

**EXCELLENCE
IS WORTH THE
EFFORT**



*Bowling Green Independent Schools
Student Handbook
2022 - 2023*

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Bowling Green Independent Schools

1211 Center Street, Bowling Green, Kentucky 42101

(270) 746-2200 | FAX: 270-746-2205

www.bgreen.kyschools.us

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SCHOOL DIRECTORY

Bowling Green High School: (270) 746-2300

Twitter: @BGHSPurplesNews

Facebook: @bghspurples

Principal: Kyle McGraw

Administrative Assistant: Robin Zoellner

Assistant Principals:

Josh Porter, Tara Coomes and Ben Bruni

Counselors:

Chris Seabolt (10th), Elliot Stone (11th), Melanie Morrison (12th), and Jessie Baker (9th Grade, LEAD Academy)

College / Career Readiness Coach: Philip Russell

Attendance Clerk: Amanda Strode, 270-746-2306

Youth Services Center: Misti Carrigan, (270)-746-2304

Bowling Green Junior High School: (270) 746-2290

Twitter: @BGJHS

Facebook: @bgjuniorhigh

Principal: Robert Lightning

Administrative Assistant: Nancy Stewart

Assistant Principals:

John Dempsey, Todd Otto, and Darlene Porter

Counselors:

Janet Grider (8th), Amanda Warder (7th),
Caroline Bourne (6th)

Black Male Scholars Coordinator: Gambia Flemister

Attendance Clerk: Julie Ranger

Youth Services Center: Dana Beasley-Brown,
Brenda Givens (270)746-2294

Bowling Green Learning Center: (270) 746-2321

Principal: Brandon Blake

Administrative Assistant: Leslie Creager

Teranga Academy Lead Teacher: Kristi Costellow

Migrant Services: Mildred Valenzuela, Claudia Mendoza

Student and Family Counseling: Tanner Steelman,
Amy Carter, Walter McCombs

T. C. Cherry Elementary: (270) 746-2230

Twitter: @T_C_Cherry

Principal: Kory Twyman

Administrative Assistant: Nikki Moore

Counselor: Nix Crawford

Assistant Director of Preschool: Jennifer Hawkins

Family Resource Center: Jennifer Shoemake, 270-746-2234

Dishman McGinnis Elementary: (270) 746-2250

Twitter: @dishmanmcginnis

Principal: Shawn Perkins

Administrative Assistant: Pam McIntyre

Counselor: Angelia Slocum

Family Resource Center: Erica Dowdy, 270-746-2254

W. R. McNeill Elementary: (270) 746-2260

Twitter: @McNeillAdmirals

Principal: Kelli Brooks

Administrative Assistant: Celeste Edwards

Counselor: Gina Crabtree

Family Resource Center: Sale Hightower, 270-746-2234

Parker-Bennett-Curry Elementary: (270) 746-2270

Twitter: @PBC_Elementary

Principal: Delvagus Jackson

Administrative Assistant: Sanja Jarvis

Counselor: Miranda Young

Family Resource Center: Jalen Brown, 270-746-2274

Potter Gray Elementary: (270) 746-2280

Twitter: @PotterGrayPride

Facebook: @pottergrayelementary

Principal: William Keith Brown

Administrative Assistant: Trenna Lane

Counselor: Bethney Salmon

Family Resource Center: Sale Hightower, 270-746-2234

Email: firstname.lastname@bgreen.kyschools.us

“Excellence Is Worth The Effort”

DISTRICT DIRECTORY

District Office: (270) 746-2200

Gary Fields, Superintendent
Shaunna Cornwell, Treasurer & Finance Officer
Candice Peay, Director of Special Education
Donald "D.G." Sherrill, Director of Pupil Personnel
Cedric Browning, Director of Operations
Kenneth May, Director of Personnel
Elisa Beth Brown, Director of Instructional Programs
Leslie McCoy, Director of Communications

Transportation: (270) 746-2223

Cedric Browning, Director of Operations
Chris Hopkins, Vehicle and Bus Driver Supervisor

Food Service: (270) 746-2339

Dalla Emerson, Director of Food Service

Maintenance: (270) 746-2220

Rickey Shive, Director of Facilities
Rodney Hull, Maintenance Supervisor

Technology: (270) 746-2320

William King, Director of Technology
Megan Marcum, District Digital Learning Coach

Email: firstname.lastname@bgreen.kyschools.us

SOCIAL:



@BGISD

#ExcellencelsWorthTheEffort



@bgcityschools



@bgcityschools

Bowling Green Board of Education:

The Bowling Green Independent School District is governed by an elected board of five members who serve four year terms. A Chair and Vice-Chair are elected semi-annually. The Board of Education meets regularly at 6:30 P.M. on the second Monday of each month. Special meetings may be called by the Chair - when appropriate. When special meetings are called, a 24-hour notice is given to all board members and the local media. Meetings are held at the District Office located at 1211 Center Street in Bowling Green. More Information:

<http://www.b-g.k12.ky.us/districtboardEd.aspx>

HOW TO REPORT CONCERNS:

Students, parents or guardians should contact and report all concerns related to school and classroom safety to their school principal or school counselor.

Concerns related to a potential crime may be reported to the Bowling Green Police Department. For emergencies, always call 9-1-1, for issues that are not emergencies, call **270-393-4000**.

School Safety Tipline:

- Call (866) 393-6659
- Visit <https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx> and click the red REPORT button.

BGISD utilizes social media to share information with the community, however social media is not an appropriate tool to report concerns regarding students or school safety.

HOUSEHOLD COMMUNICATION

SENDIT

The Bowling Green Independent School District uses the software SendIt! to send messages to families from the schools and district offices. Voice calls, text messages, and emails will be sent to phone numbers and email addresses provided and verified with student registration. Every email that is sent out comes with a Subscription Preference link. This allows each individual to manage their own message preferences.

INFINITE CAMPUS PARENT PORTAL:

Parents and Guardians may use the Infinite Campus Parent Portal to complete annual online registration for students (back-to-school paperwork), check grades and attendance throughout the year, pay tuition (non-resident students), and update household contact information. BGISD provides a Help Desk for Infinite Campus assistance with Usernames or Passwords: bgparentportalhelp@bgreen.kyschools.us

Parent Portal is available through the [district website](#), or through the Campus Parent app available on most iOS and Android devices. More info: <https://www.infinitecampus.com/audience/parents-students>



SCHOOL CLOSINGS:

If the decision is made to delay or close school, our district will make every effort to notify parents, guardians, employees and the community as soon as possible. **With few exceptions, the decision to delay or close school is made by 5:45 a.m., before buses begin morning routes.**

As soon as a decision is made, BGISD will send a text to parents and employees. Information will also be posted on the district website, Twitter (@BGISD) and Facebook accounts.

In rare instances school may be dismissed during the school day to avoid afternoon weather conditions. If this occurs, messages will be sent in an effort to contact parents as soon as possible, including a voice call and text message to phone numbers, and messages to all email addresses.

**PLEASE NOTIFY YOUR CHILD'S
SCHOOL IF HOUSEHOLD EMAIL OR
PHONE NUMBERS CHANGE**



- First and Last Day of School for K-12
- No School for Students.
Employees with 186 or more contract days
report to school.
- School Closed / Holidays

August 10 Opening Day for Employees
August 11 & 12 Professional Development
August 15 Employee Work Day
August 16 **FIRST DAY FOR STUDENTS K-12**
September 5 Labor Day, No School
October 3-7 Fall Break, No School
November 8 Election Day - Professional Development
November 23-25 Thanksgiving Holiday
Dec. 19- 30 Winter Break, No School
January 16 Martin Luther King, Jr. Day, No School
February 20 Presidents Day (Possible Makeup Day)
March 10 Professional Development
April 3-7 Spring Break, No School
May 16 Primary Election Day
May 26 **LAST DAY FOR STUDENTS K-12**
May 30 Closing Day for Employees

2022 - 2023 School Calendar

August 2022							September 2022							October 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November 2022							December 2022							January 2023						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February 2023							March 2023							April 2023						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

May 2023							June 2023							July 2023						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Approved January 10, 2022

Bowling Green City Schools
 1211 Center Street
 Bowling Green, Kentucky
 (270) 746-2200
www.bgreen.kyschools.us



EXCUSED ABSENCES AND TARDIES:

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Documented military leave/return of a parent or guardian;
4. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

EXCUSED: A student is allowed 5 days excused with parent notes and 7 days with doctor notes per school year. After 7 doctor notes have been used, the district medical excuse form must be submitted for excused absences and/or tardies. Parent and doctor notes must be turned in to the school within 72 hours of the student's absence.

CHRONIC ABSENTEEISM: Missing more than 10% of the school year, or 17 days, for any reason, excused or unexcused.

TRUANCY: A student who has been absent or tardy without a valid excuse for three or more days is considered truant. A student reported as a truant two or more times is a habitual truant. Students reaching the status of habitual truant can expect a home visit from a school district official. Continuing absences or tardies will result in referral to the court system.

Office or School	Daily Hours
District Office	8:00 a.m. - 4:30 p.m. M-Th 8:00 a.m. - 4:00 p.m. Fridays
T. C. Cherry Elementary	8:00 a.m. - 3:00 p.m.
Dishman McGinnis Elementary	8:00 a.m. - 3:00 p.m.
W. R. McNeill Elementary	8:00 a.m. - 3:00 p.m.
Parker-Bennett-Curry Elem.	8:00 a.m. - 3:00 p.m.
Potter Gray Elementary	8:00 a.m. - 3:00 p.m.
Bowling Green Junior High	7:30 a.m. - 2:35 p.m.
Bowling Green High School	Zero Period: 7:30 - 8:20 a.m. 8:25 a.m. - 3:15 p.m. 8:25 a.m. - 1:05 p.m. on Early Release Wednesdays
Bowling Green Learning Center Compass Academy Teranga Academy	7:30 a.m. - 2:20 p.m. 8:00 a.m. - 3:00 p.m.

TRANSPORTATION AND TECHNOLOGY

Rules for riding BGISD school buses include:

Bus route information is available on the [district website](#).

1. Observe same conduct as in the classroom;
2. Don't eat, drink or chew gum on the bus;
3. Keep the bus clean;
4. Cooperate and follow bus rules;
5. Stay seated;
6. Keep head, hands and feet inside the bus;
7. Sit in seats assigned by the bus driver;
8. No pets or animals;
9. Do not fight, push or shove;
10. Do not tamper with bus equipment; and
11. Do not bring flammable material on bus.



Prohibited Conduct for All Users on the BGISD Network:

- Sending or displaying offensive messages or pictures
- Accessing or sending sexually explicit or other objectionable material
- Using electronic resources for prohibited or illegal activities
- Intentionally attempting to bypass internet filtering device
- Intentionally spreading embedded messages
- Responding to phishing schemes, email or otherwise, with account information (when in question, contact Technology 270-746-2320)
- Using unsupported programs with the potential of damaging or destroying programs or data
- Using obscene language
- Harassing, insulting or threatening others (Cyber bullying)
- Hacking or otherwise damaging computers, computer systems or computer networks
- Violating copyright laws
- Sharing passwords or using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting storage resources and bandwidth or targeting network, i.e. streaming audio/Radio stations, cable TV (specifically during school hours)
- Employing the network for financial gain or political or commercial activity
- Using electronic resources to establish Internet email accounts through third party providers or any other nonstandard electronic mail system
- Conducting school related business through personal email accounts
- Attempting to or sending anonymous messages of any kind
- Unauthorized disclosure, use and/or dissemination of personal identification information about any person, minors or adults
- Use of personal electronic equipment to access the Internet directly via commercial 3G/4G telephone service
- Use of personal electronic equipment to set up personal hotspot Wi Fi (Mi Fi) network to access the Internet directly via commercial 3G/4G telephone service



The school district maintains the right to limit access to electronic resources by technical or human barriers. Network Administrators may review files and communications, including without limitation Internet and email communications, to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on local computers or school/district file servers, or district-sponsored web storage will be private. The content of certain files may additionally be subject to inspection by the public under open records laws.

- When applicable, violations may result in a loss of privilege to use electronic resources.
- Violations may additionally result in disciplinary action at the building or the district level, including but not limited to employment termination or student expulsion, depending on the seriousness of the offense.
- When applicable, law enforcement agencies may be involved.

CHILD NUTRITION

BGISD serves breakfast and lunch every school day to more than 3,000 students. An after school meal is served at four schools, two to five days per week.

**Menus are available on the My School Menus App
Or linked from the district website:**

<https://www.myschoolmenus.com/instance/86/district/24>

COMMUNITY ELIGIBILITY PROVISION:

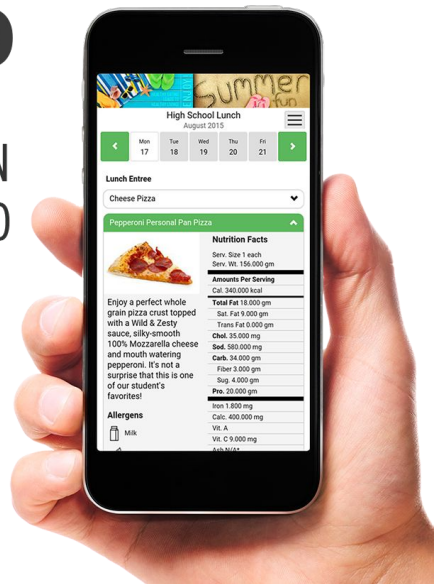
Students enrolled in Bowling Green Independent Schools are served breakfast and lunch at no charge through the Community Eligibility Provision (CEP), a key provision of The Healthy, Hunger Free Kids Act of 2010. The provision allows the nation's highest poverty districts and schools to serve all students free meals. Under the CEP option, families in qualifying schools will no longer need to complete a Free or Reduced Price Meal Application; however are required to complete a Household Income Form (HIF) to provide the school district information for other income-based funding and grants, such as our Family Resource and Youth Services Centers.

MY SCHOOL MENUS

APP NUTRITION ON THE GO

Available on the
App Store

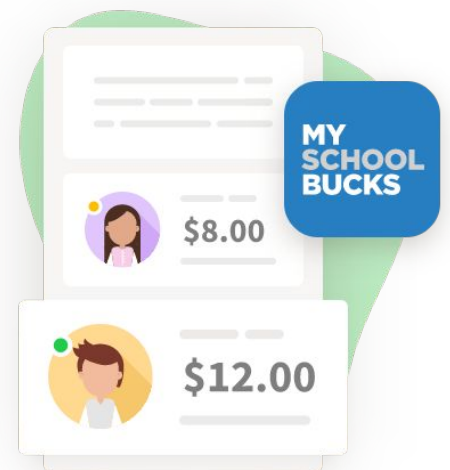
GET IT ON
Google Play



2022-23 MEAL PRICES:

Additional Breakfast Student	\$2.50
Breakfast Adult	\$3.00
Additional Lunch Student	\$3.00
Lunch Adult	\$5.00

BGISD uses MySchoolBucks to allow a cashless payment system in school cafeterias. To begin using MySchoolBucks, visit myschoolbucks.com, and click "Sign Up Free." You will be asked to verify your State and School District (Bowling Green City Schools).



BGISD purchases high-quality locally grown produce year-round. Partners include ATP Greenhouse, Berrylicious Orchard, Blueberries of Daviess Co, Jackson's Orchard, Need More Acres Farm, Sunny Point Gardens, and Yoders Farm.



STUDENT HEALTH SERVICES



Bowling Green Independent Schools and Graves Gilbert Clinic partner to provide convenient, quality, and low-cost health services to students and employees. Seven schools are staffed with school health professionals. Plus a walk-in-care service available at Bowling Green High School, managed by an onsite Advanced Practice Nurse Practitioner (APRN). A Medical Director also supports the staff in implementing programs and services.

Graves Gilbert Clinic will provide daily school health functions, such as the delivery of medications, first-aid, triage and access to a nurse practitioner via telemedicine services. On-site laboratory screenings will be available for flu and strep with immediate results for students and staff. When the primary care provider is not available or if students/employees do not have a provider, clinic staff will be able to administer vision and hearing tests and physical exams as required by the Kentucky Department of Education.

Consent will be obtained prior to care being rendered, with a summary that can be provided to the Primary Care Provider.

Collaboration between BGISD and Graves Gilbert Clinic includes a monthly review of health services, quality improvement reviews of the services offered, feedback by staff/parents/guardians, and continuing education for nursing staff and school personnel.

SCHOOL HEALTH CLINIC: 270-418-2714

IMMUNIZATION REQUIREMENTS

Kentucky mandates every student have a current Commonwealth of Kentucky Immunization Certificate to attend school. The School Immunization Program, including Kentucky's Immunization Registry, is administered by the Kentucky Cabinet for Health and Family Services (CHFS) Immunization Program. A current immunization certificate should be on file at the school within two weeks of the child's enrollment. (702 KAR 1:160, formerly 704 KAR 4:020)

Visit the Center for Disease Control and Prevention website for a recommended immunization schedule for ages birth to 18 years. <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

**COMMONWEALTH OF KENTUCKY
CERTIFICATE OF IMMUNIZATION STATUS**

Certificate Issuing Office Name and Address

Name of Child: _____ Birthdate: _____
Name of Parent: _____ Address: _____
Address: _____

VACCINE	DOSE 1	DOSE 2	DOSE 3	DOSE 4	DOSE 5
Hepatitis B	/	/	/	/	/
DTaP/DTaP-IP	/	/	/	/	/
MMR	/	/	/	/	/
Pneumococcal (PCV13)	/	/	/	/	/
Polio	/	/	/	/	/
Influenza	/	/	/	/	/
MMR	/	/	/	/	/
Varicella	/	/	/	/	/
Hepatitis A	/	/	/	/	/
Meningococcal	/	/	/	/	/
Td	/	/	/	/	/
Tdap	/	/	/	/	/
Rotavirus	/	/	/	/	/
MMR	/	/	/	/	/
MMR	/	/	/	/	/
Pneumococcal (PPSV23)	/	/	/	/	/

Signature of physician, APRN, PA, Pharmacist, LISC administrator, RN or LPN designated

Date

This certificate should be presented to the school or facility in which the child intends to enroll and should be retained by the school or facility and filed with the child's health record.

Kentucky
EPID-230 (Rev 06/2017)

Completed by Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTaP, DTP)
- Polio (IPV, OPV)
- Measles-Mumps Rubella (MMR)
- Hepatitis B
- Haemophilus influenzae, type B
- Varicella
- Hepatitis A

Completed by 6th Grade:

- Tetanus, Diphtheria and Acellular Pertussis (Tdap)
- Meningococcal

Completed by 16 years of age:

- Hepatitis A (Two Doses)

STUDENT AND FAMILY COUNSELING

Bowling Green Learning Center, 503 Old Morgantown Road

270-599-1610

Tanner Steelman, LCSW, Student and Family Counselor

Amy Carter, LCSW, Student and Family Counselor

Walter McCombs, Social Worker

BGISD Student and Family Counseling is a comprehensive care program that supports student academic progress, student attendance, and mental health needs. Staff are trained to recognize and react to traumatic childhood experiences, including but not limited to suicidal thoughts, sexual abuse or problematic sexual behavior, substance use/abuse, and abuse and neglect. The following services are easily accessible and available to BGISD students and their families:

- Needs Assessment
- Behavior Support Planning
- Individual, Family, and Group Counseling
- Crisis Management
- IEP Collaboration
- Alternatives to Suspension
- Social/Emotional Groups and Activities
- Referral to Community Partners
- Emergency Screening and Evaluations
- Consultation with Teachers and Administrators

Supports, Collaboration & Partnerships:

- Department of Community Based Services
- Law Enforcement
- Western Kentucky University
- BRIGHT Coalition
- Save Our Kids Coalition
- GUS Team: Police & Social Services



Growth occurs when individuals confront problems, struggle to master them, and through that struggle develop new aspects of their skills, capacities, views about life.

~Carl Rogers

Student and family counselors strive to ensure the most fulfilling academic experience for students in our care. We want to improve access to counseling services by being readily available for students when they need us. It is our mission to allow students to remain in school, whenever possible, despite whatever barriers they encounter.

PROMOTION & RETENTION | RIGHTS & RESPONSIBILITIES

Promotion & Retention Policy

Factors that are taken into consideration to retain a student are:

- Teacher recommendation that an additional year would be beneficial;
- Student work and assessment data is gathered to give an objective view on whether or not a student (statistically) would benefit from being retained;
- Discussions are held with the parent/guardian;
- At the junior high level if a student fails two (2) or more core classes;
- At the high school level a student must have:
 - Five (5) credits to pass 9th grade;
 - Ten (10) credits to pass 10th grade; and
 - Fifteen (15) credits to pass 11th grade.

Student Rights and Responsibilities:

Students have the right to:

1. An appropriate public education which maintains high educational standards and meets the needs of individual pupils.
2. Notification of information pertaining to regulations and policies that pertain to their public school experiences.
3. Reasonable physical protection and safety of their personal property.
4. Consultation with teachers, counselors, administrators, and other school personnel.
5. Free elections, candidacy for, and offices in school, state, or national organizations.
6. Examination of personal school records (if 18 or over) or parents' examination of the student's records.
7. Involvement or participation in school activities without being subject to any form of discrimination.
8. Respect from other students and school personnel.
9. Presentation of complaints and grievances to proper school authorities and receipt of replies from school officials regarding the disposition of their complaints and grievances.

Students have the responsibility to:

1. Exhibit responsible behavior and to practice self-control.
2. Display consideration for the rights and property of others.
3. Exhibit neatness, cleanliness, and appropriate dress.
4. Refrain from any activity that is disruptive to the educational process.
5. Refrain from any illegal activity.
6. Refrain from any activity that could cause injury to another person.
7. Be punctual and regular in school attendance.
8. Give attention to classroom instruction, to complete assigned work, and to perform to the best of their abilities.
9. Show respect for all school property.
10. Adhere to school regulations and Board policies and to show respect for all school personnel.

CODE OF CONDUCT

The student Code of Conduct provides for consistent treatment for all students, fairness as required by Constitutional due process and clearly understood rules which encourage behavior that will enable the students to develop to their fullest potential.

Safe Physical Management

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous objects under the control of a student; or to protect property from serious harm. District policy and related procedures addressing physical restraint and seclusion may be accessed by contacting the Director of Special Education or Director of Pupil Personnel at the Bowling Green Board of Education. (References: KRS 160.290, KRS 160.340, KRS 161.180, and KRS 503.110)

Suspension and Expulsion

School administrators have the authority to determine whether the consequence of a student's behavior results in suspension from school. The Board of Education has the authority to expel students when such consequence is appropriate.

Search and Seizure

A student's person or property may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or a school violation. A general inspection of school properties or items on school property, such as lockers and desks may be conducted on a regular basis. Drug-sniffing dogs and hand-held metal detectors may be used to locate evidence of an illegal act or a school violation. Factors limiting the reasonableness of a search include the nature of the place to be searched, the age of the student, and the purpose of the search. Contraband seized may be destroyed or turned over to law enforcement.

Video Misuse

If a student uses a cell phone or other device to video another student without their permission, or to video a school or law violation, the student will be subject to disciplinary action by the school and/or could be subject to legal charges. In addition, if the student shares the video electronically through messages or posts to social media, the student could be subject to more severe school disciplinary action and/or legal charges.

Criminal Violations

Any employee who knows or has reasonable cause to believe that a student has been the victim of a serious offense, including but not limited to assault, menacing, wanton endangerment, terroristic threatening, criminal abuse, or stalking while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately report the incident 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 all students involved in an incident reportable under this section.

The principal shall file with the Board of Education and the local law enforcement agency, the Kentucky State Police, or the county attorney within forty-eight hours of the original report, a written report containing: the names and addresses of the student victim and his or her parents, legal guardians, or other persons exercising custodial control or supervision, the student's age, the nature and extent of the violation, the name and address of the student allegedly responsible for the violation and any other information the principal making the report believes helpful.

Strategies, Interventions and Administrative Responses for Students

STEP 1	<ul style="list-style-type: none"> • Teacher conference with student • Teacher modeling of procedures and routines • Teacher contacting parent or guardian • Teacher: whole class lesson • Teacher: review expectations
STEP 2	<ul style="list-style-type: none"> • Parent/Guardian contact • Teacher/Administrator conference with student • Morning or Afternoon Detention
STEP 3	<ul style="list-style-type: none"> • Parent/Guardian contact • Morning or Afternoon Detention • In-School Suspension (ALC)
STEP 4	<ul style="list-style-type: none"> • Parent/Guardian conference • Morning or Afternoon Detention • In-School Suspension (ALC) or Alternative to Suspension • Out of School Suspension
STEP 5	<ul style="list-style-type: none"> • Loss of Privileges • In-School Suspension • Out of School Suspension • Alternative to Suspension Program (ASP)
STEP 6	<ul style="list-style-type: none"> • Alternative to Suspension Program (ASP) • Out of School Suspension • Possible referral to the Bowling Green Learning Center
STEP 7	<ul style="list-style-type: none"> • Report to Director of Pupil Personnel • Out of School Suspension • Referral to the Alternative to Suspension Program (ASP) • Referral to Bowling Green Learning Center
STEP 8	<ul style="list-style-type: none"> • Report to Director of Pupil Personnel • Out of School Suspension • Suspension may be extended with a referral for Board Disciplinary Hearing • Referral for Disciplinary Hearing before the BGISD Board of Education.

NOTICE: The disciplinary intervention may vary from the options shown on this chart. Mitigating factors may include, but are not limited to: age, maturity, and previous behavior violations.

STEPS FOR DISCIPLINARY INTERVENTION

BEHAVIOR VIOLATIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Absence	*	*						
Abuse of Teacher						*	*	*
Academic Dishonesty / Cheating		*	*	*	*	*		
Acting Disrespectful	*	*	*					
Alcohol Possession and Use							*	*
Arguing	*	*	*	*				
AUP Violation				*	*	*	*	
Biting	*	*						
Continuation of Misbehavior		*	*	*				
Dangerous Instruments (Carrying or Use)						*	*	*
Defiance of Authority		*	*	*	*			
Disorderly Conduct				*	*	*	*	
Disruptive Behavior	*	*	*	*				
Disturbing Class	*	*	*					
Dress Code Violation	*	*	*	*				
Failure to Attend Intervention			*	*	*			
Failure to Complete Work	*	*	*					
Failure to Follow Staff Instructions	*	*	*	*	*			
Fighting- Student to Student						*	*	*
Fighting-Student to Staff						*	*	*
Fighting-Student to Student						*	*	*
Harassment or Bullying - Basis of Disability				*	*	*	*	*
Harassment or Bullying - Gender Based				*	*	*	*	*
Harassment or Bullying - Race, Color, or National Origin				*	*	*	*	*
In Building without Permission		*	*	*				
Inappropriate Hands on Others				*	*	*	*	
Inappropriate Sexual Behavior					*	*	*	*
Incorrigible Behavior	*	*	*	*	*			
Leaving Bldg/Area Without Permission	*	*	*					
Leaving Campus		*	*	*	*	*	*	*
Scuffling/Horseplay		*	*	*				
Loitering		*	*	*				
Lying or Not Telling Whole Truth			*	*	*	*	*	*
Marijuana/Hashish Possession and Use							*	*
Meddling/Encouraging Bad Behavior		*	*	*	*			
Obscene Gestures or Drawings			*	*	*			
Other Drug Possession and Use							*	*
Out of Class without Permission			*	*	*	*	*	
Cell Phone Misuse	*	*	*	*				
Prescription Drugs Distribution							*	*
Prescription Drugs Possession and Use							*	*
Profanity or Vulgarity			*	*	*			
Refusal to Cooperate In Class			*	*	*			
Skiping Class			*	*	*	*	*	
Skiping School			*	*	*	*	*	*
Sleeping In Class			*	*	*	*	*	
Stealing / Stolen Property					*	*	*	*
Tardy to Class	*	*						
Terroristic Threat							*	*
Threatening Staff						*	*	*
Throwing Objects			*	*	*			
Tobacco Violations			*	*	*	*		
Vandalism			*	*	*	*	*	*
Vaping			*	*	*	*		
Videing Without Permission Or Videing a Violation		*	*	*	*	*	*	*
Weapon								*

NOTICE: Not all behavior violations are listed on this chart. The disciplinary intervention may vary from the options shown on this chart. Mitigating factors may include, but are not limited to: age, maturity, and previous behavior violations.

HARASSMENT AND BULLYING

Everyone in the Bowling Green Independent School District has a right to feel respected and safe. Consequently, the BGISD prohibits discrimination and harassment because of sex, race, color, national origin, sexual orientation, disability, religion or age. Bullying is also prohibited. Bullying is a form of harassment that refers to 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. Harassment and bullying are prohibited on school premises, on school-sponsored transportation, or at a school-sponsored event; or when disruptive of 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 educational process.

If any words or actions make you feel uncomfortable or fearful, you need to tell the school principal, the District Coordinators for Title VI, Title IX, and Section 504, D.G. Sherrill, or the District Superintendent. You may also make a written report. Your right to privacy will be respected as much as possible.

All reports of discrimination, harassment, and bullying will receive attention and appropriate action will be taken to investigate claims and eliminate such conduct. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

A complete copy of the policy against discrimination, harassment, and bullying is available at the principal's office upon request.

If words or actions make you feel uncomfortable or fearful, contact the school principal, or district office personnel. You may also use the Safe Schools Tip Line, operated by the Kentucky Office of Homeland Security: (866) 393-6659.

ASSAULT AND THREATS OF VIOLENCE

NOTICE OF PENALTIES AND PROVISIONS:

Please be advised that there are serious penalties for second degree terroristic threatening. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (Terroristic Threatening, Second Degree)

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

- (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
- (b) Makes false statements by any means, including by electronic communication, for the purpose of:
 - 1. Causing evacuation of a school building, school property, or school sanctioned activity;
 - 2. Causing cancellation of a school classes or school sanctioned activity; or
 - 3. Creating fear of serious bodily harm among students, parents, or school personnel;
- (c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- (d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Terroristic threatening in the second degree is a Class D felony.

If words or actions make you feel uncomfortable or fearful, contact the school principal, or district office personnel. You may also use the Safe Schools Tip Line, operated by the Kentucky Office of Homeland Security: (866) 393-6659.

BOWLING GREEN LEARNING CENTER



- Small classes with a viable grade level/subject-specific curriculum
- Personalized curriculum options to meet unique student needs
- Social-emotional, well-being, and trauma-informed instruction
- Transition planning and services
- Connection to community partners and resources
- Long and short term disciplinary options
- Academic interventions for at-risk and underachieving students
- Graduation options for "hardship" candidates

Helping students find, develop, and own their path to success.

Designed for students in grades 6-12 needing a different, more responsive environment to individual needs.

- Reformative element/curriculum such as social skills, character education, study skills, community service, etc.
- Credit-recovery options
- Elective options
- Community involvement and service opportunities

PATHWAY TO GRADUATION

- Customized computer-based credit recovery and completion
- Transition component/requirement (employed, enrolled in college, etc.)

DISCIPLINE & TRUANCY PLACEMENT

- Program minimum is 45 days, after which students can transition directly back to BGJHS, BGHS, or to the Compass Academy.

ALTERNATIVE TO SUSPENSION

- Short-term placement (9 day maximum)
- Reformative element/curriculum such as social skills, character education, study skills, community service, etc.

ALTERNATIVE TO EXPULSION

- Students placed in program by the Board of Education
- Computer-based work
- After school
- One semester maximum

PROCEDURES FOR EXPULSION

1. The principal shall notify the superintendent, through the director of pupil personnel of the necessity for a disciplinary hearing with the Board in writing.
2. The Board shall mandate that a specific, complete and detailed written report be presented to the director of pupil personnel by the school principal concerning the violation of the regulations for pupil behavior.
3. The superintendent, through the director of pupil personnel, shall cause notice to be given to the parent or legal guardian of the scheduled date, time and place of the hearing, specific charges against the pupil, names of witnesses, who may testify against the pupil, and other relevant data.
4. The pupil and/or parents, legal guardian and others on the pupil's behalf shall also be given the opportunity to present oral or written testimony at the hearing.
5. In a disciplinary hearing before the Board, the following procedures shall be observed:
 - a) The hearing shall be taped and all witnesses shall be sworn.
 - b) The director of pupil personnel shall introduce or present the pupil and/or parents, legal guardian or others on the pupil's behalf to the Chair of the Board.
 - c) The Board Chair shall open the hearing by citing reasons for the hearing.
 - d) The Board attorney shall summarize the statute involved, the evidence and investigation compiled and informal proceeding to be followed.
 - e) The staff shall be given an opportunity to present information pertaining to the case.
 - f) The pupil and/or parents, legal guardian or attorney shall be given an opportunity to state their case and to present pertinent information on the pupil's behalf.
 - g) The Board Chair or presiding officer may open the meeting for discussion in a question and answer exchange.
 - h) The Board shall caucus in private to consider the case and reach a decision.
 - i) The Board Chair shall report the decision to participants in the hearing process which may include expulsion, or expulsion with educational services, return to regular school, ASP, or referral to the Bowling Green Learning Center.
 - j) A written copy of the decision of the Board shall be mailed to the pupil and his/her parents.
 - k) Members of the press and public shall be barred from these hearings, unless an open hearing is requested by the parents and/or legal guardian.
 - l) Upon written request a hearing may be held by the Board for readmission of an expelled student. After such hearing the Board may grant the expelled student readmission into the Bowling Green City Schools.

ATTENDANCE POLICY:

EXCUSED ABSENCES AND TARDIES:

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Documented military leave/return of a parent or guardian;
4. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

EXCUSED: A student is allowed 5 days excused with parent notes and 7 days with doctor notes per school year. After 7 doctor notes have been used, the district medical excuse form must be submitted for excused absences and/or tardies. Parent and doctor notes must be turned in to the school within 72 hours of the student's absence.

CHRONIC ABSENTEEISM: Missing more than 10% of the school year, or 17 days, for any reason, excused or unexcused.

TRUANCY: A student who has been absent or tardy without a valid excuse for three or more days is considered truant. A student reported as a truant two or more times is a habitual truant. Students reaching the status of habitual truant can expect a home visit from a school district official. Continuing absences or tardies will result in referral to the court system.

REQUIRED NOTICES

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination

The Bowling Green Independent School District (the "District") is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator
D.G. Sherrill
1211 Center Street
Bowling Green, KY 42101
(270) 746-2200
donald.sherrill@bgreen.kyschools.us

Assistant Secretary for Civil Rights
U.S. Dept. of Education Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1100
1-800-421-3481; 1-800-877-8339 (TDD)
202-453-6012 (Fax)
OCR@ed.gov

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the Education Amendments of 1972

Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)

The District's policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator

The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

D.G. Sherrill
1211 Center Street
Bowling Green, KY 42101
(270) 746-2200
donald.sherrill@bgreen.kyschools.us

REQUIRED NOTICES

Who can contact the Title IX Coordinator?

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?

Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX

What is sexual harassment?

Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?

All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.

The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?

Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?

Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.

Title IX Policies and Procedures (Available on the District Website: <https://www.bgreen.kyschools.us/Content2/titleixnotice>)

- [District Policy 03.1621 \(Title IX Sexual Harassment – Classified Personnel\)](#)
- [District Policy 03.2621 \(Title IX Sexual Harassment – Certified Personnel\)](#)
- [District Policy 09.428111 \(Title IX Sexual Harassment – Students\)](#)
- [District Procedure 09.428111 AP.1 \(Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination\)](#)
- [District Procedure 09.428111 AP.11 \(Title IX Sexual Harassment Grievance Procedures\)](#)
- [District Procedure 09.428111 AP.21 \(Title IX Sexual Harassment Reporting Form\)](#)

Title IX training materials utilized by the District may be reviewed here: [TRAINING MATERIALS](#)

REQUIRED NOTICES

Directory Information:

The Superintendent/designee is authorized to release Board-approved student directory information.

Approved “directory information” shall be: name, address, phone number, date and place of birth, state ID, student’s school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before August 30 of each school year or within 30 days of enrolling in the school district if enrollment is after the first day of school.

The Bowling Green Independent School district keeps educational records in a secure location in each school and Board office.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs or services. The Bowling Green Independent School District may destroy educational records of a child without a parent’s request seven years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Bowling Green Independent School District may retain for an indefinite period of time, a record of the student’s name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

REQUIRED NOTICES

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

1. **The right to inspect and review the student’s educational records within forty-five (45) days of the day the District receives a request for access.**
Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.**
Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy or other rights.
If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**
One exception which permits disclosure is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

District Assurances

1. Non-discrimination
2. Due Process, including the appropriate hearings and reviews and, in all cases, the rights of individuals will be ensured and protected.
3. Appeal Procedures: Parents and guardians desiring to question actions taken by school personnel may follow this procedure:
 - a. If the problem is related to the classroom/school, the parent/guardian will contact the principal to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
 - b. If this conference does not resolve the situation, the teacher and/or parent will arrange for a conference with the principal or his/her designee with a minimum of delay.
 - c. If the problem is not related to the classroom the parent will contact the principal directly.
 - d. If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with the Superintendent or his/her designee.
 - e. The parent may appeal in writing to the Superintendent.
 - f. The Board shall have the option to hear or not to hear the complaint. The complaint may be written or oral.

REQUIRED NOTICES

Acceptable Use Policy

Bowling Green Independent School District (BGISD) recognizes the imperative role of technology in developing 21st Century skills in our students to prepare for higher education, the workforce, and responsible citizenship. To that end, BGISD provides student and staff access to technologies for educational purposes. The increased online access requires an active partnership among parents, teachers, administrators, and community leaders to teach our students safe and responsible device and internet usage. In accordance with Board Policy 08.2323, the procedures and guidelines in this Acceptable Use Policy (AUP) shall apply to the use of district electronic resources and personally owned devices on District property by students, staff, and guest users within the BGISD. Independent access to these electronic resources by students requires written or electronic signature by the student's parent or legal guardian within two weeks of the student's start date.

Google Workspace for Education Accounts, Student Account Creation, and Publication of Student Work

Upon enrollment or employment in BGISD, all students and staff are granted a Google Workspace for Education account. This account grants access to the District networks, devices, Google Education tools, and other digital resources, and is to be used for school-directed educational purposes only. Faculty, staff, and students can assume no right to privacy when using District accounts, devices, and/or networks. All account use, data, files, communications, and other web activity created, stored, or transmitted via District devices and/or the District network are considered property of Bowling Green Independent Schools and may be monitored, reviewed, recorded, or removed at any time.

As part of instruction, students may use various websites and apps for educational purposes to create, collaborate, and communicate in a digital space, which may require students to create accounts. The Children's Online Privacy Protection Act (COPPA) requires any child under age 13 to have parental consent before creating accounts for certain tools. Signing this document indicates that you understand your student may be using educational tools beyond Google Workspace for Education, and you permit your child to create an account on teacher-designated, district-approved tools used for educational purposes in adherence with KRS 61.931; KRS 61.932; KRS 61.933. Furthermore, teachers and students regularly create projects that may be published or shared online. The District works diligently to protect privacy and keep our students safe. By signing the acknowledgement, or electronically accepting and agreeing, you are hereby agreeing to the District publication of any student work, video, or images.

Roles and Responsibilities of Staff

BGISD expects all faculty and staff to monitor student use, model appropriate use and digital citizenship, and instruct students in these practices.

- Students will receive explicit age-appropriate internet safety and digital citizenship instruction each year.
- Teachers and staff will actively monitor student technology use on school property during school hours.
- Internet access will be restricted in accordance with Federal Children's Internet Protection Act (CIPA) regulations, state filtering requirements, and District policies.
- Network and school administration may monitor, record, and/or review files, communications, web activity, and account use to ensure appropriate use at any time.

Roles and Responsibilities of Parents/Guardians

BGISD expects parents/guardians to partner with District staff to teach students safe and appropriate use of technology. While the District will make every effort to keep students safe and prevent inappropriate use, it is impossible to block all inappropriate content.

- BGISD expects parents/guardians to monitor student use of district devices and internet access at home, as well as use of personal devices at home and at school. The District is not responsible or liable for student actions on district devices beyond schools hours or via personal devices during or beyond school hours.
- Parents/Guardians are encouraged to access parent and family specific digital citizenship resources provided in the [Student/Parent Technology Handbook](#) on the District website.
- Parents/Guardians shall be responsible for return of District devices, such as Chromebooks and chargers, in a timely manner in at least as good condition as when the user took possession, accommodating for normal wear and tear. Moreover, costs for any repairs to or complete replacement of District property due to loss, theft, or damage while under user care are the responsibility of the parents/guardians.

REQUIRED NOTICES

Acceptable Use Policy (Continued)

Roles and Responsibilities of Students and Guest Users

BGISD provides account, device, and network access for the sole purpose of providing and supporting instruction. Therefore, students are expected to use devices, school accounts, internet access, and other digital tools for educational assignments and purposes only.

- All account use, data, files, communications, and other web activity created, stored, or transmitted via District devices and/or the District network are considered property of Bowling Green Independent Schools and may be monitored, reviewed, recorded, or removed at any time.
- No user of technological resources (whether owned by district or not), including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
- Students and guest users are responsible for not pursuing material that could be considered inappropriate, objectionable, or offensive to themselves or others, and for reporting said material to school staff.
- Students are responsible for keeping their passwords private, refrain from accessing others' accounts, and obeying copyright laws.
- Students are responsible for keeping District devices in at least as good condition as when they took possession and understand their parents/guardians are financially responsible for any damages. Students who violate the AUP are subject to disciplinary actions as prescribed by the Student Code of Conduct for similar offline behaviors and are at the discretion of the school and district administration.
- Students using personally owned devices on the District network are subject to the same expectations and are required to login using their district credentials. The District is not responsible for service, support, damage, or loss to such devices, nor for monitoring such devices accessing cellular service.

Consent for Use

By signing the acknowledgement, or electronically accepting and agreeing, you are hereby agreeing to your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. Through the District and/or KDE, students are enrolled in online services through which the District, and/or KDE, have a Vendor Confidentiality Agreement, in accordance to KRS 61.931-934, to protect student information.

REQUIRED NOTICES

Child Find

Children determined eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 Services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool Program include three- and four-year-old children identified with disabilities and four-year old children who are at risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 Plan to receive State-Funded Preschool Program services.

The Bowling Green Independent School District has an ongoing "*Child Find*" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years of age, who may have a disability and be in need of Special Education or 504 Services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 Services.

The district "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Bowling Green Independent School District will make sure any child enrolled in its district who qualifies for Special Education Services or 504 Services, regardless of how severe the disability, is provided appropriate Special Education or 504 Services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Bowling Green Independent School District find any child who may have a disability and need Special Education Services or 504 Services. The district needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if Special Education or 504 Services are needed.

ESSA NOTICE: Educator Qualifications

The educators in Bowling Green Independent School district are committed to providing a quality instructional program for your child. This notice is one of the ways to keep you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title II program as part of the Every Student Succeeds Act (ESSA), under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following information about whether the teacher:

- **Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;**
- **Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;**
- **Is teaching in the field of discipline of the certification of the teacher, and;**
- **Whether the child is provided services by paraprofessionals and, if so, their qualifications.**

If you would like to request this information, please contact Ken May by phone at 270-746-2200 or by email at kenneth.may@bgreen.kyschools.us. Please include your child's name, the name of the school your child attends, and the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Gary Fields
Superintendent

FORMS / ACKNOWLEDGEMENTS

Please read and select from the boxes below. Then sign, detach, and return this page to your child's school.

MEDIA:

- ☐ **YES-** I consent to my child's photograph, art, work, writing, or other in-class work to be published on the district media resources, including but not limited to the district website, social media, or district publications. I authorize BGISD to share my child's photograph or work with education-related publications, and the Kentucky Department of Education. I also authorize BGISD to submit my child's image and identification information to publications, media outlets, and educational organizations for publicity purposes.
- ☐ **NO-** I DO NOT consent to my child's photograph, art, work, writing, or other in-class work to be published on the district media resources, including but not limited to the district website, social media, or district publications. I authorize BGISD to share my child's photograph or work with education-related publications, and the Kentucky Department of Education. I also authorize BGISD to submit my child's image and identification information to publications, media outlets, and educational organizations for publicity purposes.

FIELD TRIP:

- ☐ **YES-** I give permission for my child to participate in district/school related field trips.
- ☐ **NO-** I do not give permission for my child to participate in district/school related field trips.

SURVEY:

- ☐ **YES-** I grant permission for my child to participate in online surveys produced by Bowling Green City Schools and/or the Kentucky Department of Education.
- ☐ **NO-** I do not grant permission for my child to participate in online surveys produced by Bowling Green City Schools and/or the Kentucky Department of Education.

TECHNOLOGY:

Please read and review the district's Acceptable Use Policy with your child/children. The policy is located in the Required Notices section of this publication.

- ☐ I confirm I have read and reviewed the BGISD Acceptable Use Policy with my child.

STUDENT CODE OF CONDUCT:

Please review the student Code of Conduct section in this publication.

- ☐ I confirm I have read and reviewed the Student Code of Conduct and understand the information pertaining to my child's education. I further understand that my child is expected to abide by the school and district Code of Conduct.

Signature

Print Name

Date

IF YOUR HOUSEHOLD COMPLETED REGISTRATION ONLINE, THIS FORM IS NOT REQUIRED.

