



# 2019-2020 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

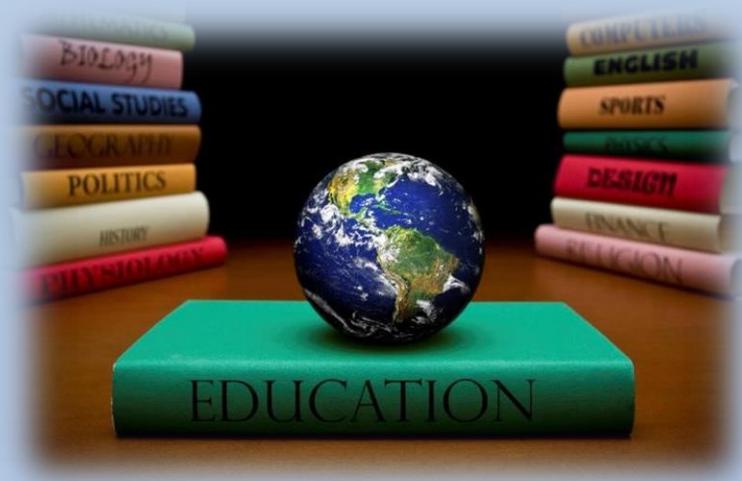
Academic excellence  
Lifelong learning and continuous improvement  
Shared responsibility  
Respect and equal access for all students  
Stakeholder empowerment and engagement  
Preparing next generation learners

## WE BELIEVE

We believe every student deserves a safe, supportive, 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](http://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

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](mailto: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>

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



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

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

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

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

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

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

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

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

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

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

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

Ignite Institute at the Roebing 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](http://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](http://www.boone.kyschools.us)

**Randy J. Poe, Ed.D.**  
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 Dr. Randy Poe Superintendent of Schools

Welcome to the Boone County School District. On behalf of the school board, administration, faculty, staff and students, we welcome you back to school and if you are new to the district we encourage you to learn more about us and the programs and services that we offer.

We are the third largest public school district in the Commonwealth of Kentucky with 21,000 students. This is a growing district with 14 elementary schools, six middle schools and four high schools plus our new STEAM high school, The IGNITE Institute at Roebbling Innovation Center. More than 1,700 of our students are English Language Learners, speaking more than 60 languages in Boone County Schools. The Boone County School District is accredited through AdvanceED Accreditation Commission on Accreditation and School Improvement (NCA CASI) accreditation seal. Our district has also been recognized at the state level as Distinguished and a District of Innovation.

Boone County Schools have exciting opportunities for our students to prepare for their futures. We offer innovative college and career pathways such as Boone County Early College and Boone County Design School programs. At IGNITE Institute students 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 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 are an innovative and award winning district, every year producing award winning teachers, administrators and students; Kentucky Teachers of the Year, NEA Support Professionals, National Merit Finalists, AP Scholars, Service Learning Award Winners, academic and athletic champions.

This handbook outlines student, parent, teacher and administrator rights, responsibilities, and the expectations for each. Boone County Schools has a long tradition of academic excellence. Without the support of our parents and community we would not be able to provide the level of education that makes us stand out as a distinguished district in the region. Our vision is that every graduate be college, career, and life ready.

Sincerely,

Randy J. Poe, Ed.D.  
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, and responsible. 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. The revisions are then reviewed by legal counsel, forwarded to the Superintendent and School Board for approval.

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](mailto: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.

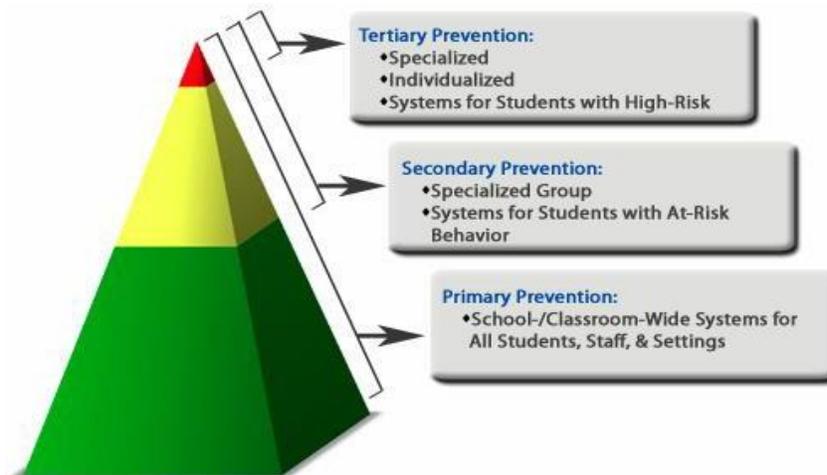
Parents and student(s) will notice PBIS in our schools when they see and hear each school's clearly defined expectations for all school settings and by the rewards student(s) can obtain by meeting these expectations.

### Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative, 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](http://www.pbis.org)

# Expected Behaviors

We believe every student deserves a safe, supportive, 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 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, alcohol, other 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.
- 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 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 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 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 to you 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 “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance**

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.  
(See Board Policy 09.423)

## **II. Tobacco**

In accordance with Kentucky Statute, all school properties are smoke free. Students shall not be permitted to use or possess any tobacco 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 or vapor products. (i.e. juuls, dab pens, and any vapor smoking device).  
(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 1

### 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 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.
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, following the three-tiered approach to interventions, included but not limited to these examples:

- a. Friday/Saturday School Assignment.
- b. Any of the above Tier I interventions with added interventions.
- c. Behavior Intervention Plan or Behavior Contract.
- d. Assignment to Behavior Instruction Program.
- e. In-school suspension or school-level alternative program or classroom.
- f. Out of school suspension.
- g. Mandatory community service.
- h. In-kind restitution.
- i. 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) requiring medical attention. 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, possession of related drug paraphernalia.
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.





# **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 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.
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 (21<sup>st</sup>) 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.

Chronic absenteeism can negatively impact academic performance, personal, and social well being.

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.

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

## Principal/Administrator Rights

We believe everyone deserves a safe, supportive, 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. Administer the school in a manner which fosters a safe, respectful, 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 and meets the diverse needs of students.
6. Lead school to achieve College Readiness Standards through the KY Core Academic Standards, develop 21<sup>st</sup> Century Skills through Marzano's 41 strategies, demonstrate learning through a balanced assessment system and engage students in extension/intervention based on individual needs.
7. Use good judgment and prudence in dealing with problems in the school.
8. Be knowledgeable of regulations from federal, state, and local agencies.
9. Treat all school personnel, parents, and students in a respectful, fair, and equitable manner.
10. Respond to concerns of students, parents, and staff.
11. Follow the professional code of ethics.
12. 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





# **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, gender, disability or genetic information, in employment programs, vocational program, or activities 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.

Any person having inquiries concerning Boone County Schools' compliance with Title II, Title IV, Title VI, Title IX, American's with Disabilities Act and/or Section 504 may contact Kathleen G. Reutman, Executive Director, Boone County Schools Student/Community Services Division, 8330 US Highway 42, Florence, KY 41042, 859-334-4466 (voice/TDD), [kathy.reutman@boone.kyschools.us](mailto:kathy.reutman@boone.kyschools.us), Monday-Friday 8:00 a.m. – 4:00 p.m.

Boone County Schools offer the following career and technical education programs for all students in grades 9-12 regardless of race, color, national origin, including those with limited English proficiency and /or disabilities:

\*Horticulture, \*Agriculture Production, \*Animal Science, \*Business Management, \*Accounting Services, \*Administrative Support Services, \*Information Technology, \*Office/Clerical Services, \*Family and Consumer Sciences, \*Textiles and Apparel, \*Housing and Interiors, \*Hospitality Services, \*Family Services, \*Computer Aided Drafting, \*Computer Maintenance and Support Services \*NOT offered at all high schools.

Each CTE course topic listed above has several classes in each category. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact Casey Jaynes, the Director of Secondary Teaching and Learning, Boone County Schools, 8330 US Highway 42, Florence, KY 41042, 859-282-4678, [casey.jaynes@boone.kyschools.us](mailto:casey.jaynes@boone.kyschools.us) Monday-Friday 8:00 a.m.-4:00 p.m.

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



## **In accordance with the Annual Notification Family Rights and Privacy Act (FERPA) Rights**

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

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

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

**2) The right to inspect and review logs documenting disclosures of the student’s education records.**

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoena, disclosures of directory information, and disclosures to the parent or eligible, FERPA regulations require the District to record all disclosures.

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

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

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

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

Exception that permits disclosure without consent includes:

- a. disclosure to school officials with legitimate educational interest. A “school official” is a person employed by the Boone County School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a volunteer, or an outside person or company with whom the Boone County School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. This may include contractors, consultants, volunteers, and other parties to whom the district has outsourced services or functions.
- b. upon request, the Boone County School District shall disclose education records without parent/eligible student notice or consent to officials of any private or public elementary or post-secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, full or part-time basis in the school. As amended by the No Child Left Behind Act (NCLB), FERPA allows the Boone County School District to disclose appropriate information regarding specific disciplinary actions to teachers and school officials, including those to other schools, who have legitimate education interest in the behavior of the student.
- c. disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

**5) The right to notify the Boone County School District in writing to withhold information, the Board as designated as directory information as listed in the annual directory information notice the Boone County School District provides to parents/eligible students.**

To exercise this right, parent/eligible student shall notify the Boone County School District by the deadline designated by the Boone County School District.



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

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

**7) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Boone County Schools District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202-4605**

**Appeals**

A challenge to the contents of student records may be made on the Student Educational Records Request Form by an authorized individual to the Principal or Executive Director of Student Services.

The Executive Director of Student Services, shall within thirty (30) days from receipt of the request for a hearing, arrange for the hearing and notify the challenger in writing, giving the time, place and date for the hearing. The hearing shall be before the Executive Director or his or her designees and the findings of the hearing shall be disclosed within (30) days.

The decision and findings from the hearing may be appealed to the Superintendent. The decision of the Superintendent shall be final.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for students with disabilities may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the student with disabilities on the Student Education Records Request Form.



## Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

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

- A playbill, showing our student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition list.
- Graduation programs.
- 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 (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following student information: names, addresses, and telephone listings. This information will be provided to military recruiters unless parents/guardians advise the district they do not want their child's information disclosed without their prior written consent. If a parent/guardian does not want the Boone County School District to disclose directory information from their child's educational record, the parent/guardian must notify the district in writing.

If you do not want the Boone County School District to disclose directory information from your child's educational records without your prior consent, you must notify the district in writing within (30) days of the date on the notification letter.

The Boone County School District has designated the following information as directory information:

- Student's name, address, telephone number, school email address, photograph/picture, 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, and the most recent educational agency or institution attended.

## **Annual PPRA**

### **Notice and Consent/Opt-out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA) requires the Boone County School District to notify parents 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/guardian.
- 2) Mental or psychological problems of the student or student's family.
- 3) Sex behavior or attitudes.
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior.
- 5) Critical appraisals of others with whom respondents have close family relationships.
- 6) Legally recognized privileged relationships such as with lawyers, physicians, or ministers.
- 7) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- 8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical exams and screenings.

The Boone County School District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the Boone County School District Student Handbook; A Guide to Student Rights & Responsibilities and Code of Student Conduct or other avenue designated by the Superintendent/designee.

The Boone County School District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above.

A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C. 20202-4605



## Glossary of General Terms

### **Alcohol and Other Drugs-**

**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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 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.

**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.



**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 or dangerous behaviors, and
- 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)

**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 1<sup>st</sup> 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.

**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 emit 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.

**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 and electronic cigarettes/smoking devices.

**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 (18<sup>th</sup>) 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 (21<sup>st</sup>) 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 below.

**Option 2:**

The Boone County School District **MAY RELEASE ONLY** the information checked below.

If you choose Option 2, check item(s) 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.

### 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.

If you choose Option 2, check the item(s) of information listed below that the Boone County School District **MAY RELEASE**

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

Parent/Eligible Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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.**

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**Student's Signature:** \_\_\_\_\_

**What results are you seeking by filing this complaint?**

*Use additional sheets if necessary.*

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**\*\*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.*

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

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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 communication 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**

**Randy Poe, 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**

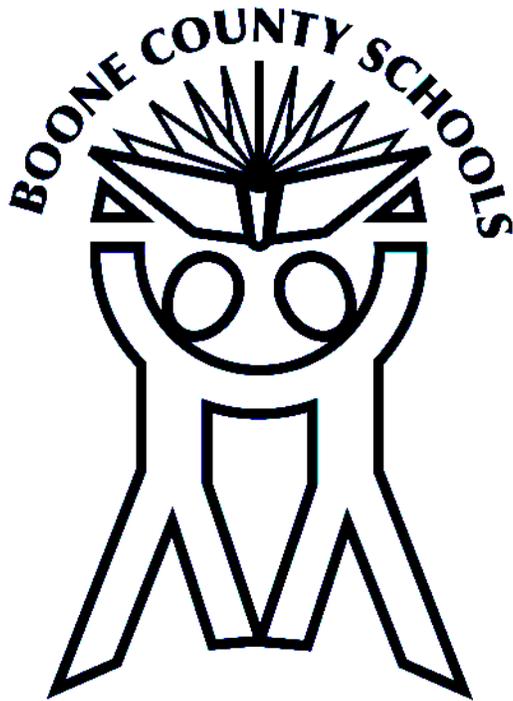
**Casey Jaynes, Director, Middle/High School Teaching and Learning**

**Teresa Messenger, Librarian, Kelly Elementary School**

**Tim Schlotman, Principal, Boone County High School**

**Suzy O' Hara, Parent**

**Anna Impelliteri, Student Board Representative**



**ACHIEVING EXCELLENCE TOGETHER**

***[www.boone.k12.ky.us](http://www.boone.k12.ky.us)***