The Bell County School District

2017-2018

School Year

District Code of Conduct

and

Parent and Student Handbook

with

Individual School Supplement

Bell County Board of Education

Yvonne Gilliam, Superintendent

PO Box 340-211 Virginia Avenue

Pineville, Kentucky 40977

The Bell County School District Mission Statement

The mission of the Bell County School District is to provide a quality education that enables each student to become a successful life-long learner, an effective problem solver, and a productive member of our diverse society.

Bell County School District Beliefs

- ◊ **Provide challenging educational opportunities in a safe environment is the District's top priority.**
- ◊ **The Board and the schools will make program decisions on the basis of student needs.**
- ◊ **School success results in *future* success.**
- ◊ **Schools are responsible for creating an environment in which learners can and do succeed.**
- ◊ **The District will not tolerate incompetent personnel performance.**
- ◊ **Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.**
- ◊ **Teachers/school officials should involve parents at the earliest stage when a student shows signs of serious behavior problems.**

Dear Parents and Students,

Welcome to a new school year! It is our hope that this handbook will not only provide information about our "Code of Acceptable Behavior", but will also serve as a means of informing you of all the exciting programs the Bell County School District and our collaborative community agencies provide to our students and families. We want the handbook to be useful to you and hope you will refer to it throughout the year. If you have ideas for other issues we should address in our handbook, please don't hesitate to contact us with your input. This is **your** handbook.

Should any parent, student, teacher, administrator, or other person feel offended by a practice implemented by the policies and procedures outlined in this handbook, s/he may appeal in writing to the Bell County Board of Education which meets monthly.

After this handbook is distributed for the school year, changes to school board policy, including those affecting provisions of this handbook and code of conduct, may be necessary due to new or revised statutes and regulations and case law. We will keep the handbook current on the Bell County School District web site which can be accessed at: bell.k12.ky.us This handbook is not all inclusive of policies approved by the Bell County Board of Education. An official copy of the District's policy and procedure manual is available for inspection at the Office of the Superintendent. In addition, all school board policies and procedures are accessible online by any parent, community member, administrator or employee who has access to the Internet. *(The website address is:* http://policy.ksba.org/B07/

If you know of someone who may need this handbook translated to another language, given orally, or delivered in some other manner, or if you have questions pertaining to the District Parent-Student Handbook, contact: Bell County Board of Education, Dr. Mitch Bailey at PO Box 340-211 Virginia Avenue, Pineville, Kentucky, 606-337-7051.

Best Wishes for a Fulfilling and Exciting New School Year,

The Administrators, Teachers, and Support Personnel of the Bell County School District

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DISTRICT CODE OF CONDUCT

1. Mailing address of the local district and the Superintendent:
   Superintendent, Bell County School System, P.O. Box 340, Pineville, KY 40977

2. The contact person for the discipline code:
   Superintendent, Bell County School System, P.O. Box 340, Pineville, KY 40977

3. Certification of review by legal counsel:
   The Bell County School System Student Discipline Code was reviewed by the School Board Attorney, Ms. Shea Yoakum

   Shea D. Yoakum
   Shea Yoakum, Attorney at Law

   Wilma J. Denny ID: 520200
   Notary Public State at Large
   My commission expires: 09-29-2018

4. The date the local school board approved the 2017-18 Discipline Code on June 20, 2017.

5. Discipline Code of Conduct Committee 2017-2018 appointed by the Superintendent:

   Yvonne Gilliam, Superintendent
   Tom Gambrel, Title I/Transportation
   Richard Gambrel, Principal
   Christie Willis, Asst. Principal
   Greg Wilson, Administrative Leadership Specialist
   Doug Ramsey, Board Member
   Wilma Davis, Parent
   Will Lefevers, Principal
   Chris Warren, Director of Pupil Personnel
   David Smith, Technology
   Barbara Taylor-Warren, Principal
   Bobbi Carter, Principal
   Dr. Mitch Bailey, Director of Exceptional Children/Support Services
   Brian Crawford, Principal
   Lisa Redmond, Assistant Principal

6. Annual Review
   The Board shall appoint a committee to review the Code and to propose revisions as needed. The committee shall present its recommendations to the Board.

7. Annual Orientation
   The discipline code shall be reviewed by district administrative personnel during a Principals' Meeting prior to the beginning of each school year. Teachers will be orientated to any changes in the discipline code during the Opening Day training prior to the beginning of the school year. Student orientation shall be conducted at each school center by the Principal and the classroom teachers. The annual orientation for parents will be receipt of the Student/Parent Handbooks. At the beginning of the school year, students shall receive orientation to the Code by the Principal/Designee. Orientation may include, but not be limited to, assembly programs and classroom instruction. When they initially enroll, new students shall receive a copy of the Code as well as an explanation of its contents.

8. Introduction

Kentucky School Districts are mandated to have in place a District Code of Conduct to enable each student to have access to a safe, secure, and orderly school that is conducive to learning. This district-wide code shall be implemented by all Bell County Schools.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this code and shall provide a list of the school's rules and discipline procedures in the school's handbook. This Code of Conduct establishes minimum behavior standards. Recognizing that each school, grade, or class may require special provisions, school councils, administrators, and teachers have full authority to make rules to enforce these standards in keeping with their area of responsibility.

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's Code of Acceptable Behavior and Discipline, and each Principal shall be responsible for administration and implementation of the Code within each school. The Principal shall apply the Code uniformly and fairly to each student without partiality or discrimination. A complete updated copy of the policy manual is available for inspection at the Central Office. In addition, current district policy and procedure will be available on the school district web site.

9. Assurances regarding due process, suspension, and expulsion:

Discipline and Due Process – (Board Policy 9.431-9.434)

State and Federal guidelines are adhered to regarding discipline procedures. Records are kept regarding incidents which require disciplinary action of a more serious nature including student transfer, suspension and expulsion. Students will be afforded the right to due process whenever applicable. This means they will be given the opportunity to give their version of the incident when they are involved in any altercation.

Due Process-Suspension – (KRS 158.150)

A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:

(a) The pupil has been given oral or written notice of the charge or charges against him which constitute cause for suspension;

(b) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and

(c) The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension. The superintendent, principal, assistant principal, or head teacher of any school may suspend a pupil but shall report the action in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the pupil.

Suspension of Exceptional Children as Defined in KRS 157.200 (KRS 158.150)

(a)…Shall be considered a change of educational placement if:

1. The child is removed for more than ten (10) consecutive days during a school year; or

2. The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as

the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.

(b) The admissions and release committee shall meet to review the placement and make a recommendation for continued placement or a change in placement and determine whether regular suspension or expulsion procedures apply. Additional evaluations shall be completed, if necessary.

(c) If the admissions and release committee determines that an exceptional child's behavior is related to his disability, the child shall not be suspended any further or expelled unless the current placement could result in injury to the child, other children, or the educational personnel, in which case an appropriate alternative placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all. If the admissions and release committee determines that the behavior is not related to the disability, the local educational agency may pursue its regular suspension or expulsion procedure for the child, if the behavior so warrants. However educational services shall not be terminated during a period of expulsion and during a suspension after a student is suspended for more than a total of ten (10) days during a school year. A district may seek temporary injunctive relief through the courts if the parent and the other members of the admissions and release committee cannot agree upon a placement and the current placement will likely result in injury to the student or others.

Suspension of Primary School Students (KRS 158.150):

"Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others."

Make-Up Work For Periods of Suspension (Policy 09.123)

Student shall be allowed to make up assignment made before they were suspended. Assignments made during the suspension may be made up at the school's discretion.

Expulsion and the Continuation of Educational Services (Policy 09.435)

Expulsion is the long-term removal of a student from school as a disciplinary measure and requires action by the Board of Education. Kentucky statute states, "A Board of Education that has expelled a student from the student's regular school setting shall provide or assure that educational services are provided to the student in an appropriate alternative program or setting, unless the board has made a determination, on the record, supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed into a state-funded agency program." Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

Suspension and Expulsion as Related to the Continuation of Extracurricular School Activities (Policy 09.424 and Policy 09.435)

Students suspended or expelled from school shall not be permitted to participate in any extracurricular or school sponsored activities during the period of suspension or expulsion. Students who are expelled and are being served in an alternative program due to a drug violation shall not be permitted to participate in or attend any extracurricular or school-sponsored activity. Students being serviced in an alternative program (safe schools or in-school suspension) shall not be permitted to participate in or attend any extracurricular or school-sponsored activity during the dates of the assignment or term of suspension. Suspensions cannot exceed 10 school days for a single incident.

Grievance Procedure (Policy 09.4281)
The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for high school student grievances to be addressed and resolved at each level from the point of origin, time limitations for the filing an appeal of a grievance is defined in the policy 09.4281 and procedures 09.4281 AP.1.

10. Where and When the Code will Apply:
Students are expected to obey the Student Discipline Code from the time they leave home in the morning until they return home in the afternoon. Adherence to the Student Discipline Code is required during all school related functions, ball games, field trips, dances conducted at the school, at an away athletic event or any site hosting an event in which one of our schools is a participant, and is also required on school district-provided transportation to and from school and to any of the afore mentioned events.

11. Student, Parent and Educator Rights and Responsibilities:
All participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following paragraph outlines both the rights and responsibilities of all participants:

12. A. Student Rights and Responsibilities

1. Students Have The Right To:
   a. An appropriate public education which maintains high educational standards and meets the needs of individual pupils.
   b. Notification of information pertaining to regulations and policies which pertain to their public schooling experiences.
   c. Enjoy safety from physical harm and freedom from verbal abuse and harassment.
   d. Consultation with teachers, counselors, administrators, and other school personnel.
   e. Free student elections for organizations within the school or their counterparts.
   f. Membership and offices in student organizations within the school or within state or nationally associated student organizations.
   g. Examine their own personal school records. Students under the age of eighteen (18) are required to obtain parental/guardian approval for this examination.
   h. Involvement in school activities without being subject to any form of discrimination.
   i. Be respected by teachers, administrators, school personnel and other students.
   j. Presentation of complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.
   k. Attend safe facilities and access quality instructional tools.

2. Students Have the Responsibility to:
   a. Maintain acceptable conduct, practice self-control and avoid any form of disruptive behavior.
   b. Display consideration for the rights and property of others.
   c. Dress in a manner that is not a detriment to orderly operation of the school.
   d. Maintain proper hygiene at all times.
   e. Abstain from the possession and/or use of illegal substances, including alcohol and tobacco/electronic cigarettes.
   f. Abstain from the possession and/or use of weapons, dangerous instruments, and fireworks.

g. Abstain from physically attacking a school employee or classmate.
h. Refrain from violation of school regulations.
i. Be in attendance and avoid tardiness during scheduled classes.
j. Abstain from gambling, extortion, theft, and cheating.
k. Complete all homework and class work in accordance with the teachers' instruction.
l. Represent the truth at all times.
m. Refrain from harassment and/or verbal abuse of fellow students and/or school personnel.
n. Exhibit respect for other opinions and school authority by refraining from rudeness, inappropriate language, or acts of defiance.
o. Abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
p. Practice proper safety procedures while using the building facilities.
q. Refrain from leaving school grounds prior to dismissal for the day.
r. Report to school officials any activity of others that might result in harm to an individual.

12B. Parent/Guardian Rights and Responsibilities:

Parent/Guardian Responsibility for Children's Violations (KRS 159.180)

Every parent, guardian or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 to 159.170 by the child.

Before any proceedings are instituted against the parent, guardian or custodian for violation of KRS 159.010 to 159.170, a written notice of the violation shall be served on the person by the Director of Pupil Personnel, and one (1) day shall be given for termination of the violation. After such notice if the violation is continued or if the provisions of KRS 159.010 to 159.170 are again violated during the school term by the child, no further notice shall be necessary and the parent or guardian shall be punishable as provided in KRS 159.990. A notice by certified mail return receipt requested or by personal service by the director of pupil personnel shall be a legal notice.

1. Parents Have the Right To:

a. Send their child to a school with a safe, positive educational climate, with well-trained enthusiastic staff, and a variety of family and community services.
b. Expect the school to maintain high academic standards.
c. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
d. Review the student's academic progress and other pertinent information which may be contained in the student's personal records, with staff assistance and interpretation prior to the student attaining the age of 18.
e. Address a question concerning their child to the proper school authority and to receive a reply in a reasonable time period.
f. Attend school council meetings and actively participate in school support organizations.
g. Visit the instructional setting and interact constructively with their child's education.

2. Parent/Guardians Have the Responsibility To:

a. Instill in their children the positive values of an education and see that the student attends school regularly and promptly.
b. Instill in their children a sense of responsibility and respect for self, peers, faculty, staff and school.
c. Become familiar with the educational policies of the Board of Education and the rules and regulations of the schools.
d. Monitor the academic, social, and emotional development of the student.

e. Support and assist with efforts of school personnel in providing activities promoting the total development and well being of the student.

f. Be an active participant in the educational process and support the teacher and student in after school assignments.

12.C. Educator Rights and Responsibilities

The following is a statement of rights and responsibilities of educators related to discipline in the schools.

1. Educators Have the Right To:

a. Participate in the decision making process as it affects student performance.

b. Be respected by students, parents and citizens.

c. Expect adequate facilities, supplies and materials for the educational program.

d. Participate in all public meetings pertaining to school program, policy and performance.

e. Expect students to behave and act according to acceptable standards and to perform academically to the best of their ability.

f. Enjoy safety from physical harm and freedom from verbal abuse and safety from harassment.

g. Take action necessary in emergencies to protect their own person or property.

2. Educators Have the Responsibility To:

a. Accept each child as a worthy human being capable of being a productive and contributing citizen.

b. Provide experiences for individual success in learning for every student regardless of ability level.

c. Work cooperatively with all others involved in the program.

d. Inform parents of all aspects of the school program, but more specifically of their child's performance and behavior.

e. Maintain all records required by the school, district, and KY Department of Education.

f. Carry out all policies, rules and regulations of the State Department of Education, State and Local Boards of Education and school councils.

g. Hold pupils to a strict accounting for their conduct.

h. Make an effort to improve the self-esteem of each student.

i. Prepare adequate lesson plans and unit outlines which encompass the full scope of the prescribed course of study.

j. Accept a share of responsibility for co-curricular activities and school related duties.

k. To exhibit professional behavior in action, dress and speech and to conduct herself/himself in such a manner at all times during employment to prevent the teaching profession from being brought into disrepute.

l. Take action necessary in emergencies to protect the persons or property of those in their care.

13. This section outlines disciplinary responses to student misconduct.

The Following Examples of Misconduct and Suggested Responses Are Not All Inclusive

Level I Misconduct

Level I Misconduct on the part of the student is defined as minor infractions which impede classroom procedures or interfere with the orderly operation of the school. Level I Misconduct can usually be handled by the classroom teacher, but sometimes may require the intervention of other school support personnel.

Examples of School Level I Misconduct

1. Hall misbehavior
2. Restroom misbehavior
3. Playground misbehavior
4. Cafeteria misbehavior
5. Failure to follow class or school rules
6. Failure to do class work and assignments
7. Bringing unauthorized items to school (radios, pets, etc.)
8. *Use of a telecommunication device (Cell phone, iPad, iPod, etc.) on school property during school hours; unless approved by teacher or principal
9. Minor classroom disturbances

Examples of Level I Bus Misconduct

1. Failure to obey driver's instructions
2. Foul language or inappropriate gestures
3. Failure to stay seated
4. Hanging hand, arms, and/or legs out windows
5. Eating or drinking on bus
6. Throwing paper or other objects on floor
7. Inappropriate display of affection
8. *Use of a telecommunication device (Cell phone, iPad, iPod, etc.) on a school bus; unless approved by teacher or principal

Suggested Response Options

1. Withdrawal of privileges
2. Verbal or non-verbal reprimand
3. Counseling/Behavioral Contract/Functional Behavioral Analysis
4. Special assignment that is of educational value
5. Teacher/student conference
6. *2nd Offense: Level 1 Misconduct; confiscated and returned to parent/guardian after 3 school days

Suggested Response Options

1. Verbal reprimand by driver
2. Assignment of seat by driver
3. Discipline referral to principal

Level II Misconduct

Level II Misbehavior is conduct whose frequency or seriousness tends to disrupt the learning climate of the school and often result from the continuation of Level I Misbehaviors. These types of misbehaviors are serious enough to require action by an administrator or his/her designee.

Examples of School Level II Misconduct

1. Habitual Level I Misbehaviors
2. Truancy
3. Profanity/vulgarity/abusive language
4. Deliberate disruption
5. Skipping class
6. Cheating/copying
7. Gambling
8. Smoking or using tobacco/electronic cigarettes
9. Displaying any unacceptable contact of a sexual nature (kissing, petting, etc.)
10. Violation of dress code

Examples of Bus Level II Misconduct

1. Failure to ride assigned bus
2. Failure to sit in assigned seat
3. Throwing objects out of the bus
4. Use of tobacco products /electronic cigarettes
5. Leaving the school bus at an unscheduled stop without an authorized "bus pass"
6. Use of a telecommunication device (Cell phone, Pager, etc.) on a school bus; unless approved by teacher or principal

11. Selling or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the administration
12. Forgery
13. Abuse of driving privilege
14. *Use of a telecommunication device (cell phone, iPad, iPod, etc.) on school property during school hours; unless approved by teacher or principal.
15. **Participating in intra-district athletic activities and engaging in flagrant misconduct resulting in ejection from an athletic contest

Suggested Response Options

1. Notify parents
2. Teacher-pupil conference
3. Parent-teacher conference
4. One day in-school suspension
5. Corporal punishment
6. Suspension (1-3 days)
7. Mandated counseling/Functional Behavioral Analysis
8. *3rd Offense: In-school suspension, confiscate item and returned to parent/guardian after 10 school days
   *4th or >Offense: Confiscate item for the remainder of the school year
9. **Minimum of a one (1) game suspension

Suggested Response Options

1. Discipline referral to principal
2. Use of any tobacco product /electronic cigarettes carries an automatic one day bus suspension by the principal
3. Principal may exercise any Level II Response
4. Loss of non-educational field trip privilege

Level III Misconduct

Level III Misconduct refers to acts directed against another's person or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts can usually be handled by the disciplinary mechanism in the school.

Examples Of School Level III Misconduct

1. Habitual Level II misbehavior
2. Fighting
3. Vandalism (under $100)
4. Leaving school grounds without permission
5. Defiance of authority
6. Theft
7. Sexual harassment, sending or displaying offensive messages or pictures
8. Being insubordinate or showing disrespect toward a school employee, student or guest of the school
9. Violation of the conditions of detention and/or suspension
10. Failure to inform a school official of FIRST HAND knowledge of potential harm or threats to a member or members of the school community or FIRST HAND knowledge of an individual's possession of or intent to bring a gun or deadly weapon to school.
11. Name calling, bullying intimidation, physical or verbal harassment
12. Indecent exposure.
13. Possession of a "look alike" controlled substance.
14. Possession of a pocket knife with a blade of less than 3 ½".

Examples of Level III Bus Misconduct

1. Fighting
2. Vandalism (under $100)
3. Throwing objects at the driver
4. Harassment of driver

Suggested Response Options

1. Notify parents and require restitution for damaged property
2. Confiscation of materials
3. Bus suspension
4. Alternative in-school suspension
5. Extended school day detention
6. Mandated counseling sessions
7. Schedule/placement change
8. Suspension (3-5 days)
9. Corporal Punishment
10. Referral to Smoking Cessation Program

Suggested Response Options

1. Discipline referral to principal
2. Principal may suspend bus privileges for 4-10 days
3. Principal may use any Level III Response
4. Loss of non-educational field trip/s

Level IV Misconduct

Level IV Misconduct is evidenced by acts that result in violence to self or to another's person or property or presents a direct threat to the safety of self or others in the school. A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

These acts may be serious enough to be considered criminal and may require immediate administrative action. That action may entail immediate removal from school, the intervention of law enforcement authorities and action by the school board. School principal/designee shall immediately notify the Superintendent.

Examples of School Level IV Misconduct

1. Habitual Level III Misbehavior
2. Bomb threat/false fire alarm
3. Possession of a dangerous instrument/deadly weapon on school property; ex. knife with blade in excess of 3 ½"
4. Possession of a "look alike" weapon
5. Arson or possession of fireworks
6. Sexual abuse
7. Fighting/striking a faculty member
8. Extortion
9. Terroristic threatening
10. Possession or use of drugs, alcohol or any controlled substance on school property or during a school function

Examples of Level IV Bus Misconduct

1. Possession or use of drugs, alcohol or any controlled substance on the bus
2. Possession of a dangerous instrument on a school bus or deadly weapon; ex. knife with blade in excess of 3 ½"
3. Throwing items out of the bus

Suggested Response Options

1. Immediate parent notification
2. Police involvement
3. Refer to social services
4. Suspension (5-10 days)
5. Board action may result in expulsion for up to 12 months (For suspension and expulsion procedures involving students in special education, refer to the Bell County Procedures for Student with Disabilities)

Suggested Response Options

1. Driver is to immediately call bus garage for specific instructions from law enforcement officials
2. Restitution
3. Loss of non-educational field trip/s

6. Immediate removal from school grounds
7. Mandated counseling
8. Charges filed in District Court

Level V Misconduct

Level V misconduct is evidenced by acts that result in violence to another's person or property or presents a direct threat to the safety of others in the school. These acts are serious enough to be considered criminal and require immediate administrative action which will entail an immediate removal from school, the intervention of law enforcement authorities and action by the school board. School Principal/Designee shall immediately notify the Superintendent.

Examples of School Level V Misconduct

1. Repeated charge of possession or use of drugs, alcohol or any controlled substance on school property or during a school function
2. Trafficking drugs, alcohol, or any controlled substance on school property or during a school function. Trafficking is defined as manufacturing, selling, or transferring a controlled substance, or possession with the intent to manufacture, distribute, dispense, or sell a controlled substance.

Examples of Level V Bus Misconduct

1. Second charge of possession or use of drugs, alcohol or any controlled substance on the bus

Suggested Response Options

1. Charges filed in District Court
2. Thirty-six (36) week placement in alternative setting
3. Expulsion for up to twelve (12) months

(For suspension and expulsion procedures involving students in special education, refer to the Bell County Procedures for Student with Disabilities)

Mandatory Response

1. Driver is to immediately call bus garage for specific instructions from law enforcement officials

Misuse of District Technology

Misuse of district technology shall result in a discipline response based upon the level of the offense.

Bullying/Hazing/Menacing **Level 1, 2, 3, 4 or 5**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action (Board Policy 09.422).

BULLYING DEFINED

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

   This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

REPORTING

Students who believe they have been victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Incidents meeting the definition of bullying/hazing/menacing involving student against student behavior shall be reported to administrators by anyone who has knowledge of such an incident, including students and/or any board employee. The identification of an incident occurs when that incident has been reported to the Principal (orally or written). There is no reprisal for reporting an incident in good faith.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made . In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior. The Principal/designee will document his/her investigation on the Board Bullying Reporting Form 09.422.AP.21. Upon conclusion of the investigation, parent(s)/guardian(s) will be notified of the alleged bullying and the findings from the investigation by the Bully Reporting Form: Parent Notification of Alleged Bullying Form 09.422.AP.21.

In certain cases, the District employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

Under House Bill 91 (Kentucky Revised Statue 158.156), any student to student felony offense under KRS Chapter 508, committed while on school premises, while on school transportation, or at a school-sponsored or school-sanctioned event is a violation that shall be reported to the principal of the victim's school. The felony offenses included in KRS Chapter 508 are: First Degree Assault, Second Degree Assault, Third Degree Assault, Assault Under Extreme Emotional Disturbance, First Degree Wanton Endangerment, First Degree Terroristic Threatening, Second Degree Terroristic Threatening, First Degree Criminal Abuse, Second Degree Criminal Abuse, First Degree Stalking, and Disarming a Police Officer.

The four (4) categories of HB 91 (KRS 158.156) that staff must report to the Principal and then by the Principal to a Law Enforcement Agency are as follows:

*Intentional, wanton, or reckless student conduct directed toward another student which:

- Causes physical injury with a deadly weapon or dangerous instrument;
- Causes serious physical injury;
- Under circumstances manifesting extreme indifference to human life, creates substantial danger of serious physical injury; or
- Threatens to commit an act likely to cause serious physical injury.

Staff shall immediately report all felonies, including KRS Chapter 508 felonies, to law enforcement as required by Board Policy 09.2211. Chapter 508 offenses include felonies that carry prison time as penalties. There are levels of misdemeanors that also carry prison time as penalties. Criminal violations may include monetary penalties.

Upon notification the Principal will:

1. Investigate* (procedures outlined below) the incident to determine the intent and result of the behaviors in question and, if the reported action could be a felony offence as defined in KRS Chapter 508, forward the results of that investigation to the Superintendent/designee.
2. If the student conduct is believed to support a KRS Chapter 508 felony offense, the Principal shall proceed as follows:
   - Notify the parents of all students involved using the "Parent Notification of Code Violation" form in Board Policy and Procedure 09.438 AP.21.
   - Within 24 hours, notify the Superintendent using the "Documentation of Reporting Required by Law" form in board Policy and Procedures 09.2211. AP.21.
   - Within 48 hours, notify law enforcement using the "Documentation of Reporting Required by Law" form in board Policy and Procedures 09.2211. AP.21. (School and board employees shall participate in the investigation if agency requests).
   - As a result of the findings during his/her investigation, follow through with any needed disciplinary action as may be called for under the District Code of Conduct/Parent and Student Handbook.
   - Identify any student who is the target of bullying behaviors and consider support, as appropriate, through the counseling office, teachers, other district resources and/or referrals to outside resources.
   - Address retaliation against any student who reported a violation under the "bullying policy" or any other code violation in the District Code of Conduct/Parent and Student Handbook. Retaliation will not be tolerated and could result in disciplinary action from Level 1-5 depending on the severity of the offense.

In support of bullying prevention measures, the Principal/designee also shall do the following:

- Direct students to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved District Code of Conduct/Parent and Student Handbook.
- **Provide an age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged bullying/ hazing/menacing.**
- **Develop an alternate method of filing complaints for individuals with disabilities and others who may need accommodations.**

All administrators at the district and buildings levels shall be trained on these procedures and shall train their school building staff. Building level staff will then review this information with students through a procedure outlined by the building principal. The process of communicating the requirements of this policy to all staff, students and parents/guardians/custodians may include, but not be limited to, the following: a) written notice provided in publications such as handbooks, codes, and /or pamphlets; b) sessions at parent meetings, c) school center newsletters d) handouts, e) newspaper articles and/or f) other such measures as determined by the Superintendent/designee.

*The Investigation Procedures will involve the following:

1. The Superintendent shall monitor the district-wide implementation of procedures to be followed in the event of bullying/hazing/menacing.
2. An investigation of allegations of bullying/hazing/menacing to commence as soon as circumstances allow, but not later than three (3) working days of submission of the original written complaint. Investigations shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
3. Following completion of the investigation, the investigator shall complete a written report of all findings related to possible felony violations under KRS Chapter 508. The Superintendent/designee may take interim measures to protect complainants during the investigation, if needed.
4. A copy of the complete investigation should be forwarded to the Superintendent/designee.
5. District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.
6. Upon completion of the investigation and correction of the conditions leading to the bullying/hazing/menacing, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.
7. Upon resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation. *Retaliation will be subject to disciplinary action as outlined in the District Code of Conduct/Parent and Student Handbook.

*Bell County Procedure 09.438 AP.1 states: Students wishing to report bullying or other violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the Code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because s/he reports bullying or other violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

The above procedure includes reports of KRS 508 felonies as indicated by KRS 158.156 and House Bill 91. Employees shall report KRS Chapter 508 felony offenses to the Principal of the school attended by the victim.

Procedure 09.4281 AP.2 "Grievance Initiation Form (Students)" is available online at the district website and paper copies are available at the district Board of Education Office as well as each school center. Any student who feels h/she is experiencing retaliation due to the report of a violation should complete the form and return the completed form to the appropriate personnel.

14. Search and Seizure

Pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by the Principal only when there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority and supervision of the Principal. Search of a pupil's person shall be conducted in the presence of a certified person of the same sex as the student being searched. When a pat-down search of a pupil's person is conducted, the certified person conducting the search shall be the same sex as the pupil; and a certified school employee of the same sex as the pupil shall be present during the search. All searches will be conducted under the supervision of the Principal.
No search of a pupil shall be conducted in the presence of other students. No strip searches (see following definition) of students shall be permitted. Strip search is defined as requiring a student to remove or rearrange clothing to reveal a part of the body that would normally be covered or to cause exposure of undergarments that were previously covered to allow for a visual inspection. The required removal of shoes, socks, or a hat, the removal or arrangement of outerwear (such as coats or jackets) or requiring a student to roll up sleeves does not constitute a strip search.

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy regarding items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school is contained therein.

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security will be seized by school officials. Items which may be used to disrupt or interfere with the educational process may be removed from the pupil's possession by a staff member. Such items may be returned to the pupil's parents by the staff member or through the Principal's office.

When reasonable suspicion exists that the contents within a student's automobile pose a threat to student health, safety or welfare and that vehicle is on school property, the student will be required to provide access to the vehicle. Students who fail to cooperate with school authorities shall be subject to disciplinary action.

15. Possession of Weapons Prohibited by Students, Staff and Visitors

The following policy applies to students, staff and visitors:

Carrying, bringing, using or possessing **any weapon or dangerous instrument** in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. ***No knives are permitted at school or school sponsored events***. Possession of a knife shall be considered Level III misconduct. Students in possession of a knife with a blade three and one half (3 ½) inches or greater, or a non-folding knife of any size, shall be considered in violation of Level IV misconduct and may be subjected to placement in alternative setting and/or expulsion. The blade of a knife is measured form the end of the handle to the tip of the blade. Except for authorized law enforcement officials, the Board of Education specifically prohibits the carrying of concealed weapons on school property.

State Reporting Requirements

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

Violation by visitors shall be reported to a law enforcement agency. Under KRS Chapter 158, "principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon". Violation of this policy by students shall further require that the principal immediately make a report to the Superintendent, who shall implement steps leading to an expulsion hearing. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

The penalty for students bringing a firearm or other deadly weapons, destructive device or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. The School Board may modify such expulsion on a case-by-case basis. Any student who brings to school a firearm or other deadly weapon, destructive device or booby trap device will be referred to the criminal justice system.

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar ($10,000) fine.

16. Use of Alcohol, Drugs Other Controlled Substances and Prohibited Substances

Drug and violence prevention programs are essential components of the Bell County School System's efforts to prevent the illegal use of alcohol, tobacco/electronic cigarettes, other drugs and prohibited substances in and around schools. Guidance Counselors, Youth Service Centers, and Family Resource Centers have information available about drug/alcohol counseling and rehabilitation programs.

No pupil, employee, or visitor to a facility shall 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 en route to or from school or a school sponsored activity:

1. Alcoholic beverages
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.
4. Synthetic compounds/substances.

Employees of the District shall promptly make a report to the police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

All grade 7-12 students who plan to participate in extra-curricular/athletic activities or to drive or park on school property must sign, along with their parents, the "*Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing.*" before they can participate in these activities. If a student has given consent and refuses to participate in drug screening, the refusal shall be treated as a violation and first offense. If private, secure, and confidential random drug screening administered to one of these students results in a positive result and there is no prescription from a physician or dentist for the substance, then the following consequences are applied:

First Offense:

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per administrative procedure 09.423 AP 1
3. Student shall be given the option of:
    A. Participate in assistance programs and take a weekly drug test for 6 weeks; or,
    B. Be suspended from participating in extracurricular activities or driving for 18 weeks.

Second Offense:

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per administrative procedure 09.423 AP
3. Student shall be given the option of:
    A. Participate in assistance programs and suspended from participation for eighteen (18) weeks with frequent drug testing during that time; or,
    B. Be suspended from participation for thirty-six (36) weeks.

Third Offense:

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per administrative procedure 09.423 AP 1
3. Student is suspended from participation for two (2) years.

17. Parent/Principal Notification Requirement to Receiving School (KRS 610.345) If a student has been adjudicated guilty of an offense specified in this subsection or has been expelled from school for an offense specified in this subsection, prior to a student's admission to any school, the parent, guardian, principal, or other person or agency responsible for a student shall provide to the school a sworn statement or affirmation indicating on a form provided by the Kentucky Board of Education that the student has been adjudicated guilty or expelled from school attendance at a public or private school in this state or another state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs. The sworn statement or affirmation shall be sent to the receiving school within five (5) working days of the time when the student requests enrollment in the new school.

18. Telecommunication Devices or Cameras (Policy 09.4261)

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices as defined by law*, and other related electronic devices, including cameras provide they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limit to use that:

a. Poses a threat to academic integrity, such as cheating;

b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public area (e.g., sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevents others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;

c. Is profane, indecent, or obscene;

d. Constitutes or promotes illegal activity or activity in violation of school rules; or

e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day.

3. When students violate prohibitions of this policy they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or procedures or its Code of Acceptable Behavior and Discipline.

**KRS 158.165 "Personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.*

19. Withholding of Bus-Riding Privileges (Policy 06.34)
The principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or designee may withhold bus-riding privileges up to the remainder of the school year. For students with disabilities, relevant federal and state regulations shall apply.

20. Dress and Appearance (Policy 09.427)
Students are not permitted to wear clothing depicting obscene messages which disrupt the educational process. Students are not permitted to wear chains, or cuffs made of steel spikes. Students are not permitted to have facial piercings. Cosmetics, hair paint and facial jewelry that cause a disruption to the educational process shall not be permitted. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council chooses to develop a dress code, it shall be consistent with Board standards set out in this Code of Acceptable Behavior and Discipline.

21. Corporal Punishment (Policy 09.433)
The Bell County School District authorizes the use of corporal punishment as a disciplinary measure under the following guidelines:

1. The use of corporal punishment shall never be permitted with preschool children.
2. Corporal punishment shall be administered by striking the student's buttocks with a paddle and no other form of corporal punishment may be administered.
3. Within one (1) school day of the occurrence, the principal/designee shall notify the student's parents ***in writing*** that corporal punishment has been administered to their child. (Procedure 09.433 AP.2)
4. Corporal punishment may be administered by a Principal, Assistant Principal or Guidance Counselor, but only in the presence of another certified employee.
5 The certified staff member who witnesses the use of corporal punishment must be the same gender as the student being punished, except when a staff member of the appropriate gender is not assigned to the school.
6. Prior to punishment, and in the presence of the witness, the student shall be informed of the reason for the punishment and permitted to give his/her account of the incident or infraction.
7. Corporal punishment shall not be administered in the presence of other students.
8. Corporal punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that the misbehavior could result in corporal punishment.
9. Corporal punishment shall not be excessive or unreasonable; among the factors to be considered shall be the age, size and health of the student.
10. At the parent's written request, a student shall be excused from corporal punishment. When parents request that corporal punishment not be used with their child, other appropriate punishment, including suspension shall be administered in lieu of corporal punishment**. By virtue of their assignment to a foster home, foster students shall be excused from corporal punishment, but shall be subject to other appropriate punishment.**

If you wish to prohibit school staff from using corporal punishment with your child, complete the form in the back of this student handbook and return it to your child's principal either by mail or in person.

22. Terroristic Threatening (Policy 09.425)
Terroristic threatening, defined as any verbal, written or electronic communication made by any means, including, but not limited to, electronic and/or online methods to do or cause life threatening harm to a student, teacher, administrator or any individual on school grounds or at any school function, including threatening to bring deadly weapon onto school property, will be treated as Level IV Misconduct and may result in immediate removal of the student from the school environment and notification of law enforcement officers in more potentially serious cases.

23. Removal of Students (Policy 09.425)
School administrators, teachers or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

A. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
B. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080. Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When the teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practical. The principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom. (Procedure 09.425 AP.21)

24. Discipline of Students with Disabilities
Students who have disabilities under the Individual with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 shall be disciplined according to the current relevant federal and state statutes and regulations. Questions regarding the discipline of students with disabilities can be answered by contacting Dr. Mitch Bailey, the Director of Exceptional Children and Section 504 Coordinator.

2017-2018

BELL COUNTY SCHOOL DISTRICT

School Calendar

SCHOOL DAY START AND END TIMES

P – 8 School Centers Starting and Ending Time: 8:00 a.m. – 3:30 p.m.
High School and Alternative Programs Starting and Ending Time: 7:50 a.m. – 3:20 p.m.

IMPORTANT SCHOOL CALENDAR DATES AND REMINDERS

August 7th	Opening Day for Employees
August 8th	1st Day for Students
September 4th	Labor Day Holiday - No School
October 2nd-3rd	(G-Days) Staff Work Days- No School
October 4th-6th	Fall Break - No School
November 22nd-24th	Thanksgiving Break Holiday - No School
December 18th-Jan. 1st	Christmas /New Year Holidays - No School
January 15th	Martin Luther King Jr. - No School
February 19th	President Day Make-Up Day, if needed: (If not needed-No School)
April 2nd – 4th	Make-Up Days, if needed: (If days are not needed-No School)
April 5th – 6th	Spring Break -No School
May 14th	Last Day for Students
May 15th	Closing Day-Work Day for Teachers/Staff

DISTRICT OFFICE HOURS/INFORMATION

The Bell County Board of Education central office is currently open from 7:30AM -4:30PM. Central Office administrators and support staff can be reached at: (606) 337-7051. Website: www.bell.kyschools.us

ADMISSION TO SCHOOL

Residency Defined (Policy 09.12)

Residency is defined as pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes. Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

Tuition for Out of State Students

The tuition for out-of-state students attending the Bell County School District in grades K-12 shall be ***($1,000.00) per year.*** All tuition payments shall be made through Chris Warren, Director of Pupil Personnel Office at the Board of Education, 211 Virginia Avenue, PO Box 340, Pineville, Ky. 40977.

School Service Area (Policy 09.11)

Service areas have been established based upon the size of the facility for each of our six preschool through eighth grade school centers. In order to prevent overcrowding, parents must obtain written permission from the Superintendent utilizing the district "Transfer Request Form" (School board procedure 09.11 AP.2) to send a child to a school other than the school designated to serve the family based upon their residence. Lone Jack School Center has been designated as the receiving school for students in grades Primary-8 residing in the Pineville Independent School's service area who wish to attend a Bell County School and Yellow Creek School Center is the receiving school for students in grades Preschool-8 residing in the Middlesboro Independent School's service area who wish to attend a Bell County School.

Incoming Transfer Students

A student transfer may be placed temporarily (ten days maximum placement) without records. Within a ten (10) day period after initial enrollment, a valid birth certificate, Kentucky immunization certificate, a completed school physical form, and a complete copy of school records must be on file. Extensions may be granted by the principal if an extenuating circumstance arises (i.e. ward of the court).

Entrance Requirements (Procedure 09.121 AP.1)

- ***Proof of Age and Identity*** - A birth certificate or other reliable proof of the student's identity and age. If a birth certificate is not presented, an affidavit of the inability to produce a copy of the birth certificate must be given.

  Proof of Immunization - Evidence of immunization by means of a doctor's certificate or a certificate from the Public Health Service. The immunization certificate form required by 704 KAR 4:020 shall be on file within two (2) weeks of a student's enrollment in school.
- ***Preventative Health Care and Vision Examinations*** - Within one (1) year prior to initial admission to school, each student entering kindergarten shall undergo a preventative health care examination, which shall be documented on the state-required form. A preventative health care examination may also be required for students entering pre-school.

  Also upon enrollment, each student entering the first year of public school, public pre-school or Head Start must undergo a vision examination as required by applicable statute and regulation and provide the school with the required form by January 1 of the first year of enrollment. Evidence of a dental screening or

examination shall be required to be submitted by January 1 of the first year that a five- and six-year-old student is enrolled in the District.

Principals are to report to the Director of Pupil Personnel the names of those children who do not present acceptable evidence of age and required immunizations and examinations. Except for vision examination forms, which are due by January 1 of the first year of enrollment, failure to provide the remaining required documentation within thirty (30) calendar days after enrollment may constitute reason for legal action.

Primary/Entrance Age (Policy 09.121)

A child who becomes five (5) on or before August 1 may enter the primary school and may advance through the primary program without regard to age in accordance with KRS 158.030. A child, who becomes six (6) by August 1, shall attend public schools unless s/he qualifies for an exemption as provided by law. The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student, who is at least five (5) years of age, but less than six (6) years of age on or before August 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation. Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. (Procedure 09.121 AP.21)

For the **2017-2018** school year, the following provisions apply:

- **A child who becomes five (5) by August 1 may enter primary school** and may advance through the primary program without regard to age in accordance with KRS 158.031.
- **A child who is six (6) years of age, or who may become six (6) years of age by August 1,** shall attend public school or qualify for an exemption as provided by KRS 159.030.

PRESCHOOL PROGRAM

The Bell County School District collaborates with the Bell Whitley Head Start agency to provide a jointly operated preschool program offering a developmentally appropriate curriculum. ***The district is required by Kentucky law to offer preschool to school district residents who are age four (4) on August 1 and whose family income is no more than 160% of poverty or who have a disability under the Individuals with Disabilities Education Act (IDEA).*** The preschool program is available to Bell County School District residents who have disabilities under the IDEA upon their third birthday. The Bell County Board of Education exceeds the minimum service requirements by offering the preschool program to children who do not meet eligibility guidelines, as space is available. If space is available the district may serve three and four year old from other districts contingent upon signed inter-district reciprocal agreements. At the present time, unlike many Kentucky districts, the Bell County Board of Education does not charge tuition for preschool students who do not meet income or disability guidelines.

Parents of preschool children wishing to attend a district preschool outside their resident area (ex: a child living in the Page School Center attendance area wishing to attend Bell Central School Center or a child living in the Middlesboro in district wishing to attend Yellow Creek School Center) must have written authorization from the Bell County School District Superintendent. This authorization shall not be provided any earlier than one calendar week before the first day of attendance for students in the Bell County School District in order to provide first priority to students who live in the school's attendance area.

Bell County preschool students attendance requirements are communicated to parents/guardians upon entry into the preschool program. Each bus transporting a preschool child shall have a trained bus monitor aboard. Please refer questions about the preschool program to Dr. Mitch Bailey, Bell County School District Preschool Coordinator at 337-7051 or the Bell Whitley Head Start Program at 337-3044.

DISTRICT AND SCHOOL WEB SITES

The Bell County School District has a district web site that can be accessed at www.bell.kyschools.us. The web site provides information about the educational departments responsible for the daily operations within the Bell County School System. The web site also provides access to each of the school web sites within the Bell County School System.

ACCESS TO ELECTRONIC MEDIA

The Bell County Board of Education supports reasonable access to various information formats for students, staff, and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

District guidelines have been established which address ethical use of electronic media (such as the Internet). Students who violate these District rules governing the use of technology shall not be granted further use of the equipment, software, or information access systems. Generally speaking, behavior including, but not limited to, the following is not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another user's password
- Trespassing in another user's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

A written parental request is required prior to a student being granted independent access to electronic media involving District technological resources. The form for consent is in the Appendix of this handbook and must be returned to your child's school where it shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EXTRA-CURRICULAR ACTIVITIES

The Bell County School Board of Education fully supports student organizations, clubs, and social, physical, and recreational activities. Through participation in co-curricular and extracurricular activities, students receive an opportunity for growth in areas beyond the scope of the academic classroom. In schools operating under School Based Decision Making (SBDM), the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures and supervision for these programs. The individual school's handbook supplement will describe extra-curricular activities available at your child's school.

NON-CURRICULUM RELATED STUDENT GROUPS

Non-curriculum related student groups may be provided meeting space on application to and approval by the Principal. Space shall only be provided during non-instructional time either before the beginning or after the conclusion of the school day.

All meetings of non-curriculum related student groups shall be voluntary. No meeting shall be sponsored by the District or any of its employees. All such meetings shall be student initiated, directed, conducted, and controlled. Non-school personnel may not regularly attend such meetings nor attempt to direct, control, or conduct the same. Agents or employees of the District may attend religion related meetings only in a non-participatory capacity.

Permission to use school facilities may be denied where reasonable cause exists to believe the meeting will materially and substantially interfere with the orderly conduct of the educational activities of the school or pose a danger to the health, safety, or welfare of the students in attendance or to school property.

Students are under the full jurisdiction of school officials at evening events held either on campus or at any other site at which a Bell County School is a participant and are be held accountable for any type of misconduct during a school event or activity regardless of the site where the infraction occurs. All students, grades 7-12, who plan to participate in extra-curricular activities must, along with their parent/guardian, sign the "*Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing*" form before they can become a member of an extracurricular activity. These students must also attend at least one educational seminar on alcohol and drug abuse each semester.

School Athletic Programs and Eligibility (Policies 09.31, 09.313)

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA), the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX). Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities.

MIDDLE SCHOOL RULES AND LIMITATIONS

Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of scrimmages and regular contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any invitational activity following the season.

NOTE: Limitations set relative to items three (3) through five (5) shall not to exceed the allowable limits at the high school level.

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. Based on KHSAA criteria, the school Principal shall be responsible for determining the eligibility of students participating in the athletic program. Additional information pertaining to school sports and student participation is included in the handbook supplement for each respective school.

All students, grades 7-12, who plan to participate in varsity and sub-varsity sports must, along with their parent/guardian, sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug

Testing" form before they can participate in athletic activities. . These students must also attend at least one educational seminar on alcohol and drug abuse each semester.

Cheerleading

Individual schools establish procedures for the selection of cheerleaders. The process utilized will ensure that cheerleading try-out judges are impartial *and* **do not reside in Bell County**. Cheerleader selection procedures will be communicated to parents in the individual school's supplement to this district handbook.

Student Organizations and Clubs

School groups' affiliation with state and national organizations must be approved by the Bell County Board of Education. All school-sponsored student organizations shall be under the direction of a faculty advisor. Organizations such as honor club, athletic clubs or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications may restrict membership to pupils who qualify according to the bylaws of the organization if approved by the Principal.

Participation in Extracurricular Activity Denied to Students Disciplined for Drug/Alcohol Offenses and/or Students who are Suspended or Expelled-Students Grades 7-12 who have a positive drug screening

Students who are suspended or expelled from a Bell County School District school shall not participate in any extracurricular activity during the time of suspension or expulsion. Students who are placed in an alternative school program due to a violation of the district Drug and Alcohol Policy are not permitted to participate in any extracurricular activity at their regular school site.

The following sanctions apply to grade 7-12 students who participate in extra-curricular activities, athletic activities or who drive or park on school property and who have a positive drug screening:

First Offense: (1) Notify the parent/guardian (2) Due process hearing conducted by the Principal per 09.423 AP1 (3) Student shall be given the option of: (a) Participate in assistance programs and take a weekly drug test for six weeks; or, (b) Be suspended from participating in extracurricular activities or driving for eighteen weeks.

Second Offense: (1) Notify the parent/guardian (2) Due process hearing conducted by the Principal per 09.423 AP1 (3). Student shall be given the option of: (a) Participate in assistance programs and suspended from participation for eighteen weeks with frequent drug testing during that time; or (b) Be suspended from participation for thirty-six weeks.

Third Offense: (1) Notify the parent/guardian (2) Due process hearing conducted by the Principal per 09.423 AP1 (3) Student is suspended from participation for two years.

STUDENT ASSESSMENT

Statewide Assessment:

Kentucky's Unbridled Learning assessment and accountability system is designed to provide in-depth information about the performance of students, schools, districts and the state as a whole.

Kentucky's public school students participate in annual testing, and the results of those tests are included in the state's accountability system for schools and districts. Additional information and updates to the state assessment and accountability system can be found by visiting the Kentucky Department of Education Web site www.education.ky.gov.

ATTENDANCE AND TRUANCY

Attendance Philosophy

The Bell County School District administration and faculty places the upmost importance upon regular student attendance, ***beginning with the preschool program*** and extending through the student's graduation from high school. Each time a student misses school, he/she loses knowledge that can never again be fully obtained by any other means.

Kentucky law (KRS 159.990) states that attendance in a public school is compulsory for students between the ages of six (6) and sixteen (17) unless he/she has graduated from high school, is enrolled in regular attendance in a private, parochial, or church regular day school or has a physical or mental condition which prevents or renders inadvisable attendance of school or application to study. Students participating in a school or state approved field trip shall be considered present.

Truancy (KRS 159.150):

Pupils are required to report to the school which they attend *regularly and punctually*. Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse three (3) or more days is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year. Truants shall be reported to the Director of Pupil Personnel who will take appropriate actions which shall include referral to the judicial system.

Excused Absences

Absence or tardiness shall be excused for the following reasons:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil (verification by a health professional may be required),
3. Religious holidays and practices,
4. Clinical appointments such as, but not limited to, appointments with doctors or dentists (verification by a health professional may be required),
5. One (1) day for attendance at the Kentucky State Fair,
6. Documented military leave,
7. One (1) day prior to departure of parent/guardian called to active military duty,
8. One (1) day upon the return of parent/guardian from active military duty,
9. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
10. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
11. Other valid reasons as determined by the Principal/designee, including trips qualifying as educational enhancement opportunities. Refer to Policy 09.123 for conditions.

Hand Written Notes

A student can use a **maximum of five (5) hand written notes**, for a total of five (5) day during a school year. The hand written notes need to identify the date(s) and reason the student was absent and be signed by the guardian. Hand notes and Dr. Excuses **must be turned in within three (3) days after returning to school.** All

days missed will be deemed unexcused if student does not turn in an approved excuse within three (3) days of returning to school, even if they have a doctors excuse.

Verification of Absence (Policy 09.123):
Upon returning to school from an absence, a student must present to the Principal/designee a written statement from his/her parent/guardian including the date of and reason for the absence. Absences that are not properly verified shall be considered unexcused.

Other Important Attendance Notes:

- In addition, 702 KAR 7:125 states that students who participate in an off-site high school class or block may be counted in attendance.

- Students participating as a part of a school sponsored interscholastic athletic team who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the completion, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition

Home-Hospital Instruction ("Homebound")
The Bell County Board of Education operates a program for home instruction and /or hospital instruction for students of school age. Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An "extended period" refers to an absence for more than five (5) consecutive school days.

Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child's attendance in school for five (5) days. Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2) one (1)-hour visits per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

Determination of a student's eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student's condition, the home/hospital review committee may schedule a review of the student's continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

Home instruction shall not be used as a substitute for a more appropriate educational placement for a student. To apply for home/hospital instruction, contact either the school where your child is enrolled or the Director of Pupil Personnel at the Bell County Board of Education and request an application. School officials will describe the procedure utilized in determining home/hospital eligibility based on the Board policy 08.1312.
Please read the individual schools Site-Based Decision Making Policy for any other explanations.

DRIVER'S LICENSE REVOCATION

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation. (Policy 09.4294)

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for student's age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.

2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absence.

REINSTSTEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

WITHDRAWALS FROM SCHOOL

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday. Students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.

SCHOOL BOARD MEETINGS

School Board meetings for the upcoming calendar year are scheduled at the January board meeting. Meeting agendas and minutes are posted on the district web site. These meetings are held at the Bell County School System Board Office and at school sites within the Bell County School System. To view the calendar of school board meetings go to: bell.ky.schools.us and choose "Our District/Board of Education".

POLICE OFFICERS IN THE SCHOOLS

School officials shall cooperate with law enforcement agencies in cases involving students (i.e. serving of subpoenas, juvenile petitions or warrants, or taking students into custody).

Crimes off School Property

When police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

- Parents/guardians shall be notified by school officials as soon as possible
- The student shall be informed by the police of his/her legal rights
- If a student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent and shall provide the cabinet access to a child subject to an investigation without parental consent.

Crimes on School Property

Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school

property, the Principal shall make an effort to notify their parent(s). During investigation procedures of students by police, it is recommended that the Principal or designee be present.

TRAINED DOGS

The Board of Education has authorized the use of a trained dog by designated members of any federal, state, or local law enforcement upon the request of the Superintendent, Safety Director and/or Principals. Lockers, gym bags, cars, personal property and persons are subject to search if reasonable suspicion exists that contraband (a prohibited item) is on school property in violation of the law.

1. The Principal or the Principal's designee shall be present.
2. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe area; no student shall be in the vicinity of the site being searched.
3. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

SCHOOL RESOURCE OFFICER

A School Resource Officer (SRO) is a fully bonded Deputy Sheriff and serves to enhance a safe school environment of a school on a daily basis. A SRO may also provide educational services to all students that will promote the development of responsible citizenship skills (if available at the school sites).

ALTERNATIVE EDUCATIONAL PROGRAM

The Bell County Alternative Educational Center is located on the Bell County Area Technology Center school campus. Alternative programs exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience.

The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Core Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

Alternative education placements may be utilized for grade levels 6 – 12. Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site. Refer to policy/procedure 09.4341/09.4341AP.21 for placement criteria.

TRANSPORTATION

Pupils shall be eligible to be transported to and from school if they reside more than one mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely dangerous, pupils shall be eligible for transportation without regard to the distance to their school.

Students are required to walk to certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Students who live close together shall be required to assemble themselves at a certain point to be picked up by the bus.

Persons Not Eligible to Ride District Transportation

Persons not of school age, employees of the Board, parents of students, and persons not associated with the schools shall not be permitted to ride school buses during the scheduled transporting of students without written authorization of the Superintendent or designee.

CHILD ABUSE AND NEGLECT REPORTING REQUIREMENT

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.

Reporting suspected neglect, abuse or human trafficking to an employee's supervisor or another employee does NOT relieve the employee of the legal obligation to make a report to these appropriate authorities. The individual who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected ***has the legal responsibility to report it immediately***. After making a report of suspected abuse or neglect, **the employee shall notify the Principal**, **who then shall also promptly make a report to the proper authorities for investigation.** If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made. In addition, the individual shall make a written report to the Superintendent as required by administrative procedure. Additional information on how child abuse or neglect is reported can be obtained by referencing Board policy 09.227 and Procedure 09.227 AP.1.

CONTAGIOUS DISEASES

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's Principal if the student has any medical condition which is defined by the Cabinet for Human Resources as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in any Bell County School. The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition. If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from the school. In the case of lice, the district has developed "control procedures' and these will be followed for each individual case. For information on this, please contact the District Health Coordinator at 337-7051.

CURRICULUM REQUIREMENTS

Through a collaborative effort of the faculty from each elementary school and the Bell County Curriculum Resource Coaches, all areas of the elementary curriculum have been aligned to ensure that state and national standards for student achievement are in place. Teams of teachers have been working to develop local tools which include an updated curriculum framework, curriculum maps for the content areas of arts & humanities, technology, practical living career studies, mathematics, science, social studies, reading and writing for grades K-8. This work will result in the development of standards-based units of study and will enable teachers to plan and deliver quality instruction that meets the needs of a diverse student population. Bell County High School is pursuing similar efforts in curriculum alignment and the development of instructional units focused on research-based practices. Curriculum tools are available for review at the district's web-site and additional details about each individual school's specific curriculum are in the school handbook supplement.

NONDISCRIMINATION

Students, their families, employees and potential employees of the Bell County Schools are hereby notified that the Bell County School District does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups as set forth in compliance with federal and state statutes and regulations. For inquiries regarding the non-discrimination policies please contact the following: Dr. Mitch Bailey, Section 504/Title IX Coordinator, Bell County Board of Education, 211 Virginia Avenue, Pineville, Kentucky. (606) 337-7051.

SECTION 504 OF THE REHABILITATION ACT OF 1973

A student with a disability under Section 504, a general education law, is defined as one who:

- have either (1) a current physical or mental impairment or (2) an episodic or in – remission impairment which, when active, substantially limits some major life activity, causing the student's ability to access the school environment or a school activity (curricular or extra-curricular) to be substantially limited

Section 504 is a *civil rights law* and requires school districts to provide educational programs to students with disabilities as adequately as the needs of students with disabilities are met. A student who is found to have a disability under Section 504 is generally served by the employees and resources of the general education program. To refer a student suspected of having a disability under Section 504, contact your school's principal or Dr. Mitch Bailey, Section 504 Coordinator at the Bell County Board of Education.

STUDENT PARTICIPATION IN RELIGIOUS ACTIVITIES

The Bell County School District shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law provided they do not:

- Infringe on the rights of the school to maintain order and discipline, prevent disruption of the educational process and determine education curriculum;
- Harass other persons or coerce other persons to participate in the activity; or
- Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be directed to the Principal, who shall investigate and take appropriate action according to school district policy and procedure.

STUDENT SURVEYS

No student shall be required to submit, without prior written consent of the student's parent or guardian, to a survey, analysis, or evaluation administered as part of any school program or curriculum that receives funds from the United States Department of Education when the instrument would reveal information concerning:
Political affiliations, mental and psychological problems potentially embarrassing to the student or his/her family, sex behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers, or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). (20 U.S.C. 1232h)

EMERGENCY MEDICAL TREATMENT

First aid shall be provided all pupils in case of an accident or sudden illness until the services of a health care professional becomes available. A first-aid area with appropriate equipment, supplies, and provisions for the child to recline is designated in all schools. At least two (2) adult employees in each school (with at least one available at all times) have completed and been certified in a standard first aid course that includes CPR

Parents' telephone numbers or a number at which parents can be reached and name of the family physician must be on file at each school for all pupils. Parents will be notified in the event of an accident.

STUDENT WELFARE AND WELLNESS

The Bell Co School District is committed to providing school environments that promote and protect student health, well-being and ability to learn by supporting healthy eating and physical activity. All students will have opportunities, support, and encouragement to be physically active on a regular basis as provided by school council policy. Specific information related to nutritional requirements and wellness shall be available on the district web site and updated as appropriate by Tina Tipton, District Food Service Director.

DISPENSING MEDICATION

Student Self-Medication: Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription) provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's physician/health care provider also is required.

All Other Medications: Medication should be given at home when possible. Unless otherwise approved, students are to be supervised by a qualified individual with training in first aid when taking medication. The person supervising the administration of medication must keep a written record.

Prescription Medications: Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. The form shall include the following information: student's name, physician's name, name of health care provider, address, and phone number, type of medicine, dosage, time of day f9or dosage, reason medication is to be administered, possible reactions or side effects of medicine, release from liability, and parent/guardian's telephone numbers at home and work, as well as an emergency contact and numbers, as appropriate.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parents/guardians shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container which includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

NON-PRESCRIPTION MEDICATIONS

Non-prescription (over-the-counter) medications may be given on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file.

Medication Refusal:
If a child refuses to take medication or is uncooperative during medication administration, the parent/guardian will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

A form permitting school staff to dispense medication is in the appendix of this Handbook.

Health and Medical Screening
The Bell County School District systematically screens students to identify health or other barriers impacting student learning and makes referrals to appropriate support agencies for assistance. Screening procedures are performed as follows:

Vision screening is performed on all students in Preschool through grade 6 and referrals.
Hearing screening is given to all students in preschool and the first two years of primary, in addition to referrals.
Scoliosis screening is conducted for all students in grades 6 and 8
The Developmental Indicators for the Assessment of Learning-4 (DIAL-4) is administered to all preschool children who have not previously had developmental screening.

All abnormalities found during these screenings shall be reported to the parents and recorded on the school health record.

HIGHLY QUALIFIED TEACHER NOTIFICATION

Parents may request that the Bell County School District provide information regarding the professional qualifications of their child's classroom teachers. In complying with such requests, the District shall provide information designated by federal law.

Schools receiving Title I funds shall notify parents when their child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified," as defined by state and federal regulation. Inquiries pertaining to teacher qualifications and notifications under this section of the handbook should be made to the Superintendent or Chris Warren, District Director of Pupil Personnel at the Bell County Board of Education.

NURSE SERVICES

All Bell County Schools have on-site nursing services provided by the Bell County Board of Education. Additional information related to school nursing and the services they provide can be obtained by contacting the District Health Service Coordinator.

RELEASE OF STUDENTS

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian. With preschool children, a

parent, or person listed by a parent on the Yellow Emergency Care Card, must bring the preschool child to the bus and be available to get the child off the bus.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary. Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures:

- Unless the school has been informed and given evidence of state law or court order concerning the status of the student:
- Both parents shall have equal access to any information concerning the students.
- Both parents shall have the right to release of the student under their care.

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity. In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

EMERGENCY CLOSINGS

Inclement Weather

The Superintendent of the Bell County School District may close school when and if he/she determines that weather conditions are too hazardous for safe operation of the buses or schools. On days where weather conditions warrant, the Superintendent may also wish to operate district schools on a delayed schedule. The information on school closings will be announced on all radio stations in Pineville and Middlesboro, district website, WYMT, etc. **Students are asked NOT to call the radio stations.**

In the event that school must be dismissed after students have arrived for the day due to hazardous weather conditions the district has a module within the Infinite Campus data system that calls all the numbers on file for a student plus local radio stations and television stations will be notified. It is very important that parents ensure that current phone numbers are on file at the school.

SAFETY PROCEDURES AND DRILLS

All Bell County Schools have procedures in place for protecting the safety of students in emergency situations such as a fire, tornado, nuclear attack and a bomb threat. As well, Principals conduct tornado, fire, lock-down, and bomb threat drills to ensure students are familiar with building evacuation procedures.

EXTENDED SCHOOL /SUPPLEMENTAL EDUCATIONAL SERVICES

A plan is developed by the Superintendent/Designee and is implemented to diagnose and address student academic deficiencies, consistent with federal and state regulations. In accordance with applicable federal and state laws, the Bell County School District provides extended school services and supplemental educational services. For more information contact District Extended School Services at 606-337-7051.

YOUTH AND FAMILY RESOURCE CENTERS

Each Bell County School is served by a Youth or Family Resource Center. These centers are actively involved in assisting families with referrals to health, social services, and other community agencies. Other important programs and projects include employment counseling, job shadowing, parent interest groups, health fairs, and strong home visitation programs.

NO FEES POLICY FOR STUDENTS

No Bell County School District student shall be charged a fee or rental, or be required to purchase materials, training, and/or uniforms for enrollment or full participation in, or completion of, any regular school program or school activity, preschool through grade twelve (12).

FIELD TRIPS

Field trips shall be related to the course of study and have educational value. Except for students who have been suspended or expelled, no student shall be prohibited from participating in any instructional trip that takes place during the instructional school day. The teacher shall secure written permission from each student's parent(s) or guardian and the board required numbers of faculty and administrative staff shall accompany students on all school-sponsored trips. A field trip consent form is included in the Appendix of this handbook.

FOOD SERVICE PROGRAM

The Food Service Program is operated in compliance with all federal, state and local laws and regulations. Bell County School District has decided to implement the Community Eligibility Option that provides free meals to all students; however, a child's eligibility for free and reduced lunch/breakfast must still be determined. Therefore, it is of utmost importance these income forms be returned as soon as possible. Household income forms are given to students at the beginning of each school year. The information found on these applications is considered confidential and is treated as such by all school appointed officials. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If alleging discrimination in the delivery of benefits in the District's school nutrition program, please contact the superintendent or his designee. Each Bell County School provides both a breakfast and lunch program. The menus for each week are posted several days in advance.

The prices for the 2017-2018 school year are:

Breakfast (Student)

	K-8	High School
Reduced:	$0.00	$0.00
Paid	$0.00	$0.00

Lunch (Student)

	K-8	High School
Reduced:	$0.00	$0.00
Paid	$0.00	$0.00

Adult Meals-Bell County Employee

Breakfast:	$2.50
Lunch:	$3.50

Adult Meals-Non-Employee

Breakfast:	$2.50
Lunch:	$3.50

No student shall leave the school grounds during the lunch period. The sale or serving of any food or beverage item to students in competition with the school Food Service Program, shall be prohibited until one-half (1/2)

hour after the close of the last lunch serving period. Soft drinks/sodas are not permitted in the school cafeteria during meal times. Bell County School district has decided to go with the Community Eligibility Option that provides free meals to all students. NO adult charges are allowed - employee or non-employee.

FUND RAISING ACTIVITIES

All school-wide, class and organization fund-raising activities, including Preschool, must be approved by the Board of Education. No student shall be compelled to participate in or meet any kind of quota in a fund raising activity. There shall be no roadblocks to solicit money on behalf of the schools.

No student will be required to participate in door-to-door sales but students who opt to participate in door-to-door sales must do so under the following guidelines:

1. Parents must submit approval in writing to the sponsor and assume responsibility for
    a. the student having another individual with him/her when conducting door-to-door sales
    b. designating the homes their child may contact in their community
    c. making sure that door-to-door sale occurs between the hours of 4:00 p.m. and 7:00 p.m.
    d. making sure that fourth (4th) grade and below are accompanied by an adult
2. Sponsors must provide training in sales strategies, safety manners and responsibility to the customers
3. Sponsors must maintain individual and group financial records

School personnel shall not collect money from students for any non-school sponsored activity.

GIFTED AND TALENTED

Identified gifted and talented students shall be provided with a student services plan and served in a manner that expands and extends the student's learning beyond the standard curriculum, provides flexible curricular and extracurricular experiences commensurate with the students' interests, needs and abilities, and helps the student to attain, to a high degree, the goals established by statute and the Board of Education. Each school shall adjust its curriculum to meet the needs of gifted and talented students.

GRADING POLICY

Teachers shall maintain detailed, systematic records of the achievement of each student. Grade reports shall be issued every six (6) weeks for students enrolled in any Bell County School District school. Reports of unsatisfactory progress may be sent to parent's mid-way through the grading period.

Grade reports may indicate student behavior and shall include the number of student absences but a student's grade shall not be lowered as a disciplinary action. Parent/teacher conferences shall be scheduled when requested by the parent or teacher.

Grading Scale

The following uniform grading scales have been adopted for use in primary through grade twelve (12):

Each primary teacher shall provide parents with a comprehensive report that is based on samples of children's work and that includes a descriptive, narrative evaluation of all aspects of the child's progress.

Intermediate/middle grades students, grades four through eight (4-8), shall receive progress reports based on the following grading scale:

93 – 100	High Average
83 – 92	Above Average
70 – 82	Average
65 – 69	Below Average
64 – Below	Unsatisfactory

Secondary students, grades nine through twelve (9-12), shall receive progress reports based on the following scale:

90 – 100	A
80 – 89	B
70 – 79	C
65 – 69	D
64-below	F

Incomplete Grade

An "I" (Incomplete) grade must be changed to a passing or failing grade within 2 weeks.

Grade Point Average

A student's grade point average is calculated upon completion of a course and receipt of the final grade for the course. For courses repeated at the senior level, the calculation for GPA utilizes the customary procedure for all course calculations for seniors: the average of grades earned during the first five six-weeks grading periods of the senior year.

GRADUATION REQUIREMENTS

DIPLOMA PROGRAMS

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, the Board has authorized three (3) diploma programs for students, all of which meet or exceed minimum requirements established by the Kentucky Board of Education, including demonstrated performance-based competency in technology. The Board has authorized three (3) diploma programs for students, all of which meet or exceed minimum requirements established by the Kentucky Board of Education. Beginning July 1, 2018, students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program or a Section 504 Plan.

The **Career/Pathways Diploma** requires completion of twenty-two (22) credits:

- 4 Language Arts
- 4 Math (Algebra I, Geometry and Algebra II and one (1) other math based upon test scores; ACT, PLAN, MAP, etc.)
- 3 Science (Earth Space, Physical Science and Biology)
- 3 Social Studies (Government/Economics, Geography/World Civilizations, United States History
- ½ Health and Practical Living
- ½ Physical Education
- 1 Art and Humanities/Fine Arts
- 6 Electives

Students that receive a Career/Pathways Diploma must meet one (1) of the following two (2) criteria:

- Student should be enrolled in a Career and Technical program and complete a Concentration (3 classes) or Career Major (4 Classes or more).
- Student will major in one (1) of the four (4) Core Content Areas by completing an additional credit within that area (English, math, science, social studies or a foreign language).

The **Pre-College Diploma** requires completion of twenty-two (22) credits:

4 Language Arts
4 Math (Must pass Algebra I, Algebra II and Geometry)
3 Science (Earth Space Science, Biology I and Chemistry I)
3 Social Studies (Government/Economics, Geography/World Civilizations, U.S. History)
2 Foreign Language
1 Art and Humanities/Fine Arts
½ Health and Practical Living
½ Physical Education
6 Electives (A computer technology class is highly recommended for all students)

A **Commonwealth Diploma** shall be issued to each student who successfully completes the pre- college curriculum, which includes Spanish I, Spanish II, and Algebra II. In addition, the student must earn a final, unweighted grade of "C" or better in four (4) Advanced Placement courses, including one (1) AP English, one (1) AP Math or Science and two (2) AP electives. Students must complete three (3) AP exams: one (1) in English, one (1) in Math or Science, and in one (1) elective.

The **Commonwealth Diploma** requires completion of twenty-two (22) credits:

4 Language Arts
4 Math (Must pass Algebra I, Accelerated Algebra II and Accelerated Geometry)
3 Science (Earth Space Science, Biology, Chemistry)
3 Social Studies (Government/Economics, World Civilization/Geography, US History)
2 Foreign Language (I, II)
1 Art and Humanities/Fine Arts
½ Health and Practical Living
½ Physical Education
4 Electives (A computer technology class is highly recommended for all students)

PERFORMANCE-BASED CREDIT

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;

   Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.

2. Performance descriptors and their linkages to State content standards and academic expectations;

   At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.

3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

Students shall complete an individual learning plan which focuses emphasis on career exploration and related postsecondary education and training needs and shall have a total of at least twenty-two (22) credits for high school graduation.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

Senior Class Rank:
Following are the criteria, guidelines, and processes used to rank and identify academic awards:

- The valedictorian, salutatorian, and top ten must complete the BCHS Commonwealth Diploma.
- The valedictorian, salutatorian, and top ten students will be ranked based on the percentages of recorded final course grades through the fifth grading period of the senior year. Calculations will be rounded to the nearest one hundredth.
- The remainder of the BCHS Commonwealth Diploma recipients will then be ranked next in the senior class, beginning with the number eleven, based on the percentages of their final course grades through the fifth grading period of the senior year.
- All students who have completed an AP course will receive a weighted score of ten points for each AP course added to their final grade during the calculation process.
- The rest of the senior class will be ranked according to their final weighted GPA at the end of their senior year.
- Transfer students will be subject to the same guidelines as other students when being ranked academically as long as he/she has been enrolled at Bell County High School for the entirety of their junior and senior years.

Middle School Courses for High School Credit

Students that complete Algebra I at the 8th grade will receive elective credit at the high school level. All high school students will be required to take four years of math.

Classification Requirements

The following minimum requirements must be met in order to attain the classification indicated:

Freshman	Promotion from 8th grade
Sophomore	5 Credits
Junior	11 Credits
Senior	16 Credits
Graduate	22 Credits

Students with Disabilities: For students with disabilities, a local Board of Education may substitute a functional, integrated, applied, interdisciplinary or higher level course for a required course if the alternative course provides rigorous content and addresses the same components of 703 KAR 4:060. When an ARC committee determines that a student with disabilities is eligible, as determined by the statute, for an alternative program, an Individual Education Program (IEP) shall be implemented leading toward completion of high school. Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition,

former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.

OTHER PROVISIONS

The Board may award a diploma to a student posthumously indication graduation with the class with which the student was expected to graduate. A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

EARLY GRADUATION CERTIFICATE

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early. Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

BELL COUNTY AREA TECHNOLOGY CENTER

Career and technical classes are provided at the Bell County Area Technology Center located adjacent to the Bell County High School. Bell County High School students who have sufficient credit hours to be classified as Juniors are eligible to participate in programs at the Bell County Area Technology Center which include: Basic Anatomy (formerly Medical Biology), Principles of Health Science, Health Wellness & Emergency Procedures, Medicaid Nurse Aide (formerly Health Services), Carpentry, Auto Body, Auto Mechanics, Intro. to Computers, Word Processing, Desktop Publishing, Microsoft Office/Medical Office (formerly Office Procedures), Intro. Computing, Geographic Information Systems, 3D Animation, Computer Hardware and Software, Cisco I/II, Cisco III/IV, Network Cabling and Network Technologies.

VOLUNTEERS

Parents or interested persons who wish to become volunteers in our school district must:

- Complete a volunteer application
- Complete a criminal records check (Thumb print and at no cost to the applicant)
- Attend a mandatory Orientation Training shall include, but not be limited to, pertinent policies and safety and emergency procedures

Parent Liaisons assigned to each school location can be contacted at each school site for additional information.

GUIDANCE COUNSELORS

The guidance program in all the Bell County Schools attempts to provide a systematic program of services for students to be more successful and constructive. The Bell County School District employs certified Guidance Counselors to serve the Bell County School District.

MENTAL HEALTH PROFESSIONAL COUNSELING

The Cumberland River Comprehensive Care Center provides counseling services through a contract at each school site through referral process that requires parental consent.

SPECIAL EDUCATION AND RELATED SERVICES

The Bell County Board of Education provides services to identify, locate, and evaluate children and youth with suspected disabilities from age three (3) to twenty-one (21). Questions concerning these services should be directed to the Dr. Mitch Bailey, Director of Exceptional Children at the Bell County Board of Education, 211 Virginia Avenue, Pineville, Ky. If you know of a student between the age of three (3) and twenty-one (21) who is suspected of having a disability and who is not receiving appropriate services, please contact the Director of Exceptional Children at 606-337-7051.

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HARASSMENT/DISCRIMINATION/HAZING/BULLYING

Definition of Harassment/Discrimination

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. This shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process or intrude upon the rights of others.

Prohibition and Disciplinary Action

Students who engage in harassment/discrimination of an employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but not limited to suspension and expulsion. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

Prohibited Conduct Examples:

Examples of conduct and/or actions prohibited under this policy include but are *not limited to*:

Name-calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, notional origin, religion, or disability;

Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors; Members of one gender being subjected to sexual remarks of the other gender in the context of school; Impeding the work of a student by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the student; and limiting access to tools based on the student's gender, race, color, religion, national origin, or disability; Hazing.

Procedures for Reporting Harassment/Discrimination

Students who believe they or any other student, employee, or visitor is being or has been subjected to shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination are to be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports are to be made directly to the Superintendent. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal or Superintendent, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

Procedure for Reporting Sexual Harassment

When sexual harassment is alleged, the District's Superintendent shall be notified at the Bell County Board of Education, 211 Virginia Avenue, Pineville, Kentucky 40977; Phone: 337-7051.

Confidentiality

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Retaliation Prohibited

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

PREGNANT AND MARRIED STUDENTS

Married and/or pregnant pupils shall be permitted the same rights and privileges as other pupils. Pregnant students may not participate in activities that will endanger the student or fetus.

STUDENT ACCIDENT INSURANCE COVERAGE

The Bell County Board of Education provides Blanket Accident Coverage for all students in the school system. The payment of medical bills incurred within two years from the date of accident is made ONLY IN EXCESS over any other family or employer group insurance or plan that MUST CONTRIBUTE ITS MAXIMUM FIRST before this coverage has any liability. This is a program of supplemental coverage designed to pick up balances left by the family or employer group insurance or plan and, if no other coverage is available, to honor the usual and customary medical expenses to the limits stated in the policy provisions. This insurance program will also reimburse a parent for any co-payment charge they may have from using their own insurance when a receipt is furnished to the Student Insurance Coordinator.

Forms must be completed and submitted to the Bell County Board of Education's Student Insurance Coordinator along with copies of all itemized medical bills incurred and copies of the primary insurance Explanation of Benefits (EOB) for prompt processing of claims. If you have any questions or need to obtain assistance in submitting a claim, contact the Student Insurance Coordinator at 337-7051, Ext. 136.

SCHOOL PICTURES

All Bell County Schools will provide an opportunity for each student to have a setting for school pictures. Students will deal directly with the company. The company will provide each student a proof to examine and package to select in a range of prices.

HOMEWORK/STUDY TIME EXPECTATIONS

The individual school handbook shall contain the individual school's homework policy and study time expectations.

PATRIOTISM/PLEDGE OF ALLEGIANCE

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States. No student shall be required to participate in the Pledge, against the student's or the parents' wishes.

PROMOTION AND RETENTION ISSUES

Each school shall determine criteria for student progress through the school's program. The criteria, which is stated in each schools' handbook supplement, shall reflect mastery of state-required capacities and be aligned with the Kentucky Performance Rating for Educational Progress (K-PREP).

A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade. No student may be retained without prior consultation with the parents and approval of the Principal.

Transfers

Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a pupil transfers from the school of one district to the school of another district, s/he may *not* be assigned to a lower grade or course *until* the pupil has demonstrated that s/he is not suited for the work in the grade or course to which s/he has been promoted. Pupils who transfer from a non-accredited school may be required to take tests from the previous grade to determine grade placement or course credit.

The Primary Program

Continuous progress: Students progress through the primary school program at their own rate without comparison to the rate of others or consideration of the number of years in school. Council or school policy shall determine assignment of primary school students to classes and programs within the school. Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on established exit criteria. A school team, which includes the parent of an identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before such decision takes effect.
NOTE: Per 704 KAR 3:440, retention and promotion within the primary school program are not compatible with continuous progress.

NOTIFICATION OF FERPA RIGHTS

The Bell County School District observes strict federal and state regulations for safeguarding the confidentiality of student educational records. The district person responsible for confidentiality is the Director of Pupil Personnel.

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

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

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

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

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

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

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

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

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

   Exceptions that permit disclosure without consent include:

   a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

      A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

      This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

   b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

   c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

   d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

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

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

   To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

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

   Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

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

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

THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The protection of pupil rights (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas ("protected information survey") of the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships such as lawyers, physicians, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- **Receive notice and an opportunity to opt a student out of:**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. NOTE: If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- **Inspect, upon request and before administration or use:**
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the *Student Handbook*, the *District Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above.
Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605

CAMERAS AS SURVEILLANCE DEVICES

The Bell County School district shall continue to utilize cameras on school buses in order to monitor for safety purposes. In addition cameras will also be used in some hallways in Bell County schools. Only school personnel shall have access to tapes for review of student conduct and behavior unless the parents have signed a release form or unless other students can be obscured if the tape is shown to persons other than school personnel, due to confidentiality concerns.

SCHOOL-BASED DECISION MAKING (SBDM)

All Bell County district schools operate under the guidance of a School-Based Decision Making Council. Such councils are designed by law to give parents, teachers, and Principals substantial control over how the school operates. The SBDM Council consists of the Principal (chairperson), two parents and three teachers elected by their peers. The council establishes policies on such issues as curriculum, instructional practices, schedules for the school's staff, uses of school space, discipline, classroom management, extra-curricular programs, materials, support services, and staffing. Council meeting times are stated in the individual student handbook supplements. All council meetings are open to the public and parents are urged to attend.

INSTRUCTIONAL RESOURCES

Textbooks and/or instructional materials shall be made available to all students. Students or parents shall compensate the District for instructional resources that are lost, damaged, or destroyed while in the student's possession. No book or other publication of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.

REVIEW OF INSTRUCTIONAL MATERIALS

The review of instructional materials, including text books, supplementary materials, and library books, on the basis of citizen concerns will be conducted in response to a properly filed written request under procedures developed by the Superintendent.

TITLE I PROGRAM

Title I programs offer financial assistance to school districts for serving high poverty schools and students who are educationally deprived. The intent of the program is to assist all students in achieving the same expected educational standards. Eligible schools identify specific needs and develop a program which is coordinated with the regular instructional program.

The Title I program in the Bell County School District currently serves six school-wide programs and two private school. The grade range is K-8 and most of the Title I money is used to hire instructional personnel and buy instructional materials. The remaining funds are used for administrative personnel, parent liaisons, aiding the homeless program, and to possibly fund summer school for K-8. Needs addressed by Title I are math, reading, science, social studies, writing, arts and humanities, and parent involvement.

TITLE I PARENT INVOLVEMENT POLICY

This policy and implementation plan has been developed jointly and in agreement with Title I partners and distributed to parents of students participating in the Title I program. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

School Policy

A copy of each school's parent involvement policy shall be kept on file in the Central Office and at each Preschool-8th grade school center. The school's policy shall include a school parent contract developed in keeping with legal requirements.

Each school has their own Parent Involvement Policy which you can find in the school supplement.

VISITATION/VISITORS POLICY

While parents, professionals and others who have legitimate interests in visiting Bell County Schools are welcome and encouraged to visit, all visitors must report immediately to the Principal's office upon entering the school and identify themselves as well as their purposes for visiting.

STUDENT ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extra-curricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on the school property if the purpose related to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose.

VEHICLE USE

High School Vehicle Use

With parental request (students under 18) and under conditions prescribed by the school Principal, high school pupils may be permitted to drive motor vehicles onto the school grounds. Driving on the school grounds is a privilege which may be revoked if conditions are violated.

- Students who plan to drive or park on school grounds are to acknowledge in writing that they agree to be bound by the terms and conditions specified in the students "Use of Alcohol, Drugs, and Other Controlled Substances" drug testing program.
- All automobiles parked on school grounds must be registered with the school and must display the current decal. All students must present a valid driver license and proof of insurance coverage to receive a decal.
- Parking is strictly limited to the student parking area. Faculty parking is marked accordingly.

- The school is not responsible for the automobile or its contents.
- There will be no loitering in the parking lot or visitation of same without the permission of the Principal or the Principal's designee.
- Speeding, or any form of reckless driving, will not be tolerated.
- Without written parental permission, student drivers are not to take anyone with them when leaving school grounds.
- Students are to park their vehicles when they first arrive at school and not move them or leave without the permission of the Principal or the Principal's designee until the normal school day has ended.
- Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges and/or suspension from school may occur when violations of these regulations occur. Serious violations of this policy may cause loss of driving privileges.

GEAR UP

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federal program brought to Bell County Schools through a partnership with Berea College. GEAR UP serves seven grade levels (graduating classes of 2017-2023) and seeks to help these students be prepared academically, socially, and financially to attend college. Through the work of two academic specialists in Bell County, activities, field trips, teacher professional development, and in-school programs, GEAR UP brings experiences to our students to give them the knowledge and skills to achieve their dreams of college and career success.

KENTUCKY EDUATIONAL EXCELLENCE SCHOLARSHIP (KEES)

The 1998 General Assembly provided Kentucky high school students a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (KEES). KEES is administered by the Kentucky Higher Education Assistance Authority (KHEAA). Students who try to get the most from high school by studying hard and making good grades (2.5 GPA or higher) can earn scholarships for college or technical school. The better students do in high school, the more they will earn toward college scholarships. **You do not have to apply for a KEES award. It is sent automatically to the college you're attending after the school lets KHEAA know that the student is attending classes.**
To learn more about KEES, ask the BCHS Guidance Counselors or visit: http://www.kheaa.com/keeshome.html

KENTUCKY'S AFFORDABLE PREPAID TUITION (KAPT)

KAPT lets families cap college inflation rates by offering the cost of tomorrow's tuition at today's lower prices. Parents, grandparents, or other account-holders can pre-pay tuition in one lump sum or in manageable monthly payments over many years until the student begins school. Once an account is paid in full, KAPT guarantees payment of full tuition and mandatory fees at any public college or university in Kentucky.

Benefits can also be used at private Kentucky colleges and universities, as well as colleges and universities nationwide. Benefits can be transferred among siblings, cousins, and other eligible family members with no penalties. KAPT investment earnings are exempt from state and federal income taxes. Excess funds can be used tax-free towards other qualified higher education expenses such as room, board, and books.
Kentucky's Affordable Prepaid Tuition, KHEAAPO Box 798 • Frankfort, KY 40602-0798, 1-888-919-KAPT (toll-free) www.getKAPT.com

ROBINSON SCHOLARS PROGRAM

The Robinson Scholars Program serves first generation college-bound and college students who have demonstrated the potential to succeed but who might encounter economic, cultural, or institutional impediments to their completion of four-year college degrees. The Program's mission is to provide these students with support services and scholarship resources that empower them to complete a baccalaureate degree at the

University of Kentucky and thereby increase the educational capital of their communities. In recognition of the potential obstacles facing these students, the program identifies Scholars in the ninth grade. For information contact your school Guidance Counselor or visit: http://www.uky.edu/RobinsonScholars

VOTING INSTRUCTION INFORMATION FOR 12TH GRADERS

HB 192 requires all secondary schools to provide twelfth graders with voting information. The Kentucky Department of Education has provided the following link in order for twelfth graders to obtain information on how to register to vote, how to use a ballot and how to use a regular ballot:
(http://www.education.ky.gov/KDE/Instructional+Resources/High+School/Social+Studies/Voting+and+Elections.htm)

ASBESTOS MANAGEMENT PLAN FOR BELL COUNTY SCHOOLS

Bell County Schools

AHERA Annual Notice

TO: Parents, Guardians, Teachers and School Employees

FROM: Frankie Green, LEA Designee

SUBJECT: Asbestos Management Plan for Bell County Schools

2017-2018 Academic School Year

Date: 6/20/17

This notice informs you that Bell County Schools complies with the Asbestos Hazard Emergency Response Act (AHERA- EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan.

An Asbestos Management Plan for the school district is available for review at the Central Office during normal business hours. Please contact me if you would like to view this Plan. A copy of the Plan is also available at each school.

Frankie Green

Mr. Frankie Green
Contact #: 606-337-7051

Dear Parent/Guardian,

Please sign, date and <u>return</u> the following <u>(4)</u> Forms

(1)Electronic Access/User Agreement Form (page 57)

(2)Permission for Medication (page 58)

(3)Student Directory Information Notification (page 59)

(4)Agreement Form (Page 60)

Used to indicate that you have received, read and understand the remaining policies/procedures/forms and give or deny permission where necessary for the following:

- Certification of Receipt of Handbook Form
- Denial of Corporal Punishment Form (Only return if applicable)
- Publication Consent Form
- School Related Trip Permission Form
- Integrated Pest Management Notification
- Individual Learning Plan
- Telecommunication Devices
- Use of Alcohol, Drugs, and Other Prohibited Substances
- ESSA Assessment Notification

Electronic Access/User Agreement Form

User's Name _____ _____ _____
Last Name *First Name* *Middle Initial*

User's Address _____ _____ _____
City *State* *Zip Code*

User's Age _____ **Date of Birth** _____ **Sex** ____ **Phone Number** _____ **School** _____

If applicable, User's Grade _____ **Homeroom/Classroom** _____

Please check if you are a ☐ student ☐ certified employee ☐ classified employee ☐ member of the community.

As a user of the Bell County School District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

_____ _____
User's Signature *Date*

Prior to the student's being granted independent access privileges, the following section must be completed for students under 18 years of age:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR LIVE@EDU

The Outlook Live e-mail solution is provided to your child by the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) _____

_____ _____
Signature of Parent/Guardian ***Date***

Daytime Phone Number: _____ *Evening Phone Number:* _____

NOTE: Federal law requires the District to monitor online activities of minors.

Reviewed/Revised 6/18/2012

Permission Form for Non-Prescribed and Prescribed Medication

I/We, _____, are the parent(s) of _____
Parent/Guardian Name(s) Student's Name

Who is ____ years of age and is in the _____ grade at _____ school.

I/We understand there are times my child may have a headache, upset stomach, sore throat, small cuts, bug bites, pain from a small injury, a small temperature no greater than 100, etc. Upon reviewing the medications listed below, I/We have checked the medications which may be administered to my child while at school. (If you DO NOT want your child to be given medicine or medical attention, please check lines under NO. Please indicate any known allergies here: _____

Medications*	**YES**	**NO**
Over-the-counter medicine for pain/fever/headache relief (Example: Tylenol, Motrin, Ibuprofen)	____	____
Anti-diarrhea – Anti-nausea liquid or chewable (for upset stomach, indigestion, diarrhea, heartburn or nausea)	____	____
Sore throat lozenges (for sore throats, and coughing)	____	____
Antacid (Tums/Rolaids, etc.) (for indigestion or heartburn)	____	____
Calamine lotion/antiseptic creams and sprays (for bug bites and cuts)	____	____
Band-Aid (protection for cuts, blisters, etc.)	____	____
Benadryl – Allergy – insect bites/stings etc.	____	____
Over-the-counter cold medicine (Triaminic, Dimetapp, Sudafed or generic equivalent)	____	____
Self-Administration of Asthma Medication (Requires Physician Signature Below)	____	____
Other: _____	____	____

I further give my permission to administer medication that I/we have sent to school whether it is an over-the-counter drug(s) or prescription drug(s) prescribed by the child's medical doctor.

(ALL PRESCRIPTION DRUGS MUST BE IN THEIR **ORIGINAL PRESCRIPTION BOTTLE** WITH PRESCRIPTION LABEL STILL DISPLAYED ON THE BOTTLE. IF A PRESCRIPTION DRUG IS SENT TO SCHOOL WITH YOUR CHILD BE SURE HE/SHE BRINGS IT TO THE OFFICE UPON ARRIVAL TO SCHOOL. SCHOOL PERSONNEL WILL CALL PHYSICIAN AND/OR PARENT(S) FOR INFORMATION AS NEEDED.)

STUDENTS 09.2241 AP.21

I/We give permission for _____ to receive medications at school according
Student's Name
to standard school policy and expressly hold harmless and waive any liability on behalf of, the school or its employees and agents concerning any injuries or reactions resulting from administration of medication unless such is the result of negligence or misconduct on behalf of the school or its employees.
If both parents or guardians are living in your household, BOTH signatures are required.

_____/_____ and _____/_____
Parent/Guardian Signature **Date** **Parent/Guardian Signature** **Date**

List any telephone numbers that will help us to locate you in case of an EMERGENCY.
Home: _____ Work: _____

Other: _____ Other: _____

SELF-ADMINISTRATION OF ASTHMA MEDICATION:

Requires Annual Physician's Signature: _____

*A medication log will be kept. If your child's symptoms continue for more than three (3) consecutive days, you will be contacted.

For student health services/procedures not involving medication only, please refer to 09.22 AP.22.

Reviewed/Revised 6/22/2011

STUDENTS 09.14 AP.12

Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

_____

School Year

Dear Parent/Eligible Student,
This letter informs you of your right to direct the District to withhold release of student directory information for _____.
Student's Name

Following is a list of items that the District considers student directory information. 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 District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.
If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

Student Directory Information Listing		
Section I **Release to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education** (Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)		**Section II** **Armed Forces Recruiters & Institutions of Higher Education** (Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)
CHOOSE ONE OF THE OPTIONS BELOW: ☐ **Option 1:** The District **MAY NOT RELEASE ANY** information listed below. ☐ **Option 2:** The District **MAY RELEASE ONLY** the information checked below.		**Choose one of the Options below:** ☐ **Option 1:** The District **MAY NOT RELEASE ANY** information listed below. ☐ **Option 2:** The District **MAY RELEASE ONLY** the information below.
If you choose Option 2, check the item(s) of information listed below that the District may release.		
☐ Student's name ☐ Student's address ☐ Student's school email address ☐ Student's telephone number ☐ Student's date and place of birth ☐ Student's major field of study ☐ Information about the student's participation in officially recognized activities and sports	☐ Student's weight and height (if a member of an athletic team) ☐ Student's dates of attendance ☐ Degrees, honors and awards the student has received ☐ Student's photograph/picture ☐ Most recent educational institution attended by the student ☐ Grade level	• Student's name • Student's address • Student's telephone number (if listed)

NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.

_____ _____

Parent/Student Signature ***Date***

RETURN TO SCHOOL

Bell County School District Receipt and Agreement Form

Name of Student_____ Grade_____

Please check "yes" or "no" to indicate that you have received, read and understand each remaining procedure/form and give or deny permission where necessary.

	Yes	No
I have received a copy of the Code of Conduct and Parent Handbook and have communicated with my child to help him/her understand the rights and responsibilities he/she has as a student.	____	____
I grant permission for school officials to administer corporal punishment to my child.	____	____
I grant permission for the Bell County School District to release my child's name, photograph, and/or audio/video reproduction for publication concerning school functions and activities, including academic and athletic activities.	____	____
I grant permission for my child to participate in all school related student trip(s) during the current school year.	____	____
I wish to receive electronic message or telephone call prior to the application of pesticides in the school while my child is present.	____	____
I grant permission to the District to enable a feature of web based Individual Learning Plan software, which will permit my student to invite third parties to have access to his/her ILP information.	____	____
I have received notification of my rights to request information addressing any State or District policy regarding my child's participation in any assessments mandated by the Every Student Succeeds Act of 2015 (Procedure 08.22 AP.21).	____	____
My child and I read the Telecommunications Device policy in the Handbook and are aware of disciplinary actions upon abuse of privileges.	____	____
My child and I have read and understand policy 09.423 and procedures 09.423 AP.1, AP.2, AP.21. This policy and procedures explain the student drug testing policy.	____	____

_____ _____ _____

Printed Name of Parent ***Parent Signature*** ***Date***

_____ _____ _____

Printed Name of Student ***Student Signature (if age appropriate)*** ***Date***

SCHOOL PERSONNEL-DATE RECEIVED _____

The Bell County School District Code of Conduct and Parent and Student Handbook

CERTIFICATION OF RECEIPT

My signature(s) noted on the previous page of the ***Bell County Receipt of Agreement Form*** indicates that I as a parent/guardian of a student enrolled in a Bell County District School have received a copy of the Bell County School District Code of Conduct and Parent and Student Handbook and have communicated with my child, in an age appropriate manner, to help him/her understand the rights and responsibilities he/she has as a student.

CORPORAL PUNISHMENT

Dear Parents,

You must realize that if you deny the school the use of corporal punishment, that school district staff may substitute other appropriate punishment in lieu of corporal punishment. Any denial granted by the parent will remain in effect unless the parent notifies school officials in writing otherwise. Refer to the district handbook section on "Corporal Punishment" for detailed information.

Corporal punishment is never to be used with Bell County School District preschool age children.

Publication Consent Form

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during the school day for or public awareness or fund-raising purposes.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's web site and in school yearbooks.

Please review this form carefully, sign and date the form, and submit the form to the school. Once signed and dated, this form shall remain in effect for your child's enrollment in the District schools. However, at any time during the school year, you may amend this form only for future uses/preference by notifying the Principal in writing of your request.

Revised 6-18/2013

School-Related Student Trip Permission Slip and Medical Release Form

This permission form grants participation in all school-related student trip(s) during the current school year. If you wish to only grant permission selectively for specific trips, do not check "Yes" on the Receipt and Agreement Forms checklist. You will be given the opportunity to grant selective permission as each school-related trip is scheduled.

In the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician (s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency, for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of said child.

Integrated Pest Management Notification

Written notice in the following form shall be sent or given at the beginning of the school year. A copy of the notification shall be maintained by the school authority for twenty four (24) months after the notice is issued and shall be subject to inspection upon request by Kentucky Department of Agriculture personnel.

_____
Date

Dear Parent or Guardian:

Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.

Name: _____ School: _____

Phone Number: _____ Email Address: _____

For more information, please contact: Tom Gambrel at the Bell County School System District Office. Phone: (606) 337-7051.

Individual Learning Plan Web Release

I am the parent or guardian of _____, a student under the age of eighteen (18) who is enrolled in grades six through twelve (6-12) in the _____ school district. I hereby authorize the District to enable a feature of web based Individual Learning Plan ("ILP") software, which will permit my student to invite third parties to have access to his/her ILP information or portions of such information via the web (internet). The purpose of this feature is to help my student with career and college plans by permitting him/her to share ILP information with persons or organizations such as college admissions officers, organizations offering scholarships, and potential employers. However, I understand this feature could permit my student to release ILP information to other third parties. I agree that the District, its employees, and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software feature. The Family Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties.

I understand that the above software feature is not itself a disclosure of education records, but it will enable my student to disclose confidential educational records information. I specifically authorize and give my consent to the disclosure of ILP educational records information to third parties by my student through the use of the software feature as described above.

I understand that once this signed form is returned to the school, it will stay in effect as long as my child is enrolled in the District (unless I or my child on turning 18 requests a change).

I also understand that the sharing feature will not be enabled for my child unless this completed form is returned to the school.

Review/Revised: 6/22/11

Telecommunication Devices

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices as defined by law*, and other related electronic devices, provide they observe the following conditions:

A. All such devices shall not be used for any reason during the school day or while attending any school-sponsored field trips or on school buses. They should be turned off before entering the building and may only be used when the regular school day has ended. Any exceptions during the regular school day and field trip must be approved by an administrator or faculty sponsor on the field trip and the telecommunication device may only be used in the presence of the administrator or a faculty sponsor of the field trip.

B. Students are responsible for keeping up with devices if they choose to bring them to school or on the bus. The district and the schools shall not be responsible for loss, theft, or destruction of devices brought onto school property-including district school buses.

C. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

- Telecommunication Use
- 1st Offense: Warning; confiscated and returned to student at the end of the school day
- 2nd Offense: Level 1 Misconduct; confiscated and returned to parent/guardian after 3 school days
- 3rd Offense: Level II Misconduct; In school suspension, confiscated and returned to parent/guardian after 10 school days
- 4th +Offense: Confiscated for the remainder of the school year

**KRS 158.165 "Personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.*

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams/extracurricular activity and/or other school sponsored activities.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

DRUG-TESTING PROGRAM PURPOSE

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. School settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for grades 7-12.

The program consists of two components:

1. Education and Prevention Plan
2. Drug-Testing Policy

EDUCATION AND PREVENTION PLAN

Educational Seminars. Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all students in grades seven through twelve (7-12) but shall be required for all athletic and extracurricular team members and for students who will be driving or parking on school property. Each seminar participant shall be administered an assessment over the content of the seminar upon completion.

Training in Drug Awareness. Teachers of grades seven through twelve (7-12) will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

Seminars for Parents/Guardians. Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to parent toward drug prevention.

ALCOHOL AND DRUG SAFETY POLICY

All student athletes/extracurricular participant/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

Statement of Need. All athletic and extracurricular team coaches/sponsors and the administration of grades seven through twelve (7-12) recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of students in grades seven through twelve (7-12) engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for seventh through twelfth (7-12) grade students.

Athletic teams and extracurricular activities covered by this policy shall apply to all seventh through twelfth (7-12) grade students participating in varsity and sub varsity athletic and extracurricular activities. The subsequent addition of any extracurricular activity or varsity or sub varsity sport shall immediately be subject to this policy.

Statement of Purpose. This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to seventh through twelfth (7-12) grade students who voluntarily choose to participate on athletic teams, in extracurricular activities, and/or to drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering this policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs; and
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student participants are the primary concerns of the District.

Implementation, Review, and Evaluation. All student participants and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for any athletic team, become a member of an extracurricular activity at the seventh through twelfth (7-12) grade level, or be authorized to drive or park on school property. A Substance Abuse Prevention Committee (Committee) shall be established and shall establish procedures as needed to implement the policy fairly and efficiently. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Board Members.

In addition, the Committee shall review and evaluate the effectiveness of the drug-testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee's purpose is limited to procedures and evaluation of this policy.

Applicability. This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub varsity levels and to students who drive or park on school property.

Education. At least once each semester, all coaches/sponsors and appropriate certified staff shall require attendance at educational seminars on drug abuse for all student participants (as outlined in the Education and Prevention Plan section of this policy). These seminars shall be open to attendance by student participants and their parents/guardians and shall be presented by qualified substance abuse educators. Those participating will be asked to demonstrate an understanding of the main components of the drug education seminar.

Testing Program. Testing shall be accomplished by the analysis of urine specimen obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

The specific testing process shall be on file at the testing laboratory approved by the Board.

Substances Tested. Student participants' urine specimen shall be tested for the following, which include, but may not be limited to:

1. Amphetamines;
2. Marijuana (THC);
3. Cocaine and its derivatives;
4. Opiates;
5. Phencyclidine (PCP);
6. Benzodiazepine;
7. Propoxyphene; and
8. Other abused, illegal, or controlled substances as determined by the Committee.

CONFIDENTIALITY

The Superintendent shall develop a process to reasonably ensure privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable. Appropriate measures shall be taken to protect confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

CONSEQUENCES

Students who sign and return the "Consent to Test" form and then refuse to be tested shall be consider a violation and sanctions of the first offense administered.

Sanctions.

First Offense

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per administrative procedure 09.431 AP.1.
3. Student shall be given the option of:
   a. Participate in assistance programs and take a weekly drug test for six (6) weeks. Parent/guardian shall be responsible for cost of six (6) drug tests.; or,
   b. Be suspended from participating in extracurricular activities or driving for eighteen (18) weeks.

Second Offense

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per administrative procedure 09.431 AP.1.
3. Student shall be given the option of:

   Participate in assistance programs and suspended from participation for eighteen (18) weeks with frequent drug testing during that time. Parent/guardian shall be responsible of cost of the drug tests.; or,

   Be suspended from participation for thirty-six (36) weeks.

Third Offense

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per administrative procedure 09.431 AP.1.
3. Student is suspended from participation for two (2) years.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug free/alcohol free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

REFERENCES:

OAG 82-633; OAG 93-32
KRS 158.150; KRS 158.154; KRS 158.155
KRS 160.290; KRS 161.180; KRS 217.900; KRS 218A.020
Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).
Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie City. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).
Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug Free Schools and Communities

RELATED POLICY:

09.2241

Adopted/Amended: 07/16/2007
Order #: 7B

Student Drug-Testing Procedures

These procedures apply to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub varsity levels, and to students who drive or park on school property.

DRUG TESTING PROCEDURES

1. Prior to trying out for or joining an extracurricular team or activity, including athletics, or prior to being authorized to drive or park on school property, the student participant or driver and his/her parent/guardian must read Policy 09.423 and must **ACKNOWLEDGE, IN WRITING, THAT THEY HAVE READ THE POLICY AND PROCEDURES, UNDERSTAND THE POLICY AND PROCEDURES, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THE POLICY AND PROCEDURES.** The student participant or driver and his/her parent/guardian must also sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student will be permitted to try out for any athletic team, join an extracurricular activity at the middle- or high-school levels, or be authorized to drive or park on school property.
2. Prior to giving a urine specimen, each student participant or driver shall complete both a "Medical History Form" (which shall include disclosure of all prescription drugs currently taken) and a "Consent to Test and Chain of Custody Form." The forms shall identify the student participant or driver only by a confidential number and shall be placed in a sealed package, which shall be forwarded to the testing laboratory with the urine specimen.
3. Testing shall be done at the following times: All student participants shall be subject to random testing at any time between the student's selection to or membership in the extracurricular team or activity and the date of the last game of the season for the athletic team or the date of the last extracurricular meeting or activity of the school year. Student drivers shall be subject to random testing at any time of the school year or for however long they choose to drive and park on school property.
4. The collection of urine specimen for the random testing shall be conducted on the school campus.
5. The testing laboratory approved by the Board shall determine which student participants or drivers are to be tested by the random drawing of names from all student participants and drivers.
6. Collection procedures for urine specimen shall be developed, maintained, and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, to ensure the proper identification of students and the student's specimen, to minimize the likelihood of the adulteration of a urine specimen, and to maintain complete confidentiality of test results. To that end, the procedure will require:
   a. The presence of a sponsor (coach or staff member) or the Principal/Assistant Principal immediately prior to the collection process to ensure proper student identification.
   b. The presence of one (1) or more representatives of the testing laboratory when the specimen is taken.
   c. The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be permitted absolute privacy during the collection process.
   d. Immediately prior to entering the private bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representatives present for student identification.
   e. Prior to entering the private bathroom facility utilized for the collection process, the testing laboratory shall treat water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as "bluing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.
7. All scientific analyses of the collected specimen shall be conducted by the professional testing laboratory. Each specimen shall initially be tested by using a highly accurate immunoassay technique (EMIT). Initial positive results must be confirmed by gas chromatography/mass spectrometry (GC/MS). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
8. A portion of each urine specimen given by each student participant or driver shall be preserved by the testing laboratory for at least six (6) months.
9. Written confirmation of all test results shall be forwarded by the testing laboratory to the Drug Coordinator(DC)/Principal/Designee who shall provide the results (negative and positive) to the sponsor (coach, staff member, etc.), the student, and the parent/guardian of the student tested, if the student is under the age of 18. The testing laboratory shall not provide the test results verbally. All test results are confidential and shall be maintained in the Principal's office under the strictest security. The laboratory shall re-test if there is a positive first test as described in Number 7 of this section. If these two (2) tests are in conflict, the results shall be deemed negative.
10. In the event that a student participant's or driver's urine specimen produces a positive result, the Principal and sponsor shall meet with the student participant or driver and the student's parent/guardian, if the student is under the age of 18, to disclose and

discuss the test results. At this meeting the student shall be advised of his/her procedural rights. If a student has given consent and refuses to participate in drug screening, the refusal shall be treated as a violation and a first offense.

11. Any student participant or driver who has tested positive or the student's parents/guardians, if the student is under the age of 18, may contest the test result by informing the Principal of their wish to have a hearing with the Principal within seventy-two (72) hours of receipt of notice of the positive test result. The student and parent/guardian shall be given the opportunity to present relevant evidence to defend the charge of violation of this policy prior to implementation of sanctions. The Principal may require written documentation (such as a doctor's statement) of information that the student feels may have affected the test results.
    Failure to present written documentation to support the student's defense of the case may result in the student being subject to the sanctions provided in this policy for a positive test result. Any further laboratory analysis shall be conducted with the student participant's or driver's remaining urine specimen preserved by the testing laboratory. Student's parents/guardians, if the student is under the age of 18, may request another drug-test, at their own expense. A final decision of the Principal shall come within five (5) days of receiving notice to contest the test results.
12. The final determination of the student participant's or driver's eligibility shall be made at the school level by the Principal.
13. One (1) year after the student turns 18 years or older or one (1) year after the student's graduation, whichever is later, all records in regard to this policy concerning each student participant or driver shall be destroyed, and at no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law-enforcement agency, or used for any purpose other than those stated herein.

****

I hereby acknowledge that I ***have read Policy 09.423 (Use of Alcohol, Drugs, and Other Controlled Substances) and Procedure 09.423 AP.1 (Student Drug Testing Procedures),*** *that I understand the policy and procedures, and that I agree to be bound by the terms and conditions contained in the policy and procedures.*

_____
School (Please Print)

_____
Parent/Guardian's Name (Please Print)

_____ _____
Parent/Guardian's Signature ***Date***

_____
Student's Name (Please Print)

_____ _____
Student's Signature ***Date***

Review/Revised: 6/20/06

Controlled Substances - Violation Referral Form

Student's Name _____ _____ _____
Last Name *First Name* *Middle Initial*

Student's Address _____ _____ _____
City *State* *ZIP Code*

Student's Age ____ **Date of Birth** _____ **Sex** ____ **Student's Phone Number** _____

School _____ **Grade** _____ **Homeroom/Classroom** _____

Name of Parent/Legal Guardian _____

VIOLATION(S) (i.e., offense, date, and time)

_____

_____

☐ Chemical evaluated ☐ Chemical not evaluated

ACTION TAKEN

☐ Family contacted Date _____

☐ Student Assistance Counselor contacted Date _____

☐ Law enforcement contacted Date _____

☐ Detention (days) _____ ☐ before school ☐ after school ☐ Saturdays

☐ Suspension (days): _____ ☐ in school ☐ out of school ☐ student activities

☐ Expulsion Term of expulsion _____

☐ Placement in alternate setting Date _____

☐ Parent Conference Date: _____ Outcome _____

☐ Other, specify _____

RECOMMENDATIONS

☐ Counseling ☐ in school ☐ out-of-school

☐ Referral of student/family to Family Resource/Youth Service Center

☐ Referral to outside agency Name of Agency _____

☐ Other, explain _____

Student's Signature _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of Superintendent/designee _____ Date _____

☐ Violation/Referral Form Mailed Return Receipt Requested Date _____

Review/Revised: 7/27/1999

Drug Testing Consent Forms

STUDENT AND PARENT/GUARDIAN CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING

DRIVER

School (Please Print) _____

Student Driver Name (Please Print)_____

Parent/Guardian Name (Please Print)_____

We have read and understand the Bell County School Board Policy 09.423 dealing with *Use of Alcohol, Drugs and Other Controlled Substances for athletes/drivers.* I desire that _____should be permitted to drive to school and use school parking facilities and I hereby voluntarily agree, individually and on behalf of _____, that my student is subject to the terms of Board policy 09.423 for as long as s/he exercises driving privileges. On behalf of _____ and as a parent, I consent to the means and methods used to test under the policy and I waive any rights to nondisclosure of test records/information to the extent of disclosure is required under the program and policy. I understand by signing this consent form I agree to be bound by the terms and conditions contained in Bell County Board Policy 09.423.

Student Driver Name_____ Date_____

Parent/Guardian_____Date_____

Drug Testing Consent Forms

STUDENT AND PARENT/GUARDIAN CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING

ATHLETE/EXTRA CURRICULAR ACTIVITY PARTICIPANT

School (Please Print) _____

Student Athlete Name (Please Print)_____

Parent/Guardian Name (Please Print)_____

We have read and understand the Bell County School Board Policy 09.423 dealing with *Use of Alcohol, Drug and other Controlled Substances for athletes/drivers.* I desire that _____should be designated as a participant in the following athletic/extracurricular activity or activities: _____, or

☐ Any and all extracurricular activities for the _____ school year

and I hereby voluntarily agree, individually and on behalf of _____, that my student is subject to the terms of Board policy 09.423 for as long as s/he participates in a covered activity. On behalf of _____ and as a parent, I consent to the means and methods used to test under the policy and I waive any rights to nondisclosure of test records/information to the extent of disclosure is required under the program and policy. I understand by signing this consent form I agree to be bound by the terms and conditions contained in Bell County Board Policy 09.423.

Student Athlete Name_____ Date_____

Parent/Guardian_____Date_____

Review/Revised: 6/22/09

ESSA Assessment Notification

ANNUAL NOTIFICATION - OPTION TO REQUEST ASSESSMENT INFORMATION

TO: _____
Parent's Name

FROM:_____
School Name

REGARDING: _____
Student's Name

DATE:_____ **GRADE**:_____

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State or District. If you would like to request this information, please contact the District Title I Coordinator by phone at (606) 337-7051 or by completing this form and returning it back to your child's school.