



BOONE COUNTY SCHOOLS



ACHIEVING EXCELLENCE TOGETHER

2022-2023 Boone County Schools
Code of Conduct Handbook

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 his or her potential as a learner and citizen.

District Vision

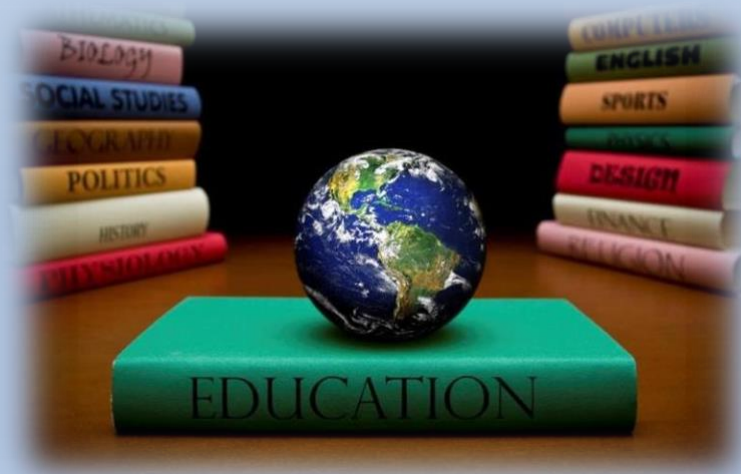
Every graduate ready for college, career, and life.

District Core Values

Academic Excellence
Lifelong Learning and Continuous Improvement
Respect and Equal Access for All Students
Stakeholder Empowerment and Engagement
Preparing Next Generation Learners

WE BELIEVE

Our foundational commitment is to encourage and inspire our students through education to become contributing citizens of the world. We celebrate our diversity. We reject hate. We strive for equity. We reject unfairness. We are inclusive. We reject division. We believe in the strong character that unites our students, employees and the community. These core beliefs are central to Boone County Schools achieving excellence together.



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. Their teacher has discussed it in class. The policies and regulations it references are an integral part of 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.

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

****PLEASE SEE PAGE 2 AND DETACH THIS FORM AND RETURN TO YOUR CHILD'S TEACHER****

After you have read the *Code of Conduct* with your child, please tear out, sign and return this page to your child's school within one month of enrollment.

As the guardians(s) of: _____ (Student name), we have read and discussed the ***Code of Conduct*** 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.

In the event that my child needs to work from home:

_____ Yes, Internet is available for video streaming.

_____ No, Internet is not available.

Guardian Signature _____ Date _____

Student Signature _____ Date _____

Important Phone Numbers for Students

If you need assistance beyond the local school, these 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	859-334-4455
Enrollment/Attendance/Discipline	859-282-2379
School Safety	859-282-2369
Preschool Achievement Center	859-283-3251
Transportation Director	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 Routes	859-586-0653

For emergencies, always call 911!

If you are having thoughts of suicide, feel depressed, are you or someone else is having a personal crisis, 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

Crisis Text Line: text HOME to 741741 (24/7)

Chat with Lifeline: 1-800-799-4889

Northern Kentucky Addiction Helpline: 859-415-9280 (24/7)

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

(ALL CALLS ARE ANONYMOUS AND CONFIDENTIAL)

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

Live Chat-> www.humantraffickinghotline.org

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

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

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



BOONE COUNTY SCHOOL DISTRICT

SCHOOL 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
<https://www.boone.kyschools.us/29/Home>

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
<https://www.oms.boone.kyschools.us/9/Home>

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

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

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

ACCEL Academy
330 Barney Land
Burlington, KY
859-283-3250



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

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

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

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

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

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

Steeplechase Elementary School
12000 Grand National Boulevard
Walton, KY 41094
859-485-3500
<http://www.boone.kyschools.us/30/Home>

Thornwilde Elementary School
1760 Elmburn Lane
Hebron, KY 41048
859-586-3900
<https://www.boone.kyschools.us/23/Home>

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

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

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

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

North Pointe Elementary School
875 North Bend Road
Hebron, KY 41048
859-334-7000
<https://www.oms.boone.kyschools.us/20/Home>

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

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



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Please follow all health and safety protocols.

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

A Message from Matthew L. Turner, Superintendent of Schools

Thank you for entrusting the Boone County School district with the education of your child. Your child is attending the third largest public and diverse school district in the Commonwealth of 20,000 students. We offer innovative college and career programs and pathways including dual enrollment in addition to accelerated coursework in Advanced Placement programs. Our recently opened IGNITE Institute at the Roebing Innovation Center also offers students innovative opportunities to pursue several STEAM pathways.

The Boone County School District is recognized by Kentucky as a Distinguished District and a District of Innovation. Boone County Schools is also accredited through the Cognia International Registry for Accreditation.

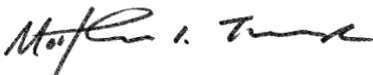
The Boone County Schools 2022-2023 Student Code of Conduct provides responsibilities and expectations for student behavior that supports personal growth and promotes student learning. We ask that parents and students carefully read and familiarize themselves with each page and together discuss what they have read. We expect that all students, staff, parents and community members will demonstrate respect for every individual regardless of their personal characteristics.

Parents/Students: After you and your child review the Student Code of Conduct/Technology Use Procedures, please print and sign the Parent/Guardian and Student Acknowledgement/Review form on page one (1) and turn it in to your child's teacher.

The Student Code of Conduct is available online at www.boone.kyschools.us. If a need to update the code during the school year arises, any changes will be made available as well. Please contact your child's principal if you have questions about policies and procedures.

Your involvement in your child's education is directly linked to their success. Together we can ensure our students graduate Career, College and Life Ready.

Sincerely,



Matthew L. Turner
Superintendent of Schools

Introduction

Purpose of the Code of Conduct

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

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

Philosophy

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

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

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

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

About the Code of Conduct

Each year Boone County Schools reviews the Code of Conduct. A committee of parents, teachers, administrators, and advocates meet to consider recommendations and to make needed revisions to the Code. Following the committee's revision, school district legal counsel reviews the Code for compliance to state statute/regulations, and then forwards 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





Boone County Schools

A Distinguished District!

The Code of Conduct

Positive Behavior Interventions and Supports (PBIS)

Expected Behaviors

Transportation and Bus Behavior Expectations

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

Behavior Guidelines

Tiers of Intervention

Positive Behavior Interventions & Supports (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 recognize 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 schoolwide behavior referrals to make decisions and solve problems based on individual school needs.

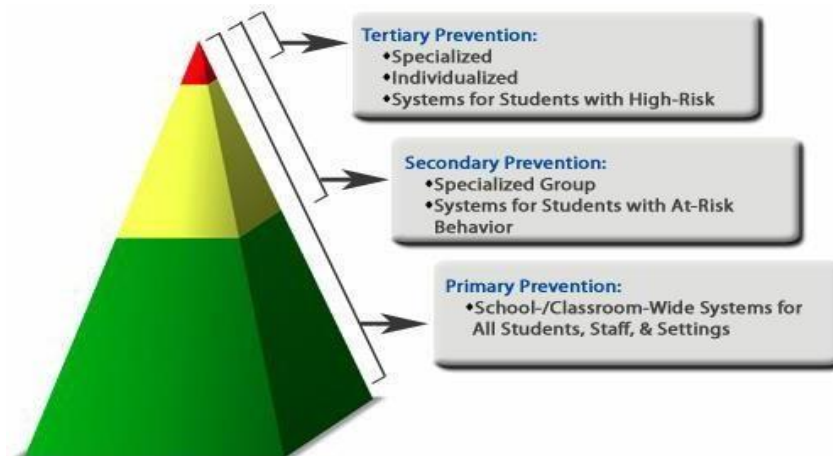
Parents and students will notice PBIS in our district when they see and hear each school's clearly defined expectations for all school settings and by the rewards students can obtain by meeting these expectations.

Successful PBIS implementation will help us:

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

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

Continuum of School-Wide Instructional & Positive Behavior Support



Expected Behaviors

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

I will show respect for MYSELF by:

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

I will show respect for OTHERS by:

- Being understanding of others' feelings and showing compassion.
- 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 with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language.
- Listening to others when they are speaking to me.

I will show respect for LEARNING by:

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

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. to school.
- Using materials or a classmate's materials only for their intended purpose.
- Using technology as directed only by adults.
- Following expectations and rules about safety.
- Refraining from touching a fire alarm unless there is an emergency.
- Using playground equipment in a safe manner.
- Keeping personal technology devices off and out of sight during school hours.

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.





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. 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 to traffic.
- Respecting private property.
- Not using tobacco products, vapor smoking products, and e-cigarettes.

I will show respect WHEN THE BUS ARRIVES by:

- Remaining at the waiting area until the bus comes to a complete stop.
- Checking traffic from all directions, then checking again, before walking to the entrance door.
- 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.

I will show respect 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 my seat, keeping aisle and exit clear, and not interfering with the vision of the driver.
- 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 my head, arms, or objects out of bus windows.
- Remembering that school rules and expectations apply on the school bus.
- Avoiding unnecessary conversations with the bus driver.
- Not damaging the bus and reporting any damage I see to the bus driver.
- Using technology as outlined in the district's Acceptable Use Policy.
 - Examples of unacceptable use of technology include, but are not limited to:
 1. Playing devices at a loud volume.
 2. Leaving my seat to view technology with other passengers.
 3. Accessing unacceptable sites or postings.
 4. Using a flashlight on a cell phone.
 5. Recording or photographing other students.

I will show respect WHEN EXITING THE BUS by:

- Remaining seated until the bus comes to a complete stop.
- Exiting the bus at the bus stop area in an orderly manner and only at my assigned stop.
- Making certain that all traffic, in all directions, has stopped before exiting the bus.
- 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.

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:

- Alcoholic beverages, controlled substances, prohibited drugs and substances, and drug paraphernalia (including liquid THC for vapor smoking devices).
- Substances that are purported to be a controlled substance “look- like”. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.

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

(See Board Policy 09.423)

Tobacco

In accordance with Kentucky Statute, all school properties are 100% tobacco free. No one shall be permitted to use or possess any tobacco/nicotine product on school property, inside Board owned or leased vehicles, on the way to and from school, or during school-sponsored trips and activities. This includes alternative nicotine products and/or vapor products.

See Board Policy 09.4232. <http://policy.ksba.org/Chapter.aspx?distid=161>

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) <http://policy.ksba.org/Chapter.aspx?distid=161>

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 another person.
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.
10. Not attending an assigned class without a valid excuse.

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. Failure to follow the procedure for prescribed and over the counter medications.
2. Possession and/or display of obscene/profane materials.
3. Fighting.
4. Assault by striking, shoving, kicking, or otherwise subjecting another person to offensive physical contact resulting in physical or emotional damage.
5. Threatening to assault another person, to inflict significant physical or emotional damage.
6. Bus Violation.
7. Vandalism (defacing or disfiguring school and personal property), trespassing, unlawful entry, criminal mischief, burglary, or theft.
8. Interfering with school personnel in impeding their ability to carry out their responsibilities.
9. Possessing and/or using e-cigarettes, lighters, matches, tobacco or vapor products at school or on school related property (i.e. bus stop).
10. Gambling.
11. Speeding, reckless driving, or improper use of motor vehicle on school property.
12. Sexual misconduct, sexual harassment, sexual behavior/mild (see Glossary).
13. Threatening, extorting, bullying, blackmailing, or coercing another student.
14. Interrupting school bus operation, compromising safety of others.
15. Improper use of technology, not per teacher directive.
16. Abusive and/or profane language or behavior directed at staff.

Intervention Strategy Options

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

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

Tier III

Definition

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

1. Repeated violent or risk to safety Tier II offenses.
2. Arson, the intentional setting of fire.
3. Assault, by striking, shoving, kicking, or otherwise subjecting another person(s) to physical contact resulting in significant physical injury or physical threat of life or violence to another person(s) in accordance with state statute KRS 508.078, Terroristic Threatening 2nd Degree, and includes sexual assault and/or sexual harassment.
4. Possession, use, or transfer of dangerous weapons (including using or threatening to use any blunt or sharp pointed instrument which may be capable of inflicting bodily injury).
5. Possessing, exchanging, selling, distributing, or under the influence of alcohol, drugs or any substance purported to be an illegal drug, and/or possession of any related drug paraphernalia (this includes THC in any state as this chemical is illegal in Kentucky).
6. Interfering with school personnel by force or violence 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 their designee is mandatory with any Tier III infraction **unless the Superintendent's designee communicates an alternative plan for the student that must be agreed upon by the principal, student, and the parent/guardian.** Principal will notify Superintendent's designee if the student does not comply, resulting in a Tier III hearing with the Superintendent's designee.

Note: In accordance with state statute, any student at any grade level is subject to a meeting or hearing with the Superintendent or his/her designee for Terroristic Threatening 2nd Degree.



Boone County Schools
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Rights and Responsibilities

Student Attendance

Student Rights and Responsibilities

Guardian Rights and Responsibilities

Teacher Rights and Responsibilities

Administrator Rights and Responsibilities

Access and Acceptable Use of Technology

Student Attendance

Students are required to attend school regularly and punctually.

Any student who has attained the age of six (6) but has not reached their 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 for 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 their twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more events, or tardy without a valid excuse for three (3) or more events, is a truant.

Any student who has been reported a truant two (2) or more times is a habitual truant.

Truants shall be reported to the principal and then to the Director of Pupil Personnel both of whom shall take appropriate action up to and including referral to the court in accordance with Boone County Schools Attendance Guidelines.

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

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

- Death or severe illness in the student's immediate family.
- Illness of the student.
- Religious holidays and practices.
- One (1) day for attendance at the Kentucky State Fair.
- Documented military leave.
- One (1) day prior to departure of parent/guardian called to active military duty.
- One (1) day upon the return of parent/guardian from active military duty.
- 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. In accordance with Boone County Schools Board 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.



Student 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 situation.

Students in Boone County Schools have the RIGHT to:

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



Guardian Rights and Responsibilities

We believe every parent/guardian is integral to their 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 parents and the community for student success.

Guardians of students in the Boone County Schools have the RIGHT to:

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

Guardians in Boone County Schools have the RESPONSIBILITY to:

- Instill a respect for education and academic pursuit.
- Instill a sense of respect for fellow students and school personnel.
- Become familiar with educational programs, policies, and procedures.
- Help their child understand expectations, disciplinary procedures, and the importance of following school expectations.
- Ensure their child attends school and class regularly.
- Arrange alternative transportation for their child if denied bus privileges due to disciplinary reasons.
- Demonstrate respect for school personnel.
- Ensure that their child completes assignments and establishes good work habits.
- Develop good rapport with their child's teacher(s).
- Discuss issues needing clarification with school officials.



Teacher Rights and Responsibilities

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:

- Be involved in formulation of expectations, procedures, and policies relating to student behavior.
- Expect that students comply with reasonable directives and assignments.
- Expect that all assignments be completed.
- Freedom from verbal abuse and physical harm.
- The support and cooperation of fellow teachers and administrators.
- Expect a partnership with parents/guardians and students.
- Carry out appropriate intervention and/or disciplinary action when behavior is disruptive.
- Work in a positive learning environment.
- Take prudent action in emergencies to protect students or property.
- Expect a safe, respectful, responsible, and orderly environment.
- 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.

Teachers in Boone County Schools have the **RESPONSIBILITY** to:

- Cultivate positive relationships with students and colleagues.
- Present content using research-based strategies to engage students in learning.
- Lead students to achieve College Readiness Standards through the KY Core Academic Standards, and the Boone County Schools Priority Standards.
- Engage students in social- emotional learning.
- Assist students with demonstrating learning through a balanced assessment system.
- Engage students in accelerated and/or remediation based on individual needs.
- Plan instruction that is equitable, accessible, and meets the diverse needs of students.
- Maintain high rigorous and relevant academic and behavior expectations.
- Recognize appropriate behavior and good work ethic.
- Teach and reteach behavior expectations and practice restorative approaches.
- Maintain a safe, respectful, responsible, equitable, accessible, and orderly classroom.
- Demonstrate respect for the individual rights of students and parents.
- Cooperate and collaborate with school personnel and parents.
- Treat each student in a respectful, fair, and equitable manner.
- Enforce rules and regulations of the Board of Education.
- Maintain accurate records.
- Follow the Professional Code of Ethics.
- Maintain confidentiality with personal, sensitive information about students and families.



Administrator Rights and Responsibilities

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

Administrators in Boone County Schools have the RIGHT to:

- Expect all students, teachers, and other personnel to comply with school expectations, procedures, and policies.
- The support and respect of students, parents, and school personnel in implementing procedures and policies of the Board of Education.
- Take necessary action to protect their own person or property, or the persons or property of those in their care.
- Remove any person whose conduct disrupts the educational process.
- Provide input into expectations, procedures, policies, and regulations that relate to the school.
- Safety from physical harm and verbal abuse.
- 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.

Administrators in Boone County Schools have the RESPONSIBILITY to:

- Cultivate a safe, respectful, equitable, accessible, and responsible learning environment.
- Administer discipline fairly and respectfully following guidelines in the Code of Conduct.
- Follow Boone County Board of Education policies and procedures.
- Distribute the Code of Conduct to students, guardians, and school personnel annually the first week of school.
- Evaluate and revise the educational program to ensure instruction that is research-based, rigorous, relevant, equitable, just, accessible, and meets the diverse needs of students.
- Empower Professional Learning Communities (PLCs).
- Encourage authentic student voice.
- Lead school to achieve College Readiness Standards through the KY Core Academic Standards, Boone County Schools Priority Standards, and Social-Emotional Learning Standards; demonstrate learning through a balanced assessment system and engage students in enrichment and/or intervention based on individual needs.
- Use good judgment and prudence in dealing with problems in the school.
- Be knowledgeable of regulations from federal, state, and local agencies.
- Empower and hold accountable all school personnel, guardians, and students in a respectful, fair, just, and equitable manner.
- Respond to concerns of students, guardians, and school personnel.
- Model the Professional Code of Ethics.
- Maintain confidentiality with personal, sensitive information about students and families.



Access and Accessible Use of Technology

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 guardians 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 guardians 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) <http://policy.ksba.org/Chapter.aspx?distid=161> 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 by network and school administration.

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/federal regulations and school policies.
- Internet activity may be monitored and recorded at any time.
- Network/school administration may review files and communications to ensure appropriate use.

Roles and Responsibilities of 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 only.
- 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.

District-Owned Devices

Staff and students may be assigned district-owned mobile devices (laptops/Chromebooks) and chargers. These devices may go home as instructional needs require. Staff and students assume financial responsibility for damages incurred outside of normal, responsible use or theft of district property. Per 08.2323 in Board Policy, individuals shall reimburse the Board for repair or replacement of district property lost, stolen, damaged or vandalized while under their care. Repair/replacement costs will be quoted by the appropriate vendor for pricing.

Personally-Owned Devices Connected to the District Network

Students meeting building requirements 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.**

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

Students who violate the Acceptable Use Policy (08.2323)

<http://policy.ksba.org/Chapter.aspx?distid=161> or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.

Technology Use

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. Data stored in relation to services provided by the District and Kentucky Department of Education pursuant to policy 08.2323 <http://policy.ksba.org/Chapter.aspx?distid=161> are managed by accompanying procedures. 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.





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Student/Guardian Grievance and Appeal Processes

**Student/Guardian Grievance Regarding
Administrative Decisions**

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

KRS Chapter 158 Compliance

Appeal of Decision Process Addressing SBDM Decisions

Student/Guardian Grievance Regarding Administrative Decisions

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

Level 1: If the student/guardian deems the resolution unsatisfactory, the student/guardian shall submit their initial written grievance on the Student/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/guardian the nature of the grievance and any action that the principal believes should be taken to resolve the concern of the student/guardian. The principal shall provide a written response to the student/guardian no later than ten (10) work days after receipt of the original written grievance. In the event that the grievance is alleged against the principal or they deem the matter outside the scope of their authority, the principal will refer the matter to the appropriate district level administrator. When referring the student/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 the grievance shall provide a written response to the student/guardian postmarked no later than ten (10) work days after receipt of the Student/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/guardian grievance within the ten (10) work days, the grievance is elevated to Level 2.

Level 2: If the student/guardian desires further review of their grievance, then the student/guardian must submit a copy of the Student/Guardian Grievance Regarding Administrative Decisions Form to the Superintendent. The Superintendent shall designate a district level administrator to investigate the matter. 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/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/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/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/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 guardian who believes they have 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 their principal, who shall provide a Student Harassment/Discrimination, Harassing Communication Grievance Form for the student/guardian 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 their principal or immediate supervisor, who will forward the 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 guardian:

Level 1: A student/guardian shall present their 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/guardian the nature of the grievance and an action that the principal believes should be taken to resolve the concern of the student/guardian. The principal shall provide a written response to the student/guardian no later than ten (10) work days after receipt of the original written grievance. The principal will forward a copy of the grievance and response to the Superintendent and the Title IX/Equity Coordinator.

Level 2: If the student/guardian wishes further review of their grievance, the original written grievance may be presented to the Title IX/Equity Coordinator. The Title IX/Equity Coordinator, or their 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/guardian no later than (10) work days after receipt of their 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/guardian wishes further review of their grievance, they 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 of the appeal and will provide the student/guardian a written response within (10) work days. The decision of the Superintendent shall be final.



KRS Chapter 158 Compliance Procedures

A student, guardian or any employee of a school to the Board of Education who knows or has reasonable cause to believe that a 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 legal guardians, or other persons exercising custodial control or supervision when the student is involved in an incident reportable under this section.

The principal shall file with the Board of Education and local law enforcement, or the Department of Kentucky State Police, or the county attorney within forty-eight (48) hours, a written report containing: (a) The names and addresses of the student and their 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 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 Board of Education 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 local 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

Site-Based Decision Making Council (SBDM) actions that violate Board policy or the contractual agreement between the Board and the Education Association that exceed the authority of the council or are otherwise unlawful under state or federal law may be appealed. Site-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 guardian:

Level 1: A student/guardian shall present their 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/guardian wish further review of their 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:

<http://policy.ksba.org/Chapter.aspx?distid=161>

Board Policy: Administration 02.42411





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Annual Guardian Notifications

Notice of Non- Discrimination

Family Education Rights and Privacy Act (FERPA) Rights

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

**Notification of Rights under the Protection of Pupil Rights
Amendment (PPRA)**

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, sexual orientation, disability or genetic information in employment programs, vocational programs, or activities and provides equal access to the Boy Scouts and other designated youth groups, set forth in compliance with federal and state statutes and regulations. The lack of English language skills is not a barrier to admission and participation in programs and activities including career and technical education programs.

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

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

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

Persons seeking further information concerning the vocational education offerings and specific prerequisite criteria should contact:

Dr. Michael Poiry, Assistant Superintendent, MS/HS Teaching and Learning
Boone County Schools
8330 US 42, Florence, KY 41042
859-334-4457
michael.poiry@boone.kyschools.us
Monday-Friday 8:00am-4:00pm

To obtain this notice in large print, on audiotape, Braille, a language other than English or another alternative format please call 859-334-4466.



Family Education Rights and Privacy Act (FERPA) Rights

The Family Educational Rights and Privacy Act (FERPA) affords guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Boone County Schools receives a request for access. Guardians or eligible students who wish to inspect their child's or their education records should submit to the school principal or official a written request that identifies the records they wish to inspect. The school principal or official will make arrangements for access and notify the guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Guardians or eligible students who wish to ask the Boone County Schools to amend their child's or their education record should write the school principal or official and clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the guardian or eligible student, the school will notify them of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the guardian or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school districts annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records such as: an attorney, auditor, medical consultant, or therapist; a guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a guardian, student, or other volunteer assisting another school official in performing tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Note: FERPA requires a school or school district to make a reasonable attempt to notify the guardian or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the guardian or eligible student.



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

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

Disclosures That Can Be Made Without Consent

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

- Other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (*§ 99.31(a)(1)*)
- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (*§ 99.31(a)(2)*)
- Authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the State Educational Agency (SEA) in the guardian or eligible student's state of residence. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (*§ 99.31(a)(3), § 99.35*)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (*§ 99.31(a)(4)*)
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (*§ 99.31(a)(5)*)
- To organizations, conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (*§ 99.31(a)(6)*)
- To accrediting organizations to carry out their accrediting functions. (*§ 99.31(a)(7)*)
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (*§ 99.31(a)(8)*)



- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (*§ 99.31(a)(9)*)
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (*§ 99.31(a)(10)*)
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (*§ 99.31(a)(11)*)
- To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student in foster care placement. (*20 U.S.C. § 1232g(b)(1)(L)*)
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (*20 U.S.C. § 1232g(b)(1)(K)*)



Family Education Rights and Privacy Act (FERPA)

Notice for Directory Information

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

Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- 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 guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Educational Agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. *[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]*

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

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

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



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

The Protection of Pupil Rights Amendment (PPRA) affords guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
 - Political affiliations or beliefs of the student or student’s guardian;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parent; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of the following:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. There are some exceptions for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
 - Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. *(This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for students or educational institutions.)*
- Inspect, upon request and before administration or use of the following:
 - Protected information surveys of students and surveys created by a third party;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

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

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



specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

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

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

PPRA Notice and Consent/Opt-Out for Specific Activities

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

1. Political affiliations or beliefs of the student or student’s 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, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s guardian; or
8. Income, other than as required by law to determine program eligibility.

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



Glossary of General Terms

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

Possession - The student has on their person, or within their 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 their 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 RISE Academy facility or other alternative 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 - (1) 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. (2) 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. The incident may be subject to criminal investigation. (3) Any pupil who verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action and/or legal action. *With 1st, 2nd, 3rd, and 4th degree assault being defined by Kentucky Department of Education (KDE) in collaboration with law enforcement officials.*

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



Bullying - Any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that (1) occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or (2) disrupts the educational process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

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

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

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

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

Cyber-Bullying - The use of information and communication technologies including 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 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 SBDM Council at each school sets the guidelines for the student dress code. Please contact the school for the dress code policy.

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 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) <http://policy.ksba.org/Chapter.aspx?distid=161>

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 – Two (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*.)

Guardian - 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 their 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) <http://policy.ksba.org/Chapter.aspx?distid=161>

Positive Behavioral Intervention and Supports (PBIS) - A school-wide systematic approach to embed evidence based practices and data-driven decision-making to: (1) Improve school climate and culture in order to achieve improved academic and social outcomes; (2) Increase learning for all students, including those with the most complex and intensive behavior needs; (3) Encompass a range of systemic and individualized positive strategies to reinforce desired behaviors; (4) Diminish reoccurrence of inappropriate, negative or dangerous behaviors, and (5) 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 09.2212) <http://policy.ksba.org/Chapter.aspx?distid=161>

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

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

School Activities - Students who attend school sponsored, off-campus events shall be governed by the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials. No student shall, before, during or after any school event, on or off school premises, violate the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials. Violation of this regulation constitutes cause for administrative behavioral resolution and the possible elimination of the schools involved from all participation in interscholastic athletics/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 their 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. This does not mean classroom timeouts, supervised in-school detentions, or out of school suspensions. (See Board Policy 09.2212) <http://policy.ksba.org/Chapter.aspx?distid=161>

Self Defense – The first action taken by a person to retreat or remove themselves 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 themselves. 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 cell phone or other mobile device).

Sexual Assault - 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. (3rd Degree Sexual Abuse)

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



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

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

Telecommunication Devices - Telecommunication devices are devices that 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.

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

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

Trauma Informed Schools - Characterized by an understanding and a commitment of all teachers and staff to have an awareness of how a student is impacted in their daily life as a result of severe mental or emotional stress or physical injury.

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

Truant - Students are required to attend school regularly and punctually. (1) Any student who has attained the age of six (6), but has not reached their eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) events or more, or tardy without a valid excuse on three (3) events or more, is a truant. (2) Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached their twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more events, or tardy without valid excuse on three (3) or more events, is a truant. (3) 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 to make necessary arrangements for such restitution. This provision applies to all school property, including school buses.



Weapon – (1) 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 school district 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 their designee. (2) 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. (3) Suspected violations while on the school bus will result in immediate notification to the appropriate authorities and possible removal and/or suspension from the bus under KRS 158.150. <http://policy.ksba.org/Chapter.aspx?distid=161>





Boone County Schools
A Distinguished District!

Forms

Annual Student Directory Information Notification

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

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

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

Annual Student Directory Information Notification Form

Date: _____

Dear Guardian/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	
<p>Section 1 includes: Third Parties, Including Institutions of Higher Education & Potential Employers</p>	<p>Section II includes: Armed Forces Recruiters</p>
<p>Choose an Option:</p> <p><input type="checkbox"/> Option 1: The Boone County School District MAY NOT RELEASE ANY information.</p> <p><input type="checkbox"/> Option 2: The Boone County School District MAY RELEASE ONLY the information I've checked below.</p>	<p>Choose an Option:</p> <p><input type="checkbox"/> Option 1: The Boone County School District MAY NOT RELEASE ANY information.</p> <p><input type="checkbox"/> Option 2: The Boone County School District MAY RELEASE ONLY the information I've checked below.</p>
<p>If you chose Option 2, check the item(s) of information listed below that Boone County School District MAY RELEASE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student's name <input type="checkbox"/> Student's address <input type="checkbox"/> Student's school email address <input type="checkbox"/> Student's telephone number <input type="checkbox"/> Student's date and place of birth <input type="checkbox"/> Student's major field of study <input type="checkbox"/> Information about the student's participation in officially recognized activities and sports <input type="checkbox"/> Student's weight & height <input type="checkbox"/> Student's date of attendance <input type="checkbox"/> Students degree, honors or awards <input type="checkbox"/> Student's photograph/picture <input type="checkbox"/> Most recent educational/institution attended by student <input type="checkbox"/> Grade level 	<p>If you chose Option 2, check the item(s) of information listed below that Boone County School District MAY RELEASE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student's name <input type="checkbox"/> Student's address <input type="checkbox"/> Student's telephone number

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

Guardian/Eligible Student's Signature: _____ Date _____



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

Guardian Information

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

Phone Number(s): _____

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.

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

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

Student Signature (if applicable): _____ Date: _____

Guardian Signature: _____ Date: _____

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



Student/Guardian Grievance Regarding Administrative Decisions Form

Guardian Information

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

Phone Number(s): _____

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 be specific details and occurrence(s), if appropriate. Use additional sheets if necessary.

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

Student Signature (if applicable): _____ Date: _____

Guardian Signature: _____ Date: _____

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



Harassment/Discrimination/Harassing Communication Grievance Form

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, gender 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.

Guardian Information

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

Phone Number(s): _____

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 any that apply):*

- Racial Sexual Religious National Origin Disability Other

Statement of Grievance: Identify the harassment/discrimination/harassing communication that you allege has occurred. Use full names/titles, dates, locations 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 sheets if necessary.*

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

If yes, please specify:

Student Signature (if applicable): _____ Date: _____

Guardian Signature: _____ Date: _____

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



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**

Brighton Center-**859-491-8303**

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**

Northern Kentucky Emergency Shelter-**859-291-4555**

North Key- **859-331-3292 (24/7)**

North Key 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

Mike Ford, Director of Pupil Personnel, Chairperson

Kathy Reutman, Executive Director, Student/Community Services

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

Kelly Smith, Principal, North Pointe Elementary School

Erika Bowles, Principal, Ballyshannon Middle School

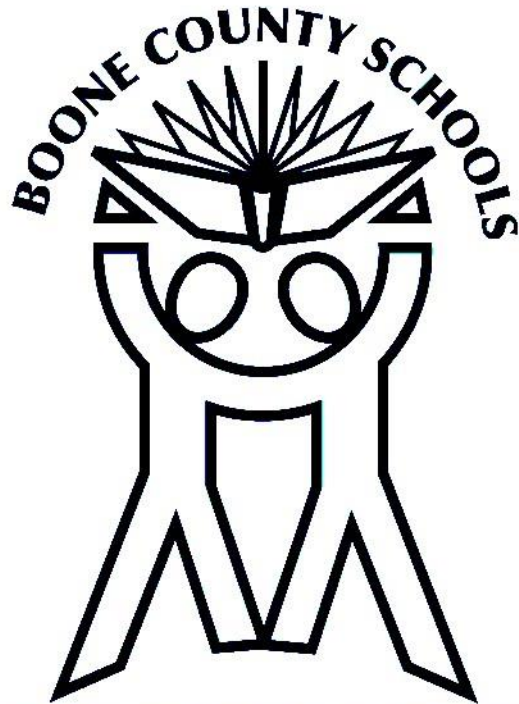
Teresa Messenger, Librarian, Kelly Elementary School

Tim Schlotman, Principal, Boone County High School

Mary Ann Rankin, Director of Technology

Suzy O'Hara, Parent

Alaina McKeown, Student Board Representative



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