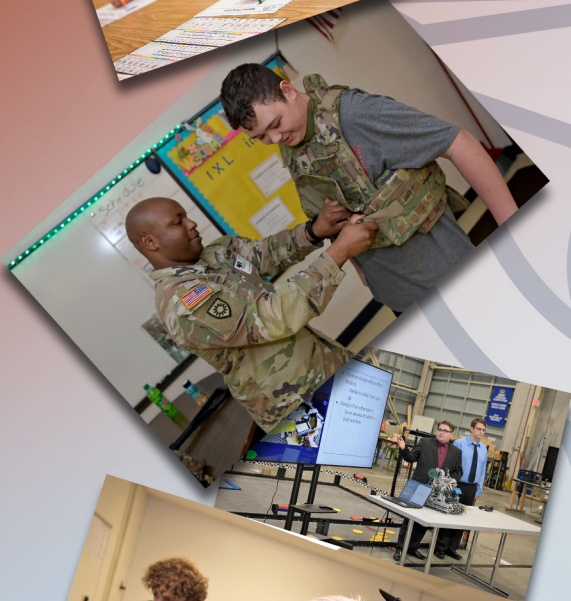


2023 - 2024 Boone County Schools Code of Conduct Handbook



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 to their potential as a learner and citizen.

District Vision

Every graduate ready for college, career, and life.

District Core Values

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

WE BELIEVE

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.



The Boone County School District does not discriminate on the basis of race, color, 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.

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 12)*
- *Acceptable Technology Use (page 18)*
- *Student Rights and Responsibilities (page 21)*

It is essential that the school and home partner 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

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 _____, 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 by 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

If you need assistance beyond the local school, these Boone County Schools offices may be helpful:

District Office -- 859-283-1003
Learning Support Services -- 859-283-3227
Special Education -- 859-282-2558
Student/Community Services -- 859-334-4466
Food Service -- 859-282-2367
Health Services -- 859-334-4478
Psychological Services -- 859-334-4455
Attendance/Discipline/Enrollment -- 859-282-2379
Human Resources -- 859-282-2374
School Safety -- 859-282-2369
Transportation Department -- 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, if 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)

Mental Health Help is Available 24/7 ---> Call, Text, Chat 988

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, please report it by:

Safe Schools Alert-Report an incident via text: 859-474-2823
Safe Schools Alert-Report an incident via email: 1009@alert1.us

BOONE COUNTY SCHOOL DISTRICT

SCHOOL CONTACT INFORMATION

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

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

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

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

Ballyshannon Middle School
7515 Shamrock Avenue
Union, KY 41091
859-905-2620
<https://bms.boone.k12.ky.us/>

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

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

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

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

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

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

Ignite Institute
37 Atlantic Boulevard
Erlanger, KY 41018
859-817-3570
<https://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
<https://yealey.boone.kyschools.us>

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

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

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

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

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

Steeplechase Elementary School
12000 Grand National Boulevard
Walton, KY 41094
859-485-3500
<https://steeplechase.boone.k12.ky.us/>

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

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

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

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

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

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

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

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

Contents

<u>A Message from the Superintendent</u>	Page 7
<u>Introduction</u>	Page 8
<u>The Code of Conduct</u>	Page 9
<u>Positive Behavior Interventions and Support (PBIS)</u>	Page 10
<u>Student Attendance</u>	Page 11
<u>Expected Behaviors</u>	Page 12
<u>Bus Behavior Expectations</u>	Page 13
<u>Expectations Related to Medication, Drugs, Alcohol and Tobacco</u>	Page 14
<u>Tiers of Behavior</u>	Page 15
<u>Rights and Responsibilities</u>	Page 17
<u>Access and Acceptable Use of Technology</u>	Page 18
<u>Student Rights and Responsibilities</u>	Page 21
<u>Guardian Rights and Responsibilities</u>	Page 22
<u>Teacher Rights and Responsibilities</u>	Page 23
<u>School Counselor Rights and Responsibilities</u>	Page 24
<u>Administrator Rights and Responsibilities</u>	Page 25
<u>Student/Guardian Grievance and Appeal Processes</u>	Page 26
<u>Student/Guardian Grievance Regarding Administrative Decisions</u>	Page 27
<u>Harassment/Discrimination, Harassing Communication Grievance Procedures</u>	Page 28
<u>KRS Chapter 158 Compliance Procedures</u>	Page 29
<u>Appeal of Decision Process Addressing SBDM Decisions</u>	Page 30
<u>Annual Guardian Notifications</u>	Page 31
<u>Notice of Non-Discrimination</u>	Page 32
<u>Family Education Rights and Privacy Act (FERPA) Rights</u>	Page 33
<u>Family Education Rights and Privacy Act (FERPA) Notice for Directory Info.</u>	Page 36
<u>Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)</u>	Page 37
<u>Glossary of General Terms</u>	Page 39
<u>Forms</u>	Page 47
<u>Annual Student Directory Information Notification Form</u>	Page 48
<u>Student/Guardian Appeal of Decision Addressing (SBDM) Decisions Form</u>	Page 49
<u>Student/Guardian Grievance Regarding Administrative Decisions Form</u>	Page 50
<u>Harassment/Discrimination/Harassing Communication Grievance Form</u>	Page 51
<u>Community Resources Agencies</u>	Page 53

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

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

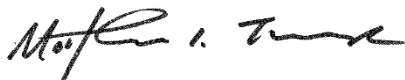
We are very proud of our students, our employees and our schools and make no mistake – the amazing people in our schools and our community make Boone County the right place for you! The Boone County Schools are the third largest public school district in the Commonwealth of Kentucky with nineteen thousand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

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

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

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

Sincerely,



Matthew L. Turner
Superintendent of Schools

Introduction

Purpose of the Code of Conduct

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

Chris Brauch
Director of Pupil Personnel
Boone County Schools
8330 U.S. 42
Florence, KY 41042
859-282-3323
christopher.brauch@boone.kyschools.us



Boone County Schools
A Distinguished District!

The Code of Conduct

Positive Behavior Interventions and Supports (PBIS)

Student Attendance

Expected Behaviors

Bus Behavior Expectations

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

Tiers of Behavior Infractions

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.

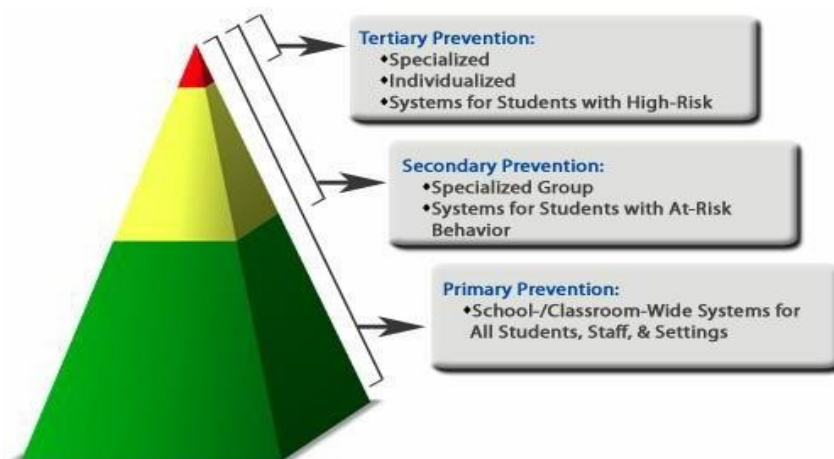
Parents and students will notice PBIS in our district when they see and hear each school's clearly defined expectations for all school settings and by the rewards students can obtain by meeting these expectations.

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



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

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

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, a doctor's statement may be required to excuse the absence in accordance with school guidelines and SBDM policy. In accordance with Boone County Schools Board Attendance Policy 09.123, 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 make-up of daily work may be allowed.

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 want our students to succeed in making responsible and effective choices so that they can reach their academic potential and contribute to the school community. We recognize that individuals' cultures and experiences must be considered.

I will show respect for MYSELF:

- Attend school regularly and being on time.
- Follow expectations, rules, and directions of adults.
- Complete my schoolwork and homework to the best of my ability.
- Practice positive behavior choices.
- Remain on school grounds unless I have permission to leave school.
- Accept consequences for my own behavior and learn from those consequences.
- Choose not to bring nicotine products, alcohol, illegal drugs, or weapons to school.
- Dress in a way that is appropriate for the learning environment.

I will show respect for OTHERS:

- Be understanding of others' feelings and show compassion.
- Treat others like I want to be treated.
- Not bully or threaten.
- Be honest by telling the truth and admitting to things that I have done.
- Work with others in positive ways.
- Keep my hands to myself.
- Refrain from using profanity in school.
- Work together with adults to manage negative behaviors and emotions.
- Use a respectful, positive, and considerate tone of voice and body language.
- Listen to others when they are speaking to me.

I will show respect for LEARNING:

- Follow school expectations, rules, and school staff directions.
- Keep focused on my work.
- Come to school prepared to learn.
- Participate in class activities, projects, and discussions.
- Complete my own schoolwork and homework.
- Keep my eyes on my own paper when taking quizzes and tests.

I will show respect for PROPERTY:

- Take care of things in my school and on school grounds.
- Not bring dangerous or distracting things such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc. to school.
- Use materials or a classmate's materials only for their intended purpose.
- Use technology as directed only by adults.
- Follow expectations and rules about safety.
- Refrain from touching a fire alarm unless there is an emergency.
- Use playground equipment in a safe manner.
- Keep 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. If you have questions or need clarification of the bus behavior expectations, please contact the Transportation Department at 859-384-5340.

AT THE BUS STOP I WILL:

- Arrive at the bus stop five (5) minutes before bus pickup.
- Wait in a quiet and orderly manner.
- Be respectful to traffic.
- Respect private property.
- Not use tobacco products, vapor smoking products, and THC derivatives.

WHEN THE BUS ARRIVES I WILL:

- Remain at the waiting area until the bus comes to a complete stop.
- Check traffic from all directions, then check again, before walking to the bus door.
- Board the bus promptly.
- Make sure I can see the bus driver's eyes when in the vicinity of the school bus.
- Cross in front of the bus only when the driver signals it is safe.
- Proceed directly to an available or assigned seat, upon entering the bus.

ON THE BUS I WILL:

- Respect all people.
- Keep the bus neat and clean.
- Not eat or drink on the bus.
- Talk quietly and politely.
- Sit in my seat, keep aisle, and exit clear, and not interfere with the vision of the driver.
- Limit carry-ons to those that can be held in my lap (including musical instruments).
- Not bring hazardous materials or animals, except for approved personal service animals.
- Not extend my head, arms, or objects out of bus windows.
- Remember that school rules and expectations apply on the school bus.
- Avoid unnecessary conversations with the bus driver.
- Not damage the bus and report any damage I see to the bus driver.
- Use 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.

WHEN EXITING THE BUS BY I WILL:

- Remain seated until the bus comes to a complete stop.
- Exit the bus at the bus stop area in an orderly manner and only at my assigned stop.
- Make certain that all traffic, in all directions, has stopped before exiting the bus.
- Cross the street promptly after checking that all traffic, in all directions, has stopped.
- Cross 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 student 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, substances, drug paraphernalia, and all products that are THC derivatives.
- 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 Behavior

When infractions occur, we're committed to consistent resolution that includes both discipline & positive intervention.

Tier I: Behaviors are of low-level intensity, passive, and non-threatening to the safety of the school setting.

1. Disrupting and/or interfering with the daily operation in a school setting
2. Mild sexual behaviors (see glossary)
3. Disrespectful behavior (any behavior which interferes with the learning process or is otherwise inappropriate in a school setting)
4. Failure to carry out a reasonable request from teacher or other school official
5. Failure to comply with school-based dress code
6. Cheating or plagiarism; forging signatures or documents
7. Technology violations
8. Bus rule violations
9. Tardy to class
10. Failure to attend detention
11. Any other violations which are listed in the written school rules and related procedures that fall within this category.

Tier II: Behaviors are more intense, demonstrate a pattern of behavior, or legal violations that may require administrative response.

1. Repeated Tier I infractions
2. Chronic disruptions (behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities)
3. Threatening, coercing/menacing, extorting or blackmailing another student
4. Written, verbal, and visual threats (no premediated plan in place)
5. Bullying (unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated KRS 158.148)
6. Harassment (intent to intimidate, harass, annoy or alarm another person KRS 509.040)
7. Sexual misconduct, sexual harassment
8. Interrupting school bus operation, compromising safety of others
9. Skipping class or school
10. Assault by intentionally/recklessly striking, shoving, kicking or otherwise subjecting another person to offensive physical contact resulting in physical or emotional damage
11. Fighting, student-to-student
12. Abuse of staff (intentional verbal, mental, or physical abuse of teacher or administrator)
13. Vandalism, destruction of property, trespassing, unlawful entry, criminal mischief, burglary, or theft
14. Possession and/or using lighters, matches, or tobacco or vape products at school or on school-related property (i.e., bus stop)
15. Unapproved possession or use of prescribed or over-the-counter medications
16. Speeding, reckless driving, or improper use of motor vehicle on school property

Tier III: Behaviors significantly interfere with the safety and learning of others and require immediate administrative response.

1. Repeated Tier II violations demonstrating a pattern of behavior and/or concern for behavior
2. Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities
3. Arson, the intentional setting of fire
4. Possession, use, or transfer of dangerous instruments/weapons: explosive, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, or martial arts weapons (including using or threatening to use any blunt or sharp pointed instrument which may be capable of inflicting bodily injury)
5. Assault by striking, shoving, kicking or otherwise subjecting another person to offensive 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
6. Encouraging or inciting discord or civil disturbance including bomb threats or false fire alarm activation (Terroristic Threatening, 2nd degree)
7. Possession, exchanging, distribution, use, 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)
8. Behavior jeopardizing the safe operations of the school bus and/or its occupants

Next Step: 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 until an outcome has been determined. A request for a hearing with the superintendent or their designee is mandatory, unless the school administrator communicates an alternate plan that has been agreed upon by the superintendent or designee. Restorative, reflective, and instructional practices will be implemented as part of plan.



Boone County Schools
A Distinguished District!

Rights and Responsibilities

Access and Acceptable Use of Technology

Student Rights and Responsibilities

Guardian Rights and Responsibilities

Teacher Rights and Responsibilities

School Counselor Rights and Responsibilities

Administrator Rights and Responsibilities

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/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 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 your own or another person's username or password.
- 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, including school-owned, personal, and public.

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.

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. *(In cases which involve students with disabilities the procedures mandated by federal and state law for students with disabilities shall be followed.)*
- 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).

Students in the Boone County Schools have the RESPONSIBILITY to:

- Attend school on time and regularly.
- Be accountable for their own conduct.
- Show consideration for the rights and property of others.
- Refrain from obscene or damaging words or actions which might significantly disrupt the work of the school.
- Obey the rules and use established procedure for an explanation of those rules.
- Make suggestions in a positive, reasonable manner following established procedures, taking into careful consideration the welfare of all.
- Exercise courtesy and reason at all times.
- Make positive choices and accept consequences of their actions.
- Be prepared for classes.
- Organize their time well.
- Show respect for themselves and others.
- Ask questions when they do not understand and seek assistance to resolve difficulties.

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 guardians 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 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.
- 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 guardians.
- Cooperate and collaborate with school personnel and guardians.
- 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.

School Counselor Rights and Responsibilities

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

School Counselors 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, guardians, 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.
- Provide input into expectations, procedures, policies, and regulations that relate to the school.
- Freedom from physical harm and verbal abuse.

School Counselors in Boone County Schools have the RESPONSIBILITY to:

- Cultivate a safe, respectful, equitable, accessible, and responsible learning environment.
- Follow Boone County Board of Education policies and procedures.
- Encourage authentic student voice.
- Lead school to achieve the CASEL Standards; 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.

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, guardians, 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, utilizing alternative disciplines, instructional, restorative, and reflective strategies as appropriate.
- 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 CASEL 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.

***Adapted from Hannigan, J.D. & Hannigan, J.E. (2022). Don't suspend me! An alternative discipline toolkit (2nd ed.). Corwin Publishing. Templates and supporting resources can be accessed from <https://bit.ly/NKCESAIToolkit>.*



Boone County Schools

A Distinguished District!

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. *Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2. Students wishing to initiate a complaint about a Title 1 issue should refer to Procedure 08.13451 AP.1.*

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) workdays 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) workdays 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) workdays. 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) workdays 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) workdays, 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) workdays 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) workdays, the grievance is elevated to Level 3. A written report of all findings of the investigations shall be completed within thirty (30) workdays, 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) workdays 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) workdays 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) workdays 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) workdays 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) workdays after receipt of their communication at Level 2. A written report of all findings of the investigation shall be completed within thirty (30) workdays, 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) workdays 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) workdays. 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) workdays 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) workdays 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) workdays 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) workdays 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) workdays.

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



Boone County Schools
A Distinguished District!

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:

Tracy Schaefer, Director of Middle School/High School Teaching and Learning
Boone County Schools
8330 US 42, Florence, KY 41042
859-334-4457
tracy.schaefer@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 is required before students 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.
 - 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.
 - 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.
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

1st Degree Assault - Intentionally causes serious physical injury (*reference KRS 500.080 for complete definition of "serious physical injury," particularly for children ages 12 and under*) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; complete definition found in KRS 508.010. Consult with law enforcement (*such as a School Resource Officer*) or a board attorney before choosing 1st Degree Assault. This behavior event is reported singularly on the School Report Card.

2nd Degree Assault - Same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument; complete definition found in KRS 508.020; (*reference KRS 500.080 for complete definition of "serious physical injury," particularly for children ages 12 and under*)

3rd Degree Assault - Recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers; complete definition found in KRS 508.025; (*reference KRS 500.080 for complete definition of "physical injury"*)

4th Degree Assault - Intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument; complete definition found in KRS 508.030; (*reference KRS 500.080 for complete definition of "physical injury"*)

Abuse of a Teacher - Intentional verbal, and written communication and mental or physical abuse of a teacher or administrator.

Academic Cheating/Plagiarism - Copying or plagiarizing the work of others and submitting it as your own. This can include obtaining unauthorized and undocumented material from the internet, the use of cell phones for transmitting test items or answers, or other secured information, obtaining material or work from a teacher or another student in a dishonest or unauthorized way.

Alcohol Distribution - Distribution of alcohol as defined as liquor, brew or mixture containing alcohol.

Alcohol Possession - Possession of alcohol as defined as liquor, brew or mixture containing alcohol.

Alcohol Use - Under the influence of or use of alcohol as defined as liquor, brew or mixture containing alcohol.

Alternative Education - The placement of a student in the RISE Academy facility or other alternative educational setting.

Alternative to Suspension— At the discretion of the principal and as an alternative to suspension measure, students may be required to complete a diversion program or service-learning project, intervention program, counseling, or educational program. 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.

Arson - Intentional burning or attempt to burn a house, public building, vehicle, or aircraft.

Attendance Policy Violation - Student violates the district's board policy on attendance. Students are expected to attend the school in which they are enrolled, regularly and punctually.

Bullying - Unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated (complete definition found in KRS 158.148) <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=45145>

Burglary - A person is guilty of burglary when, with the intent to commit a crime, he knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, vehicle, watercraft or aircraft where any person lives or where people assemble for purposes of business, government, education, religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be counted as burglary.

Bus Rule Violation - Student commits a violation of a bus rule. (Modification of Violation of School Rules definition)

Central Intake Committee (CIC) – Interdisciplinary team that reviews 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.

Chronic Disruption – A student is considered chronically disruptive when the student must be removed from the same classroom three (3) times within a thirty (30) day period. This includes any behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities.

Criminal Abuse - Intentionally abusing another person causing physical injury.

Dangerous Instrument Possession - Using any foreign object as a weapon toward others with the intent of causing bodily harm or injury; throwing a foreign object toward another person that is heavy, sharp, or otherwise perceived to be harmful and/or with such velocity and force that is probable of causing harm or injury. (*definition of carrying or use)

Destruction of Property - KRS 512.020 Intentionally or wantonly defacing, destroying, or damaging any property of which the person has no authority.

Disorderly Conduct - Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with the intent to cause public inconvenience, annoyance, or alarm, or creating a risk thereof, he/she:

- (a) Engages in fighting or in violent, tumultuous, or threatening behavior; or
- (b) Makes unreasonable noise; or
- (c) Refuses to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard, or other emergency; or
- (d) Creates a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Disrespectful Behavior - Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting.

Disrupting the Educational Process – Behavior that materially or substantially disrupts the educational process, whether on or off school property or at a school-sponsored events and activities.

Disruptive Behavior - Causing an interruption in a class or activity. The disruption may include sustained loud talk, yelling, screaming, making noise with materials, horseplay, or roughhousing, and/or sustained out-of-seat behavior.

Dress Code Incident - The SBDM Council at each school sets the guidelines for the student dress code. Please contact the school for the dress code policy.

Drug Distribution - Distribution of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish, all THC derivative, methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug, or look alike drugs.

Drug Paraphernalia Violation - Possession of equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing...packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance. Not limited to kits that are meant to produce drugs such as blenders, bowls, mixing devices, diluents, and adulterants and also designed so drugs can be used like clips, spoons, bongs, chillums, pipes, and more.

Drug Possession - Possession of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish all THC derivative, methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs.

Drug Use - Under the influence of or use of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish all THC derivative, methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs.

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

Expulsion (Receiving Services) – The removal of a student from school for disciplinary reasons that result in withdrawal of the student from school of attendance. Criteria for expulsion are defined and set by the local board of education. Although the student is expelled from the regular classroom setting, arrangements will be made for the provision of educational and IEP-related services.

Failure to Attend Detention - Failure to report to or be present in an assigned classroom/area during the time a student is assigned to serve detention.

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 – Student to Other (physical aggression) - Using aggressive physical actions toward a person not connected with the school, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Fighting – Student to Staff (physical aggression) - Using aggressive physical actions toward a staff person or school representative, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Fighting – Student to Student (physical aggression) - Using aggressive physical actions toward another student, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Forgery - When a person, with intent to defraud, deceive or injure another, falsely makes, completes, or alters a written instrument (e.g., checks, transcripts, official identification, currency)

Fraud - Obtaining money or property by false pretenses.

Gambling - Staking or risking something of value upon the outcome of a contest, game, gaming scheme, or gaming device which is based upon an element of chance; in accord with an agreement or understanding that someone will receive something of value in the event of a certain outcome, on school property or at a school-sponsored event. This does not include school-sanctioned activities of chance.

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.

Harassing Communications - Intent to intimidate, harass, annoy, or alarm another person through a communication or social media mechanism (complete definition found in KRS 525.080)

Harassment - Intent to intimidate, harass, annoy or alarm another person (complete definition found in KRS 525.070) <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=19926>

Homicide - A person causes the death of another human being under circumstances which constitute murder, manslaughter in the first degree, manslaughter in the second degree, or reckless homicide.

Insubordination - Defiance or authority; refusal to obey orders.

Kidnapping - Unlawfully restraining another person with intent to hold for ransom, inflict bodily injury or terrorize a person, to shield or hostage (complete definition found in KRS 509.040)

Leaving Campus - Leaving the school building and/or campus without permission during regular school hours.

Loitering - A person is guilty of loitering when he/she:

- (a) Loiters or remains in a public place for the purpose of gambling with cards, dice, or other gambling paraphernalia; or
- (b) Loiters or remains in a public place for the purpose of unlawfully using a controlled substance; or
- (c) Loiters or remains in or about a school, college or university building or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or student or any other specific legitimate reason for being there, and not having written permission from anyone authorized to grant such permission.

Menacing - Intentionally places another person in apprehension or imminent physical injury (complete definition found in KRS 508.050)

Mild Sexual Behavior - Includes public displays of affection (such as kissing and excessive hugging), consensual sexual acts, mooning, patting buttocks (as opposed to grabbing), etc. which are of a consensual or harmless nature.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

Out of Area Violation - This option should be selected if the event occurs away from school property but during a school event (not limited to, field trips as an example)

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.

Possession of Stolen Property - Crime in which an individual has bought, been given, or acquired stolen goods.

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.

Profanity or Vulgarity - Using abusive verbal messages that include swearing, name calling, or the use of words in an inappropriate way.

Rape - Includes forcible rape and statutory rape.

Restorative 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.

Robbery/Theft - Includes robbery, larceny, motor vehicle theft.

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

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

School Resource Officer - Defined in KRS 158.441 A sworn law enforcement officer who has specialized training to work with youth at a school site.

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 but 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 1st 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.

Self-Endangerment - To expose danger or harm to oneself.

Sexual Assault - Unwanted touching in a sexual manner.

Sexual Offense (non-touch) - Includes all non-touch sexual offenses, not limited to lewd behavior, obscene behavior, and indecent exposure.

Skiping Class - Being absent from their assigned class after the tardy bell or staying out of an entire class without permission.

Skiping School - Being absent from school without valid permission.

Stalking - Intent to stalk another person or make explicit or implicit threat to place a person in reasonable fear of sexual contact, physical injury, or death (complete definitions found in KRS 510.140 and KRS 508.150)

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

Tardy to Class - Not being in an assigned class when the tardy bell rings or arriving to class after the designated time for class to start without a legitimate excuse.

Terroristic – Bomb - Bomb threat or threat of another explosive device.

Terroristic Threatening in the Second Degree – A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, they intentionally: Make false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of: 1. Causing evacuation of a school building, school property, or school-sanctioned activity 2. Causing cancellation of school classes or school-sanctioned activity or 3. Creating fear of serious bodily harm among students, parents, or school personnel.

Terroristic – Chem/Bio/Nuclear - Chemical, biological or nuclear threats.

Theft/Stealing - Unlawfully taking, carrying, leaving, or riding away with property of another person without threat, violence, or bodily harm. This also includes the unauthorized possession, sale, or attempted sale of another’s property. The school is not responsible for personal property brought onto school campuses. Any personal property or materials brought onto campus for classroom use is at the risk of the owner. Personal property could include, but is not limited to: wallets, purses, backpacks, clothing, collectibles, electronic devices such as cell phones, tablets, ear buds, laptops, etc. (**Definition assigned to Stealing*)

The intentional taking of the property of another. (**Definition assigned to Larceny/Theft*)

Threatening another Student - To cause reasonable apprehension or threat of physical harm to another student through statement, communication conduct or gesture.

Threatening Staff - To cause reasonable apprehension or threat of physical harm to a staff person or school representative through statement, communication conduct or gesture.

Tobacco Distribution - Distribution of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products.

Tobacco Possession - Possession of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products.

Tobacco Use - Use of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products.

Trauma-Informed Schools - Characterized by an understanding and a commitment of all teachers and staff to 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, and supported; as well as a place where addressing trauma’s impact on learning on a school-wide basis is at the center of its educational mission.

Trespassing - KRS 511.060 When a person knowingly enters or remains unlawfully in a dwelling, a building or in or upon premises.

Truancy - Being intentionally absent from compulsory schooling for an excessive number of days (that number to be determined by district). Truancy describes unauthorized absences caused by students of their own free will, and usually does not refer to legitimate “excused” absences, such as those related to illness, medical conditions, or medical or approved appointments. 3 Day, 4 Day, 6 Day, and Final Notice Letters.

Vandalism - The intentional destruction, injury, disfigurement, or defacement (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth) of any public or private property without the consent of the owner or person having custody or control. Consequences may also include full restitution within two (2) weeks or within to make necessary arrangements for such restitution. This provision applies to all school property, including school buses.

Verbal Abuse - Using abusive or demeaning language to attack or injure an individual, this could include but not limited to talking back, name calling, creating socially rude interactions.

Violation of District Acceptable Use Policy - Inappropriate use of district or school technological resources, including district network systems and use of district/school equipment.

Violation of Personal Electronic/Telecommunication Device Policy - Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras and/or phones and other personal electronic devices as described in board policy.

Wanton Endangerment - Wantonly engaging in conduct which creates a substantial danger of physical.

Weapon Distribution - Distribution of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

Weapon Possession - Possession of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

Weapon Use - Use of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.



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: 7/14/2023

Student's 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 use of directory info. on District ID cards/ 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: <input type="checkbox"/> Option 1: The Boone County School District MAY NOT RELEASE ANY information. <input type="checkbox"/> Option 2: The Boone County School District MAY RELEASE ONLY the information I've checked below.</p>	<p>Choose an Option: <input type="checkbox"/> Option 1: The Boone County School District MAY NOT RELEASE ANY information. <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 info 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"/> Participation in activities/sports <input type="checkbox"/> Student's weight & height <input type="checkbox"/> Student's date of attendance <input type="checkbox"/> Student's degree, honors, or awards <input type="checkbox"/> Student's photograph/picture <input type="checkbox"/> Most recent 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: 7/14/2023

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

Guardian Information:

Guardian First & Last Name:

Phone Number:

Home Address:

(Number and Street)

(City)

(State) (Zip Code)

Student Information:

Student First & Last Name:

Age:

Date of Birth:

School:

Grade Level:

Homeroom:

Appeal Information:

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?

Please attach a copy of the policy, code or article violated when you submit this appeal form.

Student Signature (if applicable):

Date: 7/14/2023

Guardian Signature:

Date: 7/14/2023

Print, then mail or deliver this form to:

Level 1: The School Principal

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

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

Student/Guardian Grievance Regarding Administrative Decisions Form

This form provides the opportunity for a student to question the application of a Board policy or administrative rule or procedure and to secure at the lowest administrative level an equitable and prompt resolution. Prior to submitting a grievance form, a student/guardian shall express their concern to the school level administrator for resolution.

Guardian Information:

Guardian First & Last Name:

Phone Number:

Home Address:

(Number and Street)

(City)

(State) (Zip Code)

Student Information:

Student First & Last Name:

Age:

Date of Birth:

School:

Grade Level:

Homeroom:

Grievance Information:

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

What results are you seeking by filing this grievance?

Student Signature (if applicable):

Date: 7/14/2023

Guardian Signature:

Date: 7/14/2023

Print, then mail or deliver this form to:

Level 1: The School Principal

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

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

Harassment/Discrimination/Harassing Communication Grievance Form

This form provides the opportunity for a student or guardian to report alleged incidents of harassment and/or discrimination and to secure an equitable and prompt resolution.

Guardian Information:

Guardian First & Last Name:

Phone Number:

Home Address:

(Number and Street)

(City)

(State) (Zip Code)

Student Information:

Student First & Last Name:

Age:

Date of Birth:

School:

Grade Level:

Homeroom:

Grievance Information:

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 communicate occurred:

Earliest:

Latest:

What results are you seeking by filing this complaint?

Have you filed this complaint with law enforcement or another governmental agency?

Yes

No

If yes, please specify:

Student Signature (if applicable):

Date: 7/14/2023

Guardian Signature:

Date: 7/14/2023

Print, then mail or deliver this form to:

Level 1: The School Principal

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

Level 3: Superintendent, 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

Kathy Reutman, Executive Director, Student/Community Services, Chairperson

Dr. Michael Poiry, Assistant Superintendent for Learning Support Services/Middle & High Schools

Christopher Brauch, Director of Pupil Personnel

Mark Raleigh, Assistant Director of Pupil Personnel

Mary Ann Rankin, Director of Technology

Matt Shafer, Principal, Ryle High School

Robert Barrix, Director of Transportation

Jodi Hall, Director of Special Education

Kelly Read, BCEA Representative

Lois Ellison, Assistant Principal, Conner Middle School

Kelly Smith, Principal, North Pointe Elementary School

Teresa Messenger, Librarian, Kelly Elementary School

Carolyn Wolfe, Board Member

Suzy O'Hara, Parent Representative

Jacob Saltsman, Parent Representative

Heng Yang, Student

Joud Dahleh, Student