staff of the schools.

Philosophy

To ensure that an environment conducive to effective learning is maintained in the Boone County Schools, it is necessary to establish a consistent and effective discipline code.

The Boone County Board of Education recognizes its responsibility to prepare students for their role as adults in a democratic society. To accomplish this, there must be a mutual respect and trust toward each other by students, parents and school staff. The Code of Conduct is a vehicle for accomplishing this objective.

Effective learning is not possible without an environment that is safe, respectful, accessible, responsible, and equitable. Establishing behavior expectations that are taught and reinforced by all school staff members creates such an environment.

The Board of Education is entrusted with the mandate to educate all children until graduation or age twenty-one (21). They are committed to establishing an environment that is most conducive to learning, while protecting the individual rights and responsibilities of all.

About the Code of Conduct

Each year Boone County Schools reviews the Code of Conduct. A committee of parents, teachers, administrators, and advocates meet to consider recommendations and to make needed revisions. Each local school safety plan is reviewed in like manner. Legal counsel, forwarded to the Superintendent and School Board for approval, then reviews the revisions.

Questions concerning the Code of Conduct should be directed to:

Mike Ford
Director of Pupil Personnel
Boone County Schools
8330 U.S. 42
Florence, KY 41042
859-282-2379
Mike.ford@boone.kyschools.us



Boone County Schools

A Distinguished District

The Code of Conduct

Positive Behaviors Interventions and Support(PBIS)

Expected Behaviors

Transportation and Bus Behavior Expectations

**Expectations Related to Medicine, Drugs, Alcohol, and
Tobacco**

Behavior Guidelines

Tiers of Intervention

Positive Behavioral Intervention & Support (PBIS)

The Boone County School District facilitates the **Positive Behavior Interventions and Supports (PBIS)** framework which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered system of support to enhance student learning. Students often need encouragement and new skills to improve behaviors and assistance in learning to do so. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions. (Center for Positive Behavior Intervention Supports, University of Oregon).

The Boone County School District has embraced Positive Behavior Interventions and Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school wide behavior referrals to make decisions and solve problems based on their individual school needs.

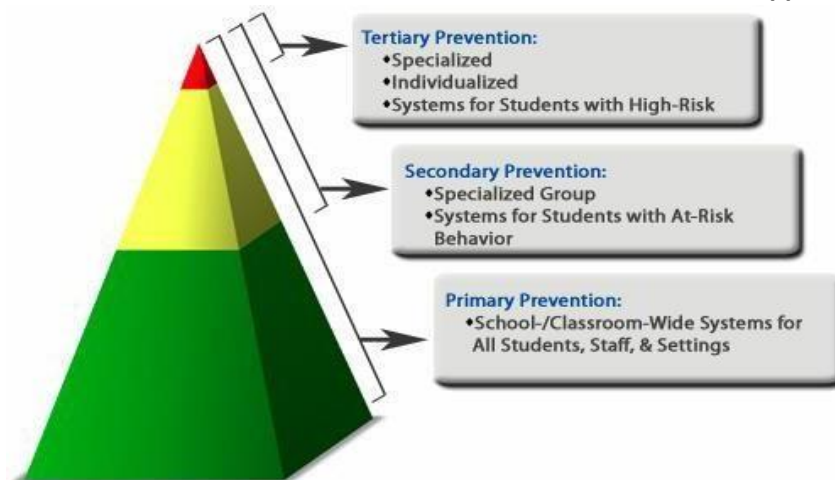
Parents and student(s) will notice PBIS in our schools when they see and hear each school's clearly defined expectations for all school settings and by the rewards student(s) can obtain by meeting these expectations.

Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative, equitable, accessible, and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve supports for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students.

PBIS schools organize their evidence-based behavior practices and systems into an integrated collection or continuum in which students experience supports based on their behavior responsiveness to intervention. A three-tiered prevention logic requires that all students receive supports at the universal or primary tier. If the behavior of some students is not responsive, more intensive behavioral supports are provided, in the form of a group contingency (selected or secondary tier) or a highly individualized plan (intensive or tertiary tier).

Continuum of School-Wide Instructional & Positive Behavior Support



Center for Positive behavior Interventions Supports, University of Oregon- For more information about PBIS, visit www.pbis.org

Expected Behaviors

We believe every student deserves a safe, supportive, equitable, accessible, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

I will show RESPECT for....

MYSELF BY:

- Attending school regularly and being on time.
- Following expectations on rules and directions of adults.
- Doing my schoolwork and homework neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Accepting consequences for my own behavior.
- Learning from consequences of my behavior.
- Choosing not to bring tobacco or any nicotine product, alcohol, illegal drugs, or weapons to school.
- Dressing in a way that is appropriate for the learning environment.

I will show RESPECT for....

Others BY:

- Being understanding of other's feelings and showing compassion.
- Using positive words with others (no put downs).
- Treating others like I want to be treated.
- Not bullying or threatening.
- Being honest by telling the truth, and admitting to things that I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when speaking to others.
- Listening to others when they are speaking to me.

I will show RESPECT for....

Learning BY:

- Following school expectations, and rules and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities, projects, and discussions.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and test.

I will show RESPECT for....

Property BY:

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc.
- Using materials or a classmate's materials for their intended purpose.
- Using technology as directed by adults.
- Following expectations and rules about safety.
- Refraining from touching a fire alarm unless there is an emergency.
- Using playground equipment in a safe manner.
- Keeping technology devices off and out of sight during school hours and while on the school bus except with permission from school staff.

When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.



Transportation and Bus Behavior Expectations

The privilege of riding a school bus will depend upon students following expectations, rules, and procedures in accordance with Boone County Schools Board Policy and 708 KAR 5:080:

We believe every student deserves a safe, supportive, and orderly bus ride to/from school. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to have a safe bus ride experience.

I WILL SHOW RESPECT:

At the bus stop by...

- Arriving at the bus stop five (5) minutes before bus pickup.
- Waiting in a quiet and orderly manner.
- Being respectful of traffic.
- Respecting private property.
- Not using Tobacco products, vapor smoking products, and e-cigarettes.

When the bus arrives by...

- Remaining at the waiting area until the bus comes to a complete stop.
- Checking traffic from all directions, then check again.
- Walking from the waiting area to the entrance of the bus making certain all traffic in all directions has stopped.
- Boarding the bus promptly.
- Making sure I can see the bus driver's eyes when in the vicinity of the school bus.
- Crossing in front of the bus only when the driver signals it is safe.
- Proceeding directly to an available or assigned seat, upon entering the bus.

On the bus by...

- Respecting all people.
- Keeping the bus neat and clean.
- Not eating or drinking on the bus.
- Talking quietly and politely.
- Sitting in assigned seat, if one has been assigned by bus or school personnel and not interfering with the vision of the driver.
- Staying in my seat; keeping aisles and exits clear.
- Limiting carry-ons to those that can be held in my lap (including musical instruments).
- Not bringing hazardous materials, or animals on the bus except for personal service animals.
- Not extending head, arms, or objects out of bus windows.
- Using technology as outlined in the district's Acceptable Use Policy.
- Remembering that school rules and expectations apply to the school bus.
- Avoiding unnecessary conversations with the bus personnel.
- Not damaging the bus and reporting any damage to the bus personnel.

Exiting the bus...

- Remaining seated until the bus comes to a complete stop.
- Exiting the bus at the bus stop area in an orderly manner and at my assigned stop.
- Making certain that all traffic in all directions has stopped before exiting the bus.
- Exiting when it is safe.
- Crossing the street promptly after checking that all traffic in all directions has stopped.
- Crossing in front of the bus only after the driver signals it is safe.



Expectations Related to Medication, Drugs, Alcohol, and Tobacco

We believe every student deserves a safe, supportive, and orderly environment

I. Alcohol, Drugs, and other Prohibited Substances

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 on the way to or from school or a school-sponsored activity.

1. Alcoholic beverage
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia (including liquid THC for vapor smoking devices).
3. Substances that are purported to be a controlled substance “look like”. 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.
(See Board Policy 09.423)

II. Tobacco

In accordance with Kentucky Statute, all school properties are 100% tobacco free. All individuals shall not be permitted to use or possess any tobacco/nicotine product on school property, inside Board-owned, leased or operated vehicles, on the way to and from school, or during school-sponsored trips and activities. This includes alternative nicotine products and/or vapor products. (i.e. juuls, dab pens, any vapor smoking device, and any other alternative nicotine product). See Board Policy 09.4232.

III. Use of Medication at School

The use of medication at school by students must conform to all state and federal laws as well as local school board policies and procedures.

No more than one (1) week’s supply of prescription medication shall be brought to school in its original container with the label intact and given to school personnel. Only prescription medication and dietary supplements authorized by a physician and parent/guardian will be dispensed. Over-the-counter medication will be accepted when sent to school in the original container and a Medication Administration Consent form has been completed by the parent/guardian.

NOTE THAT NO MEDICATIONS WILL BE RETURNED TO STUDENTS TO TAKE HOME;
PARENTS/GUARDIANS WILL BE NOTIFIED BY THE SCHOOL NURSE WHEN MEDICATIONS NEED TO BE PICKED UP IN THE OFFICE.

Students may be permitted to carry medications for certain conditions (such as an inhaler for asthma or an Epi-pen for allergic reaction) provided there is a prior physician/parent or guardian authorization and school personnel are aware the student is carrying it.

(See Board Policy 09.2241)

STUDENTS WHO VIOLATE THESE POLICIES ARE SUBJECT TO DISCIPLINARY ACTION PER THE CODE OF CONDUCT

Tiers of Intervention

Tier I

Definition

Incidents that should be managed by the classroom teacher and which may not warrant a discipline referral for administrative assistance. These behaviors are of low-level intensity, passive, and non-threatening to the safety of the classroom.

1. Disrupting and /or interfering with the normal operations in a classroom.
2. Tardy on a regular basis to class.
3. Failure to carry out a reasonable request from teacher or other school official.
4. Failure to comply with school based dress codes.
5. Forging notes or willfully providing written misinformation.
6. Disrespectful behavior including use of profanity, and/or an obscene gesture, or back talking towards other person(s).
7. Inappropriate use of technology or Internet access.
8. Any other violations which are expressly listed in the written school rules and related procedures that fall within this category.
9. Academic dishonesty.

Intervention Strategy Options

Universal Interventions: classroom teachers, administrators, or school personnel who intervene shall document such intervention. For students in need of repeated Tier I Interventions, school personnel who intervene shall engage in SPSIT (Student Problem Solving and Intervention Team/Tier II PBIS Team) documentation, following the three-tiered approach to interventions, including but not limited to:

- a. Verbal or written warning.
- b. In-class time out.
- c. Contact/Conference with parent/guardian.
- d. Loss of privilege.
- e. Schedule adjustment.
- f. Seat change.
- g. After-school detention.
- h. In-school (lunch/recess) detention.
- i. Referral to SPSIT, PBIS Team
- j. Behavior Intervention Plan.
- k. Check-in-/Check-out system.
- l. Referral to school counselor.

Tier II

Definition

Incidents that should be managed by the classroom teacher with possible assistance from an administrator because of the disruptive effect the infraction has on instructional time.

1. Not attending an assigned class without a valid excuse.
2. Failure to follow the procedure for prescribed and over the counter medications.
3. Possession and/or displaying of obscene materials.
4. Fighting.
5. Assault by striking, shoving, kicking, or otherwise subjecting another person to offensive physical contact resulting in physical or emotional damage.
6. Threatening to assault another person, to inflict significant physical or emotional damage.
7. Bus Violation
8. Vandalism (defacing or disfiguring school and personal property), trespassing, unlawful entry, criminal mischief, burglary, or theft.
9. Interfering with school personnel in impeding their ability to carry out their responsibilities.
10. Possessing and/or using e-cigarettes, lighter, matches, or tobacco or vapor products at school or on school related property (i.e. bus stop).
11. Gambling.
12. Speeding, reckless driving, or improper use of motor vehicle on school property.
13. Sexual misconduct, sexual harassment, sexual behavior/mild (see Glossary).
14. Computer hacking.
15. Threatening, extortion, bullying, blackmail, or coercing another student.
16. Interrupting school bus operation, compromising safety of others.
17. Improper use of technology, not per teacher directive.

Intervention Strategy Options

School-wide Interventions: classroom teachers, administrators, or school personnel who intervene shall document such intervention. For students who engage in repeated Tier II Infractions, school personnel who intervene shall engage in SPSIT (Student Problem Solving Intervention Team/Tier III PBIS Team) documentation to include a Functional Behavioral Assessment (FBA) and possible Behavior Intervention Plan (BIP), following the three-tiered approach to interventions, included but not limited to these examples:

- a. Restorative practices.
- b. Friday/Saturday School Assignment.
- c. Any of the above Tier I interventions with added interventions.
- d. Behavior Intervention Plan or Behavior Contract.
- e. Assignment to Behavior Instruction Program.
- f. In-school suspension or school-level alternative program or classroom.
- g. Out of school suspension.
- h. Mandatory community service.
- i. In-kind restitution.
- j. Loss of privilege or participation in extracurricular activities.

Tier III

Definition

Incidents that significantly interfere with the safety and learning of others, including threats and harm to others or legal violations. These behaviors warrant more immediate administrative intervention.

1. Repeated violent or risk to safety Tier II offenses.
2. Arson, the intentional setting of fire.
3. Assault, by striking, shoving, kicking, or otherwise subjecting another person(s) to physical contact resulting in significant physical injury or physical threat of life or violence to another person(s) in accordance with state statute KRS 508.078, Terroristic Threatening 2nd Degree, and includes sexual assault and/or sexual harassment.
4. Possession, use, or transfer of dangerous weapons: explosives, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, or martial arts weapons (including using or threatening to use any blunt or sharp pointed instrument which may be capable of inflicting bodily injury).
5. Possessing, exchanging, selling, distribution, or under the influence of alcohol, drugs or any substance purported to be an illegal drug, and/or possession of any related drug paraphernalia (this includes THC in any state as this chemical is illegal in Kentucky).
6. Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities.
7. Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other bus occupants.
8. Encouraging or inciting discord or civil disturbance including bomb threats or false fire alarm activation.

Intervention Strategy Options

These are serious violations, which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school. A request for a hearing with the Superintendent of Schools or his/her designee is mandatory with any Tier III infraction unless Superintendent's designee communicates alternative plan for student that must be agreed upon by the principal, student, and the parent. Principal will notify Superintendent's designee if the student does not comply, resulting in a Tier III hearing with the Superintendent's designee. *Note: In accordance with state statute, any student at any grade level is subject to a meeting or hearing with the Superintendent or his/her designee for Terroristic Threatening 2nd Degree.*



Boone County Schools

A Distinguished District

Rights and Responsibilities

Student Rights

Student Rights and Responsibilities

Parent Rights and Responsibilities

Teacher Rights and Responsibilities

Principal/Administrator Rights and Responsibilities

**Acceptable Technology Uses, Procedures, Rights and
Responsibilities**

Rights and Responsibilities

This handbook is a guide to the rights and responsibilities of students in the Boone County Schools.

This section includes only a summary of laws, policies, and regulations that affect students. It is not a definitive state of student rights in any particular situation.

Student Rights

We believe every student must be afforded the rights given to them under state and federal laws and district policy and to promote a safe, supportive, and orderly learning environment.

Students in Boone County Schools have the right to:

1. A free rigorous and relevant public education until they have successfully completed a twelve-year educational program or have reached the age of twenty-one (21) years.
2. A learning environment appropriate to their needs and that encourages learning.
3. A learning environment that is safe, equitable, and accessible.
4. Examine their school records if they have reached the age of eighteen (18) years.
5. Equitable access and to participate in school activities and programs, to organize and have memberships without being subject to discrimination on the basis of gender, race, religion, marital status, or disability, as long as this does not disrupt the orderly educational process.
6. Freedom of expression as related to speech, assembly, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the orderly educational process.
7. Procedural due process and appeal related to disciplinary actions.
8. Be treated in a fair and equitable manner.
9. Consultation with teachers, counselors, and administrators.
10. Protection of property and physical well-being.
11. Protection from verbal and physical abuse, bullying, intimidation, and hazing behaviors.
12. Be given reasonable and timely notice of all expectations, rules, regulations, notices, and penalties to which they may be subject.
13. Receive academic grades based only upon academic performance.
14. Make up work missed from excused absences(s).

Student Rights and Responsibilities

Attendance

Students are required to attend school regularly and punctually.

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18) birthday, who has been absent from school without a valid excuse for three (3) events or more, or tardy without a valid excuse on three (3) events or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more events, or tardy without valid excuse on three (3) or more events, is a truant.

Any student who has been reported a truant two (2) or more times is a habitual truant. Truants shall be reported to the principal and then to the Director of Pupil Personnel both of whom shall take appropriate action up to and including referral to the court in accordance with Boone County Schools Attendance Guidelines.

Beginning with the 2010-2011 school year, attendance calculations changed from Full Time Equivalency (FTE) to whole-day/half-day. Daily attendance is now represented a 0%, 50%, or 100%. If a tardy exceeds 35% absent, it is then considered a half-day absence.

Chronic absenteeism can negatively impact academic performance, personal, and social well being. (see glossary of terms)

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

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil.
3. Religious holidays and practices.
4. One (1) day for attendance at the Kentucky State Fair.
5. Documented military leave.
6. One (1) day prior to departure of parent/guardian called to active military duty.
7. One (1) day upon the return of parent/guardian from active military duty.
8. Other valid reason as determined by the principal.

The parent /guardian shall notify the school stating the reason for the student's absence. Without prior notification, an absence shall be designated unexcused. After a student has been declared truant, the principal may require a doctor's statement to excuse the absence in accordance with school guidelines and SBDM Policy. Make up work shall be permitted for excused absences only and must be completed within the time specified by the principal in accordance with school guidelines and SBDM Policy. It is the student's responsibility to contact the teacher for make-up work.

Days missed due to suspension shall be considered unexcused absences for which no make-up of daily work shall be allowed.

Parent/Guardian Rights

We believe every parent/guardian is integral to his/her student's ability to make effective choices to reach their potential for college, career, and life readiness. We also believe that it is integral for the school district to partner with parent and the community for student success.

Parent's/guardians of students in the Boone County Schools have the right to:

1. Expect that their children are sent to a valued learning environment.
2. Expect that unacceptable behavior will be dealt with quickly and effectively.
3. Expect effective instruction conducted with minimal interruption.
4. Expect a safe, respectful, equitable, accessible, and healthy environment free from harassment and physical harm.
5. Examine personal school records in accordance with Family Education Rights and Privacy Act (FERPA).
6. High academic and accreditation standards for all schools.
7. Address questions or grievances to the proper school authority and expect a reply.
8. Expect students to be treated in a respectful, responsible, fair, and equitable manner.

Parent/Guardian Responsibility

Parent/guardians in Boone County Schools have the responsibility to:

1. Instill a respect for education and academic pursuit.
2. Instill a sense of respect for fellow students and school personnel.
3. Become familiar with educational programs, policies, and procedures.
4. Help their children understand expectations, disciplinary procedures and the importance of following these procedures.
5. Ensure their children attend school and class regularly, facilitate getting their children to the bus stop on time, arrangement of alternative transportation for their children in the event of denied bus privileges due to disciplinary reasons.
6. Demonstrate respect for school personnel.
7. Ensure that their children complete assignments and establish good work habits.
8. Develop good rapport with their children's teachers.
9. Discuss issues needing clarification with school officials.

Teacher Rights

We believe each teacher must encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur.

Teachers in Boone County Schools have the right to:

1. Be involved in formulation of expectations, procedures, and policies relating to student behavior.
2. Expect that students comply with reasonable directives and assignments.
3. Expect that all assignments be completed.
4. Freedom from verbal abuse and physical harm.
5. The support and cooperation of fellow teachers and administrators.
6. Expect cooperation from parents in dealing with students.
7. Carry out appropriate intervention and/or disciplinary action when behavior is disruptive.
8. Work in a positive learning environment.
9. Take prudent action in emergencies to protect students or property.
10. Expect a safe, respectful, responsible, and orderly environment.
11. Use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

Teacher Responsibilities

Teachers in Boone County Schools have the responsibility to:

1. Cultivate relationship with students and colleagues.
2. Present content using research-based strategies to engage students in learning.
3. Lead students to achieve College Readiness Standards through the KY Core Academic Standards.
4. Develop 21st Century Skills using Marzano's 41 strategies.
5. Assist students to demonstrate learning through a balanced assessment system.
6. Engage students in extension/intervention based on individual needs.
7. Plan instruction that is equitable, accessible and meets the diverse needs of students.
8. Maintain high rigorous and relevant academic and behavior expectations.
9. Recognize appropriate behavior and good work ethic.
10. Teach and reteach behavior expectations.
11. Maintain a safe, respectful, responsible, equitable, accessible, and orderly classroom.
12. Demonstrate respect for the individual rights of students and parents.
13. Cooperate and collaborate with school personnel and parents.
14. Treat each student in a respectful, fair, and equitable manner.
15. Enforce rules and regulations of the Board of Education.
16. Maintain accurate records.
17. Follow the professional code of ethics.
18. Maintain confidentiality of student and family personal and sensitive information.

Principal/Administrator Rights

We believe everyone deserves a safe, supportive, equitable, accessible, and orderly learning environment.

Principals in Boone County Schools have the right to:

1. Expect all students, teachers, and other personnel to comply with school expectations, procedures and policy.
2. The support and respect of students, parents, and teachers in implementing procedures and policies of the Board of Education.
3. Take necessary action to protect their own person or property or the persons or property of those in their care.
4. Remove any person whose conduct disrupts the educational process.
5. Provide input into expectations, procedures, policies, and regulations that relate to the school.
6. Safety from physical harm and verbal abuse.
7. Use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

Principal/Administrator Responsibilities

Principals in Boone County Schools have the responsibility to:

1. Cultivate a safe, respectful, equitable, accessible, and responsible learning environment.
2. Administer discipline fairly and respectfully following guidelines in the code of conduct.
3. Follow Board of Education policy and procedures.
4. Distribute the Code of Conduct to school and community.
5. Evaluate and revise the educational program to ensure instruction that is research-based, rigorous, relevant, equitable, accessible, and meets the diverse needs of students.
6. Empower Professional Learning Communities. (PLC)
7. Encourage authentic student voice.
8. Lead school to achieve College Readiness Standards through the KY Core Academic Standards, develop 21st Century Skills through Marzano's 41 strategies, demonstrate learning through a balanced assessment system and engage students in extension/intervention based on individual needs.
9. Use good judgment and prudence in dealing with problems in the school.
10. Be knowledgeable of regulations from federal, state, and local agencies.
11. Empower and hold accountable all school personnel, parents, and students in a respectful, fair, and equitable manner.
12. Respond to concerns of students, parents, and staff.
13. Model the professional code of ethics.
14. Maintain confidentiality of student and family personal and sensitive information.

Acceptable Technology Use, Procedures, Rights, and Responsibilities

We believe everyone deserves a safe, supportive, and orderly learning environment.

Boone County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century skills. We provide access to technologies for students, staff, and parents for educational purposes. While the District will make every effort to prevent inappropriate use, it is impossible to filter all inappropriate content. Students, staff, and parents are expected to adhere to the procedures and guidelines outlined in this Acceptable Technology Use document and the Boone County Board of Education Acceptable Use Policy (08.2323) when using district/school provided technology, *district provided credentials* or personally-owned technology (on district property).

Roles and Responsibilities of Students

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data, and files stored or transmitted via the district resources may be reviewed and/or removed.

Roles and Responsibilities of Staff

The use of technology requires all users to be safe and responsible digital citizens. The schools and District utilize the following strategies to help keep users safe:

- Schools provide Internet safety and digital citizenship instruction each year.
- Teachers and staff actively monitor technology use in the classroom.
- Internet access will be filtered as required by state and federal regulations and school policies. Internet activity may be monitored and recorded at any time.
- Network and school administration may review files and communications to ensure appropriate use.

Roles and Responsibilities of Parents/Guardians

- Partner with the District to teach students to use technology safely and appropriately.
- Model appropriate use of technology resources and accounts, including maintaining data privacy.

Examples of Acceptable Use Include (but are not limited to):

- Use the provided school network/email account in an ethical, responsible, and legal manner for school related tasks that are consistent with the educational objectives of the Boone County Schools.
- Maintain the privacy of personal information such as name, address, phone number, account passwords, social security numbers, and respect the privacy of others.
- Use online/network resources (including email) as instructed and for educational purposes.
- Store and share only appropriate student work and instructional media in provided storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.

Examples of Unacceptable Use Include (but are not limited to):

- Access, send, and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully waste limited resources or use them for non-academic purposes - (file storage, printing, bandwidth).
- Use or share another person's username or password, or share your username and password with others.
- Compromise the network and its settings in any way - (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion, or activities unrelated to school.
- Violate copyright laws or commit plagiarism including the copying of software, music, or other copyright protected files.
- Intentionally damage or steal district or personal technology-related property.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.
- Teachers friending and/or following students on social media used for personal purposes.
- Obtain network/Internet/program access using another user's personal login credentials.

Personally-Owned Devices Connected to the District Network

Students meeting building requirements and having a signed Acceptable Use Form (page 1) may be allowed to connect their personally-owned devices to the district provided Internet. Internet access via the district network will be filtered, monitored, and will require students to log in using their district credentials. Parents/Guardians are responsible for what students may access through any non-district wi-fi or cellular connections. The District is not responsible for service, support, damage to, or loss of personal devices. Students are expected to use devices for educational purposes and only with consent of school staff.

Online Activity

Internet-based resources that can enhance educational activities are growing in number each day. The District may provide access to sites or tools that support communication and collaboration with others in addition to general productivity. Students are reminded to communicate appropriately and safely via these resources and that communication may be monitored. **Use of any website outside of the district's control is subject to their terms of use and may require specific permission in addition to the Acceptable Use Form (page 1).**

Online activity is filtered using Lightspeed Systems Web Filter. When students are logged into Chrome using their school credentials, all online activity is filtered using Lightspeed Systems Web Filter. This applies to all devices whether school owned or otherwise that a student may log into: district device, home device, device at the public library, etc.

Violations of the Acceptable Use Policy

Upon enrollment, all students will have access to a user account, where they will be given network access, an email account, and network storage space. Students who violate the Acceptable Use Policy (08.2323) or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.

Consent for Use

By signing the form, Acceptable Use Form (page 1), you hereby accept and agree that your child's rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Violation of the Acceptable Use Policy

Upon enrollment, all students will have access to a user account, where they will be given network access, an email account, and network storage space. Students who violate the Acceptable Use Policy (08.2323) or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.



Boone County Schools

A Distinguished District

Student/Parent Grievance and Appeal Processes

**Student/Parent/Guardian Grievance Regarding Administrative
Decisions**

**Harassment/Discrimination/Harassing Communication
Grievance Procedures**

KRS Chapter 158 Compliance

Appeal of Decision Process Addressing SBDM Decisions

Student/Parent/Guardian Grievance Regarding Administrative Decisions

The following procedures are to be followed when submitting student/parent/guardian grievances regarding administrative decisions. Prior to submitting a grievance a student/parent shall express their concern to the school level administrator for resolution.

Level 1: If the student/parent/guardian deems the resolution unsatisfactory, the student/parent/guardian shall submit his or her initial written grievance on the Student/Parent/Guardian Grievance Regarding Administrative Decisions Form to the student's principal. In the event that the grievance is alleged against a school administrator other than the principal, the principal shall investigate allegations as soon as circumstances allow, but not later than three (3) work days of submission of the original written grievance. The principal shall discuss with the student/parent/guardian the nature of the grievance and any action that the principal believes should be taken to resolve the concern of the student/parent/guardian. The principal shall provide a written response to the student/parent/guardian no later than ten (10) work days after receipt of the student/parent/guardian's original written grievance. In the event that the grievance is alleged against the principal or he/she deems the matters outside the scope of their authority he/she refers the matters to the appropriate district level administrator. When referring the student/parent/guardian grievance to a district level administrator, the principal shall forward the grievance form to the district level administrator within five (5) work days. The administrator (principal or district level administrator) acting to resolve shall provide a written response to the student/parent/guardian postmarked no later than ten (10) work days after receipt of the Student/Parent/Guardian Grievance Regarding Administrative Decisions Form. The administrator shall also forward a copy of the grievance form along with the written response to the Superintendent. If there is no administrative response to the student/parent/guardian grievance within the ten (10) work days, the grievance is elevated to Level 2.

Level 2: If the student/parent/guardian desires further review of his or her grievance, then the student/parent/guardian must submit a copy of the Student/Parent/Guardian Grievance Regarding Administrative decisions Form to the Superintendent. The Superintendent shall designate a district level administrator to investigate the matters. The Superintendent's designee shall investigate the allegations, review the information and the administrator's original written response. The Superintendent's designee may conduct further investigation of the grievance if necessary. After review, the Superintendent's designee shall provide a written response to the student/parent/guardian postmarked no later than ten (10) work days following receipt of the grievance form. If there is no response by the Superintendent's designee to the student/parent/guardian grievance within the ten (10) work days, the grievance is elevated to Level 3.

A written report of all findings of the investigations shall be completed within thirty (30) work days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

Level 3: The student/parent/guardian, after review of the written response, may appeal that response to the Superintendent no later than ten (10) work days after receipt of the written communication at Level 2. The Superintendent shall review the grievance and shall provide the student/parent/guardian a written response postmarked within ten (10) work days following the receipt of the appeal. The decision of the Superintendent shall be final.

Harassment/Discrimination, Harassing Communication Grievance Procedures

A student or parent who believes he/she has been a victim of an act of harassment, discrimination, harassing communication or who has observed other students being victimized shall, as soon as reasonably practicable, inform his/her principal, who shall provide a Student Harassment, Discrimination, Harassing Communication Grievance Form (See page 43) for the student/parent to complete and then immediately notify the superintendent and or the Title IX/Equity Coordinator, as appropriate. Complaints of harassment and or discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, the principal or their immediate supervisor, shall immediately forward information to the Superintendent.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the principal or their immediate supervisor, shall immediately forward information to the Superintendent.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

Procedures

The following procedures are to be followed in handling harassment/discrimination, harassing communication grievances by student or parent:

Level 1: A student/parent shall present his or her written grievance to the student's principal. The principal shall investigate allegations of harassment/discrimination, harassing communication as soon as circumstances allow, but not later than three (3) work days of submission of the original written grievance. The principal shall discuss with the student/parent the nature of the grievance and an action that the principal believes should be taken to resolve the concern of the student/parent. The principal shall provide a written response to the student/parent no later than ten (10) work days after receipt of the student/parent's original written grievance. The principal forwards a copy of the grievance and response to the superintendent and the Title IX/Equity Coordinator.

Level 2: If the student/parent wishes further review of his or her grievance, the original written grievance may be presented to the Title IX/Equity Coordinator. The Title IX/Equity Coordinator, or his/her designee, shall review previously presented information and administrative responses, and conduct any additional investigation deemed necessary. The Title IX/Equity Coordinator, or designee, shall provide a written response to the student/parent no later than (10) work days after receipt of the student/parent's communication at Level 2. A written report of all findings of the investigation shall be completed within thirty (30) work days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

Level 3: If the student/parent wishes further review of his or her grievance, the student/parent may appeal the written response of the Title IX Equity Coordinator to the superintendent, no later than ten (10) work days after receipt of the Title IX/Equity Coordinator's response from Level 2.

The Superintendent shall consider the original written grievance and the Title IX Equity Coordinator's response as the appeal and will provide the student/parent a written response within (10) work days. The decision of the Superintendent shall be final.

KRS Chapter 158 Compliance Procedures

A student, parent or 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 a written report to be made to the principal of the school attended by the victim. A form will be provided by the Kentucky Department of Education.

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 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 (48) hours of the original report a written report, containing: (a) The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision; (b) the student's age; (c) the nature and extent of the violation; (d) the name and address of the student allegedly responsible for the violation; (e) any other information that the principal making the report believes may be helpful

in the furtherance of the purpose of this section. **Procedures:**

1. A written report form, to be provided by Kentucky Department of Education, will 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.
2. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or county attorney within forty-eight (48) hours of the original report.
3. The agency receiving the report shall investigate the matter referred to it. (The school board and school personnel shall participate in the investigation at the request of the agency).
4. Anyone acting upon reasonable cause in the making of a report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, the same immunity with respect to participation in any judicial proceeding resulting from such report or action.
5. Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section. The subsection shall also apply in any criminal proceeding in District or Circuit Court regarding student harassment.
6. Retaliation, whether verbal or physical, will result in enhanced penalties and may subject the perpetrator to criminal proceedings.

Reference:

KRS Chapter 508

KRS Chapter 158



Appeal of Decision Process Addressing SBDM Decisions

School Based Decision Making Council (SBDM) actions that violate Board policy or the contractual agreement between the Board and the Education Association exceed the authority of the council or are otherwise unlawful under state or federal law may be appealed. School Based Decision Making (SBDM) Law requires policy for, but not limited to: alignment with state standards, classroom instruction, committees, consultation, curriculum, discipline/safety plan, enhancing achievement, extracurricular, program appraisal, schedule, space use, staff time assignment, student assignment, and technology use.

The following procedures are to be followed to appeal decision of the council by a student or parent/guardian:

Level 1 A student/parent/guardian shall present his or her issue in writing on the Appeal of Decision process addressing *School Based Council Decision Form* within ten (10) working days following council decision to the council for consideration. The written appeal shall include: (1) copy of the policy, code, or article violated, and (2) specific explanation of the violation. Issues for council reconsideration shall be delivered to the principal who shall bring the matter before the council at its next meeting. Final resolution shall be achieved within thirty (30) work days of the receipt of the appeal unless mutually extended. The principal forwards a copy of the complaint and response to the Superintendent and the Assistant Superintendent of Learning Support.

Level 2 Following the council's final resolution, should the student/parent/guardian wish further review of his or her appeal, written documentation may be submitted to the Superintendent and the Assistant Superintendent of Learning Support within fourteen (14) work days of the council's final resolution. The written documentation shall include: (1) copy of the policy, code, or article violated, and (2) specific explanation of the violation. The superintendent shall achieve final resolution within thirty (30) work days of receipt of the appeal unless mutually extended.

Level 3 If the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within fourteen (14) work days of the superintendent's decision, appeal to the board with the same written documentation. The board shall issue a final written decision on the appeal within thirty (30) work days.

Provided however, the jurisdiction of the superintendent and the board to resolve SBDM decisions is limited to matters consistent with KRS 160.345, which generally means matters involving consistency with law, concerns for health and safety, legal liability, available financial resources or contractual obligations.

Reference:

Board Policy: Administration 02.42411



Boone County Schools

A Distinguished District

Annual Parent Notifications

Notice of Non-Discrimination

Family Education Rights and Privacy Act (FERPA) Rights

**Family Education Rights and Privacy Act (FERPA) Notice for
Directory Information**

Student Directory Information

Notice and Consent/Opt-Out for Specific Activities

Boone County Board of Education Notice of Non-Discrimination

Students, their families and employees/ potential employees of the Boone County School District are hereby notified that the Boone County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability or genetic information in employment programs, vocational programs, or activities and provides equal access to the Boy Scouts and other designated youth groups, set forth in compliance with federal and state statutes and regulations. The lack of English language skills is not a barrier to admission and participation in programs and activities including career and technical education programs.

Any person having inquires concerning Boone County Schools' nondiscrimination policies may contact:

Kathleen G. Reutman, Executive Director
Boone County Schools Student Services Division
8330 US 42, Florence, KY 41042
859-334-4466
kathy.reutman@boone.kyschools.us
Monday-Friday 8:00am-4:00pm

Career & Technical Education programs are planned course sequences of high quality academic core content and technical skills which focus on a specific career cluster and prepare students to successfully transition toward their career goal. Boone County Schools offer the following Career and Technical Education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: Agriculture Education, Business and Marketing Education, Construction Technology Education, Engineering Technology Education, Family and Consumer Sciences Education, Health Science Education, Information Technology Education, Manufacturing Technology, Media Arts, and Transportation Education.

Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

Casey Jaynes MS/HS Director of Teaching and Learning
Boone County Schools
8330 US 42, Florence, Ky 41042
859-282-3329
casey.jaynes@boone.kyschools.us
Monday-Friday 8:00am-4:00pm

To obtain this notice in large print, on audiotape, Braille, a language other than English or another alternative format call: 859-335-4466



Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Boone County Schools receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or official a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Boone County Schools to amend their child's or their education record should write the school principal official and clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or

student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Boone County Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the

system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

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

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Boone County Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Boone County Schools in writing by **[insert date]**. Boone County Schools has designated the following information as directory information:

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Boone County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Boone County Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Boone County Schools** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Boone County Schools** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and

activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Boone County Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys")

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes ("marketing surveys"). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

Glossary of General Terms

Alcohol and Other Drugs- Alcoholic substances inhalants or other intoxicants; and controlled dangerous substances, including illegal drugs in accordance with Kentucky law, prescription drugs, over-the-counter medications, look-alikes, and substances represented as controlled substances, and drug paraphernalia.

Possession-The student has on his/her person, or within the student's personal property, or has under the student's actual or constructive control, any of the substances listed in this offense.

Consumption/Use/Under the Influence – The student has consumed, ingested, assimilated, inhaled or injected any of the substances listed in this offense.

Distribution/Sale- A student has disseminated or transferred any of the substances listed in this offense, with or without compensation.

Possession with Intent to Distribute- The student has in his/her possession, as previously defined, any of the substances listed in this offense in a quantity or packaging to indicate intent to distribute or transfer to another person/people with or without compensation.

Alternative Education-The placement of a student in the Florence Alternative Center for Education facility or other appropriate educational setting.

Alternative to Suspension Projects/Programs-At the discretion of the principal and as an alternative to suspension measure, students may be required to complete a diversion program or project(i.e. Service Learning Projects, Intervention Programs, Counseling, Educational Program, etc.). Such assignments shall be of a nature related to the offense and designed to change inappropriate student behavior or teach students to make acceptable choices.

Assault- Any pupil who assaults another person by striking, shoving, kicking or otherwise subjecting the person to offensive physical contact or emotional damage shall be subject to appropriate disciplinary action and/or legal action depending on the circumstances, the incident may be subject to criminal investigation.

Any pupil who assaults a teacher or other school personnel by striking, shoving, kicking, or otherwise subjecting the teacher or other school personnel to physical contact shall be subject to appropriate disciplinary action and/or legal action. Depending on the circumstances, the incident may be subject to criminal investigation.

Any pupil who verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action and/or legal action.

With 1st, 2nd, 3rd, and 4th degree assault being defined by Kentucky Department of Education (KDE) in collaboration with law enforcement officials.

Discriminating Behavior- An offense, verbal, written, or symbolic in nature, committed against a person or property which is motivated by the offender's bias, a negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. **(See Harassment and Intimidation)**

Bullying- Any unwanted verbal, physical, or social behavior among students 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 prohibit 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 education process.

Central Intake Committee (CIC)- Interdisciplinary team that review request for placements outside of regular school.

Chronic Absenteeism- A student is considered chronically absent when the student misses 10% or more of the school year for any reason, excused or unexcused.

Class Truancy- Leaving the school premises or classroom without permission during regular school hours or failure to report to school or class during regular school hours.



Culturally Responsive Practice- An approach that encompasses and recognizes both students' and educators' lived experiences, culture, and linguistic capital. Culturally responsive educators reflect on their students' as well as their own lived experiences, culture, and linguistic capital to inform, support, and ensure high-quality instruction.

Cyber-Bullying- The use of information and communication technologies-email, mobile devices, text messages, defamatory personal websites, personal polling sites or a combination of these to support, deliberate, repeated and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others. **(See also bullying)**

Dangerous Implements- Any implement or substance used as a weapon to inflict bodily harm, including any object or implement capable of causing harm or used in such a way as to cause harm to another. This includes, but is not limited to, laser pointers, pencils and scissors. Any student who brings to school a dangerous instrument is subject to disciplinary measures and the instrument will be confiscated. **(See Weapons)**

Dress and Appearance- The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions or gang related apparel which, in the judgment of the principal, may significantly disrupt the education process or threatens the health or well-being of that student or other students is prohibited. Principals shall enforce the dress code in their schools. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in administrative behavioral resolution.

Walking shorts will be permitted the first twenty (20) days of the school year and the last twenty (20) days of the school year. Building principals have the flexibility to permit shorts additional days due to special circumstances. The following attire is prohibited, but not limited to, see through mesh clothing, tank tops and tube tops; hats or caps; sleep wear (unless on special building designated days); bare torso; clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude, or rude pictures or sayings pertaining to drugs, alcohol, tobacco, extreme violence, gangs or sex; hair curlers; non-prescription sunglasses; swim wear, and exposed under garments; biking shorts; and clothing too tight, too short, or too suggestive constituting a risk of distraction to the educational process

NOTE: SBDM Councils may draft dress codes that are more restrictive.

Due Process- A student facing disciplinary action must be given oral or written notice of the allegations, an opportunity to hear the evidence, and to respond if the student denies the allegations. Note: a student that poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible. **(See Board Policy 09.431)**

Electronic Cigarettes- Electronic cigarettes are noncombustible products that employ a heating element to deliver aerosolized nicotine or other substances to users inhaling from the device.

Expulsion- The Board of Education may remove any student for misconduct as defined by law. Action to expel a student shall not be taken until the student shall not be taken until the student has had an opportunity for a hearing before the Board. The Board's decision shall be final. In cases that involve students with disabilities, the procedures mandated by Federal and State law for students with disabilities shall be followed. **(See Board Policy 09.435)**

FAST Team- The Families and Schools Together Team or FAST Team, is the district's truancy team charged with working with families to identify why a student is truant or habitually truant to school as defined by Kentucky statute and regulation. The FAST Team then works with the family to create a plan to overcome obstacles the student encounters resulting in poor attendance to school.

Fighting- Involves 2 or more people using aggressive physical actions toward each other, involving serious physical contact where some injury may occur (i.e., Hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Harassment and Intimidation- A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe. **(See Discriminating Behavior)**

Parents- A natural mother or father, an adoptive mother or father, a legally appointed guardian, or a surrogate parent of a child who is a ward of the state.

Physical Restraint- A personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely, but does not mean:

- 1) Temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of encouraging a student to move voluntarily to a safe location;
- 2) A behavioral intervention, such as proximity control or verbal soothing, used as a response to calm and comfort an upset student;
- 3) Less restrictive physical contact or redirection to promote student safety; or
- 4) Physical guidance or prompting when teaching a skill or redirecting the student's attention. (Board Policy 09.2212)

Positive Behavioral Intervention and Supports (PBIS)- A school-wide systematic approach to embed evidence based practices and data-driven decision-making to:

- 1) Improve school climate and culture in order to achieve improved academic and social outcomes;
- 2) Increase learning for all students, including those with the most complex and intensive behavior needs;
- 3) Encompass a range of systemic and individualized positive strategies to reinforce desired behaviors;
- 4) Diminish reoccurrence of inappropriate, negative or dangerous behaviors, and
- 5) 5) Teach appropriate behaviors to students.

Pre-Trial Truancy Hearing- A high school level program that is designed to utilize the resources of both school district and community agencies to provide a plan to a student/family assisting the student with overcoming obstacles resulting in truant behavior.

Prone Restraint- The student is restrained in a face down position on the floor or other surface, and physical pressure is applied to the student's body to keep the student in the prone position. (See Board Policy 092212)



Restorative Justice Practices-A set of informal and formal strategies intended to build relationships and a sense of community to prevent conflict and wrongdoing, and respond to wrongdoings, with the intention to repair any harm that was a result of the wrongdoing.

Safe Schools Alert-Safe Schools Alert is the Boone County Schools anonymous tip reporting service. If you have information about a threat to the safety of our staff or students you can report it anonymously. Report tips on bullying, intimidation, harassment, weapons, drugs and other.

School Activities- Students who attend school sponsored off-campus events shall be governed by the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials.

No student shall, before, during or after any school event, on or off school premises, violate the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials. Violation of this regulation constitutes cause for administrative behavioral resolution and the possible elimination of the schools involved from all participation in interscholastic athletics and activities.

School Resource Officer- Defined in KRS 158.441 (2).

Search and Seizure- Lockers, desks, cabinets, closets, classroom and other school facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the code of conduct.

Searches of a pupil's person or his/her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the principal/ designee of the school which the student attends. No strip search of students shall be permitted. Additionally, student vehicles located on school property may be the subject of a lawful search.

Seclusion- The involuntary confinement of a student alone in a room or area from which the student is prevented from leaving but does not mean classroom timeouts, supervised in-school detentions, or out of school suspensions (See Board Policy 09.2212).

Self Defense- The 1st action taken by a person to retreat or remove himself from an aggressor. The use of physical force by a person toward an aggressive and physical action is when the person uses such force that is necessary to protect himself. A person using force in self-defense should use only so much force as a required to repel the assault.

Sexting- Sending or receiving of sexually-suggestive nude or semi-nude images or video (generally via a cell phone or other mobile devices).

Sexual Assault- Third-Degree Sexual Abuse: Subjecting another person to sexual contact without the victim's consent. Under Kentucky's rape and sexual assault laws, the victim must not have consented to the sexual contact.

Sexual Misconduct/Mild- The act of public displays of affection, consensual sexual acts, mooning, or patting of body areas which are considered consensual or harmless nature.

Supine Restraint- The student is restrained in a face up position on the floor or other surface, and physical pressure is applied to the student's body to keep the student in the supine position (See Board Policy 09.2212).

Suspension- The exclusion of a student from school for a specific period of time, not to exceed ten (10) days.

Telecommunication Devices-Telecommunication devices are devices that emits an audible signal, vibrate, display a message, or otherwise summons or delivers a communication to the processor. This includes any and all forms of wireless devices.

Terroristic Threatening in the Second Degree- In accordance with KRS 508.078, is the act of making a statement in any form including, but not limited to electronic communication, for the purpose of: causing an evacuation of a school building and/or activity, causing the cancellation of school classes or a school activity, and/or creating fear of serious bodily harm among any person.

Tobacco (possession, use, sale or distribution) - Possession, use, sale or distribution of tobacco or tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco, electronic cigarettes/smoking devices, and any other alternative nicotine products.

Trauma Informed Schools- Characterized by an understanding and a commitment of all teachers and staff to an awareness of how trauma affects students of trauma (which according to recent studies are 40% of all students).

Trauma Sensitive Schools- A school in which all students feel safe, welcomed, and supported and where addressing trauma's impact on learning on a school-wide basis is at the center of its educational mission.

Truant- Students are required to attend school regularly and punctually. Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) events or more, or tardy without a valid excuse on three (3) events or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more events, or tardy without valid excuse on three (3) or more events, is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant. Truants shall be reported to the principal and then the Director of Pupil Personnel both of whom shall take appropriate action up to and including referral to the court in accordance with the Boone County Schools Attendance Guidelines.

Vandalism-Willfully defacing or damaging school property. Consequences shall be full restitution within two (2) weeks or within to make necessary arrangements for such restitution. This provision applies to all school property, including school buses.



Weapon- Carrying, bringing, using or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the district schools should be filed under Board Policy 09.435. The penalty for students bringing a firearm or deadly weapon to school or onto the school/campus property shall result in the removal from school and require a hearing with the superintendent or his/her designee. Any student, who brings to school a firearm or deadly weapon/instrument, as defined by state or federal law, must be referred to the appropriate law enforcement authorities.

Suspected violations while on the school but will result in immediate notification to the appropriate authorities and possible removal and/or suspension from the bus under KRS 158.150.



Boone County Schools

A Distinguished District

Forms

Annual Student Directory Information Notification

**Student/Parent/Guardian Appeal of Decision Addressing
(SBDM) Decisions Form**

**Student/Parent/Guardian Grievance Regarding Administrative
Decisions Form**

**Harassment/Discrimination, Harassing Communications
Grievance Form**

Annual Student Directory Information Notification

Date: _____

Dear Parent/Eligible Student,

This letter informs you of your right to direct Boone County School District to withhold release of student directory information for _____.

Student Name

If you wish information to be withheld, please choose one (1) of the two (2) Options below in both sections I and II. Choose Option 1 if the Boone County School District may not release any item of directory information; Option 2, if the Boone County School District may release only selected items of information. Then check those items that may be released.

Please be advised that parents cannot prevent the school from using directory information on District ID cards or badges.

Student Directory Information Listing

Section I

Third Parties, Including Institutions of Higher Education & Potential Employers

Choose one of the options below:

☐ **Option 1:**

The Boone County School District

MAY NOT RELEASE ANY information

☐ **Option 2:**

The Boone County School District

MAY RELEASE ONLY the information below.

If you choose Option 2, check item(s) of that the _____ of information listed below that the _____

Boone County School District MAY RELEASE.

- ☐ Student's name
- ☐ Student's address
- ☐ Student's school email address
- ☐ Student's telephone number
- ☐ Student's date and place of birth
- ☐ Student's major field of study
- ☐ Information about the student's participation in officially recognized activities and sports
- ☐ Student's weight & height
- ☐ Student's date of attendance
- ☐ Students degree, honors or awards
- ☐ Student's photograph/picture
- ☐ Most recent educational/institution attended by student
- ☐ Grade level

Note: If directed to withhold a student's name, grade level, or photograph that information will not be included in any school or district publication released to the public. A parent wishing to permit such information about his/her child (name, pictures, etc.) to be included in a school or district publication (yearbook, sports program, etc.) that is sold for fund-raising purposes must provide written consent for such purposes.

Parent/Eligible Student's Signature _____ Date _____

Section II

Armed Forces Recruiters

Choose one of the options below:

☐ **Option 1:**

The Boone County School District

MAY NOT RELEASE information below.

☐ **Option 2:**

The Boone County School District

MAY RELEASE ONLY the information checked below. checked

If you choose Option 2, check the item(s) information listed below

Boone County School District MAY RELEASE

- ☐ Student's name
- ☐ Student's address
- ☐ Students telephone number

Student/Parent/Guardian Appeal of Decision Addressing (SBDM) Decisions Form

Mail or deliver this form to:

Level 1: The School Principal

Level 2: Superintendent, 8330 US 42, Florence, KY 41042

Level 3: Boone County Board of Education, 8330 US 42, Florence, KY 41042

Parent/Guardian Information

Name: _____

(Last) (First) (M.I.)

Phone Numbers: _____

Home Address: _____
(Number and Street) (City) (State) (Zip)

Student Name: _____

Age: _____ Date of Birth: _____

School: _____ Grade: _____ Homeroom/Classroom: _____

Identify the reason for this appeal. Be complete, and use specific details and occurrence(s), if appropriate.

Student's Signature: _____

What results are you seeking by filing this complaint?

Use additional sheets if necessary.

****MUST ATTACH A COPY OF THE POLICY, CODE OR ARTICLE VIOLATED.**

Parent/Guardian Signature: _____

Date: _____

Student/Parent/Guardian Grievance Regarding Administrative Decisions Form

Mail or deliver this form to:

Level 1: The School Principal

Level 2: Superintendent's Designee, 8330 US 42, Florence, KY 41042

Level 3: Superintendent, 8330 US 42, Florence, KY 41042

Parent/Guardian Information

Name: _____
(Last) (First) (M.I.)

Phone Numbers: _____

Home Address: _____
(Number and Street) (City) (State) (Zip)

Student Name: _____

Age: _____ Date of Birth: _____

School: _____ Grade: _____ Homeroom/Classroom: _____

Statement of Grievance

Identify the reason for this grievance. Be complete, and se specific details and occurrence(s), if appropriate. *Use additional sheets if necessary.*

What results are you seeking by filing this grievance? *Use additional sheets if necessary.*

Parent/Guardian Signature: _____ Date: _____

Student Harassment/Discrimination/Harassing Communication Grievance Form

Mail or deliver this form to:

Level 1: The School Principal

Level 2: The Title IX/Equity Coordinator, 8330 US 42, Florence, KY 41042

Level 3: Superintendent, 8330 US 42, Florence, KY 41042

Parent/Guardian Information

Name: _____
(Last) (First) (M.I.)

Phone Numbers: _____

Home Address: _____
(Number and Street) (City) (State) (Zip)

Student Name: _____

Age: _____ Date of Birth: _____

School: _____ Grade: _____ Homeroom/Classroom: _____

Type of Harassment/Discrimination/Harassing Communication

Please check: () Racial () Sexual () Religious () National Origin () Disability () Other

Statement of Grievance

Identify the harassment/discrimination/harassing communication that you allege has occurred. Be complete, and use the full names/titles, dates, exact location(s) and specific occurrence(s), if appropriate.

Date(s) harassment/discrimination/harassing communicate occurred: Earliest: _____ latest: _____

What results are you seeking by filing this complaint? _____

Use additional sheet(s) if necessary.

Have you filed this complaint with law enforcement or other governmental agency? () Yes () No

If yes, please specify: _____

Student's Signature: _____

Date: _____

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

Community Resource Agencies

Alcoholics Anonymous-Northern Kentucky Central Office- **859-491-7181**

Alcoholism Council-Cincinnati-**513-281-7880**

Boone County Alcohol Tip Line-**859-267-1001**

Awareness and Discovery Group-**859-525-1487**

Boone County Human Services-**859-334-2116**

Children's Advocacy Center-**859-442-3200**

Cincinnati Counseling Services-**513-922-1660**

Department of Social Services (Cabinet for Families and Children)-**859-371-8832**

Family Nurturing Center-**859-525-3200**

4 C for Children-**859-781-3511**

Mental Health Association of Northern Kentucky-**859-431-1077**

National Family Partnership-**800-705-8997**

NorthKey Community Care-**859-578-3200**

NorthKey Regional Prevention Center-Education of Adolescents and Adults-**800-432-9337**

PRIDE Youth Program-Safe and Drug Free Youth-**800-668-9277**

St. Elizabeth Medical Center, South-**859-301-2000**

St. Elizabeth Medical Behavior Health Center South-**859-578-5966**

St. Elizabeth Hospital, West (Boone County)-**859-212-5200**

United Way-**211**

Women's Crisis Center-**859-647-2388**

Code of Conduct/Discipline Committee Members

Matthew Turner, Superintendent

Kathy Reutman, Executive Director, Student/Community Services

Mike Ford, Director of Pupil Personnel, Chairperson

Chris Brauch, Assistant Director, Pupil Personnel

Mary Ann Rankin, Director of Technology

Robert Barrix, Director of Transportation

Lenora Broome, Teacher, R.A. Jones Middle School

Kim Gilbert, Principal, Burlington Elementary School

Casey Jaynes, Director, Middle/High School Teaching and Learning

Teresa Messenger, Librarian, Kelly Elementary School

Tim Schlotman, Principal, Boone County High School

Suzy O' Hara, Parent

Jessica Engler, Student Board Representative



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