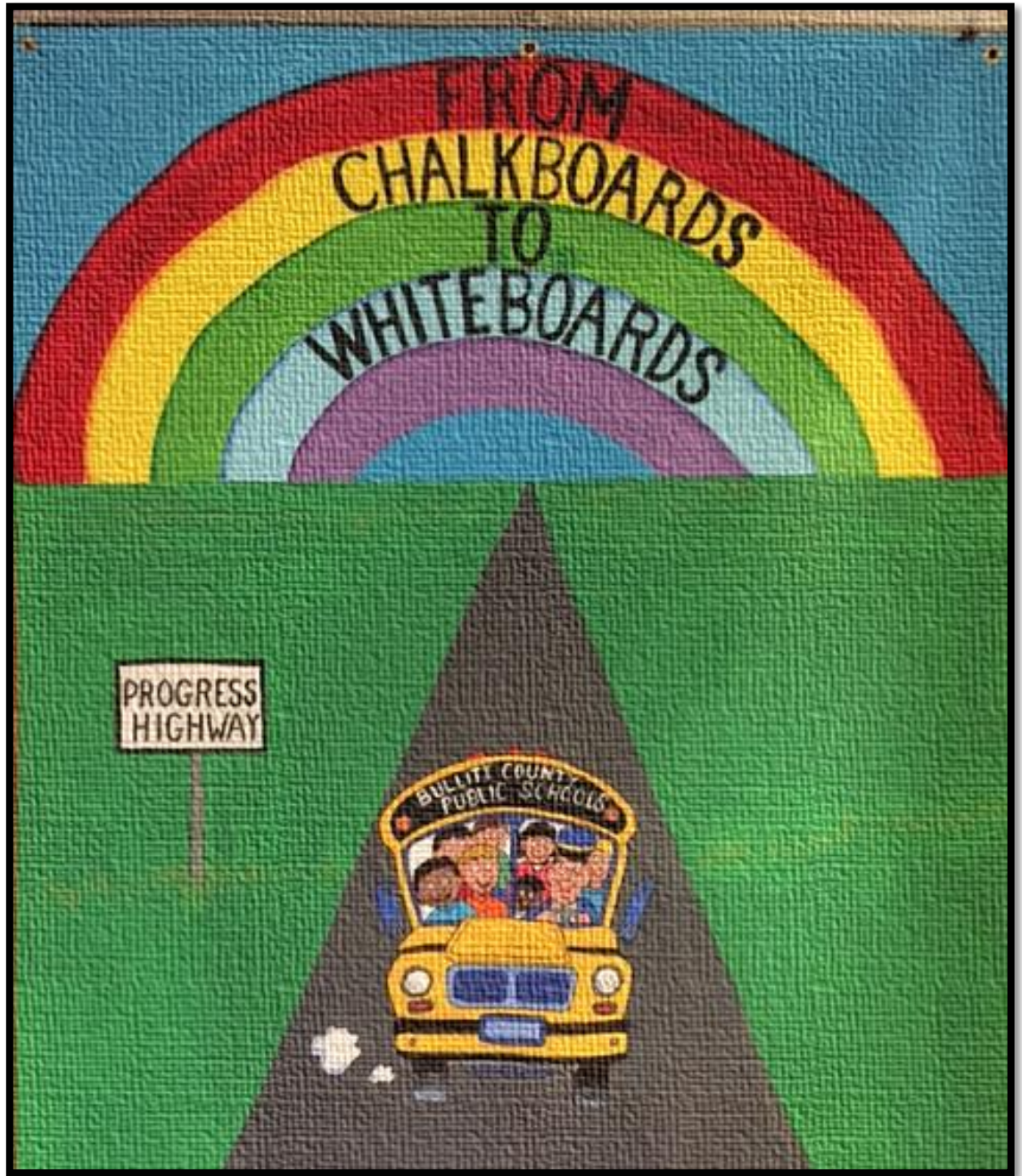


2016-2017

Code of Student Behavior and Discipline



BULLITT COUNTY PUBLIC SCHOOLS

The Leader in Academic Excellence



Photo Credit:
Ms. Chancellor's Art Class, Mt. Washington Middle School

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Go online to bullittschools.org to review any cited policies or procedures updated during the school year in the Code of Student Behavior and Discipline.



Moving Forward

Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

Dear Parents and Guardians,

Bullitt County is a great place to raise a family and a great place to be a child or teenager. We have a great number of activities to fit almost everyone's interest and members of our community are really great about volunteering their time and energy, whether it be Watch D.O.G.S., PTA, all kinds of athletics, academic team, chess, robotics, etc. Along with all the great things going on in our schools, our county's relatively low rate of criminal behavior makes it easy to forget that we must watch out for, and talk with our children about staying safe. It is a sad fact that danger still lurks in every community and by taking common-sense precautions such as those outlined below will help:

- Talk to your children about their personal safety and the danger of talking to strangers.
- Practice a family safety code and other procedures on a regular basis.
- If possible, send your child to school on a bus and review safety procedures for your child's trip to the bus stop, as well as what they are to do once they get off the bus in the afternoon.
- If you transport your own children to school, drop them off after the building has opened and school safety procedures are in place.
- For those kids who walk to school, either walk with them or have them walk with another designated adult or group of students.
- Always inform your child's teacher in writing of any changes in dismissal procedures or persons on the emergency pick-up list.

When you do pick up your child early from school, you will be required to show picture identification. School arrival and dismissal procedures are in place for your children's safety and we appreciate your patience. Our goal is to provide a safe and nurturing environment where all children learn at their fullest potential.

You child has a world of opportunities in Bullitt County Public Schools. Our vision is that we will become the leader in educational excellence. The decisions we make and the programs we implement should all contribute to the fulfillment of that vision. We must insist that our students engage in appropriate and productive behavior while at school. Our goal is not to ever "get anyone in trouble," but we must respond to negative behaviors both in order to teach positive behavior and to protect the learning environment of the other children.

Thank you for your support of our schools and district.

Sincerely,

Keith Davis

Superintendent

Equal Education and Employment Institution



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

Emergency Procedures

Inclement Weather and School Closings

The Bullitt County Public School system has designed an Emergency Procedure Manual to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of an emergency and to see that he/she gets home safely by walking, bus or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective ways to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster may disrupt the normal way of doing things. It will cause inconveniences to all of us. The responsibilities are shared by us as school administrators and you as parents.

IN MOST EMERGENCIES, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THAT RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS MAIN OR CHEMICAL SPILL), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATIVE SITE.

We ask you to follow this procedure if you hear rumors of any school emergency:

- 1. TURN ON YOUR RADIO OR TELEVISION AND/OR CHECK THE DISTRICT WEBPAGE.** We will keep the media accurately informed of any emergency. BCPS recommends you tune into WHAS to listen and watch for alerts. Emergency information will also be sent via e-mail through our E-News and posted on BCPSKy Facebook and/or Twitter page. For information about subscribing to BCPS E-News, visit our webpage at www.bullittschools.org. We also recommended that all parents sign up for Infinite Campus Messenger through Parent Portal to receive information through email, voicemail and if you choose text messages.
- 2. PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
- 3.** Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
 - (A) If the school building must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.
 - (B) Stay tuned to WHAS radio/TV for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

BULLITT COUNTY PUBLIC SCHOOLS

Notice of Non-Discrimination

As required by federal law, the District does not discriminate on the basis of race, color, national origin, religion, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to groups such as 4-H Clubs, Scout groups, AAU Programs and other designated youth groups.

Title IX Coordinator

Susan Bibelhauser
1040 Highway 44 East
Shepherdsville, KY 40165
(502) 869-8000

Section 504/ADA Coordinator

Troy Kolb
1040 Highway 44 East
Shepherdsville, KY 40165
(5502) 869-8000

Moving Forward

Non-Discrimination Statement Policy

Students, their parents, employees and potential employees of the Bullitt County Public Schools are hereby notified that the Bullitt County Public School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, genetic information (employees only), or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights Law, Title VI, VII, Title IX and Section 504. The Bullitt County Public School System offers the following vocational and educational programs for students in grades 9-12: Agriculture, Consumer and Family Living, Art, Office Management, UPS World to Work Technology, and Military Science. The following vocational school classes are available to students in grades 11-12: Welding, Carpentry, Health Science, Automotive, and Graphic Technology. Adult Education classes are offered to individuals pursuing a GED certification. Adult programs are offered periodically based upon demand for special classes. Any person having inquiries concerning Bullitt County Schools' compliance with the Office of Civil Rights Law, Title IV, Title VII, Title IX and Section 504 is directed to contact Keith Davis, Superintendent, Bullitt County Board of Education, 1040 Highway 44 East, Shepherdsville, KY 40165. Telephone (502) 869-8000.

CODE OF STUDENT BEHAVIOR AND DISCIPLINE

Bullitt County Board of Education
1040 Highway 44 East
Shepherdsville, Kentucky 40165
Keith Davis, Superintendent

For Information Contact: Pat Smith-Darnell - Director of Pupil Personnel or
Sarah Hardin - Safe and Drug-Free Schools Coordinator at (502) 869-8000

Approved: 6/13/16

Board Order No. 2015-241

The contents of this Code have been reviewed by Eric Farris, Legal Counsel to the Bullitt County Board of Education.

Committee Members

Pat Smith-Darnell	Director of Pupil Personnel	Roger Hayes	Board Member
Sarah Hardin	Safe and Drug Free Schools Coordinator	Adam Disney	Teacher, Bullitt Central High School
Monica Tharp	Director of Special Education	Tim Ridley	Teacher, North Bullitt High School
Staci Goedde	Director of Transportation	Kyle Stanton	Teacher, Zoneton Middle School
Angela Voyles	Director of Food Service	Lindsey Wegley	Teacher, North Bullitt High School
Jim Jackson	District Technology Coordinator	Ken Bernardi	Police Officer, SPD
Kevin Connors	Asst. Principal, Bullitt Lick Middle School	Warren Coogle	Student, Bullitt Lick Middle School
Jennifer Romine	Asst. Principal, Bullitt Central High School	Melissa Lambert	Clerk, Pupil Personnel

Introduction

The Bullitt County Public School District is committed to providing quality education for all students by promoting the use of Positive Behavioral Interventions and Supports (PBIS) which recognizes the need to educate students on behavioral as well as academic expectations and focuses on a system's approach for establishing the social culture and individualized behavioral supports needed for schools to achieve both social and academic success for all students. We believe it is important to create a community within our schools where expectations are understood, guidance is given and a safe and orderly environment is maintained.

This Code was adopted by the Bullitt County Board of Education to help schools create a safe, positive and respectful learning environment for all students and school personnel. We recognize that a school's learning climate and students' behaviors improve when students:

- Know what is expected of them at school;
- Believe they have the academic and social skills to achieve;
- Receive recognition and praise for doing good work and behaving appropriately; and
- Feel there is someone at school who cares about them and encourages their development.

Students enrolled in the Bullitt County Public School system have the responsibility to observe and respect the rights of all others. Responsible observance of other's rights requires behavior that does not threaten, interfere with, or deprive any others of educational opportunities.

Vision Statement

Bullitt County Public Schools:
The leader in educational excellence.

Our Mission Statement

The Bullitt County Public Schools learning community will educate all students to high levels of academic performance as measured by state and national standards by creating and maintaining a positive learning environment with a comprehensive system of support.

We Believe

All children can learn.
Higher expectations will yield higher results.
Excellence is attainable.
All people need a safe environment, both physically and emotionally.
Family and community support is essential.
All people are responsible for their own choices.
Relationships are the foundation of a positive culture.

09.4

Student Behavior

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the regulations of the school district and the laws of the community and state.*

REFERENCES:

*KRS 160.290
KRS 161.180

Adopted/Amended: 5/20/1993
Order # 301

STUDENTS

09.438

Student Discipline Code

DEVELOPMENT

In accordance with [KRS 158.148](#) and [704 KAR 007:050](#), the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by [KRS 158.148](#), a process shall be developed to provide information to those parties and to train employees.

The code shall establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations to District personnel for appropriate action and information regarding the consequences of violating the code and violations reportable under [KRS 158.154](#), 158.156, or 158.444.

DISTRIBUTION

Once reviewed and approved, the student discipline code shall be distributed to students and parents in the District, including those students who enroll during the school year

REVIEW

The Board shall update the student discipline code at least every two (2) years.

REPORTING OF DATA

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under [KRS 525.070](#) or [KRS 525.080](#) in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

REFERENCES:

[KRS 158.148](#); [KRS 158.153](#); [KRS 158.154](#); [KRS 158.156](#); [KRS 158.165](#)

[KRS 158.444](#); [KRS 160.295](#)

[KRS 525.070](#); [KRS 525.080](#)

[704 KAR 007:050](#), *Student Discipline Guidelines*, Kentucky Department of Education

RELATED POLICIES:

09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811

Adopted/Amended: 07/28/2014

Order # 22

Student Discipline Code Process

This Code was developed by a committee representing schools, the central office, students, and parents. **This code is a supplement to broad discretionary powers already in place to maintain safety, order and discipline in the schools.** Schools have distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the school's handbook. On request, the Principal shall provide help for non-English speaking, blind, deaf, or nonreading students and parents so that they can have access to the information contained in this Code.

Each year, the Code Committee will review the Code in preparation for the coming school year. It welcomes suggestions as to how to improve this document. Individuals may send written comments to the contact person(s) listed on page one, who will forward them to the Code Committee.

Annual Orientation Procedures

Each school shall develop an effective distribution and orientation process by which students, parents, teachers, and administrators may become fully familiar with the code. Copies will be made available to each student at the beginning of each school year. All new students entering the system throughout the school year shall also receive a copy of this code. Any future amendments and revisions shall be distributed in the same fashion. The local news media shall receive a copy of the discipline code. The students are to receive orientation the first week of the school year.

BULLITT COUNTY BOARD OF EDUCATION
Code of Student Behavior and Discipline
Acknowledgement Page

2016 - 2017

Complete and sign the Acknowledgement Page and any other appropriate forms in this handbook and return them to your child’s school.

Student Name

Homeroom Teacher



As the parent(s) or guardian(s) we have read and discussed the
Code of Student Behavior and Discipline,
including *School Bus Rules/Regulations*, with our child.

I understand it is my responsibility to immediately notify my child’s school of any changes in my contact information – telephone numbers, physical address, e-mail address and any other pertinent information.

It is imperative that the school be able to reach parents/guardians in an emergency.

Parent/Guardian’s Signature Date

Parent/Guardian’s Signature Date

Student’s Signature Date

Please return with this form:

- Publication Consent Form**
- Electronic Access/User Agreement Form**
- Application for Waiver/Reduction of Fees (optional)**
- Student Drug Testing Procedure (optional)**

Each school shall maintain the record of the Acknowledgement Page signed by the student and parent for the current school year.

The entire policy and procedure manual can be found online at <http://policy.ksba.org/b18/>

Go online to bullittschools.org to review any cited policies or procedures updated during the school year in the Code of Student Behavior and Discipline.

STUDENT

Publication Consent Form**PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL.**

Dear Parent/Guardian:

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

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

Please review this form carefully, sign and date the form, and submit the form to the school.

Once signed and dated, this form shall remain in effect for your child for the current school year. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

As the parent(s)/guardians(s) of _____, I/we give the

Student's Name

Bullitt County Public School District permission to release my/our child's name, photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Parent(s)/Guardian(s) (Please print.) _____

Parent/Guardian's Signature

Date

<p>NOTE: If the recorded image, voice, or work of a student is to be included in a publication as part of a commercial or for-profit fund-raising endeavor, affirmative authorization of the parent/guardian or eligible student must be obtained.</p>

Electronic Access/User Agreement Form**STUDENT FORM**

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

Address _____
City *State* *ZIP Code*

Age _____ Date of _____ Sex: (Circle One): M or F Phone Number _____

Grade _____ School _____ Homeroom/Classroom _____

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

Student Name (Please Print) _____

Student Signature

Date

Students will be supervised by a staff member during any Internet access.

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as the Internet. I understand that my child will be supervised while selecting, researching, sharing or exploring electronic information and media. However, I realize that some objectionable materials could be inadvertently encountered.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resource provided by the District and the Kentucky Department of Education are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the email 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 is 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.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian

Date

Email Address: _____

Daytime Phone Number: _____

Evening Phone Number: _____

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

Student Drug Testing Procedures

Bullitt County Public Schools

Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing

As the parent or legal guardian of the student signing below, I acknowledge that I have read Policy 09.423 (Use of Alcohol, Drugs, and Other Controlled Substances) and Procedure 09.423 AP.21 (Student Drug Testing Procedures) and have consented to participate in the drug testing program for the entire school year by circling Option 1 for Mandatory Testing, or Option 2 for Voluntary Testing. Option 3 indicates that I decline participation at this time for my student. I understand for my student to be eligible for any sport(s) or extracurricular participation, or as a student driver who parks on campus, Option 1 must be selected.

Print Student's Name: _____ School: _____

Student's Address: _____ Zip: _____

Date of Birth: _____ Circle Grade: 6 7 8 9 10 11 12 Male Female

Circle the desired OPTION below to acknowledge your agreement to participate in:

OPTION 1 (MANDATORY)
*Athletic, Extracurricular,
Student Drivers*

OPTION 2 (VOLUNTARY)
Sign and Return

OPTION 3 (DECLINE)

Circle any or all Bullitt County School sponsored sport(s) or extracurricular activity in which the student is involved:

You are not required to list Park and Rec., YMCA, or any other private sport involvement.

- | | | | | | | |
|---------------|---------------|------------|-----------|--------------|----------------|------------------|
| Academic Team | Archery | Basketball | Baseball | BETA | Bowling | Cheerleading |
| Chess Team | Cross Country | Dance Team | FBLA | FFA | Football | Forensics/Debate |
| Golf | NHS | Softball | Soccer | STLP | Student Driver | Swimming |
| Tennis | Track | Volleyball | Wrestling | Bass Fishing | | |

Other sports or extracurricular activities (Please list) _____

We/I agree to release drug testing results to school level counselors for Work Ethic Seal for the high school diploma. See Policy 09.423 AP.21.

Print Student's Name

Student's Signature

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

Application for Waiver of Fees

Parent/Guardian,

Upon notice of successful qualification you may request a waiver of school fees for your child. A request must be completed **for each student upon enrollment or at the beginning of the school year.** If you are applying for Free and Reduced price meals or have completed a Household Income Form and would like to request this waiver, please complete this waiver application and return to your child’s school.

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

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

Student’s Age _____ **Date of Birth** _____ **Sex** _____ **Student’s Phone Number** _____

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

As parent/guardian of _____
Child’s Name

I am requesting a waiver of fees.

If your child has been granted free/reduced price meal status, do you grant permission for school food service personnel to disclose that information to School and District personnel for the sole purpose of determining if your child is eligible for a fee waiver for educational activities?

YES NO

If your child is eligible under the Community Eligibility Provision (CEP), do you grant permission for the FRAM coordinator to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and school athletic and field trip fees, etc.?

- School administrators
- Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the Community Eligibility Provision.

YES NO

Signed _____
Parent/Guardian Signature *Date*

Application for Waiver of Fees

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

Medical Excuse Form

**Bullitt County Public Schools
1040 Highway 44 East
Shepherdsville, Ky. 40165
Phone 502-869-8000 / Fax 502-869-8069**

This form is required ONLY after ten (10) medically excused absences (doctor’s note) or tardies (doctor’s note) or any combination of medically excused absences or tardies equaling ten (10). Please fax the completed Medical Excuse Form to 502-869-8069.

Student Name: _____

School Name: _____

I hereby authorize this health care provider to release the information requested on this form for my child named above to the Bullitt County Public Schools.

Parent or Guardian Signature

Date of Appointment: _____

Time of Appointment: _____

Time In: _____

Time Out: _____

Reason for Appointment (check only one)

- Routine Office Visit Follow-up Visit Orthodontic
- Dental Vision Emergency Tests

Was it medically necessary for this student to be absent the entire day on date of appointment?

- Yes No

If no, would student have missed all day due to office location, etc.?

- Yes No

If this student is to be absent five (5) consecutive days or more, please complete a Home Hospital application.

This student may return to school on _____
Date

Health Care Provider _____

Name and Address _____

Signature of Health Care Provider/Physician/APRN

Date
Review/Revised: 8/18/09

Permission Form for Prescribed or Over-the-Counter Medication

Student's Name: _____ Grade: _____ Date of Birth: _____
 School: _____

TO BE COMPLETED BY THE PARENT/GUARDIAN, PHYSICIAN OR HEALTH CARE PROVIDER.

Procedure 09.2241 AP.1 – (Over-the-Counter) – Parent/Guardians shall complete the required form. Medication shall be in original container, dated upon receipt, and given no more than three (3) consecutive days without signature from physician/health care provider. (Prescribed Medication) – Parents/Guardians and Health Care Provider shall complete the required form.

Name of medication: _____	Reason for medication: _____
Instructions: Time: _____ Dose: _____ Start Date: ___/___/___ Stop Date: ___/___/___	
Signs & Symptoms of Emergency Administration: _____	
Restrictions and/or important side effects: <input type="checkbox"/> No restrictions <input type="checkbox"/> Yes, Please describe: _____	
Special storage requirements: <input type="checkbox"/> None <input type="checkbox"/> Refrigerate <input type="checkbox"/> Other _____	
* Student must carry this medication on his/her person and self-administer during school hours: <input type="checkbox"/> No <input type="checkbox"/> *Yes	

Name of medication: _____	Reason for medication: _____
Instructions: Time: _____ Dose: _____ Start Date: ___/___/___ Stop Date: ___/___/___	
Signs & Symptoms of Emergency Administration: _____	
Restrictions and/or important side effects: <input type="checkbox"/> No restrictions <input type="checkbox"/> Yes, Please describe: _____	
Special storage requirements: <input type="checkbox"/> None <input type="checkbox"/> Refrigerate <input type="checkbox"/> Other _____	
* Student must carry this medication on his/her person and self-administer during school hours: <input type="checkbox"/> No <input type="checkbox"/> *Yes	

SPECIFIC TO FIELD TRIPS:

- Trained personnel to assist student to self-medicate (School personnel will hold medication until dosing time)
 *Student to self-administer (Student will hold medication on their person)
 Student requires medication to be administered (School personnel will hold medication and administer)

_____(MD INITIALS) The above named student has been instructed on the care, storage, dosage and use of the above medication(s) and has sufficient knowledge and ability to self-administer the medication(s) in the school setting and while on field trips.

Physician/Health Care Provider Signature/Date

Signature of Parent/Guardian / Date

**(required for prescription medication(s)/self-administration)*

Name of Physician/Health Care Provider: _____	Phone #: _____ Fax #: _____
--	---

FOR ALL MEDICATIONS

I give permission for _____ to receive the above medication(s) at school according
 to standard school policy and expressly hold harmless, and waive any liability on behalf of, the school or its employees and agents concerning
 any injuries or reactions resulting from administration or lack of administration of the above medication. For on-going medications, I understand
 that I have the ultimate responsibility for providing the school with an adequate supply of medication to enable orders from a physician or
 health care provider to be followed.

Date: _____ Signature: _____ Relationship: _____
 Home Phone: _____ Work Phone _____ Emergency Phone _____

I/we reviewed the statement and authorization for completion.

Administrator/designee _____

Date _____

Review/Revised: 4/22/13

**BULLITT COUNTY BOARD OF EDUCATION
SHEPHERDSVILLE, KENTUCKY**

Philosophy

(Code of Student Conduct)

The public schools of Bullitt County have the responsibility conferred on them by the State to provide public education for children until they graduate or reach the age of 21. To carry out this function effectively and equitably, school authorities and parents must ensure an environment in each school which is conducive to the learning process. Our commitment to the establishment of a consistent local discipline code is seen as one way to work with discipline problems in the schools, dropouts, lowered academic achievement, and alienated youth.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time every citizen has the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. School authorities are allowed a broader range of powers in maintaining an orderly environment than is allowed by law enforcement authorities, provided they adhere to the requirements of due process and other constitutional standards.

Schools must prepare students for their responsibilities as adults in a democratic society. Rules that establish discipline guidelines for students are necessary and basic to their growth and development. To accomplish this goal there must be respect and mutual trust among parent, teacher, and student. It is the responsibility of the local school district to have a discipline code, which reflects the community's standards and expectations for student behavior. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, students, and educators to the maintenance of an effective learning environment. The code will be enforced fairly and equitably without discrimination. Students are responsible for following the code from the time they leave home for school until they return home after school, whenever they are on school property or on the school bus, or at any school-sponsored event. Under the United States Constitution certain individual rights are provided for the protection and safeguard of all people. Individual responsibilities are inherent in all rights.

The following therefore is given as the code of Rights and Responsibilities:

Student Rights and Responsibilities

Student Rights

- 1.** To a free and appropriate public education preparing the Student within the limit of abilities to reach maximum potential for contributing to the individual's welfare and that of society.
- 2.** To a reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject as cited in the BCPS Code of Conduct.
- 3.** To request a conference, present complaints or grievances of disciplinary action or other matters to school authorities and receive replies from such matters in a reasonable length of time.
- 4.** To freedom of speech and expression.
- 5.** To protection of person and property (personal, board-owned technology).
- 6.** To the respect of other students personnel and property (faculty, staff, students and adults).
- 7.** To participate in any school related program and activity with the limits of capabilities without regard to race, creed or sex.
- 8.** Confidentiality of all personal school records.
- 9.** To academic integrity with respect to spoken or written assignments.
- 10.** To "due process" in regard to disciplinary action including the right to hear charges and state his/her side and appeal decisions to higher authority.

Student Responsibilities

To show respect for the educational process by attending school regularly and taking advantage of every opportunity offered to further his/her Education and not to interfere with the rights of fellow students to an education.

To obey the rules and regulations of the Board of Education and/or school administration and to question them only for an explanation not in an argumentative context.

To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals and to refrain from making false accusations.

To refrain from libel, slanderous remarks and obscenity in verbal and written expressions including but not limited to bullying, harassment and cyberbullying. To establish and maintain a culture of positivity in regard to the character of others.

To establish and maintain a culture of positivity where care and concern for others and their property (personal, board-owned and others) is a priority.

To respect the human dignity and worth of every individual.

To make the best contribution possible with individual abilities, to support the school in all phases of program or activity; and to behave in such a way that participation will be a contribution and not a detriment, to be punctual and present regularly in the program or the activity.

To follow established procedure in requesting release of personal records.

To represent the truth in all school matters, to complete all assignments in accordance with teachers' instructions and to refrain from cheating and plagiarism on all school activities.

To exercise courtesy and reason at all times and accept just punishment.

Student Rights and Responsibilities

Student Rights

11. To be secure from unreasonable searches of personal property and from unreasonable seizure of property and adhere to due process and other constitutional standards.
12. To receive academic evaluation solely on academic performance.
13. To be represented by students in the decision making process on matters which relate to standards of achievement, conduct, elections and participation where system-wide committees are appointed to address those matters.

Student Responsibilities

- To maintain safety, order and be free of all dangers to students (no controlled substances, contraband and/or dangerous items) on school property.
- To fulfill academic requirements and abide by the student attendance policy.
- To become informed of and adhere to reasonable rules and regulations by local boards of education and implemented by school administrators and teachers.

Parent/Guardian Rights and Responsibilities

Parent/Guardian Rights

1. To send their child to a school with a positive educational climate.
2. To expect that disruptions will be dealt with fairly, firmly and quickly.
3. To enroll their child in regularly scheduled classes, based on individual needs and with minimal interruption.
4. To expect the school to maintain high academic Standards.
5. To be informed of and to review the student's academic progress and other pertinent information which may or may not be contained in the student's personal records.

Parent/Guardian Responsibilities

- To prepare their child both physically and mentally to be receptive to a quality education. This includes informing the child of the value of an education and a sense of respect for educators.
- To familiarize themselves and their child about the rules and disciplinary procedures of the school and emphasize the importance of following the same as cited in the BCPS Code of Conduct.
- To acknowledge and understand that unnecessary interruptions in the school are detrimental to the educational process for all students and to ensure that their child attend regularly and promptly.
- To familiarize themselves with the educational process and school procedures.
- To initiate requests for a conference with the teacher, counselor or principal to review academic progress or other matters.

Educator Rights and Responsibilities

Educator Rights

1. To work in an environment free from excessive disruptions.
2. To implement appropriate disciplinary procedures within administrative guidelines.
3. To expect all assignments to be completed and turned in within acceptable time limits.
4. To take disciplinary and/or legal action against physical harm or verbal abuse on school property or in attendance at school functions.
5. To provide input in the formulation of policies related to students and school personnel.
6. To expect and exhibit professionalism in the workplace and community.
7. To expect the support and respect of fellow educators, students and parents.

Educator Responsibilities

- To maintain a positive learning atmosphere.
- To assist in the administration of such discipline as necessary to maintain order throughout the school and to be aware of disciplinary policies and laws.
- To make the assignments clearly understood by the students and to evaluate and return student assignments within reasonable time limits.
- To practice good judgment in antagonistic confrontations.
- To support and administer the district, school and school based decision policies.
- To show a good example of conduct, neatness, cleanliness, personal dress and hygiene.
- To exhibit an attitude of respect for students and to develop and demonstrate professional competency.

Student Directory Information Notification

August 10, 2016

Date

Dear Parent/Guardian:

RELEASE OF STUDENT DIRECTORY INFORMATION

Directory information may be released for Bullitt County students to third parties limited to institutions of higher education, potential employers, state agencies, administrative office of the courts and law enforcement unless the parent or eligible student (18 years of age or older) requests in writing to the Director of Pupil Personnel within thirty (30) days of the date of this letter that the school not release directory information. Directory information shall include students' names, addresses, telephone numbers, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, degrees, honors and awards received, and most recent educational institution attended by the student. Please be advised that parents cannot prevent the school from using directory information on school or District-issued ID cards or badges.

NOTE: IF DIRECTED TO WITHHOLD DIRECTORY INFORMATION, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES. (PUBLICATION CONSENT FORM 09.14 AP.251)

ARMED FORCES RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

The student's name, address and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request unless the parent or eligible student requests in writing within thirty (30) days of the date of this letter that the information be withheld. Although a student who has reached age 18, may request that this information *not* be disclosed, if the student is younger than eighteen (18), parents have the right to permit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard, and institutions of higher education.

If you do *not* want your child's directory information released, please send your requests in writing to:

Bullitt County Board of Education
 Attention: Pupil Personnel Department
 1040 Highway 44 East
 Shepherdsville, Kentucky 40165

Review/Revised: 6/24/13

Notification of FERPA Rights

Distribute this notice annually to parents and students.

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

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

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

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

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

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

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

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

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

Exceptions that permit disclosure without consent include:

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

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

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

Notification of FERPA Rights

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Adopted/Amended: 6/13/16

Notification of PPRA Rights

Distribute this notice annually to parents and students.

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

Consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

NOTE: If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

- **Inspect, upon request and before administration or use:**
 1. Protected information surveys to be used with students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Notification of PPRA Rights

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave., SW

Washington, D. C. 20202-4605

Review/Revised: 9/18/2007

Grievances

GENERAL

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

PROCEDURES

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

EXCEPTIONS

Harassment/Discrimination allegations shall be governed by Policy 09.42811.

Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program.

RELATED POLICIES:

- 07.1
- 08.13451
- 09.42811
- 10.2

Adopted/Amended: 07/20/2010

Order #: 12



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

Dear Parent or Guardian:

The educators in Bullitt County are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's teacher and/or paraprofessionals, if applicable. If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by teacher and/or paraeducators, and if so, their qualifications.

If you would like to request this information, please contact **Jennifer Wooley** by phone at **502-869-8000** or by email at jennifer.wooley@bullitt.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Brenda Pirtle

Assistant Superintendent for
Student Learning/ Title I Coordinator

Equal Education and Employment Institution

Infinite Campus Parent Portal

Bullitt County Public Schools wants you to be a part of your child's education. In order to assist you with that we have the free tool ***Infinite Campus Parent Portal***. ***Parent Portal*** is your view into your child's daily life at school. On ***Parent Portal*** you can view your child's *Grades, Assignments, Discipline, Report Cards, and Attendance*. The information on ***Parent Portal*** is "Real Time". What this means is when it is entered into Infinite Campus at the school, it is immediately available to you on ***Parent Portal***.

In order to use this wonderful free tool, you need to come into your child's school and verify your household information. Then you will be given your activation key. After parents have obtained the activation key, the following steps should be followed for a successful log-in.

1. Go to the Parent Portal Login page.
<https://infinitecampus.bullitt.kyschools.us/campus/portal/bullitt.jsp>
2. This will bring you to the login page. If you have a GUID number you will need to click the orange HELP and on the dropdown select "If you have been assigned a Campus Portal Activation Key, click here".
3. The "click here" link will display an Activation Screen. Enter the 32 character activation key provided by the school.
4. Click the "Submit" button. The activation key will be verified, and when approved will display a screen to create the user name and password.
5. Enter a user name. It is best to use an alphanumeric (letters and numbers) user name.
6. Enter a password. Again, it is best to use an alphanumeric password that is at least (8) characters long. The password strength has to reach 100 percent for the password to be sufficient.
7. Enter the password a second time in the *Verify Password* field.
8. Click the "Create Account" button. This will create the user name and password. The user name and password will be verified, and upon approval the portal account will be created. Use the "Click Here" link on the account creation page to enter the user name and password to access the Portal information. After the activation key has been used to create a portal account, it will no longer be valid. Users will subsequently log in to the Parent Portal using their unique user name and password.

All students have their own portal account so please do not share your user name and password with your student.

If you are a student and wish to access your portal account, your user name is your 10 digit student number and your password is your first initial, last initial and your six digit birthday. Ex. Password for John Doe born 12/12/1996 would be jd121296.

Telecommunication Devices

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating;
 - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
 - c. Is profane, indecent, or obscene;
 - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

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

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break. School Councils may modify this restriction to meet educational or instructional needs and with Board approval.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

REFERENCE:

¹KRS 158.165

RELATED POLICIES: 08.2323; 09.426; 09.436; 09.438

Bullitt County Public Schools Student Electronic Access / User Agreement

This is an abbreviated version of the District Acceptable Use Policy. To view the policy in its entirety, visit the *Bullitt County Public Schools District Technology* Webpage. For additional information see board policy 08.2323 and procedure AP.21 found on the *Kentucky Department of Education* website <http://policy.ksba.org/b18/>.

Rights, Responsibilities, and Privileges

- A. Privileges:** Access to Electronic Media is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. However, violation of the acceptable use policy may result in the immediate loss of any or all network services. In addition, any attempted or executed criminal violations on the network will be prosecuted to the fullest extent of the law.
- B. General Responsibilities:** As a user of the Bullitt County District’s computer network, you agree to comply with the District’s Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, vulgarity, or material protected by trade secret. During school hours, teachers will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information. Any Internet activity, whether posted from school or another location, that materially or substantially disrupts the educational process may result in disciplinary and/or legal action. Additional rules and regulations may be found in District and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.
- C. Specific Network and Internet Responsibilities:** The use of your account must be in support of educational and research activities consistent with the following objectives of Bullitt County Public Schools.
- You may not violate state and federal legal requirements that address student rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
 - All communications and information accessible via the network should be assumed to be for the individual consumption of the user; however, privacy is not guaranteed.
 - You may not use, destroy, or alter anyone else’s account, use another user’s password, trespass in another user’s folder, work or files.
 - You may not gain unauthorized access to the BCPS network or offer BCPS network access to any other individual via your Bullitt County Public Schools account.
 - The BCPS network may not be used to remotely connect to computers or other devices outside of our network without expressed written permission from the District Technology Coordinator. It is not permissible to connect any device to District-Owned computers/network in order to illegally capture or download data.
 - You may not connect to any unauthorized wireless network other than the BCPS wireless network while on school property.
 - You may not damage computers, the network, or school/district websites.
 - You may not intentionally spread embedded messages or other programs, download freeware or shareware programs, or install software on district-owned computers which could potentially damage or destroy programs or data.
 - You are not permitted to get from or put onto the network any copyrighted material (including unlicensed software), threatening messages, or obscene material. Violating copyright laws, including illegal copying of commercial software and/or other protected material is strictly prohibited.
 - You may not send or display offensive messages or pictures, including those that involve profanity, obscenity, and harassing, bullying, or intimidating communication that would disrupt the educational process. Harassment as defined in board policy shall not be allowed. Notify a network administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
 - Using technology resources to bully, threaten, or attack another person, setup unauthorized blogs or journals or social networking accounts is a violation of the BCPS acceptable use policy.
- No illegal activities including those for commercial purposes or financial gain, may be conducted via the network.

A. Specific Electronic Mail Responsibilities and Digital Citizenship: All staff and students grade 3 and above will have a district email account. The following responsibilities are taught during an annual student email training. Students are aware of these strategies and are to abide by proper digital citizenship etiquette. These strategies are not all inclusive. For more information regarding Digital Citizenship, please go to <http://www.digitalcitizenship.net>.

- Be polite. Do not write or send abusive messages to others. No bullying or harassing through electronic mail as defined by board policy.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not open or forward messages of an unknown sender or questionable nature.
- Be aware of, report, and delete messages that could be considered phishing, spam, or have a possible virus that could damage the computer or network.
- Electronic mail is not guaranteed to be private. Network administrators have access to all mail messages. Any message relating to or in support of illegal activities shall be reported to the proper authorities. This includes messages that could be construed for personal gain such as selling items or promotions.
- Third party email (e.g. Windstream, Gmail, Hotmail, TWC, Yahoo) is NOT allowed on the BCPS network.
- Notify a network administrator or teacher of any violations of these responsibilities taking place by other users or outside parties. This may be done anonymously.

B. Rights: In the event of a policy violation, the District Technology Coordinator or school principal may suspend, restrict, or close a user account and/or email account.

Disclaimers:

A. Reliability – Bullitt County Public Schools shall not be responsible for any damages resulting from delays, non-deliveries, or service interruptions resulting from the use of any electronic resource.

B. Security – Bullitt County Public Schools will take reasonable steps to assure individual privacy on the network but does not guarantee confidentiality. The superintendent/designee reserves the right to access and inspect all user accounts, including email, files, logs, and connections to the network. She/he may review files and communication to maintain system integrity and insure that individuals are using the system responsibly. Security on any computer system is a high priority, especially when the system involves many users. Users should not expect information on district provided or sponsored technology services, to be private. If any user can identify a security problem, s/he must notify the district technology coordinator or your school technology coordinator.

To view the Acceptable Use Policy in its entirety, visit the *Bullitt County Public Schools District Technology* Webpage. For additional information see board policy 08.2323 and procedure AP.21 found on the *Kentucky Department of Education* website <http://policy.ksba.org/b18/>.



Internet

Any Internet activity whether posted from school or any other location that materially or substantially disrupts the educational process may result in disciplinary and/or legal action.

References:

KRS 158.148

KRS 158.150

Tinker v. Des Moines

Access to Electronic Media

(Acceptable Use Policy)

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

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required every school year, prior to the student being granted independent access to electronic media involving District technological resources.

Access to Electronic Media

(Acceptable Use Policy)

PERMISSION/AGREEMENT FORM (CONTINUED)

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

SUPERVISION OF STUDENT TECHNOLOGY USE

Teachers and others whose duties include classroom management and/or student supervision shall sign an Acceptable Use Policy agreement acknowledging responsibility for exercising reasonable supervision of student access to Internet and electronic mail. District internet content filtering devices shall not be treated as a substitute for classroom management and monitoring of student internet use.

Teachers shall not direct or advise students accessing school computing and communications networks to use third party email systems other than the Kentucky Education Technology System standard email system.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail, internet access and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication, and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities. Full details can be obtained by clicking on the Acceptable Use policy on the technology department website.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.

Access to Electronic Media

(Acceptable Use Policy)

EMPLOYEE USE (CONTINUED)

2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

Any form of communication with students must be consistent with [016 KAR 001:010](#), Standards for Certified School Personnel (the Kentucky Teacher Code of Ethics).

Staff members are prohibited from extending invitations to or accepting invitations from students on any "personal social networking sites" that does not serve a legitimate professional, educational, or religious purpose unless the student's parent/guardian has knowledge of the communication and gives specific permission for same. Staff members may create a classroom "fan or professional" page to communicate with students and parents information directly relating to classroom and school activities. The staff member's "fan or professional" page shall be separate from his/her personal networking page. Employees creating such "fan or professional" pages are responsible for all content posted on the website. Any social networking site, blog or other emerging technology used to communicate with students and parents shall include the disclaimer "This site is not monitored on a 24/7 basis". ALL school personnel are required by [KRS 620.030](#) to report to the proper authorities either orally or in writing any knowledge of a student who is in danger of being harmed by himself/herself or another or any student who is neglected. This would include information gathered from a social networking site.

Employees shall not use any form of communications (phone/cell, phone/texting, or email) to discuss items of a "personal" nature with students that does not serve a legitimate professional, educational or religious purpose, unless the student's parent/guardian has knowledge of the communication and gives specific permission for same.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

Access to Electronic Media

(Acceptable Use Policy)

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

CHECKOUT OF SCHOOL OWNED ELECTRONIC DEVICES

Electronic devices may be made available for student checkout but shall be the responsibility of the person to whom the device is issued and be subject to all provisions set out in the policy and related procedures. In addition, a signed AUP form must be on file at the school or District level before an electronic device is issued to a student. Participants in the District 1:1 Program shall refer to the Access 24 Plan and Technology Responsible Use Expectations (TRUE) for guidelines and other information.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

Users with network access shall not utilize District resources to establish and/or access electronic mail accounts through third-party providers or any other nonstandard electronic mail system, unless permission is granted by the District Technology Coordinator/CIO.

Access to Electronic Media

(Acceptable Use Policy)

AUDIT OF USE (CONTINUED)

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

REFERENCES:

[KRS 156.675](#); [KRS 365.732](#); [KRS 365.734](#)
[701 KAR 005:120](#)
[16 KAR 1:020 KAR 001:020 \(Code of Ethics\)](#) (Code of Ethics)
 47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
 Kentucky Education Technology System (KETS)
 47 C.F.R. 54.516
 15-ORD-190

RELATED POLICIES:

03.133214/03.23214; 03.1325/03.2325; 03.17/03.27
 08.1353; 08.2322
 09.14, 09.421, 09.422, 09.425, 09.426; 09.4261
 10.5

Adopted/Amended: 7/27/2015
 Order #: 2015-258

Technology Responsible Use Expectations (TRUE)

(Student Expectations for Using Mobile Technology in BCPS High Schools)

CHROMEBOOK USER AGREEMENT TERMS

The Bullitt County School District has initiated a 1:1 Chromebook initiative, “Access 24”. This initiative is an effort to embrace 21st Century Learning. Students will be using Chromebooks in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students will be allowed to take their designated Chromebook home to continue school work. Remember that Chromebooks are the property of the District and their contents may be viewed at any time. Students are expected to have their Chromebooks with them each day, fully charged and ready for use. Access to these resources is permitted when exercised in an appropriate and responsible manner as required by this policy and related procedures, which applies to all parties who use District technology.

GOALS FOR STUDENT USERS

- To prepare students for similar learning platforms they will use at higher ed
- To streamline processes for teachers, increase productivity and organization
- To increase collaboration among stakeholders
- To reduce paper use
- To increase engagement for students with the learning process
- To increase the time a teacher has for working with students in class
- A tool, to help the learning process
- Increase 21st Century Learning Skills
- Enhance learning and improve communication
- Increase student ownership of their learning and the learning process
- Connect users to both our local and global community
- Utilize a wide array of digital educational materials

Bullitt County Public Schools and its Board of Education (hereafter referred to as “the District”) provides its student, staff and community reasonable access to a variety of “district technological resources” (including, but not limited to, access to the Internet and laptop computers). These resources provide opportunities to students and employees while remaining within the bounds of safe, legal and responsible use. Accordingly, the District establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. REQUIRED EXPECTATIONS FOR USE OF DISTRICT TECHNOLOGY (GENERAL)

School district technological resources may be used by students, staff and others only with authorization by the District. The use of district technological resources is a privilege, not a right. Individual users of district technological resources are responsible for all behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, academically honest, supportive of student learning, and respectful. General student behavior standards, including those prescribed in applicable board policies, school handbooks and other regulations and school rules, apply to the use of the Internet and other school technological resources.

Additional rules are outlined below for Students (Section B). These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Prior to using the Internet and/or access to school technology, all students must receive initial training about appropriate online behavior (initially provided at device deployment). **(See Policy 09.4261 for further details on use of telecommunications devices.)**

Prohibited use includes using digital resources to establish third-party email accounts not administered by the District, as well as accessing sexually explicit materials. District materials shall not be used for any purpose prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.

Individuals shall reimburse the District for repair or replacement of District property lost, stolen, or damaged while under their care (**See FEES below in Section F**). Individuals are responsible for turning in district technology such as Chromebooks to their school or the District's central office in a timely manner when they are no longer students or employees of the district. This technology should be in at least as good condition as when it was taken possession by the user, accommodating for normal wear and tear over time.

Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. In the case of students, their parent/guardian must also co-sign this statement. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students that take-home district devices, a violation may result in the user becoming "day-users" who must check out their device every morning and return it every day at the end of school. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law, up to and including expulsion (students) for violating this policy and responsible use rules and regulations established by the school or District.

B. RESPONSIBLE USE OF TECHNOLOGY BY STUDENTS

1. Students will initiate digital citizenship requirements before given access to district technological resources. This begins with the orientation about digital citizenship at the Chromebook deployment. Additional training will be conducted during the school day and school year as needed.
2. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. This regulation of use includes the use of a district device in all environments, including but not limited to school, home, or extracurricular functions.
3. Students should not attempt any installation of programs or maintenance to district owned devices without the permission of the District IT department or its designees.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All uses must comply with policy on harassment when using district technology. (**BCPS Policy 09.42811**)
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Students may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Under no circumstance may software purchased by the school district be copied for personal use.
8. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).
9. Students must respect the privacy of other students and staff members. When using emails, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information (PII), or information that is private and confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see (**BCPS Procedure 01.61 AP.11**) Users also may not forward or post personal communications without the author's prior consent.
10. Students should not capture audio, video or still pictures of other students and/or staff members, nor share such media in any way, without consent of the students and/or staff members and the approval of the appropriate Principal or designee. (Note that exceptions to this may include settings where students and staff cannot be personally identified beyond the context of a sports performance or public event.)

11. Students may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to district technological resources. Students may not knowingly or deliberately try to degrade or disrupt system performance, including streaming audio or video for non-instructional purposes.
12. Students may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the district IT department or its designee.
13. Students are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
14. Students are prohibited from using another individual’s ID or password for any technological resource; they also are not allowed to read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.
15. If a student encounters a security or other problematic issue on a technological resource, he or she must immediately notify a teacher, administrator, or IT department technician.
16. Personal devices will not be supported by District staff. The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g. cellular services).
17. Students are responsible for backing up data regularly. If using a cloud-based system to save work, students must be aware when, or if, the Wi-Fi is not functioning.
18. Students who use district owned and maintained technologies (such as laptops) to access the Internet at home are responsible for both the cost and configuration of such use. For more on home use of district technology, see Section D below.
19. Students who are issued “take home” district-owned technology (such as laptops, Chromebooks, et. al.) must also follow these specific guidelines:
 - a. Charge the devices nightly at home before returning to school, so they are fully charged (100% battery) for the beginning of the next school day.
 - b. Bring the device every day to school for instructional use.
 - c. Have the device always available to present to District staff. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action will be taken, including but not limited to compensation for the cost of the device.
 - d. Keep the device secure and damage free.
 - e. Use a protective case or sleeve at all times.
 - f. Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
 - g. Do not loan out the device, charger, case or cords.
 - h. Use only the included charger and a standard outlet to charge your device
 - i. Do not deface the device itself with excessive drawings, stickers or other permanent adornment. NOTE: The use of removable “skins” designed to cover the Chromebook, which can be later removed, are permitted. Upon graduation, Chromebooks will be returned to the leasing company and normal wear and tear is permitted. Students will be charged for stickers and other adornment that cannot be removed from the device, once the device is returned prior to graduation.
 - j. Do not leave the device unattended.
 - k. Do not eat or drink while using the device or have food or drinks in close proximity to the laptop.
 - l. Do not allow pets near the device.
 - m. Do not place the device on the floor or on a sitting area such as a chair or a couch.
 - n. Do not leave the device near table or desk edges.
 - o. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.
 - p. Do not leave the device in your vehicle.
 - q. Do not leave the device outside

- r. Use your device in a climate controlled environment—do not expose to extreme temperatures.
- s. Do not use the device near water such as a pool or bathtub.
- t. Do not check the device as luggage at the airport.
- u. Make sure to back up files regularly (via a cloud-based system like Google Drive or via a storage device like a thumb drive) as crashes may occur and the device may need replacing or re-imaging.
- v. Take good physical care of your device, because you will use this device for several years while you are in Bullitt County Public Schools.
- w. Failure to follow these guidelines may result in becoming a “day-user” who must check out their device every morning and return it every day at the end of school.
- x. Documents are saved with your Chromebook using cloud storage. This will require you to have a District issued Google Apps for Education account. Using this account, you can save, export and import documents. This allows you to access your documents from other devices via the Internet. You can also share your documents with other students or your teacher
- y. Do not modify or alter the asset tag or markings with the serial number and/or model number in any way.
- z. Do not clear or disable the browsing history on the device.

REPORTING TECHNICAL ISSUES

Errors or problems should be reported as soon as is practical. This can be done by informing school personnel so the issue can be addressed in a timely manner. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the Chromebook. Students taking the device from school property must sign and submit the User Agreement Application. Student use of the Chromebook off school grounds may be revoked at any time by administration.

SECURITY

Students should only use the District supplied Google Apps for Education account. Students should never share their account passwords with others, unless requested by an administrator, teacher, parent or guardian.

Students are responsible for following the guidelines and rules set forth in the District Acceptable Use Policy.

LOSS OR DAMAGE

If a Chromebook is damaged or lost, please report to school administration as soon as possible. Users should develop a complete timeframe with all details of the incident. If theft is suspected, a police report must be filed immediately. If an incident happens in the evening, please inform school administration by 8:00 AM the following school day.

GENERAL RULES

- After five (5) unexcused absences in a semester (or less by recommendation of Principal/DPP), the student may become a day user until regular attendance is established.
- General misconduct or failing to have the Chromebook at school/charged may result in student being assigned to day user status for a length of time determined by administration.

Please Remember:

- Devices may be monitored by administration at any time.
- Administration reserves the right to take a Chromebook at any time.
- Teachers reserve the right to limit Chromebook use during class.
- The Chromebook is the property of the District.

C. PARENTAL CONSENT

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The District recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, the District shall take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. These precautions include (but are not limited to) filtering software, maintaining a secure usages log, and educator monitoring and mindfulness of student Internet access in school. **(BCPS Policy 09.4261)** The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g., cellular services).

The District recognizes that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet and/or use district technological resources, the parents/guardians must sign their student's Responsible Use Policy form as consent to the following:

1. Parents/guardians must be aware that a student could obtain access to inappropriate material while engaged in independent use of the Internet.
2. Students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.

D. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services (such as the district's Google Apps for Education cloud-based Drive) or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel may monitor online activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the District may be required to disclose such electronic information to law enforcement or other third parties; for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

E. DISCLAIMER

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or the quality of information obtained through its Internet services.

F. FEES

An annual technology usage fee will be collected from students for the "Access 24" initiative. The fee amount will be set annually by the district and collected by the school at the issuance of the machine. The school designee will use a multiple receipt form to collect the fees from the student. The designee will then submit the collected fees along with the multiple receipts form to the school bookkeeper who will then deposit the funds into the School Activity Fund account. The funds will be remitted to the district for deposit into the district Access 24 Technology fee project.

Fees will **NOT** be prorated for early withdrawal from the district or for students that enroll after the school year has begun. Consistent with Board policy 09.15, no child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.

REFERENCES:

09.4261

09.42811

09.1

09.14.

01.61 AP.11

Bullitt County Public Schools

Technology Responsible Use Expectations

1:1 CHROMEBOOK SIGNATURE PAGE

REQUIRED

All 9th, 10th, 11th

Graders

By signing this you agree to abide by the conditions listed in the BCPS Technology Responsible Use Expectations (TRUE) document and assume responsibility for the care and proper use of BCPS technology, including backing up personal data. BCPS is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using BCPS technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the BCPS Student Code of Conduct and, if applicable, my Chromebook may be recalled. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.

As the parent/guardian, my signature indicates I have received, read and understand this Technology Responsible Use Expectations, and give permission for my child to have access to the described electronic resources, including an email account. I also understand that my child may be publishing a digital portfolio to be online.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

Home Address and Phone Number

As the student, my signature indicates I have received, read and understand this Technology Responsible Use Expectations, and accept responsibility for abiding by the terms and conditions outlined and will have access to the described electronic resources, including an email account.

Student Name: (please print): _____

Student Signature: _____ **Date:** _____

School: _____ **Grade:** _____

Terms and Conditions: This TRUE is valid through September 30, 2017.

Care of School and Personal Property

PUPILS RESPONSIBLE

Pupils shall be held responsible for damage to school property.

SCHOOL PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm;
2. Damage beyond minor loss or breakage; excluding normal wear and tear.

PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.²

STUDENT'S PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the property of students shall be subject to disciplinary action.

PARENTS LIABLE

Parents shall be liable for property damage caused by their minor children.¹

REFERENCES:

¹KRS 157.140 (Textbooks)

¹KRS 405.025 (Willful Damage)

²KRS 158.150, KRS 158.154, KRS 160.290, 704 KAR 3:450 (20)

RELATED POLICY: 08.23

Adopted/Amended: 8/18/1998

Order#: 2944

The Work and Advantages Of School

Schools work to help the student develop skills and abilities he or she will need for the rest of their lives such as **reading, writing, arithmetic/mathematics, speaking and listening.**

Schools work to help student develop **social skills** and gives the student the opportunity to challenge themselves, to make friends, and to learn to work with others. Schools work to give student the opportunity to work on teams, teach others, lead, and negotiate.

Schools work to help the student learn to **use resources** so he or she can research and learn about the things that interest them. Schools work to help the student develop **analytical skills** so he or she can evaluate and determine whether the information they have is valid and useful. Schools work to help the student develop **thinking skills**, how to think creatively, make decisions, solve problems, and reason.

Schools work to help the student develop **organizational and time management skills.** Schools work to help the student develop skills so they can prioritize the assignments and activities in their lives and develop a balance that works for them.

Schools work to prepare the student for the demands of life after high school. Schools work to prepare the student to make decisions regarding and pursuing **post-secondary education or training.**

High school graduates earn an average of \$9,200 a year more than a high school dropout. A graduate with an Associate's degree (2 years) earns an average of \$16,000 a year more than a high school graduate and a graduate with a four year college degree earns an average of \$28,300 more than a high school graduate. The path to success lies with education and starts with a high school diploma. Regular attendance is the #1 key and indicator for success in high school.

SCHOOL NUTRITION PROGRAM

The school cafeteria prepares breakfast and lunch for students. Free and reduced price meals are available for families that meet the federal guidelines for the program. If your child's doctor has ordered dietary restrictions contact School Nutrition Director or the District Health Coordinator.

TECHNOLOGY PROGRAM

The Technology program provides access to the most *effective* and *efficient information systems* possible to empower and equip the students, faculty, and staff with the latest technology and resources to help meet our goals as a learning community. The integration of technology into the curriculum while fostering a student-learning environment encourages, enhances, and truly integrates technological skills. The program will continue to provide the students with the most marketable technological skills and experiences to compete in a dynamic and complex global society.

SPECIAL EDUCATION PROGRAM

The Special Education Department has staff ready to answer your questions related to referrals and assessment for special education services, placement options for students with disabilities, intervention strategies and specially designed instruction for students with disabilities, occupational therapy, physical therapy, and speech therapy, preschool programs for students with disabilities, legal issues, and any questions you have about the education of students with special needs.

COLLEGE AND CAREER READINESS PROGRAMS

In order to earn a diploma a student needs to demonstrate that they are EITHER College OR Career Ready. College readiness is determined by attaining specific scores on the ACT. Career readiness is determined by earning an industry certificate (determined by Kentucky Department of Education) AND scoring a 55 on the ASVAB or earning a SILVER certificate on the WorkKeys test. Students who have shown that they are College or Career ready are then ready to move into whatever post-secondary path they desire. There is no one path or program for all students and Bullitt County Public Schools will offer a variety of pathways to meet each student's needs.

EXTRACURRICULAR ACTIVITIES

A study done by Ivy League colleges was conducted to determine what activities/programs/clubs were the best predictors of success in college. The overwhelming conclusions were that extra-curricular involvement, regardless of what the involvement was, was the key predictor of success in college. Test scores and grades were found to be important, but participation in clubs, team sports, student government, the fine arts, academic team, service organizations or community service clubs were of the most value. Not only do students have an opportunity to expand their horizons, but they make new friends, have a support group of peers who share a common dream and work together to accomplish something outside of the classroom. All Bullitt County Schools have a full array of extra-curricular activities and all high schools have a graduation requirement of some kind of involvement in one of them.

Children require guidance from their parents in order to succeed in school and in life. Parents are the key to ensure that students are in attendance daily and prepared to learn.

- Parents need to be aware of their child's progress in school – grades, conduct and attendance.
- Parents must have high expectations regarding their child's school success and attendance.
- Parents must help their child develop positive attitudes regarding the importance of school.
- Parents must enforce good attendance as a way of preparing their child to become a self-sufficient young adult.

It is never too late to start helping your child be successful. Regular attendance at school and working with teachers and school staff members can make an important difference for your child's happiness, future opportunities, and successful transition to adult life.

- Truancy is the first indication that a young person is giving up and losing his or her way in the world.
- Truancy is the gateway to crime and is the most powerful predictor of juvenile delinquent behavior.
- Truancy greatly increases the possibility that a student will fail or drop out of school.

Attendance Requirements

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.¹

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.²

PHYSICIAN'S STATEMENT REQUIRED

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.²

EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,² or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.³
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.⁴
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.⁴
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.⁴
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.⁵

Attendance Requirements**EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.⁶
8. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 3:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.^{4 & 7}
9. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.³

REFERENCES:

¹KRS 159.010; OAG 85-55
²KRS 159.030
³KRS 159.035
⁴702 KAR 7:125
⁵KRS 158.240
⁶KRS 158.070
⁷704 KAR 3:305
 KRS 159.180; KRS 159.990
 OAG 79-68; OAG 79-539
 OAG 87-40; OAG 97-26
 08.131; 08.1312
 09.111; 09.123; 09.36

Adopted/Amended: 06/13/2016

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.¹

TRUANCY DEFINED

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

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

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

Following six (6) unexcused occurrences, a referral may be made to the Court Designated Worker for truancy or a petition filed against the parent/guardian for educational neglect. Charges against a student between the ages of eighteen (18) to twenty-one (21) shall be referred to the County Attorney for processing as an adult offender.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

Reasons for which an excused absence or tardiness shall be granted are as follows:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Appointments with a health professional, (When possible, all appointments should be made when school is not in session.)
4. Test for drivers' permit or license,
5. Court appearance required by subpoena or citation,
6. Religious holidays and practices,
7. One (1) day for attendance at the Kentucky State Fair,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or

Absences and Excuses

13. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Parents shall obtain prior approval from the Principal for any trip or activity to be designated an educational enhancement opportunity. An educational enhancement opportunity is an extraordinary educational opportunity that provides a high quality and educationally relevant experience with significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students shall not have their class grades adversely affected for lack of class attendance or class participation due to excused absences.

MAKE-UP WORK

Students shall have the number of days absent, plus one, to make up work missed, unless additional time is allowed by the teacher. It is the responsibility of the student to request the work/assignments. Teachers shall provide make-up work to elementary students.

SCHOOL HANDBOOKS

Each school handbook shall include specific attendance requirements.

SUSPENSION

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments upon return to school following suspension.

Long-term projects assigned during the suspension and due at a later date shall be accepted. It is the student's responsibility to get those assignments from the teacher.

Work assigned and due during suspension will be accepted. Students have the number of days of the suspension, plus one (1), to make up the work missed, unless additional time is allowed by the teacher. It is the responsibility of the student to request the work/assignments. Teachers shall provide make-up work to elementary students.

REFERENCES:

¹702 KAR 7:125
KRS 36.396, KRS 38.470, KRS 40.366
KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294
KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180
OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

RELATED POLICIES:

09.111, 09.122, 09.4281
09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 06/13/2016
Order #: 350

Procedures for Unexcused Absences

All parents/guardians should notify the school when their child is absent. Notification should occur on the day the student is absent from school and include the number of days the child is expected to be absent.

A written explanation of that absence is required upon the student's return to school. No excuses will be accepted after five (5) days (this includes health professional statements). Valid excused absences include:

1. Death or severe illness in the student's family,
2. Student illness,
3. Appointments with a health professional,
4. Test for Driver's permit or license,
5. Court appearance required by subpoena or citation,
6. Religious holidays and practices
7. One (1) day for the Kentucky State Fair,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty, or
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities. Parents must obtain prior approval from the Principal for any trip or activity to be designated an educational enhancement opportunity.

A parent has a maximum of six (6) parent excuse notes for a school year. When a parent has used six (6) notes, the school may require a physician's statement or other credible proof of each subsequent absence from school.

Any absences due to medical reasons beyond presentation of ten (10) doctor's / medical excuse notes in a school year will require completion of the **Medical Excuse Form** before the absence will be excused. **Medical Excuse Forms** will be available at the schools, the Board Office, and the District Website. Completion of this form will allow school or District staff to help identify students that may be in need of a medical plan at school or other services.

ATTENDANCE INTERVENTION

Document all attendance interventions under the behavior tab of the student information system.

When attempting an attendance intervention and you encounter disconnected phone numbers, document disconnected phone numbers and get the parent or student to provide new working numbers and add them to the student information system.

When attempting an attendance intervention and you encounter letters returned for an incorrect address, end date old address and contact parent or student to see if they have moved or contact parent to come in and provide Proof of Residency. Update addresses in the student information system.

Procedures for Unexcused Absences

ELEMENTARY AND MIDDLE SCHOOL

In support of regular school attendance, the Bullitt County School District has adopted an Attendance/Truancy Prevention Plan. The following general sequence of actions shall take place to address absences/truancy:

1. In response to the first or second unexcused absence, parents/guardians shall receive a personal, direct and documented contact by either the teacher, FRYSC coordinator, Guidance Counselor, Assistant Principal or Principal.
2. In response to the third unexcused absence, parents/guardian shall receive formal notification from the school of the student's status as being truant as defined by Kentucky Revised Statute.

Referral of the student shall also be made to FRYSC coordinator, Guidance Counselor, District Social Worker, Assistant Principal or the Principal. This shall result in a personal contact with a parent/guardian that may include a home visit to determine the nature of the absences. This contact/visit shall occur between the third and the fourth unexcused absence.
3. In response to the fourth or fifth unexcused absence an Administrative/parent conference shall be conducted by the Principal, Assistant Principal or Guidance Counselor to address the nature of the absences/truancy.
4. In response to the sixth unexcused absence, the Principal or the Principal's designee shall make a referral to the DPP who shall notify the parent/guardian of the student's status as a habitual truant.
5. Students who continue to accumulate unexcused absence shall be referred to the Court Designated Worker or to juvenile court. The DPP or designee shall document the home conditions of the student and the intervention strategies attempted before initiating compulsory attendance court action.
6. Parents/Guardians of students who continue to be truant may be charges with educational neglect, referred to juvenile court, be subject to a fine, or suffer other penalties as prescribed by law.

HIGH SCHOOL

High school SBDM councils shall develop plans in line with Board Policy and Procedure for addressing attendance issues. These plans shall be reviewed and updated annually. Plans shall be sent to the Director of Pupil Personnel.

In support of regular school attendance, the Bullitt County School District has adopted an Attendance/Truancy Prevention Plan. The following general sequence of actions shall take place to address absences/truancy:

1. A call home will be made every day to parents of absent students by use of an automated calling system. Parents may get information regarding their child's absence, the need to provide excuse notes, how to get make-up work, and who to talk to regarding questions the parents might have.

Procedures for Unexcused Absences**HIGH SCHOOL (CONT.)**

2. In response to the third unexcused absence, parents/guardian shall receive formal notification from the school of the student's status as being truant as defined by Kentucky Revised Statute.
3. In response to the fifth unexcused absence, parents/guardians shall receive a personal, direct and documented contact by the Teacher, Guidance Counselor, Assistant Principal or Principal/designee.
4. Referral of the student shall also be made to Guidance Counselor; Youth Service Center coordinator, if services are needed and available; District Social Worker; Assistant Principal; or the Principal. This shall result in a personal contact with a parent/guardian that may include a home visit to determine the nature of the absences. This contact/visit shall occur after the sixth unexcused absence.
5. Students who continue to accumulate unexcused absences shall be referred to the Court Designated Worker or to juvenile court for truancy. Once a student has been placed on a Standard School Attendance Order (SSAO) at any point in time the student is not in compliance with the order a Contempt Motion may be filed with the County Attorney.

If the student's truancy/poor attendance is the result of educational neglect you can refer the case to the Director of Pupil Personnel (DPP) with supporting documentation so an Educational Neglect petition can be filed against the parent.

REQUIRED IN KRS 159.140:

- Acquaint the school with the home conditions of a habitual truant and the home with the work and advantages of the school.
- Ascertain the causes of irregular attendance and truancy, through documented contact with the custodian of the student, and seek the elimination of these causes.
- In any action brought to enforce compulsory attendance laws, school personnel shall document the home conditions of the student and the intervention strategies attempted.

Review/Revised:4/17/12

IMPORTANT NOTES FOR PARENTS FROM PROCEDURE 09.2241 AP.1

Student Medication Guidelines

DISPENSING

1. Medication shall be given at home when possible.
2. Parents and/or health care providers shall complete the required form *Permission Form for Prescribed or Over-the-Counter Medication* (09.2241 AP.21) before any person administers medication to a student or before a student self-administers. All medications shall be transported to school by the parent/guardian.
3. The first dose of any medication or dosage change shall be given at home. Changes in the dosage and/or times of administration shall be received in the form of a new authorization form and new prescription bottle or label from pharmacy indicating the change.
4. All medications shall be in the original container, and/or with correct pharmacy label. Altered labels will not be accepted.

PRESCRIPTION MEDICATIONS

Prescription medications shall be administered only as directed by the health care provider on the *Permission Form for Prescribed or Over-the-Counter Medication* (09.2241 AP.21). Parents shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the physician's orders to be followed. All prescription medications shall be counted upon receipt and amount received documented on medication logs by evidence of signature of receiver and signature of parent/guardian. Students are not permitted to bring any medication to school or carry medication on the bus unless a documented pressing medical need exists (i.e., asthma inhaler, Epi-pen, etc.) and the appropriate forms have been completed and are on file.

NON-PRESCRIPTION MEDICATIONS

Non-prescription (over-the-counter) medications shall be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form *Permission Form for Prescribed or Over-the-Counter Medication* (09.2241 AP.21) is on file. The medication shall be in the original container, dated upon receipt and given no more than three (3) consecutive days without a physician's order. The approval of a physician or health care provider is recommended for use of non-prescription medication. Students are not permitted to bring any medication to school or carry medication on the bus unless a documented pressing medical need exists (i.e., asthma inhaler, Epi-pen, etc.) and the appropriate forms have been completed and are on file.

Requests to administer or permit a student to carry a substance for relief of a condition or symptoms or a prevention of a health-related concern will be regarded as a medication request (cough drops, herbs, or vitamins to name a few).

SELF-ADMINISTRATION

Students may carry on their person and independently take their own medication, provided all paper work completed by parent/guardian and physician is on file for the current school year. Students self-administering shall register all medications with office. Students shall not share any prescription or over-the-counter medication with another student. Violations shall result in appropriate disciplinary action, including but not limited to suspensions or expulsion.

FIELD TRIPS

Student medication may not be repackaged by school personnel. Parent/guardian must send a separate bottle with enough medication for the field trip day. The medication bottle shall have a current pharmacy prescription label attached. For overnight and out of state trips, additional paperwork may be required.

EMERGENCY MEDICATION

Emergency medication shall be administered as per written directions approved and signed by a physician or local health care provider and the student's parent/guardian. Individual directions are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis), diabetes, seizure disorders, and asthma. Please contact health services at (502) 869-8000 to obtain needed paperwork.

STORAGE/DISPOSAL OF MEDICATION

All medications shall be destroyed at the end of the year if not picked up within (10) days of school closing by the parent/guardian. Non-prescription medications without a physician's order shall be destroyed ten (10) days after receipt if not picked up. If not picked up within ten (10) days of the expiration date, prescription and non-prescription medication(s) with expired dates shall be destroyed to ensure the safety of all students.

Permission Form for Prescribed or Over-the-Counter Medication

Student's Name: _____ Grade: _____ Date of Birth: _____

School: _____

TO BE COMPLETED BY THE PARENT/GUARDIAN, PHYSICIAN OR HEALTH CARE PROVIDER.

Procedure 09.2241 AP.1 – (Over-the-Counter) – Parent/Guardians shall complete the required form. Medication shall be in original container, dated upon receipt, and given no more than three (3) consecutive days without signature from physician/health care provider. (Prescribed Medication) – Parents/Guardians and Health Care Provider shall complete the required form.

Name of medication: _____ **Reason for medication:** _____

Instructions: Time: _____ Dose: _____ Start Date: ___/___/___ Stop Date: ___/___/___

Signs & Symptoms of Emergency Administration: _____

Restrictions and/or important side effects: No restrictions Yes, Please describe: _____

Special storage requirements: None Refrigerate Other _____

* Student must carry this medication on his/her person and self-administer during school hours: No *Yes

Name of medication: _____ **Reason for medication:** _____

Instructions: Time: _____ Dose: _____ Start Date: ___/___/___ Stop Date: ___/___/___

Signs & Symptoms of Emergency Administration: _____

Restrictions and/or important side effects: No restrictions Yes, Please describe: _____

Special storage requirements: None Refrigerate Other _____

* Student must carry this medication on his/her person and self-administer during school hours: No *Yes

SPECIFIC TO FIELD TRIPS:

- Trained personnel to assist student to self-medicate (School personnel will hold medication until dosing time)
- *Student to self-administer (Student will hold medication on their person)
- Student requires medication to be administered (School personnel will hold medication and administer)

_____ *(MD INITIALS) The above named student has been instructed on the care, storage, dosage and use of the above medication(s) and has sufficient knowledge and ability to self-administer the medication(s) in the school setting and while on field trips.

Physician/Health Care Provider Signature/Date

Signature of Parent/Guardian / Date

* (required for prescription medication(s)/self-administration)

Name of Physician/Health Care Provider: _____

Phone #: _____ **Fax #:** _____

FOR ALL MEDICATIONS

I give permission for _____ to receive the above medication(s) at school according to standard school policy and expressly hold harmless, and waive any liability on behalf of, the school or its employees and agents concerning any injuries or reactions resulting from administration or lack of administration of the above medication. For on-going medications, I understand that I have the ultimate responsibility for providing the school with an adequate supply of medication to enable orders from a physician or health care provider to be followed.

_____ *Student's Name*

Date: _____ **Signature:** _____ **Relationship:** _____

Home Phone: _____ **Work Phone:** _____ **Emergency Phone:** _____

I/we reviewed the statement and authorization for completion.

Administrator/Designee: _____ **Date:** _____

Review/Revised: 4/22/13

Contagious Diseases and Parasites

NOTIFICATION

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's school principal if the student has any medical condition which is defined by the Cabinet for Health Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.¹

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer¹, or the Kentucky Department for Public Health.

Control procedures for incidences of live head lice have been developed and must be followed for each case.

REFERENCES:

¹KRS 158.160; KRS 214.185

704 KAR 4:020; 902 KAR 2:020

Kentucky Department for Public Health
Center for Disease Control

Adopted/Amended: 9/20/2005

Order #: 062

Driver's License Revocation

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.¹ Schools shall make reports to the Transportation Cabinet following the end of the first and second semesters. High schools shall make reports following summer school if a student who was academically non-compliant becomes academically compliant as the result of their summer school attendance.

ACADEMIC AND ATTENDANCE DEFICIENCIES

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

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

Academic Deficiency	
Courses Per Grading Period	Courses Students Need to Pass
4	3
5	4
6	4
7	5
8	6

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

REINSTATEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the designated administrator at the student's school to have their standing confirmed. The District shall make the required report to the appropriate agency. A student may reapply as early as the end of the semester during which he/she successfully completes the attendance and academic requirements. This means the student must be in compliance (good standing) for a full semester before regaining driving privileges.

REFERENCES:

¹KRS 159.051, KRS 186.470
704 KAR 007:050, OAG 77419
Student Discipline Guidelines

RELATED POLICIES:

08.221, 09.123

Adopted/Amended: 10/23/2007
Order #: 145

Due Process

RIGHT TO DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures.¹

1. Pupils shall be given oral or written notice of the charge(s) against them.
2. If the pupils deny the charge(s), they shall be given an explanation of the evidence against them.
3. Pupils shall be given an opportunity to present their own version of the facts concerning the charge(s).

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.²

¹KRS 158.150

²P.L. 101-476; 707 KAR 1:051; 707 KAR 1:180; Honig v. Doe, 108 S.Ct. 592 (1988)

09.43

09.433

09.434

Adopted/Amended: 5/20/1993

Order # 301

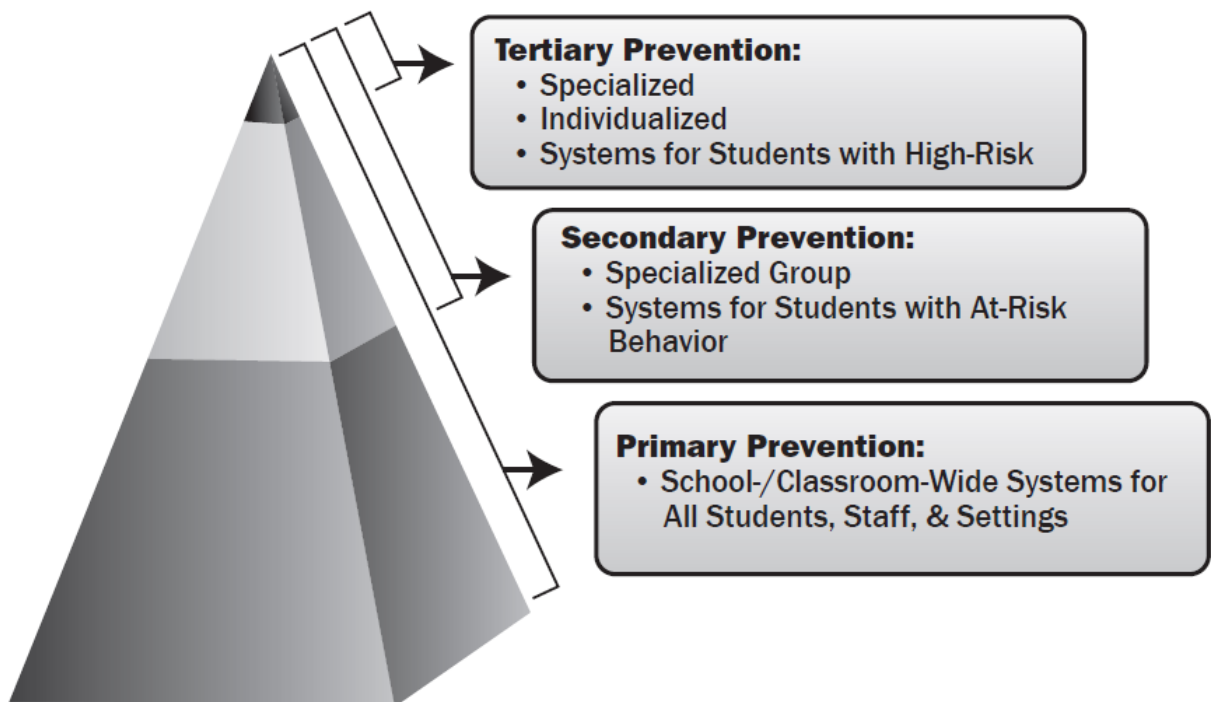
Positive Behavior Intervention & Support

Bullitt County Public Schools has embraced Positive Behavioral Intervention & Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing schoolwide behavior referrals to make decisions and solve problems based on their individual school needs. Successful PBIS implementation will help us:

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

PBIS is the behavior component of a Multi-Tiered System of Supports (MTSS) that provides schools with a framework for utilizing high quality, evidence-based instruction, intervention, and assessment practices to provide all students with a level of instruction and support that is matched to their academic and behavioral needs.

Continuum of School-Wide Instructional & Positive Behavior Support



For additional information about PBIS, visit www.pbis.org.

Three Levels of Intervention

Level 1 – All Students (Primary Prevention)

Includes:

- General Curriculum enhanced by acknowledgements of positive behaviors, and clearly stated expectations that are applied to all students

Level 2 – Selected Interventions (Secondary Prevention)

Focus on:

- Specific Interventions for students who do not respond to universal efforts
- Targeted groups of student who require more support
- Interventions that are part of a continuum of behavior supports needed in schools

Level 3 – Individualized Interventions (Tertiary Prevention)

Focus on:

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behaviors assessments and increasing the student’s social skill and/or functioning

Three Levels of Intervention

Interventions may include but not limited to the examples below:

Level 1 –(All Students)

- Positive Supports
- Bully and Suicide Prevention Training
- Character Education
- Socio-emotional Education / Metacognition
- Classroom Rules and Procedures
- Reinforcement of Appropriate Behavior
- Guidance Referrals
- Seat Change
- In-Class Time Out
- Verbal Cues and Warnings
- Parent-Teacher Conference
- Teacher – Student Conference

Level 2

- Referral to Student Support Services Staff (guidance, school psychologist, social worker)
- Decision Making Rules
- Support for Minor infractions
- Social Skills Groups (anger management, conflict resolution, peer mediation)
- Check in – Check out Support Plan
- Social / Emotional Counseling Groups
- Mentoring
- Parent Groups
- Beginning / Simple FBA (Functional Behavior Assessment)
- Beginning / Simple BIP (Behavior Intervention Plan)
- Check In – Check Out with Individualize Features

Level 3

- Behavioral Contract
- Behavioral Intervention plan (BIP)
- Multidisciplinary Comprehensive Assessments (FBA)
- Collaboration with and linkages to Community Resources, Agencies, Parent Groups
- Wrap Programs
- IEP (Individual Education Plan)
- Complex Behavior Intervention Plans

Levels of Behavior and Responses

Levels of Behavior and Responses	
The level of behavior and responses given are general in nature and meant to serve as a guide. Persons administering the responses are given, and should use, flexibility in applying this code of discipline to allow for extenuating circumstances.	
A combination of the various responses should be utilized to appropriately match the severity of the level of violation.	
Levels of Behavior	● Represents Response Choices
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;">Suggestions for Supporting Positive Behavior</p> <p>Referral to Health Agency/Service</p> <p>Referral to School-based Intervention Team</p> <p>Teacher Intervention</p> <p>Referral to Counselor/FRYSC/Social Worker</p> <p>Behavioral Contract/Intervention Plan</p> <p>Behavioral Modification Techniques</p> <p>Modified School Schedule</p> <p>School-Home Involvement</p> <p>Restitution/Restoration</p> </div> <div style="width: 48%;"> <p style="text-align: center;">Guidelines for Disciplinary Consequences</p> <p>Verbal Reprimand</p> <p>Withdrawal of Class Privileges</p> <p>Isolation from Situation Causing Disturbance</p> <p>Parental Involvement</p> <p>Referral to Administrative Staff</p> <p>Temporary Removal from Class</p> <p>Alternative Programs (In-School or District)</p> <p>Detention/Friday/Saturday School</p> <p>Suspend School Driving Privileges</p> <p>Suspend Right to Participate in or Attend Extracurricular Activities</p> <p>Contact with Local Law Enforcement</p> <p>Suspension of Bus Riding Privileges</p> <p>Up to Maximum Suspension as per Board Policy</p> <p>Recommendation of Expulsion</p> <p>Court Referral</p> <p>School Based Community Service</p> </div> </div>
Level 1 - Classroom Disturbances	
Tardiness	● ● ● ●
Behavior that disrupts the orderly education process of the school or class	● ● ● ●
Behavior inappropriate to the school setting	● ● ● ●
Behavior that shows disrespect to self or others, including, but not limited to teasing/bullying/intimidation/hazing	● ● ● ●
Level 2 - Continued, Unimproved Level 1 Behaviors	
Habitual tardiness	● ● ● ●
Continued pattern of class or school disruption (as defined in Level 1) or inappropriate school behavior	● ● ● ●
Failure to follow school guidelines	● ● ● ●
Continued behavior that shows disrespect to self and others including, but not limited to, teasing/bullying/intimidation/hazing/harassment	● ● ● ●

Levels of Behavior and Responses		Guidelines for Disciplinary Consequences																									
The level of behavior and responses given are general in nature and meant to serve as a guide. Persons administering the responses are given, and should use, flexibility in applying this code of discipline to allow for extenuating circumstances.		Suggestions for Supporting Positive Behavior										Guidelines for Disciplinary Consequences															
A combination of the various responses should be utilized to appropriately match the severity of the level of violation		Referral to Health Agency/Service	Referral to School-based Intervention Team	Teacher Intervention	Referral to Counselor/ RYSC/Social Worker	Behavioral Contract/Intervention Plan	Behavioral Modification Techniques	Modified School Schedule	School-Home Involvement	Restitution/Restoration	Verbal Reprimand	Withdrawal of Class Privileges	Isolation from Situation Causing Disturbance	Parental Involvement	Referral to Administrative Staff	Temporary Removal from Class	Alternative Programs (In-School or District)	Detention	Suspend School Driving Privileges	Suspend Right to Participate in or Attend Extracurricular Activities	Contact with Local Law Enforcement	Suspension of Bus Riding Privileges	Up to Maximum Suspension as per Board Policy	Recommendation of Expulsion	Court Referral	School Based Community Service	
Level 3 - Acts that endanger the safety or health of self or others that causes damage to property or continuous, unimproved Level 2 behaviors																											
Threats to others		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Fighting		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Cutting class		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Leaving grounds without permission		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Vandalism		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Possession or use of tobacco products on school grounds when school is in session		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Possession of a knife (not applicable when judged to be a weapon)		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Petty theft		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Tuancy		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Profanity/vulgarity		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Possession of or under the influence of drugs, mood-altering substances or alcohol		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Failure to follow school transportation regulations		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Continued behavior that shows disrespect to self and others including, but not limited to, teasing/bullying/intimidation/hazing/harassment		•	•						•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Levels of Behavior and Responses		Guidelines for Disciplinary Consequences																								
Levels of Behavior		Suggestions for Supporting Positive Behavior																								
		Referral to Health Agency/Service	Referral to School-based Intervention Team	Teacher Intervention	Referral to Counselor/FRYSC/Social Worker	Behavioral Contract/Intervention Plan	Behavioral Modification Techniques	Modified School Schedule	School-Home Involvement	Restitution/Restoration	Verbal Reprimand	Withdrawal of Class Privileges	Isolation from Situation Causing Disturbance	Parental Involvement	Referral to Administrative Staff	Temporary Removal from Class	Alternative Programs (In-School or District)	Detention	Suspend School Driving Privileges	Suspend Right to Participate in or Attend Extracurricular Activities	Contact with Local Law Enforcement	Suspension of Bus Riding Privileges	Up to Maximum Suspension as per Board Policy	Recommendation of Expulsion	Court Referral	School Based Community Service
Level 4 - Acts that cause harm or inflict injury to self or others, major vandalism, continuous Level 3 behaviors or criminal acts																										
Theft/Major vandalism		See Vandalism & Theft Middle & High School (Page 73) / Elementary School (Page 77)																								
Habitual Truancy																										
Setting off false fire alarms																										
Arson																										
Possession of weapons		See Dangerous Weapons Middle & High School (Page 71) / Elementary School (Page 75)																								
Bomb threat																										
Assault		See Assaultive Behavior Middle & High School (Page 72) / Elementary School (Page 76)																								
Sexual abuse																										
Possession of or under the influence of drugs, mood-altering substances or alcohol		See Alcohol, Drugs & Other Controlled Substances Middle & High School (Page 70) / Elementary School (Page 74)																								
Trafficking and/or transferring a drug, mood-altering substance, and/or alcohol		See Alcohol, Drugs & Other Controlled Substances Middle & High School (Page 70) / Elementary School (Page 74)																								
Harassment/Sexual																										
Discrimination/Harassment																										
Continued behavior that shows disrespect to self and others, including but not limited to, teasing/bullying/intimidation/hazing/harassment																										
KRS 158.150 Suspension or Expulsion of Pupils. (7) Suspension of primary students shall be considered only in exceptional cases where there are safety issues for the child or others.																										

School Bus Rules/Regulations Pupil and Parent Responsibilities

The privilege of any pupil to ride a school bus is conditional upon their following the bus rules/regulations:

1. Students will refrain from using profanity and vulgarity when talking to the bus drivers and each other.
2. Students will respectfully follow the directions of the bus driver.
3. Pupils shall ride assigned buses. Parents must request in **WRITING** to permit change from this rule. Requests shall be made to the school administration.
Pupils shall ride their assigned bus both to and from home to school unless a written request asking permission to be let off the bus at some other stop is presented to the bus driver and signed by the principal.
4. Parents are responsible for the safety of pupils while going to and from pick-up points and for meeting the bus on schedule.
5. Pupils shall sit three to a seat and no standing will be allowed as long as seats are available. Seats may be assigned by the driver to maintain order and for evacuation purposes.
6. Pupils shall wait at their assigned bus stop, off the traveled roadway, until the driver has opened the entrance door, and signaled the pupils to enter the bus. When on schedule, there shall be no waiting for tardy pupils.
7. When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver.
8. For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, the crossings shall be made in **front** of the bus. The pupils shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that the bus driver may see them.
9. When pupils enter the bus, they shall proceed promptly to their assigned seat and remain seated until the bus comes to a **complete** stop.
10. For safety reasons, **pupils shall not:**
 - a. Extend their arms, legs, or heads out of the bus windows at any time.
 - b. Use improper behavior, to include rudeness, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts.
 - c. Use any tobacco products.
 - d. Eat or drink on bus.
 - e. Possess knives or other sharp objects or fire arms.
 - f. Throw articles or objects in or from the bus.
 - g. Cut, tear, mark on, or burn the bus seats.
 - h. Tamper with the mechanical equipment, accessories, or controls of the bus.
 - i. Place anything on the floor of the bus, i.e. musical instruments or gym bags.
 - j. Carry anything on the bus that cannot be held in the lap of the student.
 - k. Obstruct the aisle in any manner
11. Pets and helium balloons are prohibited.
12. Pupils shall not change from one seat to another while the bus in motion unless given permission by the bus driver.
13. Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to follow safety procedures.
14. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom, except that reasonable visiting and conversation are permissible. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil.

When it becomes necessary to refuse pupil transportation due to misconduct, the school administration shall notify the parents of such refusal with a full explanation for this action. The Director of Transportation has the authority to remove a student permanently from the bus, should the student continue to misbehave.

Conduct On Bus

Principal Responsibility	Each Principal has the ultimate responsibility for ensuring the good deportment of students who ride on the school bus and who walk to and from the school.
Reporting of Violations	The bus drivers shall promptly report any violation of District policy or school rules to the Principal in writing.
Discharge of Pupils From the Bus	Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus.
Withholding of Riding Privileges	The Principal or Superintendent’s designee is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent’s designee may withhold bus-riding privileges up to one full year.
Restitution of Damages	The parents or guardians will be held responsible for restitution of any damages, beyond normal usage, inflicted by their child. Bullitt County Schools’ Department of Transportation utilizes video monitoring systems on school buses on an as needed basis. This system has video and audio capability. This system will provide improved safety, security and another means of monitoring conduct.

A guide to possible consequences/disciplinary action resulting from bus misconduct																			
Bus Misconduct Reported to the Principal	Verbal Reprimand	Bus Suspension 1-5 Days	Bus Suspension 5-10 Days	Bus Suspension Remainder of year by Dir. of Transportation	Counseling (In-School)	Parental Involvement	Behavioral Contract	Behavioral Modification Techniques	Hold Child/Parent Responsible for Replacing Damage or Loss	Detention	Friday/Saturday School	Suspend Right to Participate in or Attend Extracurricular Activities	Contact with Local Law Enforcement	Recommendation of Expulsion	Court Referral	School Based Community Service	Assigned Seating	Suspension (Out of School)	In-School Suspension (ISAP)
1 st Offense	●	●	●		●	●	●	●	●	●	●	●				●	●	●	●
2 nd Offense			●		●	●		●	●	●	●	●				●	●	●	●
Subsequent Offenses			●	●	●	●			●		●	●	●	●	●	●	●	●	
Behavior that is appropriately dealt with under other board policy should be consulted if necessary																			

Harassment/Discrimination

(Condensed - see BCPS Policy Manual for full policy)

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, disability or genetic information that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt (up to 30 days) and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator.

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

NOTIFICATIONS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, the Administrator/designee must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/ discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/ discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;

Harassment/Discrimination**PROHIBITED CONDUCT (CONTINUED)**

4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

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

RETALIATION PROHIBITED

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

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

REFERENCES:

- ¹KRS 158.156
- 42 USC 2000e, Civil Rights Act of 1964, Title VII
- Racial Incidents and Harassment Against Students at Educational Institutions;
- Investigative Guidance (U.S. Department of Education)
- U. S. Supreme Court - Franklin vs. Gwinnett County
- 29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)
- Regulations Implementing Title VII
- 20 U.S.C. 1681, Education Amendments of 1972, Title IX
- 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
- Regulations Implementing Title IX
- Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)
- Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

RELATED POLICIES:

03.162, 03.262, 09.13, 09.2211, 09.227, 09.422, 09.426, 09.438

Adopted/Amended: 07/27/2015

Order #: 23

Bullying

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

BULLYING DEFINED

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

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

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.²

Students who violate this policy shall be subject to appropriate disciplinary action.

PROHIBITIONS

Bullying is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

REPORTS, INVESTIGATIONS AND RESPONSE

Students who believe they have been a victim of bullying or who have observed incidents involving other students being bullied, shall, as soon as reasonably practicable, report it to a classroom teacher. The classroom teacher shall take appropriate action as outlined in the Student Discipline Code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

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.

Bullying**REPORTS INVESTIGATIONS AND RESPONSE (CONTINUED)**

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

The Principal/Designee upon receipt of a report of bullying from a teacher or student will investigate, take appropriate action in accordance with the Student Discipline Code and District policies, document the incident, inform the parent/guardian of students involved, and log it in the Student Information System.

In certain cases, the Administrator/Designee must do the following:

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

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he reports an act of bullying or assists or participates in an investigation regarding the charge of bullying of an individual. Upon the resolution of allegations, the Superintendent/Principal/Designee shall take steps to protect employees and/or students against retaliation.

FALSE COMPLAINTS

Deliberately false or malicious complaints of bullying may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422, 09.426 and/or 09.42811.

REFERENCES:

¹KRS 158.150

²KRS 158.148

KRS 158.156

KRS 160.290, KRS 161.790; KRS 525.080

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

RELATED POLICIES:

03.162/03.262; 09.13; 09.421; 09.4221

09.425; 09.426; 09.4281; 09.42811; 09.438

09.2211 (re reports required by law)

Adopted/Amended: 06/13/2016

Order #: 13

Hazing

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

DEFINITION

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Hazing is a student-to-student activity not sanctioned or condoned by the Board.

ACTIONS NOT TOLERATED

Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person shall not be tolerated. Such conduct shall include, but not be limited to, whipping, beating, branding, extended deprivation of sleep or rest, extended isolation, forced consumption of any food or beverage, drug or other substance, or any other treatment or activity which is likely to adversely affect the physical health or safety of any such student or which subjects such student to extreme mental stress.

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

PENALTY

Violation of this policy shall constitute reason for disciplinary action up to and including suspension or expulsion from school and suspension or dismissal from other school sponsored activities. **Any employee who participates in or encourages events or activities contrary to this policy will be subject to penalties under Policy 03.1325 and 03.2325 (Disrupting the Educational Process and related policies).**

OTHER CLAIMS

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

REFERENCES:

¹KRS 158.150

KRS 160.290, KRS 161.790

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

RELATED POLICIES:

03.162/03.262; 03.17; 09.13; 09.425; 09.426; 09.42811

Adopted/Amended: 10/23/2007

Order #: 145

Tobacco**DEFINITION**

Tobacco products - tobacco products include, but are not limited to, cigarettes, cigars, alternative nicotine product, or vapor product as defined in KRS 438.305, pipe tobacco, chewing tobacco, and snuff.

USE OF TOBACCO PROHIBITED

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

PENALTIES

All incidents will result in confiscation of the tobacco product(s) and appropriate disciplinary action as determined by the Principal/designee. As a result of a first offense, students who violate this policy will be required to participate in the Tobacco Education Program. Additional discipline may include, but not be limited to, suspension and a petition filed with the Court Designated Worker.

REFERENCES:

P. L. 107-110 (No Child Left Behind Act of 2001)
KRS 160.290
KRS 160.340
KRS 161.180
KRS 438.050
KRS 438.305
KRS 438.350
OAG 81-295
OAG 91-137

Adopted/Amended: 07/28/2014

Order #: 22

Tobacco Use / Possession Procedures

ELEMENTARY SCHOOL

First Offense

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product
2. Parent Contact
3. Appropriate disciplinary action as determined by the principal or designee
4. Students will be given age appropriate information regarding the dangers of tobacco use

Subsequent Offense(s)

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product
2. Parent Contact
3. Appropriate disciplinary action as determined by the Principal or Principal's designee

MIDDLE / HIGH SCHOOL

First Offense

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product
2. Students will be required to complete the Tobacco Education Program
3. Appropriate disciplinary action as determined by the principal or designee which may include Detention, Saturday School, School-based Community Service, or ISAP
4. Parent Contact

Subsequent Offense(s)

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product
2. Appropriate disciplinary action as determined by the principal or designee which may include Detention, Saturday School, School-based Community Service, or ISAP
3. Parent Contact

Note: Persistent violation of the Tobacco Policy (three or more times) may result in a Court Referral.

Use of Physical Restraint and Seclusion

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

DEFINITIONS

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means 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.

PHYSICAL RESTRAINT

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

Use of Physical Restraint and Seclusion

SECLUSION

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 007:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 007:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 007:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 007:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

NOTIFICATION REQUIREMENTS

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U. S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

Use of Physical Restraint and Seclusion

DEBRIEFING SESSION

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

STATEMENTS FROM PHYSICIAN

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 007:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

REFERENCES:

704 KAR 007:160

KRS Chapter 503: KRS 503.050, KRS 503.070, KRS 503.080, KRS 503.110

Individuals with Disabilities Education Improvement Act of 2004 Section 504 of
Rehabilitation Act of 1973

RELATED POLICIES:

09.4281, 10.2

Adopted/Amended: 04/22/2013

Order #: 362

Search and Seizure

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal/Designee.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall be conducted only by a school employee or an official of a local law enforcement agency at the direction and control of the Principal/designee.

WITNESS

When a non-intrusive search of a pupil is conducted, the person conducting the search shall be, when possible, the same sex as the pupil; and a witness shall be present during the search. When possible the witness shall be the same sex as the pupil. No search of a pupil shall be conducted in the presence of other students.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

REGULAR INSPECTION

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

USE OF TRAINED DOGS

Subject to the following conditions trained dogs will be used to locate contraband (prohibited items) on school grounds:

1. The Principal or the Principal's designee shall be present.
2. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.
3. No student shall be in the vicinity of the site being checked by trained dogs.
4. Classrooms may be checked with trained dogs. Students will be removed from the classroom leaving jackets, purses, backpacks and all other items in the room.
5. Any and all vehicles parked on school property may be checked by trained dogs.

Search and Seizure**ILLEGAL ITEMS**

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

OTHER DISRUPTIVE ITEMS

Items which may be used to disrupt or interfere with the educational process may be removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

BULLITT ALTERNATIVE CENTER – SUBSTANCE ABUSE TESTING

The Bullitt Alternative Center may administer substance abuse tests to students under guidelines and procedures consistent with its contract with the Kentucky Department of Juvenile Justice.

REFERENCES:

¹New Jersey vs. T.L.O., 105 S.Ct. 733 (1985)

KRS 161.180

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (2009)

RELATED POLICIES:

08.2323; 09.4261

Adopted/Amended: 05/24/2011

Order #: 392

Discipline Procedures for Bullying; Alcohol, Drugs, and Other Substances; Weapons; Assaultive Behavior; Vandalism and Theft

The Bullitt County Public School District is committed to providing a safe and secure learning environment for all students and staff. In order to achieve this environment, the District has established an approach that assures parents and community members that schools will strive to be free of alcohol and other illicit drugs, free of firearms and other deadly weapons, assaultive behavior, free of vandalism and theft.

As part of this concept, there will be fair and progressive discipline, prevention programs, violence prevention/conflict resolution programs, ongoing programs that will reinforce these ideas, opportunities for staff development, crisis prevention, and early intervention and referral services. This approach provides a fair and equitable means of achieving a safe, disciplined, and drug-free learning environment.

Discipline for students with disabilities will be made in accordance with state and federal guidelines.

Suspension, Alternative Placement, Expulsion & Due Process

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present his/her own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended. *Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.*

For the following violations of district policy: second offense possession or under the influence, first offense trafficking or transferring or third offense fighting, the principal may request in writing to the superintendent that a student be recommended for expulsion or alternative placement. Following the incident the principal will create a packet requesting expulsion or alternative placement. The packet must include the Student Intervention Document.

Following legally required due process, the Board may expel any student from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board. Recommendations for expulsion will be reviewed by the Expulsion Review Committee (ERC). The committee is generally made up of the director of pupil personnel, a curriculum director, the alternative school principal, the safe schools coordinator and a supervisor of school social work.

In-School Alternative Placement and Alternative Discipline Measures

It is a priority of the Bullitt County Public Schools to provide our students with a safe and orderly environment. Students are taught behavior expectations for their school and provided recognition and praise for appropriate behavior. Behavior expectations are also reinforced throughout the school year.

For students who do not follow the behavior expectations and create a disruptive or unsafe environment, state statute allows for the immediate removal of **disruptive students** from the classroom. We have included this information to explain the use of ISAP and other consequences as they relate to student behavior and discipline. **ISAP is an option only in the middle and high schools in the district.**

We hope you will take the time to review this information with your child and support the efforts of your child's school to provide a SAFE and ORDERLY learning environment, which allows all children to achieve and succeed.

ISAP CLASSROOM SET-UP

- ISAP students will be isolated in a classroom away from other students
- There will be no communication with other students
- ISAP students will be responsible to complete daily work as assigned by their classroom teacher
- ISAP students will be under constant supervision and will be isolated during lunch
- Failure to comply with ISAP rules may result in additional consequences
- When classroom work is completed, students will be assigned additional work by a tutor

PARENT NOTIFICATION AND RESPONSIBILITY

- An attempt will be made to notify the parents EACH time their son/daughter is placed in ISAP
- Administrators may request parent conferences upon repeated placement in ISAP
- Repeated placement in ISAP may result in the filing of a beyond control petition with the court designated worker

ALTERNATIVE CONSEQUENCES

ISAP programs may be used for the immediate removal of disruptive students. Any behavior that takes the teacher away from the task of teaching may be disruptive. Insubordination or disrespect of a faculty member would be examples of behavior that is disruptive to the learning environment. School administrators will determine the disruptive nature of any reported behavior.

Schools are encouraged to utilize alternative consequences for behaviors that do NOT disrupt the learning environment.

In-School Alternative Placement and Alternative Discipline Measures

ALTERNATIVE CONSEQUENCES (CONTINUED)

These Alternative discipline measures may include, but are not limited to:

- Loss of PRIVILEGE to park on school property
- SCHOOL or COMMUNITY Service
- Isolation during lunch
- Assignment to Detention BEFORE or AFTER School
- Denying admission to after school activities
- Assignment to FRIDAY/SATURDAY SCHOOL
 - Each school will determine the hours of operation for their Friday/Saturday School program. Students will be required to arrive on time for any session assigned and to complete all work provided. Failure to attend may result in further disciplinary action.
 - **All Friday/Saturday School arrangements, appeals or requests for alternative Friday/Saturdays will be handled through the building level administrators.**

ADMINISTRATIVE PLACEMENT

An administrative placement of a student to the Bullitt Alternative Center may be made by the school principal in collaboration with the alternative program principal when multiple school interventions did not result in adequate improvement of disruptive behavior.

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

REFERENCES:

KRS 160.290
KRS 160.340
KRS 161.180

RELATED POLICIES:

09.2212
09.43

Adopted/Amended: 09/15/2009
Order #: 91

Weapons

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument or instrument/object which may reasonably be perceived by another as a weapon or dangerous instrument (“look-alike weapon”), including any knives, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

District personnel, staff members or visitors who keep or store a firearm in their vehicle on school grounds must keep their vehicle locked at all times it is on school grounds.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent. Any student who brings to school any deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system, in addition to any other penalty set forth herein. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported immediately to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in [KRS 527.070](#).
- Law enforcement officials, including peace officers and police as provided in [KRS 527.070](#) and [KRS 527.020](#), are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm (loaded or unloaded) or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

The penalty for students bringing, using, or possessing any “look-alike weapon” shall be at the discretion of the Superintendent, who may take any appropriate disciplinary action, up to and including a recommendation of expulsion to the Board.²

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Weapons**FEDERAL REQUIREMENTS REGARDING STUDENTS (CONTINUED)**

Students may be subject to disciplinary action for violating any restriction in this policy and face penalties pursuant to state law despite whether or not the student may be sanctioned pursuant to the Federal Gun-Free Schools Act.

STATE POSTING REQUIREMENTS

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.¹

The above criminal penalty shall not apply to those persons listed in [KRS 527.070](#) (3).

REQUIREMENTS

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

For reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife;*
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

*The Board prohibits any knives from being brought onto school property or to school-sponsored activities. However, the building administrator shall have discretion in determining appropriate disciplinary action and/or whether the incident warrants a recommendation to the Superintendent for referral to the Expulsion Review Committee.

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

Weapons**ENFORCEMENT**

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

REFERENCES:

¹[KRS 527.070](#); [KRS 158.150](#); 20 U.S.C. §7141 (Gun-Free Schools Act)
18 U.S.C. §921(a)

[KRS 158.154](#)

[KRS 158.155](#); [KRS 160.290](#); [KRS 160.340](#); [KRS 161.790](#)

[KRS 237.106](#); [KRS 237.110](#); [KRS 237.138](#) to [KRS 237.142](#)

[KRS 500.080](#); [KRS 508.075](#); [KRS 508.078](#); KRS 527:020

Individuals with Disabilities Education Improvement Act (IDEA)
Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.435, 09.436, 09.4361

Adopted/Amended: 12/16/2013
Order #: 239

Disrupting the Educational Process

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

REFERENCES:

KRS 160.290
KRS 158.150
KRS 158.165

RELATED POLICIES:

09.1309.422
09.42811

Adopted/Amended: 08/21/2001

Order #: 41

Abuse Of A Teacher Prohibited

Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

REFERENCES:

KRS 161.190

Suspension of Children With Disabilities

ASSIGNMENT

For conduct that disrupts the educational process, a student with disabilities may be suspended for up to ten days during the school year without a consequential change in educational placement. Suspensions beyond ten days shall require compliance with KRS 158.150(4) and applicable federal and state regulations.

NOTIFICATION

The Principal/designee shall notify the parents by letter of their child's suspension. A manifestation determination shall be made within 10 days of a disciplinary action that resulted in a change of placement.

REFERENCES:

707 KAR 1:340

704 KAR 7:050

Student Discipline Guidelines, Kentucky Department of Education, 1985.

OAG 77-419

KRS 158.150

KRS 159.051

704 KAR 7:100

IDEA 20 USC, Sections 1400 et sec

RELATED POLICIES:

09.123

09.426

09.434

Suspension

LENGTH OF SUSPENSION

In accordance with KRS 158.150, the Principal or Assistant Principal may suspend an elementary school pupil up to a maximum of five (5) days per incident. The Principal or Assistant Principal may suspend a middle or high school pupil up to a maximum of ten (10) days per incident. A pupil may not be suspended for more than a total of ten (10) days per incident.

PRIOR DUE PROCESS REQUIRED

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150¹ (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

IMMINENT DANGER

In such cases, due process shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension.

WRITTEN REPORT REQUIRED

The Principal or Assistant Principal shall report any suspension in writing¹ immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition may be that one or both parents will accompany the student for a conference with school officials prior to reinstatement.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.² ¹KRS 158.150

OAG 77-419; OAG 77-427; OAG 77-547

OAG 78-392; OAG 78-673

Goss v. Lopez, 419 US 565 (1975)

²P.L. 105-17; 707 KAR 1:180; Honig v. Doe, 108 S.Ct. 592(1988)

RELATED POLICIES:

09.43, 09.431, 09.123

Adopted/Amended: 8/18/1998

Order #: 29

A student who is suspended from school is not permitted to be on school property or school grounds or at any school sponsored activity before, during or after the school day for the duration of the suspension.

KRS 158.150 (8) Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Expulsion

BOARD MAY EXPEL

The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.¹

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

HEARING AND RECORDS REQUIRED

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.¹ The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.³

BOARD DECISION FINAL

The Board's decision shall be final.¹

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)^{1&3}

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.²

REFERENCES:

¹KRS 158.150

²KRS 158.155

³Individuals with Disabilities Education Improvement Act of 2004; 707 Chapter 1

Honig v. Doe, 108 S.Ct. 592(1988)

OAG 78673

RELATED POLICIES:

05.48, 09.12, 09.423, 09.425, 09.43, 09.431, 09.434

Adopted/Amended: 08/15/2006

Order #: 32

Expulsion

Expulsion packets are due to the central office within two (2) school days following the incident that precipitated the referral.

Generally, students with disabilities will not be recommended for expulsion unless it is determined the behavior is not a manifestation of the student's disability. A manifest determination hearing should be scheduled and held at the soonest possible opportunity. Cases involving drugs, weapons or serious bodily injury may result in a recommendation for expulsion despite the manifestation determination.

A student who is expelled WITH services shall NOT attend any school sponsored activity during the expulsion period.

A student who is expelled WITHOUT services shall NOT be on school property or at any school sponsored activity during the expulsion period.

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

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

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

DEFINITIONS

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

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

Prohibited substances include:

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

AUTHORIZED MEDICATION

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

PENALTY

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

REPORTING

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

This reporting section does not apply to positive results from the Student Drug Testing Program nor shall it be interpreted to require the voluntary divulgence of positive results as documented in the Student Drug Testing Program records.

Use of Alcohol, Drugs and Other Prohibited Substances

PREVENTION PROGRAM

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

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

STUDENT DRUG TESTING PROGRAM

CONTINGENT UPON FUNDING AVAILABILITY

DRUG-TESTING PROGRAM PURPOSE

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

The program consists of two components:

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

EDUCATION AND PREVENTION PLAN

Educational Training: During the calendar school year, students should attend one (1) educational program on alcohol and drug abuse. This school-sponsored training conducted by appropriate instructional staff shall be accessible to all county middle- and high-school students but shall be required for all athletic team members and any other competitive extracurricular team or activity. Students may attend this training at the school in which they are enrolled.

Each coach, sponsor, or director of an athletic team or competitive extracurricular activity shall administer an educational training session for his/her respective teams. All students who are listed on the roster shall be required to attend this educational training session scheduled during a regular practice session. Each coach, sponsor, or director of an athletic team should, in advance of the educational training, notify the Athletic Director or Assistant Principal/Designee, of the date and time of the scheduled educational training session. One (1) make-up session will be offered. Any student listed on the roster not attending this educational training session is ineligible to participate in that sport or competitive extracurricular activity and shall be reported to the Athletic Director or Assistant Principal/Designee.

Use of Alcohol, Drugs and Other Prohibited Substances**STUDENT DRUG TESTING PROGRAM****EDUCATION AND PREVENTION PLAN (CONTINUED)**

Training in Drug Awareness: County middle- and high-school teachers will be given an opportunity to receive training in drug awareness.

Seminars for Parents/Guardians: Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse may be established in conjunction with other school programming.

ALCOHOL AND DRUG SAFETY POLICY

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

Statement of Need: All athletic team and competitive extracurricular activity coaches/sponsors and the administration of the Bullitt County Schools recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of students engaged in that use. It also recognizes that the unlawful use of alcohol and other drugs is a potential problem for all students.

Students engaged in interscholastic athletics and competitive extracurricular activities often are viewed by fellow students as holding or enjoying positions of notoriety and are confronted by unique pressures and risks that make them particularly vulnerable to the harms presented by the use of alcohol, drugs and other controlled substances. Students who drive to school are also looked upon with notoriety by underclassmen. Because of the potential notoriety derived from athletic/club participation and the privilege of driving, students involved also potentially impact or influence the attitudes and actions of other members of the student body. Finally, in order to deal effectively with drug and alcohol pressures and health risks, we believe that it is imperative to adopt a mandatory drug testing policy governing the illegal use of drugs by student participants in Bullitt County high-school athletic teams and any competitive extracurricular activity and student drivers.

Students covered by this policy shall include all middle and high school students competing on an athletic team, competitive extracurricular activity or student volunteers. In addition, any high school student who chooses to drive to school and park on campus will be subject to mandatory-random student drug testing.

The Volunteer Pool will consist of any student at the middle or high school level who wishes to be a responsible member of a drug-free program and has parent/guardian consent to be randomly drug tested. These actions are important steps towards creating a safe school culture. The statement of purpose, implementation and rules, policies, and testing procedures apply evenly to both mandatory and volunteer participants.

Use of Alcohol, Drugs and Other Prohibited Substances**STUDENT DRUG TESTING PROGRAM****ALCOHOL AND DRUG SAFETY POLICY (CONTINUED)**

Statement of Purpose: This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs and alcohol. The policy is further intended to provide encouragement to students who voluntarily choose to participate in competitive extracurricular activities and athletic teams in middle and high school to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the Student Drug Testing Program for disciplinary purposes other than those set forth herein. The Student Drug Testing Program is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the sanctions imposed by this policy.

In order to accomplish its purposes, this policy establishes a Student Drug Testing Program with procedures to deter the unlawful use of drugs and alcohol with suspension, up to termination of participation from the activities, teams or school parking privileges when deterrence is unsuccessful.

ALCOHOL AND DRUG SAFETY POLICY

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

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

Implementation, Review, and Evaluation: All students participating in athletic teams, competitive extracurricular activities, or parking on school campus must sign, along with their parents/guardians the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form.

A Substance Abuse Prevention Committee shall be established and shall have authority as set forth in policy. The Committee may consist of the School Principals, Head Coaches of the athletic teams, sponsors of competitive extracurricular activities, Athletic Directors, Safe and Drug-Free Schools Coordinator, School Health Coordinator, and School Counselor.

Use of Alcohol, Drugs and Other Prohibited Substances**STUDENT DRUG TESTING PROGRAM****ALCOHOL AND DRUG SAFETY POLICY (CONTINUED)**

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

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

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

Substances Tested: Student participants' urine may be tested for any, a combination, or all of the following:

- | | |
|---------------------------------|---|
| 1. Amphetamines; | 2. Benzodiazepine; |
| 3. Marijuana (THC); | 4. Propoxyphene; |
| 5. Cocaine and its derivatives; | 6. Anabolic steroids; and, |
| 7. Opiates; | 8. Synthetic Compounds/Substances |
| 9. Phencyclidine (PCP); | 10. Other abused, illegal, or controlled substances, including alcohol, as determined by the Committee. |

CONFIDENTIALITY

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

Use of Alcohol, Drugs and Other Prohibited Substances**STUDENT DRUG TESTING PROGRAM****CONSEQUENCES**

Student athletes, student drivers who park on campus and competitive extracurricular participants who test positive shall be subject to the sanctions listed below.

Sanctions**First Positive Drug Test**

1. Notify the parent or guardian.
2. The Principal/Designee shall afford the student due process according to policy.
3. Student shall:
 - a. Participate in a certified intervention/assistance program (with costs to be paid by student or student's family and first appointment shall be scheduled within one (1) week of the positive test);
 - b. The student shall be required to have one (1) negative drug test prior to returning to competition. The drug test shall be administered following chain of custody procedures and at student expense; and
 - c. Be suspended immediately from participating in interscholastic competition for a total number of games/contest/competitions equal to 20% of the scheduled season as determined by the Principal/designee. Student drivers who park on campus shall be suspended from parking on campus for 30 days. A negative drug test must be presented before parking privileges are reinstated. The drug test shall be administered by an approved agency following chain of custody procedures and at student expense. No parking fees will be reimbursed as a result of a positive drug test.

Second Positive Drug Test

1. Notify the parent or guardian.
2. The Principal/Designee shall afford the student due process according to policy.
3. Student shall:
 - a. Participate in a certified intervention/assistance program (with costs to be paid by student or student's family and first appointment shall be scheduled within one (1) week of the positive test);
 - b. The student shall be required to have twelve (12) consecutive monthly negative drug tests. The drug test shall follow chain of custody procedures and at student expense; and
 - c. Be suspended immediately from participating in competitive extracurricular activities or athletics for one (1) calendar year from date of second offense. Student parking privileges shall be suspended for one (1) calendar year. No parking fees will be reimbursed as a result of a positive drug test.

Use of Alcohol, Drugs and Other Prohibited Substances**STUDENT DRUG TESTING PROGRAM****CONSEQUENCES (CONTINUED)****Third Positive Drug Test**

1. Notify the parent or guardian.
2. The Principal/Designee shall afford the student due process according to policy.
3. The student shall participate in a certified intervention/assistance program (with costs to be paid by student or student's family)
4. Student is suspended from participation and/or parking privileges for remainder of high school eligibility. No parking fees will be reimbursed as a result of a positive drug test.

NOTE:

Offenses shall be cumulative over a student's entire period of participation in all high school and middle school athletics or competitive extracurricular activities and shall accumulate regardless of the sport or activity in which they occur. No offenses occurring in middle school shall be cumulative with high school offenses.

VOLUNTEER PARTICIPANTS WITH A POSITIVE DRUG TEST

1. Notify the parent or guardian
2. The Principal/Designee shall afford the student due process according to policy.
3. The student shall participate in a certified intervention/assistance program (with costs to be paid by student or student's family)
4. After a positive volunteer test, if the voluntary participant decides that s/he wants to participate in an extracurricular sport or activity, s/he must present the results of a non-positive chain of custody urine test prior to trying out. (With cost to be paid by student or student's family)

REFERENCES:

[KRS 158.150](#); [KRS 158.154](#); [KRS 158.155](#)

[KRS 160.290](#); [KRS 161.180](#); [KRS 217.900](#); [KRS 218A.020](#); [KRS 218A.1430](#)

[OAG 82-633](#); [OAG 93-32](#)

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Education v. Earls, 536 U.S. 822 (2002)

Veronia v. Acton, 515 U.S. 646 (1995)

Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities

RELATED POLICY:

09.2241

Elementary, Middle and High School

BULLYING

Students are encouraged to take action against bullying by reporting bullying to an adult in the school. School personnel will investigate any report of bullying.

Behavior must meet three criteria to be defined as bullying:

1. Behavior that is aggressive and meant to hurt, humiliate or harass another person
2. Bully behavior occurs repeatedly over time
3. Bullying takes place when there is a physical or social imbalance between the individuals involved

Dealing With A Bully:

STOP – students are taught a signal for STOP which communicates to the “bully” that they do not want to hear anymore.

WALK – when the STOP signal doesn’t work, students should WALK away from the situation. **TALK** – when STOP and WALK does not stop the problem, students should TALK to an adult in the school.

TALKING is not tattling because if the 3 step response is followed, the student has made an attempt to solve the problem on their own.

Consequences shall include, but not be limited to:

First Offense

1. Counselor OR Administrator conference with the “bully”. Discuss bullying behavior, what it means to be the bully, how bullying behavior impacts other students and their own image, and the consequences for continued bullying behavior
2. Parent contact
3. School level consequence, if appropriate.

Second Offense

1. Administrator conference
2. School level consequence (detention, ISAP, community service, bus suspension (if on bus), Friday/Saturday School, etc.)
3. Parent Contact

Third Offense

1. Administrator conference
2. School level consequence (detention, ISAP, community service, bus suspension (if on bus), Friday/Saturday School, etc.)
3. Behavior contract
4. Inform victim’s parent of their right to file a complaint with the Court Designated Worker

Fourth Offense

1. Involve central office personnel (Safe schools, Social Worker, Director of Secondary/Elementary Schools)
2. Recommendation for alternative placement, if appropriate.

All Bullitt County Public School Students will participate in a Bully Prevention Program at their school.

Elementary School

I. ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

(Including “Look Like” Substances)

Possession/Under Influence

First Offense

- a. One to three (1-3) day out-of-school suspension
- b. Parent/guardian conference
- c. Report to law enforcement and Social Services
- d. Report to Bullitt County Schools Safe Schools Coordinator
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Student must have completed the evaluation or have written confirmation of an appointment before returning to school after the suspension

Second Offense

- a. Five (5) day out-of-school suspension
- b. Parent/Guardian conference
- c. Report to law enforcement and Social Services
- d. Report to Bullitt County Schools Safe Schools Coordinator

NOTE: Calculation of second and third offense will be based upon 12 months from the date of the first offense.

¹Trafficking/Transferring of Alcohol, Drugs and Other Controlled Substances

- a. Five (5) day out-of-school suspension
- b. Parent/guardian conference
- c. Report to law enforcement and Social Services
- d. Report to Bullitt County Schools Safe Schools Coordinator
- e. Recommendation to Superintendent for expulsion from school or alternative placement

¹ “Transfer” means to dispose of a controlled substance, over-the-counter drug or drug look-a-like to another person without consideration and not in furtherance of commercial distribution.

“Traffic” means to manufacture, distribute, dispense, sell, transfer, or possess with intent to manufacture, distribute, dispense, or sell a controlled substance.

KRS 158.150 (8) Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Elementary School

II. DANGEROUS WEAPONS

Consequences shall include, but not be limited to:

- a. One to five (1-5) day out-of-school suspension
- b. Report to law enforcement
- c. Parent/guardian conference
- d. Principal shall make an immediate verbal report to the Superintendent/Designee followed by a written report and, if appropriate, a recommendation to the Superintendent for expulsion from school or alternative placement

Elementary School

III. ASSAULTIVE BEHAVIOR

Student Against Student (Includes fighting and intimidation through violence including but not limited to, verbal or written threats)

First Offense *

1. Consequences may include, but not limited to, parent conference, detention, suspension (1-3 days)
2. Parent conference must be held before student returns to school
3. Referral to school counseling services dealing with anger management

Second Offense *

1. One to five (1-5) day out-of-school suspension, report to Safe Schools Coordinator
2. Parent conference must be held before student returns to school
3. Continued counseling services

Third Offense *

1. Five (5) day out-of-school suspension, report to Safe Schools Coordinator
 2. Parent conference / transition meeting must be held before student returns to school
 3. Continued counseling services
- *Report to law enforcement only in extreme cases/as required by statute.**

Assault against student resulting in serious physical injury**

First Offense

1. Five (5) day out-of-school suspension, report to Safe Schools Coordinator
2. Parent conference
3. Report to law enforcement

Assault on School Personnel

First Offense (Includes fighting and intimidation through violence including but not limited to, verbal or written threats)

1. One to five (1-5) day out-of-school suspension, report to Safe Schools Coordinator (if appropriate)
2. Parent conference
3. Referral to school counseling services dealing with anger management
4. Report to law enforcement (if appropriate)
5. Recommendation to Superintendent for expulsion from school or alternative placement (if appropriate)

NOTE: Calculation of second and third offense will be based upon 12 months from the date of the first offense.

**** Reference KRS 600.020(57) – definition of “serious physical injury” – substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.**

Elementary School

IV. VANDALISM AND THEFT

If violation results in damage/theft amounting to more than \$500.00, law enforcement will be notified. The student will be suspended for ten (10) days and a recommendation for expulsion or alternative placement may be made.

First Offense (for items and damage under \$500.00)

1. One to three (1-3) day out-of-school suspension
2. Parent conference
3. Hold child/parent responsible, through legal system if necessary, for replacing damage or loss
4. Report to proper police authorities (if appropriate)
5. Referral to school counseling services

Second Offense (for items and damage under \$500.00)

1. Three to five (3-5) day out-of-school suspension
2. Parent conference
3. Hold child/parent responsible, through legal system if necessary, for replacing damage or loss
4. Report to proper police authorities (if appropriate)
5. School counseling services will be continued

Third Offense

1. Five (5) day out-of-school suspension
2. Parent conference
3. Hold child/parent responsible, through legal system if necessary, for replacing damage or loss
4. Report to proper police authorities (if appropriate)
5. School counseling services will be continued

NOTE: Calculation of second and third offenses will be based upon 12 months from the date of the first offense.

Middle and High School

I. ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

(Including “Look Like” Substances)

Possession/Under Influence

First Offense

- a. Three (3) day out-of-school suspension
- b. Parent/guardian conference
- c. Report to law enforcement
- d. Report to Bullitt County Schools Safe Schools Coordinator
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Student must have completed the evaluation or have written confirmation of an appointment before returning to school after the suspension

Failure to fulfill the above requirements shall result in a recommendation to the Bullitt County Board of Education for expulsion.

Second Offense

- a. Ten (10) day out-of-school suspension
- b. Parent/guardian conference
- c. Report to law enforcement
- d. Report to Bullitt County Schools Safe Schools Coordinator
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Student must have completed the evaluation or have written confirmation of an appointment before returning to school after the suspension
- g. Recommendation to Superintendent for expulsion from school or alternative placement

NOTE: Calculation of second and third offense will be based upon 12 months from the date of the first offense.

¹Trafficking/Transferring of Alcohol, Drugs, and Other Controlled Substances

- a. Ten (10) day out-of-school suspension
- b. Parent/guardian conference
- c. Report to law enforcement
- d. Report to Bullitt County Schools Safe Schools Coordinator
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Recommendation to Superintendent for expulsion from school or alternative placement
- g. Student must have completed the evaluation or have written confirmation of an appointment before returning to school after the suspension

“Transfer” means to dispose of a controlled substance, over-the-counter drug or drug look-a-like to another person without consideration and not in furtherance of commercial distribution.

“Traffic” means to manufacture, distribute, dispense, sell, transfer, or possess with intent to manufacture, distribute, dispense, or sell a controlled substance.

Middle and High School

II. DANGEROUS WEAPONS

Consequences shall include, but not be limited to:

- a. One to ten (1-10) day out-of-school suspension
- b. Report to law enforcement
- c. Parent/guardian conference
- d. Principal shall make an immediate verbal report to the Superintendent/Designee followed by a written report and, if appropriate, a recommendation to the Superintendent for expulsion

Middle and High School

III. ASSAULTIVE BEHAVIOR

a. Student Against Student (Includes fighting and intimidation through violence including but not limited to, verbal or written threats)

First Offense

1. Consequences may include, but not limited to, parent conference, ISAP, detention, suspension (1-10 days), and possible police involvement
2. Parent conference must be held before student returns to school
3. Referral to school counseling services dealing with anger management

Second Offense

1. One to ten (1-10) day out-of-school suspension
2. Parent conference
3. Probation – requires a meeting at central office
4. Report to law enforcement if appropriate

Third Offense

1. Ten (10) day out-of-school suspension
2. Parent conference
3. Recommendation to Superintendent for alternative placement or expulsion
4. Report to law enforcement if appropriate

b. Assault against student resulting in serious physical injury*

First Offense

1. Ten (10) day out-of-school suspension
2. Parent conference
3. Recommendation to Superintendent for expulsion
4. Report to law enforcement

c. Assault on School Personnel

First Offense (Includes fighting and intimidation through violence including but not limited to, verbal or written threats)

1. Ten (10) day out-of-school suspension
2. Parent conference
3. Report to law enforcement
4. Recommendation to Superintendent for expulsion

NOTE: Calculation of second and third offense will be based upon 12 months from the date of the first offense.

*** Reference KRS 600.020(57) – definition of “serious physical injury” – substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.**

TERRORISTIC THREATENING PENALTIES

According to KRS 508.075 it is a felony offense to make bomb threats and other threats of harm against schools, school buses, school employees, or school functions.

Middle and High School

IV. VANDALISM AND THEFT

If violation results in damage/theft amounting to more than \$500.00, law enforcement will be notified. The student will be suspended for ten (10) days and a recommendation for expulsion or alternative placement will be made.

First Offense (for items and damage under \$500.00)

1. One to three (1-3) day out-of-school suspension
2. Parent conference
3. Hold child/parent responsible, through legal system if necessary, for replacing damage or loss
4. Police report (if appropriate)

Second Offense (for items and damage under \$500.00)

1. Three to five (3-5) day out-of-school suspension
2. Parent conference
3. Hold child/parent responsible, through legal system if necessary, for replacing damage or loss
4. Police report (if appropriate)

Third Offense

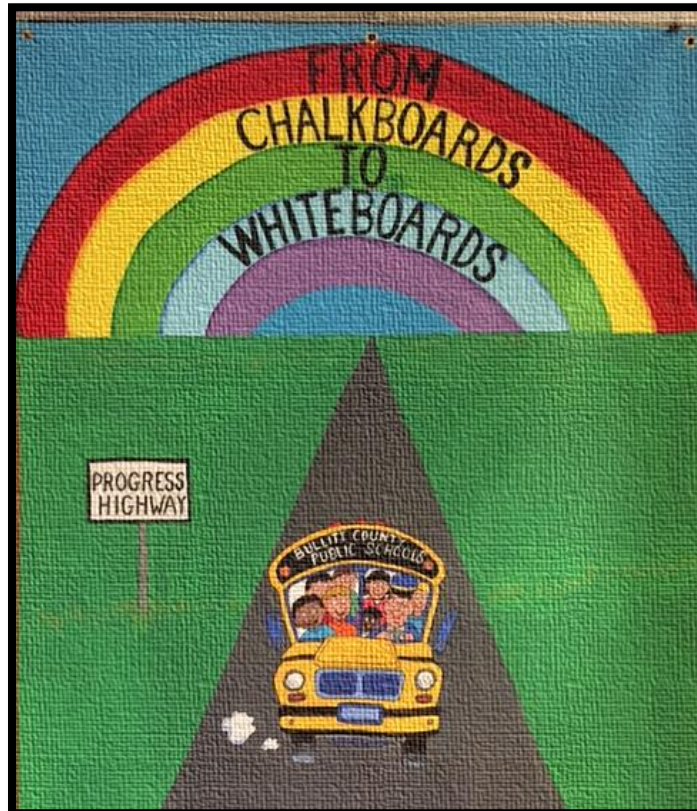
1. Ten (10) day out-of-school suspension
2. Parent conference
3. Hold child/parent responsible, through legal system if necessary, for replacing damage or loss
4. Recommendation to Superintendent for expulsion
5. Police report (if appropriate)

NOTE: Calculation of second and third offense will be based upon 12 months from the date of the first offense.

SAFE SCHOOLS

HOTLINE

Bullitt County Public Schools



869-TIPS (8477)

Shout-Out Boxes are located at each school for students to leave anonymous reports to school officials.

1040 Highway 44 East, Shepherdsville, KY 40165

Website: www.bullittschools.org

Phone: (502) 869-8000

Fax: (502) 543-3608