

# 2024 - 2025 Boone County Schools Code of Acceptable Behavior and Discipline



## District Mission

Representing and in partnership with our stakeholders, the Boone County School District recognizes that all children can learn and dedicates itself to providing a challenging educational environment that allows each student to achieve to their potential as a learner and citizen.

## District Vision

Every graduate ready for college, career, and life.

## District Core Values

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

## WE BELIEVE

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



The Boone County School District does not discriminate on the basis of race, color, sexual orientation, employment programs, vocational programs, or activities and provides equal access to the Boy Scouts and other designated youth groups, set forth in compliance with federal and state statutes and regulations.

# PORTRAIT OF A GRADUATE

## COMMUNICATION

An Effective Communicator Can...

- Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.
- Listen effectively to interpret meaning, including knowledge, values, attitudes, and intentions.
- Use communication for a range of purposes and audiences (e.g. to inform, explain, motivate, and persuade).
- Engage in appropriate communication to resolve disagreements peacefully and productively.
- Understand, negotiate, and balance diverse views and beliefs to reach workable solutions.
- Demonstrate awareness, sensitivity, concern, and respect to connect with others' feelings, opinions, experiences, and culture.
- Leverage appropriate technology tools to consume, create, communicate, and connect for authentic purposes.

## COLLABORATION

A Strong Collaborator Can...

- Honor and leverage strengths to build collective commitment and action.
- Enrich the learning of both self and others.
- Seek, contribute, and respond to feedback to achieve collective outcomes.
- Explore diverse perspectives and contributions.

## LEARNER'S MINDSET

A Life-Long Learner Can...

- Embrace curiosity to experience new ideas.
- Possess a lifelong desire to learn, unlearn, and relearn.
- Find and maximize opportunities to actively listen and obtain diverse perspectives from others.
- Develop positive attitudes and beliefs about learning.
- Apply critical thinking that is clear, rational, open-minded, and informed by evidence.
- Eagerly explore the world, and inquisitively seek answers and understanding.
- Demonstrate persistence and resiliency in overcoming challenges.
- Demonstrate flexibility when adapting to various roles and situations.
- Identify, evaluate, and prioritize solutions to difficult or complex situations.

## GLOBAL CITIZENSHIP

A Global Citizen Can...

- Value and embrace diverse cultures and unique perspectives through mutual respect and open dialogue.
- Demonstrate empathetic and ethical responsibility in personal, civic, social, local, and global issues.
- Contribute productively in civic and social participation and in the global economy.
- Demonstrate a commitment to equitable practices.
- Contribute to local, regional, national, and global communities.
- Participate in individual and collective responsibilities that benefit the environment.
- Exercise the civic rights and responsibilities of citizenship at local, state, national, and global levels.
- Recognize perceptions, biases, and assumptions about local and global issues in all forms of media.

## INTEGRITY

An Ethical Individual Can...

- Adhere consistently to a set of core values that are evident in choices and behaviors.
- Earn others' trust and respect through honest, principled behaviors.
- Act honestly and demonstrate care for the interests of the common good.
- Honor commitments and own the outcomes, whether positive or negative.
- Embrace inclusive practices that honor diverse perspectives.
- Demonstrates integrity in both social and academic situations or settings.



**Boone County  
Schools**  
*Achieving Excellence Together*



## Important Phone Numbers

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

District Office -- 859-283-1003  
Learning Support Services -- 859-283-3227  
Special Education -- 859-282-2558  
Student/Community Services -- 859-334-4466  
Food Service -- 859-282-2367  
Health Services -- 859-334-4478  
Psychological Services -- 859-334-4455  
Attendance/Discipline/Enrollment -- 859-282-2379  
Human Resources -- 859-282-2374  
School Safety -- 859-282-2369  
Transportation Department -- 859-384-5340  
District 1-Florence Area -- 859-334-4497  
District 2-Hebron Area -- 859-586-0878  
District 3-Union Area -- 859-384-8384  
District 4-Special Needs/Preschool Routes -- 859-586-0653

## FOR EMERGENCIES, ALWAYS CALL 911!

If you are having thoughts of suicide, feel depressed, if you or someone else is having a personal crisis, or if you just feel the need to talk anonymously to a counselor:

National Suicide Prevention Lifeline: 1-800-273-8255 (All Calls are Anonymous and Confidential)  
Hotlines are available 24 hours a day, 7 days a week  
Crisis Text Line: Text 'HOME' to 741741 (24/7)

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

National Human Trafficking Hotline: 1-888-373-7888 (All Calls are Anonymous and Confidential) Hotlines are available 24 hours a day, 7 days a week Live Chat-> [www.humantraffickinghotline.org](http://www.humantraffickinghotline.org)

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

<https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx>



## BOONE COUNTY SCHOOL DISTRICT SCHOOL CONTACT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A.M. Yealey Elementary School  
10 Yealey Drive  
Florence, KY 41042  
859-282-3333  
Principal Renee Turner  
<https://yealey.boone.kyschools.us>  
Collins Elementary School  
9000 Spruce Drive  
Florence, KY 41042  
859-282-2350  
Principal Deshae Barnhorst  
<https://collins.boone.kyschools.us>

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

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

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

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

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

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

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

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Please follow all health and safety protocols.  
For more information, visit us online at [www.boone.kyschools.us](http://www.boone.kyschools.us).

## A Message from Dr. Jeff Hauswald, Superintendent of Schools

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

As the new Superintendent for Boone County Schools beginning July 1, 2024, I look forward to collaborating with the amazing teachers, administrators, and our entire staff to continue the excellent public education offered in our community. Without a doubt, Boone County Schools' success hinges on the collective efforts and support of our entire community. Regardless of the unique role you play – Thank you!

The new school year also brings about a continued focus on the BCS 2023-2028 Strategic Plan. The strategic plan highlights our commitments to a 1) World Class Education, 2) Empowered Workforce, 3) Stakeholder Engagement, and 4) Operations and Resource Optimization. The Portrait of a Graduate instills effective communication, strong collaboration, a lifelong learner mindset, global citizenship, and integrity. Boone County Schools' strategic plan serves as a blueprint and vision towards meeting our shared goals.

The Boone County Schools are the third largest public school district in the Commonwealth of Kentucky with nearly twenty thousand students. We are a district of diverse learners with over 2,070 of our students being English Language Learners, who speak 81 home languages from 95 countries. The Commonwealth of Kentucky has also recognized the Boone County Schools as a Distinguished School District and a District of Innovation.

Public Education is working in Boone County, and we celebrate our countless successes every day!

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

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

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

Sincerely,



Dr. Jeff Hauswald,  
Superintendent of Schools

# Introduction

## Purpose of the Code of Conduct

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

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

## Philosophy

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

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

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

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

## About the Code of Conduct

Each year Boone County Schools reviews the Code of Conduct. A committee of guardians, teachers, administrators, and advocates meet to consider recommendations and to make needed revisions to the Code. Following the committee's revision, school district legal counsel reviews the Code for compliance to state statute/regulations, and then forwards to the Superintendent and School Board for approval. Questions concerning the Code of Conduct should be directed to:

Christopher Brauch  
Director of Pupil Personnel (DPP)  
Boone County Schools  
8330 U.S. 42  
Florence, KY 41042  
859-282-3323  
[christopher.brauch@boone.kyschools.us](mailto:christopher.brauch@boone.kyschools.us)

Kathy Reutman  
Executive Director, Student/Community Services  
Title IX Coordinator  
Boone County Schools  
8330 U.S. 42  
Florence, KY 41042  
859-334-3790  
[Kathy.reutman@boone.kyschools.us](mailto:Kathy.reutman@boone.kyschools.us)



**Boone County Schools**

*A Distinguished District!*

# **The Code of Conduct**

**Multitiered System of Supports (MTSS)**

**Mental Health Supports and Services**

**Behavior and Discipline**

**Preventing Bullying Behaviors**

**Student Attendance**

**Safety**

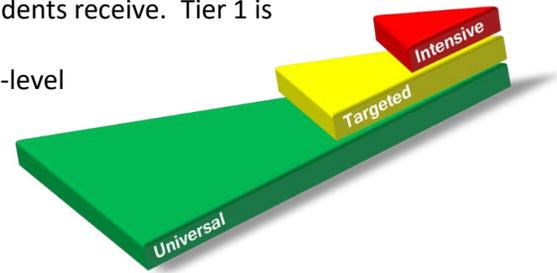
# Multi-Tiered System of Supports for Social-Emotional/Behavior

## What is MTSS for SEB?

- A multi-level prevention system to support student achievement and social-emotional/behavioral competencies through an integration of differentiated core instruction, assessment and intervention.
- Integrated Positive Behavior Interventions and Supports (PBIS), school-based mental health, social-emotional learning, trauma-informed schools, attendance initiatives, resiliency practices and bully-free schools are examples of initiatives that are integrated under the overarching framework of MTSS.
- An organized system of support ensures that all students receive high-quality instruction and interventions that are delivered based on need, monitored for progress, and adjustments made based on the effectiveness through data-analysis.

There are three “tiers” of instruction offered in an MTSS system:

- Tier 1 instruction refers to preventative, universal instruction that all students receive. Tier 1 is differentiated core instruction.
- Tier 2 instruction refers to targeted instruction that reinforces the grade-level standard taught in Tier 1. When we think of tier 2, we think “more time” on tier 1 instruction.
- Tier 3 instruction refers to intensive, individualized instruction aimed at remediating skills one or more grade levels below grade level or accelerating for students performing above grade level.



When a tier of instruction is added, it is layered onto Tier 1 instruction. Students receiving Tier 2 instruction receive both Tier 1 and Tier 2. Students receiving Tier 3 instruction receive Tiers 1, 2, and 3.

## Successful MTSS SEB Implementation will help us:

- Identify students who are at-risk for social-emotional/behaviors
- Address specific needs for all identified students and implement interventions and supports to proactively promote student success
- Evaluate how well interventions are working and adjust the plan for intervention accordingly
- Have all students positively respond to implemented interventions so that they can perform at age and grade-appropriate levels without the need for further interventions
- Engage families to ensure two-way communication is implemented to promote student success

## How does BCS Implement MTSS SEB?

- Positive Behavior Interventions and Supports (PBIS) creates safe, positive, equitable schools where every student can feel valued, connected to the school community and supported by caring adults. These evidence-based practices and procedures ensure schools support their students’ academic, social-emotional, and behavioral success, engage with families to create locally-meaningful and culturally-relevant outcomes, and use data to make informed decisions that improve the way things work for everyone ensuring students feel safe and families see the value of safety from BCS. (<https://www.pbis.org/pbis/why-implement-pbis>)
- Comprehensive non-cognitive skills and competencies for all students are implemented schoolwide from preschool through 12th grade to ensure students progress towards the Portrait of a Graduate defenses of learning, mastering Kentucky Essential Skills contained within Kentucky Academic Standards, and PBIS implementation.
- Attendance initiatives are vital components of MTSS to reduce student behavioral problems and help them flourish academically by promoting positive conditions for learning at each tiered level.
- Integrated mental health services are provided by school counselors, family resource coordinators, school psychologists, and/or community-based agencies that consistently collaborate and consult with many stakeholders ensuring student needs are met.

# Mental Health Supports and Services

## **Mental Health Services and Supports**

Students in the Boone County Schools are provided with a comprehensive Mental Health program that meets their academic, career, and personal/social needs. School counselors and school psychologists are assigned to each school within the Boone County School District and are available to meet with students on an as needed basis.

**School counselors** can be of assistance and support for these areas and more:

- Personal Concerns
  - Early discussion of potential crisis
  - Individual student concerns
  - Mental Health issues
- Academic Concerns
- Informational services for parents and teachers
- Discussing special needs of a student
- Post-Secondary planning
- Promotion of an educational climate in which students can grow intellectually and emotionally
- Collaboration with and serving as a resource person to faculty, staff, and administration

School psychologists are uniquely qualified members of school teams that support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists partner with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

Parents and/or Students can request a meeting with their student's school counselor or school psychologist by calling their student's school and asking for the Counseling Office.

## **Access to School Based Therapy from a Community Provider**

The Boone County School District understands the role effective mental health plays in a safe and healthy school community. This commitment is illustrated by school counselors, and school psychologists at each school partnering with parents and community agencies to provide school-based therapy during the school day billed through Medicaid or private insurance. School-based therapy allows our students to access the mental health support they need, increase collaboration between the school and the therapists and reduce the amount of time a student is out of class. Each school has access to a school-based therapist who sees students during the school day. If this is a service you are interested in learning more about, please contact your school. You will be asked to complete a Consent to Share Form which gives the school permission to release your information to the school-based therapist and collaborate with the provider to support the student. The school-based therapist will contact you for more information.

Click the link below to access additional information: <https://bit.ly/consent to share>

# Behavior and Discipline

## Expected Behaviors

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

### **I will show respect for MYSELF:**

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

### **I will show respect for OTHERS:**

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

### **I will show respect for LEARNING:**

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

### **I will show respect for PROPERTY:**

- Take care of things in my school and on school grounds.
- Not bring dangerous or distracting things such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/vaping other drugs, medicine not prescribed for me, etc. to school.
- Use materials or a classmate's materials only for their intended purpose.
- Use technology as directed only by adults.
- Follow expectations and rules about safety.
- Refrain from touching a fire alarm unless there is an emergency.
- Use playground equipment in a safe manner.
- Keep personal technology devices off and out of sight during school hours.

***When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.***

# Bus Behavior Expectations

The privilege of riding a school bus will depend upon students following expectations, rules, and procedures in accordance with Boone County Schools Board Policy 09.226. We believe every student deserves a safe, supportive, and orderly bus ride. We create opportunities for students to practice and succeed in making responsible and effective choices in order to have a safe bus ride experience. If you have questions or need clarification of the bus behavior expectations, please contact the Transportation Department at 859-384-5340.

## **AT THE BUS STOP I WILL:**

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

## **WHEN THE BUS ARRIVES I WILL:**

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

## **ON THE BUS I WILL:**

- Respect all people.
- Keep the bus neat and clean.
- Not eat or drink on the bus.
- Talk quietly and politely.
- Sit in my seat, keep aisle, and exit clear, and not interfere with the vision of the driver.
- Limit carry-ons to those that can be held in my lap (including musical instruments).
- Not bring hazardous materials or animals, except for approved personal service animals.
- Not extend my head, arms, or objects out of bus windows.
- Remember that school rules and expectations apply on the school bus.
- Avoid unnecessary conversations with the bus driver.
- Not damage the bus and report any damage I see to the bus driver.
- Use technology as outlined in the district's Acceptable Use Policy.
  - Examples of unacceptable use of technology include, but are not limited to:
    1. Playing devices at a loud volume.
    2. Leaving my seat to view technology with other passengers.
    3. Accessing unacceptable sites or postings.
    4. Using a flashlight on a cell phone.
    5. Recording or photographing other students.

## **WHEN EXITING THE BUS BY I WILL:**

- Remain seated until the bus comes to a complete stop.
- Exit the bus at the bus stop area in an orderly manner and only at my assigned stop.
- Make certain that all traffic, in all directions, has stopped before exiting the bus.
- Cross the street promptly after checking that all traffic, in all directions, has stopped.
- Cross in front of the bus only after the driver signals it is safe.

# Expectations Related to Medication, Drugs, Alcohol, Tobacco and Vaping Products

We believe every student deserves a safe, supportive, and orderly environment.

## Alcohol, Drugs, and other Prohibited Substances

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

- Alcoholic beverages, controlled substances, prohibited drugs, substances, drug paraphernalia, vaping products, and all products that are THC derivatives.
- Substances that are purported to be a controlled substance “look-alike.” In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.

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

*(See Board Policy 09.423)*

## Tobacco

In accordance with Kentucky Statute, all school properties are 100% tobacco free. No one shall be permitted to use or possess any tobacco/nicotine product on school property, inside Board owned or leased vehicles, on the way to and from school, or during school-sponsored trips and activities. This includes alternative nicotine products and/or vapor products. Evidence based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

## PENALTIES

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health service provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not limited to materials, programs, and referrals for treatment:
2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and
3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

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

## **Use of Medication at School**

The use of medication at school by students must conform to all state and federal laws as well as local school board policies and procedures, per Board Policy 09.2241. Students who violate these policies are subject to disciplinary action per the Code of Conduct.

No more than one (1) week's supply of prescription medication shall be brought to school in its original container with the label intact and given to school personnel. Only prescription medication and dietary supplements authorized by a physician and parent/guardian will be dispensed. Over-the-counter medication will be accepted when sent to school in the original container and a Medication Administration Consent form has to be signed by the parent/guardian and kept on file at school.

NOTE THAT NO MEDICATIONS WILL BE RETURNED TO STUDENTS TO TAKE HOME. PARENTS/GUARDIANS WILL BE NOTIFIED BY THE SCHOOL NURSE WHEN MEDICATIONS NEED TO BE PICKED UP IN THE OFFICE.

Students may be permitted to carry medications for certain conditions (such as an inhaler for asthma or an Epi-pen for allergic reaction) provided there is a prior physician/parent or guardian authorization, and school personnel are aware the student is carrying it.

*(See Board Policy 09.2241) <http://policy.ksba.org/Chapter.aspx?distid=161>*

# Levels of Behavior

## Middle and High Schools

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

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

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

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

1. Repeated Level I infractions
2. Chronic disruptions (behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities)
3. Threatening, coercing/menacing, extorting or blackmailing another student
4. Refusal to carry out a reasonable request from a staff member
5. Written, verbal, and visual threats (no premediated plan in place)
6. Bullying (unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated KRS 158.148)
7. Harassment (intent to intimidate, harass, annoy or alarm another person KRS.158.156)
8. Sexual misconduct, sexual harassment
9. Interrupting school bus operation, compromising safety of others
10. Skipping class or school
11. Assault by intentionally/recklessly striking, shoving, kicking or otherwise subjecting another person to offensive physical contact resulting in physical or emotional damage
12. Fighting, student-to-student
13. Abuse of staff (intentional verbal, mental, or physical abuse of teacher or administrator)
14. Vandalism, destruction of property, trespassing, unlawful entry, criminal mischief, burglary, or theft
15. Possession and/or using lighters, matches, or tobacco or vape products at school or on school-related property (i.e., bus stop)
16. Unapproved possession or use of prescribed or over-the-counter medications
17. Speeding, reckless driving, or improper use of motor vehicle on school property

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

1. Repeated Level II violations demonstrating a pattern of behavior and/or concern for behavior
2. Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities
3. Arson, the intentional setting of fire
4. Refusal to comply with a reasonable administrative search, creating a building-wide safety concern
5. Possession, use, or transfer of dangerous instruments/weapons: explosive, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, or martial arts weapons (including using or threatening to use any blunt or sharp pointed instrument which may be capable of inflicting bodily injury)
6. Assault by striking, shoving, kicking or otherwise subjecting another person to offensive physical contact resulting in significant physical injury or physical threat of life or violence to another person(s) in accordance with state statute KRS 158.150
7. Encouraging or inciting discord or civil disturbance including bomb threats or false fire alarm activation (Terroristic Threatening, 2<sup>nd</sup> degree)
8. Possession, exchanging, distribution, use, or under the influence of alcohol, drugs, or any substance purported to be an illegal drug, and/or possession of any related drug paraphernalia (this includes THC in any state as this chemical is illegal in Kentucky)
9. Behavior jeopardizing the safe operations of the school bus and/or its occupants

Administrative Hearing Process for Level III Violations.

These are serious violations which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school until an outcome has been determined. A request for a hearing with the superintendent or their designee is mandatory, unless the school administrator communicates an alternate plan that has been agreed upon by the superintendent or designee.

Restorative, reflective, and instructional practices will be implemented as part of plan.

Expulsion Board Policy 09.435

## **Boone County Schools ELEMENTARY Levels of Behavior**

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

### **Level 0: Classroom Level Management: Behaviors documented by teacher.**

- Minor disruptions of classroom (*shouting out, out of seat*)
- Defiance/Disrespect towards peers and/or adults
- Noncompliance (*refusal to follow directions/complete tasks*)
- Physical contact, touching, or horseplay without intent to hurt
- Off task use of technology
- Property misuse
- Lying; Cheating; Minor stealing
- Inappropriate language/gestures

### **Level I: Behaviors are of low-level intensity, passive, and non-threatening to the safety of the school setting that shall require administrative response.**

- Repeated Level 0 infractions.
- Defiance/Disrespectful behavior (*any behavior which interferes with the learning process or is otherwise inappropriate in a school setting*)
- Failure to carry out a reasonable request from teacher or other school official; repeatedly not following directions
- Biting/Spitting/Kicking/Hitting/Hair pulling towards peers and/or adults
- Repeated technology violations
- Disrupting and/or interfering with the daily operation and learning in a school setting
- Chronic cheating or plagiarism; forging signatures or documents
- Elopement from adult/classroom
- Any other violations which are listed in the written school rules and related procedures that fall within this category

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

- Repeated Level I infractions.
- Written, verbal, and visual threats (*no premeditated plan in place*)
- Assault by intentionally/recklessly striking, shoving, kicking, repeated biting, hitting, hair pulling, pushing, spitting or otherwise subjecting another person to offensive physical contact resulting in physical or emotional damage
- Vandalism, destruction of property, trespassing, unlawful entry, criminal mischief, burglary, or theft
- Chronic disruptions (*behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities*)
- Sexual misconduct, sexual harassment, verbalization, inappropriate touching
- Possession of a fake weapon including toy guns, toy knives, etc.
- Elopement from school building
- Harassment (*intent to intimidate, harass, annoy or alarm another person KRS 509.040*)
- Possession and/or using lighters, matches, tobacco or vape products, and unapproved possession
- Use of prescribed or over-the-counter medications at school or on school-related property
- Throwing objects **without** intent to harm others (*chairs, desks, tables, scissors, etc.*)
- Fighting, student-to-student
- Bullying (*unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated over time or has the potential to be repeated KRS 158.148*)

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

- Repeated Level II infractions.
- Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities
- Assault by striking, shoving, kicking or otherwise subjecting another person to offensive physical contact resulting in significant physical injury or physical threat of life or violence to another person(s) in accordance with state statute KRS 508.078
- Encouraging or inciting discord or civil disturbance including bomb threats or false fire alarm activation (*Terroristic Threatening, 2<sup>nd</sup> degree*)
- Inappropriate Sexual Behavior (*Participation in sexual behavior exceeding PDA*)
- Possession, use, or transfer of dangerous instruments/weapons: explosive, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, or martial arts weapons (*including using or threatening to use any blunt or sharp pointed instrument which may be capable of inflicting bodily injury*)
- Elopement from school grounds
- Possession, exchanging, distribution, use, or under the influence of alcohol, drugs, or any substance purported to be an illegal drug, and/or possession of any related drug paraphernalia (*this includes THC in any state as this chemical is illegal in Kentucky*)
- Throwing objects **with** intent to hurt others (*chairs, desks, tables, scissors, etc.*)
- Arson, the intentional setting of fire
- Abuse of staff (*intentional verbal, mental, o physical abuse*)

**Behavior Meeting for Level III Violations**

**Next Step:** These are serious violations which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school until an outcome has been determined. A request for a behavioral meeting with the Director of Pupil Personnel (DPP), or designee, is mandatory, unless the school administrator communicates an alternate plan that has been agreed upon by the Director of Pupil Personnel (DPP) or designee.

# Preventing Bullying Behaviors

According to KRS 158.14, 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. The behavior occurs on school premises, on school sponsored transportation, or at a school sponsored event or;
2. The behavior disrupts the educational process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate, or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. Examples include:

## Bullying

- Placing a person in reasonable fear of harm to his or her emotional or physical well-being or;
- Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power imbalance between the bully and the target or;
- Interfering with a student having a safe school environment that is necessary for successful educational performance, opportunities or benefits or;
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

## Cyber Bullying

The Kentucky Center for School Safety (<https://kycss.org/school-safety-issues/cyber-bullying/>) addresses Cyber Bullying: Cyber bullying involves the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal websites, and online personal polling websites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others. Online harassment or threatening is Cyber bullying.

## *What distinguishes bullying from other behaviors?*

- Intentional actions that harm intimidate or humiliate another person physically, emotionally and/or socially.
- Repeated behaviors over time, and/or;
- Actions which occur within the context of an imbalance of power between the bully and the victim.

## SEE SOMETHING, SAY SOMETHING



The safety of our students is our number one priority. If you are being bullied or know someone who is being bullied please report it. If you know of an unsafe situation for a student or a school, please report it. If you don't feel comfortable telling an adult, make an anonymous report using the [S.T.O.P. Tipline](#)

**Specific steps to reporting bullying behavior:**

If you or someone you know is being bullied or know of any unsafe conditions, please report to any Boone County employee (teacher, counselor, advisor, principal, secretary).

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.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. Bullying reports should be made in person, orally, over the phone, in writing, or by email to school administrators.

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. 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 may be made directly to the office of the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation. Without a report being made to the principal, superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the District's harassment/discrimination policies covering federally protected areas.

If your child is involved in an incident related to **KRS 158.156**, the principal shall notify parents/guardians in writing and create an incident report with police, if required.

# Student Attendance

Students are required to attend school regularly and punctually.

Any student who has attained the age of six (6) but has not reached their eighteenth (18) birthday, who has been absent from school without a valid excuse for three (3) events or more, or tardy without a valid excuse for three (3) events or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years but has not reached their twenty-first (21<sup>st</sup>) birthday, who has been absent from school without a valid excuse for three (3) or more events, or tardy without a valid excuse for three (3) or more events, is a truant.

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

Truants shall be reported to the principal and then to the Director of Pupil Personnel both of whom shall take appropriate action up to and including referral to the court in accordance with Boone County Schools Attendance Guidelines. KRS 159.150

KRS 159.010 for Compulsory Attendance KRS 159.150 Definition of Truancy KRS 159.150 Habitual Truancy.

Chronic absenteeism can negatively impact academic performance, personal, and social well-being. A student is considered chronically absent when the student misses 10% or more of the school year for any reason, excused or unexcused.

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

- Death or severe illness in the student's immediate family
- Illness of the student
- Religious holidays and practices
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
- One (1) day prior to departure of parent/guardian called to active military duty
- One (1) day upon the return of parent/guardian from active military duty
- Other valid reason as determined by the principal

The parent /guardian shall notify the school stating the reason for the student's absence. Without prior notification, an absence shall be designated unexcused. After a student has been declared truant, a doctor's statement may be required to excuse the absence in accordance with school guidelines and School Based Decision Making (SBDM) policy. In accordance with Boone County Schools Board Attendance Policy 09.123, make up work shall be permitted for excused absences only and must be completed within the time specified by the principal in accordance with school guidelines and SBDM Policy. It is the student's responsibility to contact the teacher for make-up work.

Days missed due to suspension shall be considered unexcused absences for which make-up of daily work may be allowed.

### **Attendance Letters**

All students are expected to attend school on a regular basis and to be on time for classes in order to benefit from the instructional program provided. We want our students to develop desirable traits of punctuality, self-discipline, and responsibility. Employers hire and keep people that have these traits and the right attitude towards work. Boone County Schools (BCS) follows the requirements of Kentucky law regarding compulsory attendance for all school-aged students. BCS is committed to monitoring student attendance data and communicating with families.

BCS communicates with families regarding attendance through daily attendance notifications for unexcused absences and letters that are generated based on student attendance records. Personal contact with a student's parents/guardians will be established by the Director of Pupil Personnel (DPP) or designee upon notification in writing that the student has three (3), four (4), and six (6) unexcused absences or tardies. At such time "FINAL NOTICE" as per KRS 159.180 will be issued personally or by certified mail notifying the parent/guardian of said student's habitual truancy.

The goals of attendance letters are to inform parents of student attendance concerns, inform them on the importance of attendance, help them understand truancy and BCS attendance policies, and encourage communication between families and the school. BCS has many resources available for students and families needing support with attendance-related matters or barriers that are preventing attendance.

Please contact your student's school if you have any additional questions about attendance letters or need assistance.

### **No Pass/No Drive**

The No Pass/No Drive Law (KRS 159.051) is a statute that results in the denial or revocation of a student's driver's license for academic deficiency or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine (9) or more unexcused absences in the preceding semester.

### **Educational Enhancement Opportunity (EHO)**

Educational Enhancement Opportunity (EHO) In accordance with KRS 159.035 (2), up to 10 school days may be used to pursue an educational enhancement opportunity determined by the school principal to be of significant value. These opportunities may include, but are not limited to, participation in an intensive instructional, experiential, or performance program in a core curriculum subject. To request an EHO, please request a copy from the school or access it here link. Once completed, please return it to the school principal for approval. A student receiving an excused absence with an approved EHO shall have opportunity to make up school work missed and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. Students are responsible for making up work missed during this opportunity.

### **Home Hospital Instruction**

In accordance with KRS 159.030(2), before granting any student an exemption from compulsory attendance, the BCS require submission of satisfactory evidence in the form of a signed statement of a properly licensed physician, advanced practice registered nurse, physician's assistant, psychologist, or psychiatrist responsible for diagnosing and treating the child, stating that the diagnosed condition of the child prevents or renders inadvisable attendance at school and requires home or hospital instruction. If the condition is mental health related, then the signed statement shall be completed by a licensed physician, psychiatrist, psychologist, or physician's assistant described in KRS 202A.011 or an advanced

practice registered nurse defined in KRS 314.011 and certified in psychiatric-mental health nursing. On the basis of such evidence, the BCS may exempt the student from compulsory attendance.

Pursuant to KRS 158.033(4), eligibility for home or hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) and shall be provided pursuant to the Individualized Education Program (IEP).

# Safety

Safety begins with a comprehensive approach. At the frontline of this commitment to school safety are School Resource Officers in all our school buildings. Collaboration with local law enforcement supports a safe and secure learning environment in all our schools. The Boone County Schools maintains an extensive camera system (interior and exterior) that is integrated with the door access controls at each school location. Classroom doors are required to remain closed and locked during instructional time. Single monitored visitor screening systems are managed at each school entrance. All schools have well defined safety plans and procedures which are implemented and practiced. Each school has established a school safety team to regularly review school safety plans for prevention and improvement. In addition, safety audits are conducted by the Kentucky Center for School Safety, annually, at each school.

District and school administrators take all threats to school safety seriously and encourage an open line of communication with students, families, and the communities to report any threat to student or school safety. Safety concerns should be reported directly to the school, local law enforcement or to the Kentucky Office of Homeland Security's anonymous **S.T.O.P Tipline at 866-393-6659**.

In addition, the Boone County Schools has specific weather and safety protocols in place.

## **Search & Seizure**

Student searches may be conducted by a school administrator or designee (per Board Policy 09.436) when reasonable suspicion to believe that the search will reveal evidence that the pupil has violated or is violating either a school rule or law that poses a threat of safety of the student or others. School property (including but not limited to lockers, desks, network systems, vehicle etc.) are jointly held by the school and students and are subject to regular inspection by school authorities. This includes physical searches by school personnel or via the use of trained dogs (ie. bomb/drug detecting service animals) Search of an individual locker, desk, etc. will require reasonable suspicion. Notification of Police and Removing Students in accordance with KRS 158.150 & KRS 158.154.

The Boone County School District has adopted policies mandating when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the principal shall immediately report the act to appropriate local law enforcement. Also, school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a school building setting or from a district transportation system pending any further disciplinary action that may occur.

## **Maintaining a Safe & Drug Free Environment**

The Boone County Board of Education is committed to student safety and providing a safe and drug free school environment. All property and school campuses under the direction of the Boone County School District are tobacco free. The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited twenty-four (24) hours a day, seven (7) days a week. If you feel your child has a problem with illegal substances or alcohol, we encourage you to contact your child's school for resources including individual counseling, group counseling, and contacts for professional help. The district also maintains a list of agencies and individual counseling services in the community.

## **Investigation of a Threat**

When a student is believed to have made a threat of harm to another student, teacher or other school personnel, the school or district will take appropriate steps to investigate the alleged incident and take appropriate disciplinary and legal action as necessary. Part of this process is a threat assessment. A threat assessment is a team approach. It involves evaluating the threat and the circumstances surrounding the threat. The purpose of the threat assessment is to determine if the person poses a threat to others and/or self, determine the level of threat, and take preventive and corrective action as necessary.

Procedures for investigating and responding to a potential threat may include, but are not limited to:

- Investigation of an alleged incident by principal or his/her designee.
- Removal of the student from the classroom setting or school bus pending disciplinary action resulting from investigation.
- Referral for threat assessment as described in the BCS threat assessment protocol. The assessment may include the student being interviewed by the school counselor, school psychologist, or other qualified school or district personnel as needed.
- Referral to an outside agency for a safety assessment.
- Notification of and possible further investigation by law enforcement.
- Notification of parents/guardians and others as required by state law and board policy.

## **Mandatory Reporting**

### **Notification of Law Enforcement or Other Agencies**

Schools must always notify law enforcement and in some cases Child Protective Services in the case of a criminal violation or suspicion of abuse or neglect. Depending on the violation, law enforcement may choose to investigate.

### **Child Abuse**

Child Abuse Per KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney.

### **Domestic Dating Violence and Reporting**

As defined in Boone County Board Policy 03.23253, if the victim requests it, school personnel will report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. The report will be discussed with the victim prior to contacting a law enforcement officer.

The reporting requirements covering domestic violence and abuse or dating violence and abuse outlined above do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If a professional as defined in KRS 209A.020 has reasonable cause to believe that a victim with whom she/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, they will provide the victim with educational materials related to domestic violence and abuse or dating violence and abuse. Those materials will include information about how they may access regional domestic violence programs under KRS 209A.130 or rape crisis centers under KRS 211.600, and information about how to access protective orders and Local Domestic Violence and Rape Crisis.

Reporting Telephone Numbers:

Cabinet for Health and Family Services 1-877-597-2331

Boone County Sheriff 859-334-2175

Kentucky State Police 800.222.5555

Boone County Attorney Office 859-334-3200

Boone County Commonwealth Attorney Office 859-586-1723

**RAINN** (Rape, Abuse & Incest National Network) 1-800-656-4673



**Boone County Schools**

*A Distinguished District!*

# **Rights and Responsibilities**

**Access and Acceptable Use of Technology**

**Student Rights and Responsibilities**

**Parent/Guardian Rights and Responsibilities**

**Faculty and Staff Rights and Responsibilities**

**School Resource Officer Duties**

# Access and Accessible Use of Technology

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

Boone County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century skills. We provide access to technologies for students, staff, and guardians for educational purposes. While the District will make every effort to prevent inappropriate use, it is impossible to filter all inappropriate content. Students, staff, and guardians are expected to adhere to the following procedures and guidelines and the Boone County Board of Education Acceptable Use Policy (08.2323) when using district/school provided technology and/or district provided credentials.

## Roles and Responsibilities of Students

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data, and files stored or transmitted via the district resources may be reviewed and/or removed by network and school administration.

## Roles and Responsibilities of Staff

The use of technology requires all users to be safe and responsible digital citizens. The schools and District utilize the following strategies to help keep users safe:

- Schools provide internet safety and digital citizenship instruction each year.
- Teachers and staff actively monitor technology use in the classroom.
- Internet access will be filtered as required by state/federal regulations and school policies.
- Internet activity may be monitored and recorded at any time.
- Network/school administration may review files/communications to ensure appropriate use.

## Roles and Responsibilities of Guardians

- Partner with the District to teach students to use technology safely and appropriately.
- Model appropriate use of technology resources and accounts, including maintaining privacy.

## Examples of Acceptable Use Include (but are not limited to):

- Use the provided school network/email account in an ethical, responsible, and legal manner for school related tasks that are consistent with the educational objectives of the Boone County Schools.
- Maintain the privacy of personal information such as name, address, phone number, account passwords, social security numbers, and respect the privacy of others.
- Use online/network resources (including email) as instructed and for educational purposes only.
- Store and share only appropriate student work and instructional media in provided storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.

### **Examples of Unacceptable Use Include (but are not limited to):**

- Access, send, and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully waste limited resources or use them for non-academic purposes - (file storage, printing, bandwidth).
- Use or share your own or another person's username or password.
- Compromise the network and its settings in any way - (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion, or activities unrelated to school.
- Violate copyright laws or commit plagiarism including the copying of software, music, or other copyright protected files.
- Intentionally damage or steal district or personal technology-related property.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.
- Teachers friending and/or following students on social media used for personal purposes.
- Obtain network/Internet/program access using another user's personal login credentials.

### **District-Owned Devices**

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

### **Personally Owned Devices Connected to the District Network**

Students meeting building requirements may be allowed to connect their personally owned devices to the district provided Internet. Internet access via the district network will be filtered, monitored, and will require students to log in using their district credentials. Parents/Guardians are responsible for what students may access through any non-district wi-fi or cellular connections. The District is not responsible for service, support, damage to, or loss of personal devices. Students are expected to use devices for educational purposes and only with consent of school staff.

### **Online Activity**

Internet-based resources that can enhance educational activities are growing in number each day. The District may provide access to sites or tools that support communication and collaboration with others in addition to general productivity and instructional goals. Many of these sites require student accounts. The Children's Online Privacy Protection Act (COPPA) requires any child under age 13 to have parental consent before creating accounts on certain sites. Signing the Code of Conduct indicates that you permit your child to create an account and/or use Google SSO with district credentials, on teacher-designated sites used for instructional purposes. The sites teachers use with students must be approved by the District. Approved sites will meet Student Privacy Pledge requirements. Students are reminded to communicate appropriately and safely via these resources and that communication may be monitored. Online activity is filtered using Lightspeed Systems Web Filter. When students are logged into Chrome using their school credentials, all online activity is filtered using Lightspeed Systems Web Filter. This applies to all devices, including school-owned, personal, and public.

## **Violations of the Acceptable Use Policy**

Students who violate the Acceptable Use Policy (08.2323)

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

## **Technology Use**

Your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Data stored in relation to services provided by the District and Kentucky Department of Education pursuant to policy 08.2323 <http://policy.ksba.org/Chapter.aspx?distid=161> are managed by accompanying procedures. The e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

# Student Rights and Responsibilities

This handbook is a guide to the rights and responsibilities of students in the Boone County Schools. This section includes only a summary of laws, policies, and regulations that affect students. It is not a definitive state of student rights in any situation.

## **Students in Boone County Schools have the RIGHT to:**

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

## **Students in the Boone County Schools have the RESPONSIBILITY to:**

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

# Parent/Guardian Rights and Responsibilities

We believe every parent/guardian is integral to their student's ability to make effective choices to reach their potential for college, career, and life readiness. We also believe that it is integral for the school district to partner with guardians and the community for student success.

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

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

## **Guardians in Boone County Schools have the RESPONSIBILITY to:**

- Instill a respect for education and academic pursuit.
- Instill a sense of respect for fellow students and school personnel.
- Become familiar with educational programs, policies, and procedures.
- Help their child understand expectations, disciplinary procedures, and the importance of following school expectations.
- Ensure their child attends school and class regularly.
- Arrange alternative transportation for their child if denied bus privileges due to disciplinary reasons.
- Demonstrate respect for school personnel.
- Ensure that their child completes assignments and establishes good work habits.
- Develop good rapport with their child's teacher(s).
- Discuss issues needing clarification with school officials.
- See that their children are at the bus stop five minutes before the bus is scheduled to arrive.
- Emphasize to their students the need to observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- Emphasize the importance of observing all safety and conduct regulations established for the safe and efficient operation of the school bus.
- Report any misconduct on school buses to the building principal.
- **Be responsible for providing transportation for their child who has been suspended from riding the school bus.**
- May be held responsible for restitution of any damage, beyond normal usage, inflicted by their child.

# Faculty and Staff Rights and Responsibilities

We believe each teacher must encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur.

## **Faculty and Staff in Boone County Schools have the RIGHT to:**

- Be involved in formulation of expectations, procedures, and policies relating to student behavior.
- Expect that students comply with reasonable directives and assignments.
- Expect that all assignments be completed.
- Safety from physical and verbal abuse harm.
- The support and cooperation of fellow faculty and staff.
- Expect a partnership with guardians and students.
- Carry out appropriate intervention and/or disciplinary action when behavior is disruptive.
- Work in a positive learning environment.
- Take prudent action in emergencies to protect students or property.
- Expect a safe, respectful, responsible, and orderly environment.
- Use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

## **Faculty and Staff in Boone County Schools have the RESPONSIBILITY to:**

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

## School Resource Officer (SRO) Responsibilities

The SRO is a law enforcement officer of the Boone County Sheriff's Office (BCSO) and is not an employee or agent of BCS. **The SRO does not act as a school disciplinarian; school discipline is a school responsibility.** Duties and functions while assigned to the BCS include:

- While the SRO is participating in meetings with the parents or students, or interacting with parents, students, staff, and/or visitors to the school, the SRO is functioning in their capacity as a law enforcement officer.
- The SRO assist school personnel with maintaining order in and about the school and rendering assistance to prevent or respond to student unrest or any other security risk both within the school and outside the school, that poses a danger to the student or others and interacting in a positive, professional manner with all students, parents BCS staff, and other persons who the SRO may encounter while on assignment in the BCS.
- The SRO makes a good faith effort to become familiar with community agencies that offer assistance to youths and their families such as mental health clinics and drug treatment centers.
- The SRO may assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations.
- Should it become necessary to conduct law enforcement related interviews with students, the SRO shall adhere to policies of the BCS and the BCSO, Kentucky Revised Statutes, and other legal requirements with regard to such interviews.
- The SRO may, by way of the exercise of their discretion as a sworn peace officer, take law enforcement action as they deem necessary. Actions undertaken by the SRO may or may not involve arrest, and the SRO's discretion and decision-making shall be governed by and subject to the policies, procedures, and training of the BCSO, and those laws of the Commonwealth of Kentucky which govern law enforcement officers and peace officers.
- The SRO may take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law.
- The SRO may when requested, participate in and/or attend school functions or meetings in the SRO's capacity as a law enforcement officer, and to help maintain order in and about the school function or meeting, or to facilitate communications between school personnel and parents or visitors. Furthermore, the SRO may be available at the discretion of the SRO to attend and give testimony at student or staff disciplinary hearings when requested.
- The SRO may be requested by the BCS to investigate matters which may involve crime relating to the students or staff.
- The faculty and staff may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile code violations and the SRO will determine whether law enforcement action is appropriate. With respect to those incidents and activities occurring on school property or at school sponsored functions, which a principal is directed to report to the "appropriate law enforcement agency" under violation of the law, or damage to the property, and those incidents and activities which an administrator, teacher or other school employee is directed to report to the "local police department, sheriff, or Kentucky State police," under KRS 158.155. The SRO is authorized to receive such information and reports.
- School administrators shall not interrogate students as to possible criminal conduct on behalf of or as agents of the SROs or the BCSO. SROs are also responsible for following School Board policies applicable to SROs, and to be aware of the policies governing safety of the schools in general.

- The SRO shall maintain the confidentiality of any and all student records, consistent with state and federal laws, and the School Board policies.



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# **Student/Guardian Grievance**

**Student/Guardian Grievance Decisions Procedures**

**Harassment/Discrimination Grievance**

**Title IX Sexual Harassment**

**KRS Chapter 158 Compliance**

**Appeal of Decision Process Addressing SBDM Decisions**

# Student/Guardian Grievance Decisions Procedures

The following procedures are to be followed when submitting student/guardian grievances. Prior to submitting a grievance, a student/guardian shall express their concern to the school level administrator for resolution. *Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2. Students wishing to initiate a complaint about a Title 1 issue should refer to Procedure 08.13451 AP.1.*

**Level 1:** If the student/guardian deems the resolution unsatisfactory, the student/guardian shall submit their initial written grievance on the Student/Guardian Grievance Form to the student's principal. In the event that the grievance is alleged against a school administrator other than the principal, the principal shall investigate allegations as soon as circumstances allow, but not later than three (3) workdays of submission of the original written grievance. The principal shall discuss with the student/guardian the nature of the grievance and any action that the principal believes should be taken to resolve the concern of the student/guardian. The principal shall provide a written response to the student/guardian no later than ten (10) workdays after receipt of the original written grievance. In the event that the grievance is alleged against the principal, or they deem the matter outside the scope of their authority, the principal will refer the matter to the appropriate district level administrator. When referring the student/guardian grievance to a district level administrator, the principal shall forward the grievance form to the district level administrator within five (5) workdays. The administrator (principal or district level administrator) acting to resolve the grievance shall provide a written response to the student/guardian postmarked no later than ten (10) workdays after receipt of the Student/Guardian Grievance Form. The administrator shall also forward a copy of the grievance form along with the written response to the Superintendent. If there is no administrative response to the student/guardian grievance within the ten (10) workdays, the grievance is elevated to Level 2.

**Level 2:** If the student/guardian desires further review of their grievance, then the student/guardian must submit a copy of the Student/Guardian Grievance Form to the Superintendent. The Superintendent shall designate a district level administrator to investigate the matter. The Superintendent's designee shall investigate the allegations, review the information and the administrator's original written response. The Superintendent's designee may conduct further investigation of the grievance if necessary. After review, the Superintendent's designee shall provide a written response to the student/guardian postmarked no later than ten (10) workdays following receipt of the grievance form. If there is no response by the Superintendent's designee to the student/guardian grievance within the ten (10) workdays, the grievance is elevated to Level 3. A written report of all findings of the investigations shall be completed within thirty (30) workdays, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

**Level 3:** The student/guardian, after review of the written response, may appeal that response to the Superintendent no later than ten (10) workdays after receipt of the written communication at Level 2. The Superintendent shall review the grievance and shall provide the student/guardian a written response postmarked within ten (10) workdays following the receipt of the appeal. The decision of the Superintendent shall be final.

# Harassment/Discrimination Grievance

A student or guardian who believes they have been a victim of an act of harassment, discrimination, or who has observed other students being victimized shall, as soon as reasonably practicable, inform their principal, who shall provide a Student Harassment/Discrimination, Grievance Form for the student/guardian to complete and then immediately notify the Superintendent and/or the Title IX/Equity Coordinator, as appropriate. Complaints of harassment and or discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, the principal, or their immediate supervisor, shall immediately forward information to the Superintendent.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify their principal or immediate supervisor, who will forward the information to the Superintendent. The Superintendent/designee may take interim measures to protect complainants during the investigation.

## Procedures:

The following procedures are to be followed in handling harassment/discrimination grievances by student or guardian:

**Level 1:** A student/guardian shall present their written grievance to the student's principal. The principal shall investigate allegations of harassment/discrimination, harassing communication as soon as circumstances allow, but not later than three (3) workdays of submission of the original written grievance. The principal shall discuss with the student/guardian the nature of the grievance and an action that the principal believes should be taken to resolve the concern of the student/guardian. The principal shall provide a written response to the student/guardian no later than ten (10) workdays after receipt of the original written grievance. The principal will forward a copy of the grievance and response to the Superintendent and the Title IX/Equity Coordinator.

**Level 2:** If the student/guardian wishes further review of their grievance, the original written grievance may be presented to the Title IX/Equity Coordinator. The Title IX/Equity Coordinator, or their designee, shall review previously presented information and administrative responses, and conduct any additional investigation deemed necessary. The Title IX/Equity Coordinator, or designee, shall provide a written response to the student/guardian no later than (10) workdays after receipt of their communication at Level 2. A written report of all findings of the investigation shall be completed within thirty (30) workdays, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

**Level 3:** If the student/guardian wishes further review of their grievance, they may appeal the written response of the Title IX/Equity Coordinator to the Superintendent, no later than ten (10) workdays after receipt of the Title IX/Equity Coordinator's response from Level 2. The Superintendent shall consider the original written grievance and the Title IX/Equity Coordinator's response of the appeal and will provide the student/guardian a written response within (10) workdays. The decision of the Superintendent shall be final.

# Title IX Sexual Harassment

## INTRODUCTION AND SCOPE

A United States Department of Education regulation published on May 19, 2020 defines sexual harassment for purposes of Title IX (sometimes referred to in policy and procedure as “Title IX Sexual Harassment”). In addition to numerous other matters, the regulation sets forth grievance procedure requirements that apply (including the initiation of a “formal complaint”) before there is a determination that a student is responsible for Title IX Sexual Harassment. The applicable definition of sexual harassment describes serious sexual misconduct. If the alleged actions that are the subject of a formal complaint do not descend to the level of conduct described in the definition of Title IX Sexual Harassment; do not take place in a “program or activity” of the school District within the meaning of Title IX; or do not take place in the United States, the formal complaint must be dismissed.

Such a dismissal does not mean that the alleged offending party cannot be the subject of investigation or discipline on grounds other than “Title IX Sexual Harassment” as addressed in Board policy or law, including conduct allegedly constituting sexual harassment or other sexual misconduct that does fall within the definition of “Title IX Sexual Harassment.”

## PROHIBITION

Title IX Sexual Harassment in educational programs or activities of the District is prohibited.

## GRIEVANCE PROCEDURE

The District shall provide a Title IX Sexual Harassment grievance procedure that treats complainants and respondents equitably as required by Federal Regulation.

## DEFINITIONS

### Title IX Sexual Harassment

“Title IX Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity;
- 3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). For purposes of this definition, “sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is an act directed against another person, without the consent of the second person, including instances where the second person is incapable of giving consent.

## DEFINITIONS (CONTINUED)

### **Title IX Sexual Harassment** (continued)

The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

### **Consent**

“Consent” means a voluntary expression of willingness, permission, or agreement to engage in sexual activity throughout a sexual encounter. Consent cannot be granted by an individual: who is less than the statutory age of consent under Kentucky criminal law, has a mental or physical condition or incapacity that prevents the giving of consent; or from whom ostensible “consent” is extracted through threat, coercion, or forcible compulsion.

### **Complainant**

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This applies to such individual even if no formal complaint is filed. Only a complainant who is participating or attempting to participate in the District’s educational programs or activities may file a formal complaint.

### **Respondent**

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. This applies to such individual even if no formal complaint is filed. Only a person in his or her individual capacity is subject to a Title IX investigation.

### **Title IX Coordinator (TIXC)**

The TIXC is the individual or individuals designated and authorized to coordinate District Title IX programs. The TIXC is expected to engage in activities intended to provide a fair and neutral process for all parties, including implementation of supportive measures and remedies where appropriate. The District may use co-coordinators and/or deputy coordinators.

# KRS Chapter 158 Compliance Procedures

A student, guardian or any employee of a school or the Board of Education who knows or has reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event) shall immediately cause a written report to be made to the principal of the school attended by the victim.

The principal shall notify the legal guardians, or other persons exercising custodial control or supervision when the student is involved in an incident reportable under this section.

The principal shall file with the Board of Education and local law enforcement, or the Department of Kentucky State Police, or the county attorney within forty-eight (48) hours, a written report containing: (a) The names and addresses of the student and their legal guardians, or other persons exercising custodial control or supervision; (b) the student's age; (c) the nature and extent of the violation; (d) the name and address of the student allegedly responsible for the violation; (e) any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

## **Procedures:**

1. A written report form, to be provided by Kentucky Department of Education, will be made to the principal of the school attended by the victim. The principal shall notify the legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved.
2. The principal shall file with the Board of Education and the local law enforcement agency or the Department of Kentucky State Police or County Attorney within forty-eight (48) hours of the original report.
3. The agency receiving the report shall investigate the matter referred to it. (The local school board and school personnel shall participate in the investigation at the request of the agency).
4. Anyone acting upon reasonable cause in the making of a report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, the same immunity with respect to participation in any judicial proceeding resulting from such report or action.
5. Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section. The subsection shall also apply in any criminal proceeding in District or Circuit Court regarding student harassment.
6. Retaliation, whether verbal or physical, will result in enhanced penalties and may subject the perpetrator to criminal proceedings.

## **Reference:**

*KRS Chapter 508*

*KRS Chapter 158*

# Appeal Process Addressing SBDM Decisions

Site-Based Decision-Making Council (SBDM) actions that violate Board policy or the contractual agreement between the Board and the Education Association that exceed the authority of the council or are otherwise unlawful under state or federal law may be appealed. Site-Based Decision Making (SBDM) Law requires policy for, but not limited to alignment with state standards, classroom instruction, committees, consultation, curriculum, discipline/safety plan, enhancing achievement, extracurricular, program appraisal, schedule, space use, staff time assignment, student assignment, and technology use.

The following procedures are to be followed to appeal decision of the council by a student or guardian:

**Level 1:** A student/guardian shall present their issue in writing on the Appeal of Decision process addressing *School Based Council Decision Form* within ten (10) working days following council decision to the council for consideration. The written appeal shall include: (1) copy of the policy, code, or article violated, and (2) specific explanation of the violation. Issues for council reconsideration shall be delivered to the principal who shall bring the matter before the council at its next meeting. Final resolution shall be achieved within thirty (30) workdays of the receipt of the appeal unless mutually extended. The principal forwards a copy of the complaint and response to the Superintendent and the Assistant Superintendent of Learning Support.

**Level 2:** Following the council's final resolution, should the student/guardian wish further review of their appeal, written documentation may be submitted to the Superintendent and the Assistant Superintendent of Learning Support within fourteen (14) workdays of the council's final resolution. The written documentation shall include: (1) copy of the policy, code, or article violated, and (2) specific explanation of the violation. The Superintendent shall achieve final resolution within thirty (30) workdays of receipt of the appeal unless mutually extended.

**Level 3:** If the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within fourteen (14) workdays of the Superintendent's decision, appeal to the Board with the same written documentation. The Board shall issue a final written decision on the appeal within thirty (30) workdays.

Provided however, the jurisdiction of the Superintendent and the Board to resolve SBDM decisions is limited to matters consistent with KRS 160.345, which generally means matters involving consistency with law, concerns for health and safety, legal liability, available financial resources or contractual obligations.

## Reference:

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

*Board Policy: Administration 02.42411*



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# **Annual Guardian Notifications**

**Notice of Non- Discrimination**

**Family Education Rights and Privacy Act (FERPA) Rights**

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

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

**School Safety and Terroristic Threatening**

## Notice of Non-Discrimination

Students, their families, and employees/potential employees of the Boone County School District are hereby notified that the Boone County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, sexual orientation, disability or genetic information in employment programs, vocational programs, or activities and provides equal access to the Boy Scouts and other designated youth groups, set forth in compliance with federal and state statutes and regulations. The lack of English language skills is not a barrier to admission and participation in programs and activities including career and technical education programs.

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

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

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

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

Tracy Schaefer, Director of Middle School/High School Teaching and Learning  
Boone County Schools  
8330 US 42, Florence, KY 41042  
859-334-4457  
[tracy.schaefer@boone.kyschools.us](mailto:tracy.schaefer@boone.kyschools.us)  
Monday-Friday 8:00am-4:00pm

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

# Family Education Rights and Privacy Act (FERPA) Rights

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

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

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

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

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

### **Disclosures That Can Be Made Without Consent**

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

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

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

# Family Education Rights and Privacy Act (FERPA)

## Notice for Directory Information

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

Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Educational Agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. *[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]*

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

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

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

# Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

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

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

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

### **PPRA Notice and Consent/Opt-Out for Specific Activities**

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

1. Political affiliations or beliefs of the student or student’s guardian.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s guardian.
8. Income, other than as required by law to determine program eligibility.

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

# Terroristic Threatening Letter

Dear Parent/Guardian,

Providing a safe learning environment is a shared responsibility that involves not only students themselves but also school and district staff members, parents and the community as a whole.

Unfortunately, in recent years, schools across Kentucky have experienced an escalation of terroristic threats being made by students. Terroristic threats refer to verbal or written statements that communicate an intention to commit violence with the intention of causing fear, panic or harm to individuals. Terroristic threats have caused widespread fear throughout school communities and have resulted in total disruption to the educational process. Terroristic threats can result in a wide array of negative impacts on the school community to include loss of instructional time due to closure of schools to investigate, increased absences due to fear, impacts on the emotional well being of students and staff and also financial impacts due to missed school days and use of district and law enforcement resources to complete investigations.

The Boone County School District and local law enforcement agencies take these threats seriously and investigate them thoroughly to ensure the safety of students and staff. Making terroristic threats is a serious offense and can result in legal charges being filed. Such threats to our students and school staff are unacceptable and will not be tolerated. The purpose of this letter is to notify all parents and guardians that the Boone County School District, in coordination with the responding law enforcement agency, will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:

1. Causing evacuation of a school building, school property, or school sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of death or serious physical injury among students, parents, or school personnel.

Our approach to eliminating terroristic threats in our school and district is strong and unwavering. It is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your child fully understands the seriousness of such an offense and the potential consequences. Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. We appreciate your partnership in keeping our school the safest place for your child to learn and grow.

# Glossary of General Terms

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

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

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

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

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

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

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

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

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

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

**Alternative to Suspension** - At the discretion of the principal and as an alternative to suspension measure, students may be required to complete a diversion program or service-learning project, intervention program, counseling, or educational program. Such assignments shall be of a nature related to the offense and designed to change inappropriate student behavior or teach students to make acceptable choices.

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

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

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

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

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

**Central Intake Committee (CIC)** – Interdisciplinary team that reviews request for placements outside of regular school.

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

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

**Criminal Abuse** - Intentionally abusing another person causing physical injury.

**Cyber-bullying**- the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal websites, and online personal polling websites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others. Online harassment or threatening is **Cyber bullying**.

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

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

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

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

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

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

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

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

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

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

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

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

**Due Process** - A student facing disciplinary action must be given oral or written notice of the allegations, an opportunity to hear the evidence, and to respond if the student denies the allegations. Note: a student that poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible. (See Board Policy 09.431)

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

**Elopement** - Student leaving an assigned area without permission from or knowledge of staff, often to escape and/or avoid a school-related situation or task.

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

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

**FAST Team** - The Families and Schools Together Team, or FAST Team, is the district's truancy team charged with working with families to identify why a student is truant or habitually truant to school as

defined by Kentucky statute and regulation. The FAST Team then works with the family to create a plan to overcome obstacles the student encounters resulting in poor attendance to school.

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

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

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

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

**Fraud** - Obtaining money or property by false pretenses.

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

**Guardian** – A natural mother or father, an adoptive mother or father, a legally appointed guardian, or a surrogate parent of a child who is a ward of the state.

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

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

**Hazing**- Per KRS 508.180, 'hazing' is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into an affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

- a. Violate federal state criminal law;
- b. Consume any food, liquid, alcoholic liquid, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
- c. Endure brutality of a physical nature, including whipping, beating or paddling, branding or exposure to the elements;
- d. Endure brutality of a sexual nature; or
- e. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

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

**Insubordination** - Defiance of authority; refusal to obey orders.

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

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

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

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

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

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

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

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

**Physical Restraint** – A personal restriction that immobilizes or reduces the ability of a student to move their torso, arms, legs, or head freely, but does not mean: (1) Temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of encouraging a student to move voluntarily to a safe location; (2) A behavioral intervention, such as proximity control or verbal soothing, used as a response to calm and comfort an upset student; (3) Less restrictive physical contact or redirection to promote student safety; or (4) Physical guidance or prompting when teaching a skill or redirecting the student’s attention. (Board Policy 09.2212) <http://policy.ksba.org/chapter.aspx?distid=161>

**Portrait of a Graduate**-The Boone County Schools Portrait of a Graduate is an agreed-upon set of school, district, and community aspirations for what every student will know and be able to do when they leave school. That exit may happen at the end of elementary school, middle school, high school graduation or at any other checkpoint along the way.

**Positive Behavioral Intervention and Supports (PBIS)** -A school-wide systematic approach to embed evidence-based practices and data-driven decision-making to:

- 1) Improve school climate and culture in order to achieve improved academic and social outcomes;
- 2) Increase learning for all students, including those with the most complex and intensive behavior needs;
- 3) Encompass a range of systemic and individualized positive strategies to reinforce desired behaviors;
- 4) Diminish reoccurrence of inappropriate, negative, or dangerous behaviors, and
- 5) Teach appropriate behaviors to students.

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

**Pre-Trial Truancy Hearing** – A high school level program that is designed to utilize the resources of both school district and community agencies to provide a plan to a student/family assisting the student with overcoming obstacles resulting in truant behavior.

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

**Rape** - Includes forcible rape and statutory rape.

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

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

**School Based Decision Making (SBDM) Councils**- SBDM Councils set school policies and make decisions with the goal of creating an educational environment that promotes student achievement and aligns with the goals set by the law.

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

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

**Search and Seizure** - Lockers, desks, cabinets, closets, classroom, and other school facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the code of conduct. Searches of a pupil's person or their personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the principal/designee of the school which the student attends. No strip search of students shall be permitted. Additionally, student vehicles located on school property may be the subject of a lawful search.

**Seclusion** - The involuntary confinement of a student alone in a room or area from which the student is prevented from leaving but does not mean classroom timeouts, supervised in-school detentions, or out of school suspensions. (See Board Policy 09.2212) <http://policy.ksba.org/Chapter.aspx?distid=161>

**Self Defense** - The 1<sup>st</sup> action taken by a person to retreat or remove themselves from an aggressor. The use of physical force by a person toward an aggressive and physical action is when the person uses such force that is necessary to protect themselves. A person using force in self-defense should use only so much force as a required to repel the assault.

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

**Sexual Assault** - Unwanted touching in a sexual manner.

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

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

**Skipping School** - Being absent from school without valid permission.

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

**Strategic Plan**-The Boone County Schools strategic plan embodies our shared vision for the future and outlines clear goals, strategies, and action steps to achieve excellence in education. By focusing on these key areas, we aim to create an environment that fosters academic success, personal growth, and community engagement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Boone County Schools**  
*A Distinguished District!*

# **Forms**

**Annual Student Directory Information Notification**

**Student/Guardian Appeal of SBDM Decision Form**

**Student/Guardian Grievance Form**

**Title IX Sexual Harassment Reporting Form**

**Harassment/Discrimination Grievance Form**

**BCS Consent to Share Information With An Outside Agency or  
Person**

# Annual Student Directory Information Notification Form

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

If you wish information to be withheld, please choose one (1) of the two (2) options below in both sections I and II. Choose Option 1 if the Boone County School District may not release any item of directory information; Option 2 if the Boone County School District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the use of directory info. on District ID cards/ badges.

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

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

Guardian/Eligible Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion of this form, please return to school.

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

## Guardian Information:

Guardian First & Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*(Number and Street) (City) (State) (Zip Code)*

## Student Information:

Student First & Last Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Homeroom: \_\_\_\_\_

## Appeal Information:

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

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What results are you seeking by filing this complaint?

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

Student Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print, then mail or deliver this form to:*

**Level 1:** The School Principal

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

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

# Student/Guardian Grievance Form

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

## Guardian Information:

Guardian First & Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

## Student Information:

Student First & Last Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Homeroom: \_\_\_\_\_

## Grievance Information:

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

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What results are you seeking by filing this grievance?

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Student Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print, then mail or deliver this form to:*

**Level 1:** The School Principal

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

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

# Title IX Sexual Harassment Reporting Form

<b>COMPLAINANT</b> _____			
	<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>STUDENT'S SCHOOL</b> _____	<b>GRADE</b> _____	<b>HOMEROOM/CLASSROOM</b> _____	
<b>EMPLOYEE'S WORK SITE</b> _____			

## INFORMATION CONCERNING SEXUAL HARASSMENT

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  AM  PM **LOCATION:** \_\_\_\_\_

**INDIVIDUAL(S) WHO ALLEGEDLY ENGAGED IN TITLE IX SEXUAL HARASSMENT:**

\_\_\_\_\_

**DESCRIPTION OF ALLEGATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NAME OF PERSON FILLING OUT THIS FORM (PLEASE PRINT):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Harassment/Discrimination Grievance Form

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

### Guardian Information:

Guardian First & Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

### Student Information:

Student First & Last Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Homeroom: \_\_\_\_\_

### Grievance Information:

Type of Harassment/Discrimination/Harassing Communication (Please check any that apply):

Racial  Sexual  Religious  National Origin  Disability  Other

Statement of Grievance: Identify the harassment/discrimination/harassing communication that you allege has occurred. Use full names/titles, dates, locations, and specific occurrence(s), if appropriate.

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Date(s) harassment/discrimination/harassing communicate occurred: Earliest: \_\_\_\_\_ Latest: \_\_\_\_\_

What results are you seeking by filing this complaint?

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

If yes, please specify:

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Student Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print, then mail or deliver this form to:*

**Level 1:** The School Principal

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

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

## Boone County Schools Consent to Share Information With An Outside Agency or Person

Student Name	Date of Birth
Street Address	Phone
City, State, Zip Code	

I hereby authorize Boone County School Schools to communicate/share information with the following individual or agency. I understand that the information that may be shared may be protected by HIPAA as a protected health record or by FERPA as a confidential educational record. This information is being shared for the purpose of:

Name of Individual or Agency	Name of Individual or Agency
Street Address	Street Address
City, State, Zip	City, State, Zip
Phone	Phone

**The specific information to be discussed, as it relates to educational needs and services:**

- Assessment reports (Psychological, Psychiatric, Educational, Audiological/Hearing)
- Cumulative records including grades and attendance records.
- Medical Information (i.e., treatment plan) \_\_\_\_\_
- Progress Data
- MTSS Data
- Other Transition Assessment data
- 504 Plan
- Individual Education Program (IEP)
- Individual Learning Plan (ILP) or Individual Graduation Plan (IGP)
- Other (Specify) 2-way communication for exchange of information for treatment planning and progress.

I understand that this authorization for release/invitation is voluntary and that I may revoke it at any time by my written notice. Unless revoked by me, and in writing, this authorization for release/invitation shall be in full effect until \_\_\_\_\_. If no date is listed, this release shall be in effect for one (1) calendar year from the date signed. Any revocation will have no effect on prior disclosures granted in accordance with and in reliance upon this authorization for release/invitation. I understand that information disclosed by my authorization may be re-disclosed by this agency or individual only through the process set out in the Family Educational Rights and Privacy Act (FERPA).

Signature of Parent/Legal Guardian (Student must sign if over 18 years of age)	Date
Signature of Witness	Date

## **Community Resource Agencies**

Alcoholics Anonymous-Northern Kentucky Central Office- **859-491-7181**

Alcoholism Council-Cincinnati-**513-281-7880**

Boone County Alcohol Tip Line-**859-267-1001**

Awareness and Discovery Group-**859-525-1487**

Boone County Human Services-**859-334-2116**

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

Children's Advocacy Center-**859-442-3200**

Cincinnati Counseling Services-**513-922-1660**

Department of Social Services (Cabinet for Families and Children)-**859-371-8832**

Family Nurturing Center-**859-525-3200**

4 C for Children-**859-781-3511**

Mental Health Association of Northern Kentucky-**859-431-1077**

National Family Partnership-**800-705-8997**

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

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

North Key Regional Prevention Center-Education of Adolescents and Adults-**800-432-9337**

PRIDE Youth Program-Safe and Drug Free Youth-**800-668-9277**

St. Elizabeth Medical Center, South-**859-301-2000**

St. Elizabeth Medical Behavior Health Center South-**859-578-5966**

St. Elizabeth Hospital, West (Boone County)-**859-212-5200**

United Way-**211**

Women's Crisis Center-**859-647-2388**

## **Code of Conduct/Discipline Committee Members**

Kathy Reutman, Executive Director, Student/Community Services, Chairperson  
Tara Drysdale, Assistant Superintendent for Learning Support Services/Middle &  
High Schools

Christopher Brauch, Director of Pupil Personnel

Mark Raleigh, Assistant Director of Pupil Personnel

Jeremy Booher, Assistant Director of Pupil Personnel

Kyle Berberich Director of Technology

Matt Shafer, Principal, Ryle High School

Nick Greer, Director of Transportation

Jodi Hall, Director of Special Education

Kelly Read, BCEA Representative

Lois Ellison, Assistant Principal, Conner Middle School

Kelly Smith, Principal, North Pointe Elementary School

Teresa Messenger, Librarian, Kelly Elementary School

Carolyn Wolfe, Board Member

Suzy O'Hara, Parent Representative

Youssef Saidi, Student