

This Handbook Belongs To:

# **BULLITT COUNTY PUBLIC SCHOOLS**

*The Leader in Academic Excellence*



**2018 – 2019**

**Code of Student Behavior and Discipline**



**Bullitt County Board of Education  
1040 Highway 44 East  
Shepherdsville, KY 40165  
Jesse Bacon, Superintendent**

## Table of Contents

Message from the Superintendent.....	4
Notice of Non-Discrimination .....	5
Non-Discrimination Statement Policy .....	5
Committee Members.....	5
Introduction .....	6
Vision Statement.....	6
Our Mission Statement.....	6
We Believe .....	6
Student Behavior .....	6
Annual Orientation Procedures .....	6
Code of Student Behavior and Discipline Acknowledgement Page .....	8
Publication Consent Form.....	10
Student Drug Testing Procedures.....	12
Electronic Access/User Agreement Form .....	13
Students Have The Right:.....	16
Students Have the Responsibility: .....	16
Parent/Guardian Has The Right: .....	17
Parent/Guardian Has The Responsibility:.....	17
Educators Have The Right: .....	17
Educators Have The Responsibility:.....	17
Student Directory Information Notification .....	17
Notification of FERPA Rights .....	18
Notification of PPRA Rights.....	19
Telecommunication Devices.....	20
Access to Electronic Media .....	21
Chromebook User Agreement Terms.....	23
The Work and Advantages of School .....	24
Absences, Excuses and Attendance Requirements .....	24
Positive Behavior Intervention & Support.....	25
School Bus Rules/Regulations Pupil and Parent Responsibilities .....	26
Conduct on Bus .....	27
Harassment/Discrimination .....	27
Bullying Incidents and Investigations .....	28

Hazing.....	29
Due Process.....	30
Suicide Prevention Notification .....	30
Care of School and Personal Property .....	30
Tobacco.....	30
Use of Physical Restraint and Seclusion .....	31
Search and Seizure.....	32
Weapons .....	33
Disrupting the Educational Process .....	34
Abuse of a Teacher Prohibited .....	34
Assault and Threats of Violence .....	34
Use of Alcohol, Drugs and Other Prohibited Substances .....	34
Student Drug Testing Program .....	35
Discipline Procedures for School Safety Violations .....	38
Suspension .....	39
Suspension of Children with Disabilities.....	39
Levels of Behavior and Responses.....	41
Elementary School - Tobacco Use / Possession Procedures .....	43
Alcohol, Drugs, and Other Controlled Substances.....	43
Dangerous Weapons.....	43
Assaultive Behavior.....	44
Vandalism and Theft .....	44
Middle and High School - Tobacco Use / Possession Procedures .....	45
Alcohol, Drugs, and Other Controlled Substances.....	45
Dangerous Weapons.....	46
Assaultive Behavior.....	46
Vandalism and Theft .....	47
Grievances.....	47

Go online to [bullittschools.org](http://bullittschools.org) to review any cited policies or procedures updated during the school year in the Code of Student Behavior and Discipline.



## Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

502-869-8000  
Fax 502-543-3608  
[www.bullittschools.org](http://www.bullittschools.org)

Dear Parents and Guardians,

Welcome to Bullitt County Public Schools! It is my privilege to partner with you on your child's educational journey. We are committed to becoming a world-class, student-focused community of teaching and learning. Your children are our most precious gift, and we are committed to working hard each day to make sure all students become lifelong learners, productive citizens, and graduate high school college, career and life ready. Across the district, our central office and schools are staffed with incredibly talented and dedicated professionals that are committed to ensuring all students succeed.

Your partnership in helping your child succeed in school is critical. Frequent communication with your child's teachers and administrators will help send a powerful message to your children that we are working together to support their learning. We look forward to seeing you at parent-teacher conferences, school events, before or after school programs, and out in the community. If at any time you have questions about expectations for your child's learning or their progress in meeting those expectations, please do not hesitate to contact us.

We strongly encourage you to check in with your child daily about what they are learning in school. Ask them:

- What are you reading?
- What is the author telling you (both in fiction and nonfiction text)?
- Do you agree with the author? Why or not?
- What problems are you debating or working to solve in your class?
- How does your learning help you prepare for success in life?

Encouraging your student to be reflective and make connections is a great way to help your child become responsible for their own learning, so they grow up to be lifelong learners.

One of our goals is to provide a safe and nurturing environment where all students can learn at high levels. Our schools have procedures in place that are designed to keep them safe while they are in our care. We appreciate you taking the time to become familiar with these policies and procedures.

Exciting opportunities await your child in Bullitt County Public Schools. Our vision is to become the leader in educational excellence. The decisions we make and programs we implement are intended to fulfill that vision, so that we may provide your student with the best possible learning experience. We expect our students engage in appropriate and productive behavior while in our care. Our intent is always to correct negative behaviors and reinforce positive behaviors in an effort to protect the learning environment for all students.

Again, welcome to Bullitt County Public Schools. We are excited to be a partner in your child's education. Together, we will soar to new heights!

Sincerely,

Jesse Bacon  
Superintendent

**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.



**Section 504/ADA Coordinator**

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

**Title IX Coordinator**

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

**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 a variety of options for students; for more information visit [www.bullittschools.org](http://www.bullittschools.org) for college and career options. 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**

For Information Contact at (502) 869-8000:

**Sarah Smith** - Safe and Drug-Free Schools Coordinator or **Pat Smith-Darnell** - Director of Pupil Personnel

Approved: June 18, 2018

Board Order No. 2018-197

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	Adam Disney	Administrator, Bullitt Central High School
Sarah Smith	Safe and Drug Free Schools Coordinator	Joni Britt	Administrator, North Bullitt High School
Dolores Ashby	Board Member	Elizabeth Starnes	Administrator, Hebron Middle School
Troy Kolb	Director of Special Education	Fin Burton	Administrator, Zoneton Middle School
Joe Shepherd	Director of Transportation	Kelly Shuff	Parent Representative
Jim Jackson	District Technology Coordinator	Emily Hardin	Student, Bullitt East High School
Rachelle Bramlage-Schomburg	Director of Secondary Education	David Smith	Police Officer, SPD
Melissa Lambert	Clerk, Pupil Personnel	Becky Hill	Police Officer, MWPD

## 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). PBIS 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. 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 student 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 Bullitt County Public Schools have the responsibility to respect the rights of all others. Respect of others' rights requires behavior that does not threaten, interfere with, or deprive others of educational opportunities.

Parents and students should also be aware that all District policies and procedures can be found online at <http://policy.ksba.org/Chapter.aspx?distid=169>.

## 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.

## 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.

## 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. This Code was developed by a committee representing schools, the district, 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 distribute copies (either paper or electronic) 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 made readily available in each school, with the Principal being responsible for guidance counselors and other personnel to discuss its contents with students in a timely and age-appropriate manner the first week of the school year. 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 non-reading students and parents so that they can have access to the information contained in this Code. The local news media shall receive a copy of the discipline 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.





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

**2018 - 2019**

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**
- Student Drug Testing Procedure**
- Electronic Access/User Agreement Form**

**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](http://bullittschools.org) to review any cited policies or procedures updated during the school year in the Code of Student Behavior and Discipline.



**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 website, school social media pages 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

**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.**



**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: \_\_\_\_\_ Homeroom: \_\_\_\_\_

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 and  
Work Ethic Seal**

**OPTION 2 (VOLUNTARY)**  
Sign and Return  
**Non-Participant or  
Non-Drivers**

**OPTION 3 (DECLINE)**  
**Circle if you elect  
your child to not  
participate**

*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 | Robotic        | Marching Band    |
- Other sports or extracurricular activities (Please list) \_\_\_\_\_

\_\_\_\_\_  
Print Student's Name Student's Signature

\_\_\_\_\_  
Print Parent/Guardian's Name Parent/Guardian's Signature Date



Electronic Access/User Agreement Form

**REQUIRED**

**STUDENT FORM**

Student Name _____			_____			_____		
<i>Last Name</i>			<i>First Name</i>			<i>Middle Initial</i>		
Address _____						_____		_____
						<i>City</i>		<i>State</i>
Age _____	Date of Birth _____		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 in classrooms.**

**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.  
(See Pg. 22-23 for Telecommunication Devices and Access to Electronic Media)**





## **BCPS Student, Parent and Educator Rights and Responsibilities and the Code of Conduct**

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 student, parent and teacher. 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:**

### **Students Have The Right:**

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. To 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.
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.

### **Students Have the Responsibility:**

1. 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.
2. To obey the rules and regulations of the Board of Education and/or school.
3. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals and to refrain from making false accusations.
4. To refrain from libel, slanderous remarks and obscenity in verbal and written expressions including but not limited to bullying, harassment and cyberbullying.
5. To establish and maintain a culture of positivity where care and concern for others and their property is a priority.
6. To respect the human dignity and worth of every individual.
7. To make the best contribution possible, within 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.
8. To follow established procedure in requesting release of personal records.
9. 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.

### **Parent/Guardian Has The Right:**

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 Has The Responsibility:**

1. 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.
2. 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.
3. 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 attends regularly and promptly.
4. To familiarize themselves with the educational process and school procedures.
5. To initiate requests for a conference with the teacher, counselor, or principal to review academic progress or other matters.

### **Educators Have The Right:**

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.

### **Educators Have The Responsibility:**

1. To maintain a positive learning atmosphere.
2. 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.
3. To make the assignments clearly understood by the students and to evaluate and return student assignments within reasonable time limits.
4. To practice appropriate de-escalation strategies in a confrontation.
5. To support and administer the district, school, and school-based decision policies.
6. To show a good example of conduct, neatness, cleanliness, personal dress and hygiene.
7. To exhibit an attitude of respect for students and to develop and demonstrate professional competency.

## **Student Directory Information Notification**

### **Release of Student Directory Information**

**August 8, 2018**

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. Information about the living situation of a homeless student is not considered directory information.

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 receipt of this Code, 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

## 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.

- 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

(See Pr. 09.14 AP.111)

### **Notification of PPRA Rights**

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.

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

(See Pr. 09.14 AP.112)

**Professional Qualifications**

If a 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 classroom teachers. In complying with such requests, the District shall provide the information designated by federal law.

Schools receiving Title I funds shall notify parents when their child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Any further information, please contact Jennifer Wooley by phone at 502-869-8000 or by email at [jennifer.wooley@bullitt.kyschools.us](mailto:jennifer.wooley@bullitt.kyschools.us). Please include child’s name, the name of the school the student attends, the names of the student’s teacher(s) and an address or email address where the information may be sent.

**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 law<sup>1</sup> 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:** <sup>1</sup>KRS 158.165

**RELATED POLICIES:** 08.2323; 09.426; 09.436; 09.438

**(See Pr. 09.4261)**

#### **Access to Electronic Media**

(Abbreviated version of 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.

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, **this is often referred to as Digital Citizenship, or Digital Drivers License (DDL).**

#### **PERMISSION/AGREEMENT FORM**

An Electronic Access/User Agreement Form shall be required every school year, prior to the student being granted independent access to electronic media involving District technological resources. The required permission/agreement form (referred to as AUP), which shall specify acceptable uses, rules of online 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) and parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

## **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, access to the District's computer network for electronic mail and Internet. All staff and students grade 3 and above will have a District email account. Because access to the Internet may expose users to items that are illegal, obscene, defamatory, inaccurate, or offensive, the District shall require all users to complete and submit an Electronic Access/User Agreement Form (08.2323 AP.21) to the Principal/designee prior to access/use.

Students shall only use district provided Gmail accounts for email communications and shall not use third party email systems (**Yahoo, Mail.com, or personal Gmail/Office 365 accounts**) while using the district network. Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures. 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.

## **GENERAL STANDARDS FOR USERS**

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. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently. 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, are filtered for objectionable content.

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. During school hours, teachers of younger children 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.

## **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail.

## **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 (Access 24) shall refer to the Access 24 Plan and Technology Responsible Use Expectations (TRUE) for guidelines and other information.**

**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.**

## **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.

## **RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

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.

Further rules and regulations regarding the AUP can be found by accessing 08.2323 AP.1 or by accessing the Instructional Technology website, and clicking on the parents tab.

## **Technology Responsible Use Expectations (TRUE)**

(Student Expectations for Using Mobile Technology in BCPS Grades 6-12, Abbreviated Version)

### **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 universal learning in a digital environment. 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 permitted to use the Chromebook for instructional purposes. Individual schools will make specific policies to determine whether students will be using Chromebooks strictly during the school day or if students will be permitted to use the Chromebooks at home. Remember, Chromebooks are 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.

#### **FEES**

An ANNUAL technology usage fee of \$35.00 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 Chromebook. Fees are non-refundable and will NOT be prorated for early withdrawal from the district or for students who enroll after the school year has begun. Paying the usage fee, does NOT excuse the student from the responsibility of paying for intentional damage or loss of the device. 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.

#### **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.

Damage/loss will be billed to the student at the full repair or replacement rate. Current repair or replacement rates are listed on the Access 24 website.

#### **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 intentional acts of destruction, will result in the student assuming the financial responsibility of the replacement/repair of the Chromebook.

#### **Repairs**

Students will be allowed one (1) accidental damage repair at no charge per academic year. For example, accidental damage may include a broken screen or damaged keyboard, but not both. Damage/loss will be billed to the student at the full repair or replacement rate. Current repair or replacement rates are listed on the Access 24 website. Damage/Loss Repair Pricing.

#### **Security**

Students should only use the District supplied G-Suite account. Students should never share their account passwords with others, unless requested by any District personnel. Students are responsible to adhering to guidelines and rules set forth in the District Acceptable Use Policy (AUP).

#### **PARENTAL CONSENT**

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 Acceptable Use Agreement 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.

**Refer to online version of TRUE Document for full details on the Access 24 website, available at <http://bcpsaccess24.weebly.com/distribution-information.html>**



## 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.

## Absences, Excuses and Attendance Requirements

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 excuse notes will be accepted after five (5) days - this includes health professional statements.

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 will require a physician's statement or other credible proof of any subsequent absence from school. A parent note for three days of absences uses three parent notes.

Reasons an excused absence or tardy shall be granted with a parent note include:

- ✓ Illness of the student
- ✓ Death or severe illness in the student's immediate family
- ✓ Religious holidays and practices
- ✓ Test for driver's permit or license with a parent note and proof
- ✓ One (1) day for attendance at the Kentucky State Fair with a parent note and a ticket stub
- ✓ Student court appearance with a parent note and a copy of the subpoena or citation
- ✓ One (1) day prior to departure of a parent/guardian called to active military duty or one (1) day upon return from active military duty with a parent note and a copy of parent's/guardian's orders
- ✓ Appointments with a health professional may be excused with a parent note or a note from the medical professional – When possible all appointments should be made when school is not in session
- ✓ Other valid reasons as determined by the Principal

A doctor's note excuses one (1) day unless it specifically mentions specific dates to be excused. 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**. 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.

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

- Students shall be counted in attendance when they are receiving Home/Hospital services. The Home/Hospital program is a service to students who are unable to attend school for five consecutive days or longer due to medical reasons. To be eligible for Home/Hospital services, an application must be submitted which includes a medical statement with specific diagnosis, completed and signed by a licensed medical professional.
- 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.

In support of regular school attendance, each school has a plan to address student absences. The plans contain attendance interventions that include, but are not limited to, phone calls, letters, home visits, student conferences and parent conferences. Continued absences may result in court filings against the parent and/or student.

### **TRUANCY DEFINED**

Any student 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 truant.

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

Following six (6) unexcused absences, a referral may be made for truancy or a court filing may be taken against the parent/guardian for educational neglect or unlawful transaction with a minor in the third degree. 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.

### **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.

#### **Three Levels of Intervention**

##### **Level 1 – All Students (Primary Prevention)**

- Includes prevention in the general curriculum enhanced by acknowledgements of positive behaviors, and clearly stated expectations that are applied to all students

##### **Level 2 – Selected Interventions (Secondary Prevention)**

Focuses 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)**

Focuses 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

Interventions may include but not limited to the examples below:

<u>Level 1 –(All Students)</u>	<u>Level 2</u>	<u>Level 3</u>
<ul style="list-style-type: none"><li>• Positive Supports</li><li>• Bully and Suicide Prevention Training</li><li>• Character Education</li><li>• Socio-emotional Education / Metacognition</li><li>• Classroom Rules and Procedures</li><li>• Reinforcement of Appropriate Behavior</li><li>• Guidance Referrals</li><li>• Seat Change</li><li>• In-Class Time Out</li><li>• Verbal Cues and Warnings</li><li>• Parent-Teacher Conference</li><li>• Teacher – Student Conference</li></ul>	<ul style="list-style-type: none"><li>• Referral to Student Support Services Staff (guidance, school psychologist, social worker)</li><li>• Decision Making Rules</li><li>• Support for Minor infractions</li><li>• Social Skills Groups (anger management, conflict resolution, peer mediation)</li><li>• Check in – Check out Support Plan</li><li>• Social / Emotional Counseling Groups</li><li>• Mentoring</li><li>• Parent Groups</li><li>• Beginning / Simple FBA (Functional Behavior Assessment)</li><li>• Beginning / Simple BIP (Behavior Intervention Plan)</li><li>• Check In – Check Out with Individualize Features</li></ul>	<ul style="list-style-type: none"><li>• Behavioral Contract</li><li>• Behavioral Intervention plan (BIP)</li><li>• Multidisciplinary Comprehensive Assessments (FBA)</li><li>• Collaboration with and linkages to Community Resources, Agencies, Parent Groups</li><li>• Wrap Programs</li><li>• IEP (Individual Education Plan)</li><li>• Complex Behavior Intervention Plans</li></ul>

### 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.
4. 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.
5. Parents are responsible for the safety of pupils while going to and from pick-up points and for meeting the bus on schedule.
6. 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.
7. 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.
8. 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.
9. 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.
10. When pupils enter the bus, they shall proceed promptly to their assigned seat and remain seated until the bus comes to a **complete** stop.

11. For safety reasons, **pupils shall not:**

- |   |   |   |   |
|---|---|---|---|
| a | Extend their arms, legs, or heads out of the bus windows at any time.   | b | Possess knives or other sharp objects or firearms.                            |
| d | Use improper behavior, to include rudeness, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts. | c | Use any tobacco products.   |
| h | Carry ceremonial weapons, including ROTC rifles.  | e | Throw articles or objects in or from the bus.                                 |
| j | Carry anything on the bus that cannot be held in the lap of the student.  | f | Eat or drink on bus.  |
| l | Carry baseball/softball bats unless they are fully enclosed in a sports bag. The handle of the bat cannot be visible.                       | g | Obstruct the aisle in any manner.   |
|   |   | i | Cut, tear, mark on, or burn the bus seats.                                    |
|   |   | k | Tamper with the mechanical equipment, accessories, or controls of the bus.    |
|   |   | m | Place anything on the floor of the bus, i.e. musical instruments or gym bags. |

12. Pets and helium balloons are prohibited.

13. Pupils shall not change from one seat to another while the bus in motion unless given permission by the bus driver.

14. Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to follow safety procedures.

15. 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.

### **Harassment/Discrimination**

#### **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. Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.

### **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 to the Principal directly or to the Superintendent/Designee. 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.

### **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;
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.

District employees shall respect, as much as possible, the privacy and anonymity of victims and persons accused of violations. No one shall retaliate against an employee or student because s/he submits a grievance or participates in the complaint process. Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

**(See Pr. 09.42811)**

### **Bullying Incidents and Investigations**

BCPS recognizes that bullying, harassment and intimidation has a negative effect on the learning climate of the school and therefore, as a learning community, prefers to address problematic behavior rather than label a child as a 'bully' or victim'. Our students are actively taught problem solving skills and appropriate responses to bullying from an early age. It is important for them to know that BCPS takes bullying seriously and need to know when it occurs.

#### **Bullying Defined (KRS 158.148)**

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:

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

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. Bullying is prohibited at all times on school property and off school grounds during school-

sponsored activities or that disrupts the educational process. This prohibition also applies to visitors to the school who may come into contact with employees and students.

#### **Suggested Methods in Addressing Bullying Behavior:**

Students are encouraged to be advocates of their own well-being as well as developing and fostering a positive relationship with a staff member or trusted adult at their school. Efforts will be made to protect the confidentiality of anyone making a report and any retaliation will be given consequences per the code of acceptable behavior and discipline. Tell a teacher or another trusted adult; they are here to support students. Don't react - try acting like the bully does not bother you. Steer clear of the bully; try ignoring, walking away, or saying nothing. Stay close to friends that students feel safe with. Tell the bully to STOP in a firm voice. Say things like, "I don't like being called names, I want you to stop now."

#### **What NOT to do when being bullied:**

Be the better person; do not become physical or do anything that leads to anything physical. Report the behavior to a trusted adult; tell someone that will help and do not ignore the situation. Be resilient and do not miss school. Truancy and lack of instruction becomes a concern if you miss school and only creates more problems for the student.

#### **Reports, Investigations and Response**

It is the responsibility of the staff to communicate to students the various methods of reporting inappropriate behavior, including bullying or any behavior that violates the code of conduct.

1. Any school personnel who observe or gain information to cause them to believe bullying has occurred shall report it to the principal/designee without undue delay. Staff members will ensure that the students are safe and supported; they will investigate to determine details of the incident and report if necessary to an administrator.
2. The school principal/designee shall interview the victim, potential witnesses, and offender upon receiving the report of bullying.
3. For each report of bullying, the school principal/designee shall take steps to document measures reasonably intended to protect the victim from retaliation related to a bullying report, such as separation of the bully or bullies and the victim when possible, take applicable disciplinary action, refer students for education or counseling services, advise staff as needed of the report of bullying and results of investigation, or other appropriate measures. A conference (via phone or in person) will be scheduled to discuss the bullying incident to parents, legal guardians, or other persons exercising custodial control or supervision of the students involved.
4. Administrators follow the Code of Student Behavior and Discipline protocols for bullying and document any instances of bullying through the state reporting system and filling out the Bullying Reporting Form (09.422 AP.21). In certain cases, the administrator or advocate for the student may notify Central Office Personnel (Safe Schools, Social Worker, and Director of Elementary/Secondary Education) or the County Court Designated Worker. In extreme cases of bullying and after other interventions have failed, the student may be recommended for alternative placement or expulsion.

#### **Shout-Out Boxes and Other Methods of Reporting**

Each school is required to share with students their various methods of reporting incidents of bullying or other risky behavior.

Harassment and harassing communications under the category of bullying are separate from the definition of "Harassment/Discrimination" which involves unlawful behavior based on race, color, national origin, age/gender, religion, sex or disability. However, a report of a violation of this section will be evaluated by school personnel to determine whether it should be treated as a report of harassment/discrimination which would require an investigation under the "harassment/ discrimination" section of the Student Discipline Code.

**(See Pr. 09.422)**

#### **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. "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. 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. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. 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** (See Pr. 09.4221)

### **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.<sup>1</sup>

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).

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

(See Pr. 09.431)

### **Suicide Prevention Notification**

The administration of the high school and middle schools disseminate the following information related to suicide prevention. The Bullitt County Public School System recognizes the importance of protecting the health, safety and emotional well-being of students. The state of Kentucky has enacted legislative mandates that require actions on a specific timetable directed at combatting the problem of teen suicides. We provide the required training in the suicide prevention and awareness for middle school and high school staff and students. We also provide counseling personnel and counseling opportunities to support students. By September 1 of each year, suicide prevention information will be disseminated to middle and high school students. Principals, counselors, and teachers will complete suicide prevention professional development each year. References SB 65, [KRS 158.070](#), [KRS 161.011](#), HB 51, [KRS 156.095](#)

### **Care of School and Personal Property**

Pupils shall be held responsible for damage to 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 intentional harm and damage beyond minor loss or breakage; excluding normal wear and tear.

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

(See Pr. 09.421)

### **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. 114-95, (Every Student Succeeds Act of 2015); KRS 160.290; KRS 160.340; KRS 161.180; KRS 438.050; KRS 438.305; KRS 438.350; OAG 81-295; OAG 91-137

## **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.

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior. An example is in nonemergency circumstances when a student's behavior poses an imminent danger of serious physical harm to self or others and as permitted under KRS 503.050, 503.070, and 503.110.

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 and Debriefing**

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 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. 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.

### **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.

**(See Pr. 09.2212)**



## Search and Seizure

### **Reasonable Suspicion**

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, cellular phones, electronic devices 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. Search of a pupil's person shall be conducted only with the express authority of the Principal/Designee. 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. 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. No strip searches of students shall be permitted. 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.

### **Sexually Explicit Photographs or Videos of a Minor**

Many students own smartphones, laptops, tablets, or other electronic devices that can store and transfer photographs and video. In the course and scope of his/her employment, an employee may become aware that a student possesses on their electronic device or in printed form, a sexually explicit or nude photograph(s) or video(s) of a student and/or minor. If the printed material or electronic device has sexually explicit or nude content which may possibly depict a student or any other minor, the employee shall **immediately** take possession of device or material, notify his/her Principal or Assistant Principal and immediately tender the device or material to the Principal or Assistant Principal. The employee shall not display the photograph, video, or printed material to any other person. The Principal or Assistant Principal shall take possession of the device or printed material and secure it so that no other person has access to the device or printed material. The Principal or Assistant Principal shall immediately contact law enforcement. The Principal or Assistant Principal in possession of the device or printed material shall not **review**, display, or allow to be displayed, the content to any other person except a law enforcement officer. If the sexually explicit or nude content is unquestionably of an adult only, then the employee shall notify his/her Principal or Assistant Principal immediately. The Principal or Assistant Principal shall notify law enforcement as needed. **Note:** Distribution of child pornography could result in criminal prosecution.

### **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.

### **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.

(See Pr. 09.436)

### **Weapons**

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

- a weapon of mass destruction;
- billy, nightstick or club;
- any knife other than an ordinary pocket knife;\*
- any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
- blackjack or slapjack;
- nunchaku karate sticks;
- shuriken or death star; or
- 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. In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies. **(See Pr. 05.48)**

### **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.

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. **(See Pr. 09.426)**

### **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.

### **Assault and Threats of Violence**

For purposes of this policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion. Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action. School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to: Verbal or written statements or gestures by students indicating intent to harm themselves, others or property; or physical attack by students so as to intentionally inflict harm to themselves, others or property. Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site. When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom. Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon. As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

### **Use of Alcohol, Drugs and Other Prohibited Substances**

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

### **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.

(See Pr. 09.423)

### **Student Drug Testing Program**

#### **Purpose**

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: Education and Prevention Plan. 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.

#### **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.

**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. 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:

- Amphetamines;
- Marijuana (THC);
- Cocaine and its derivatives;
- Opiates;
- Phencyclidine (PCP);
- Benzodiazepine;
- Propoxyphene;
- Anabolic steroids; and,
- Synthetic Compounds/Substances
- 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.

### **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.

#### **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

### **Discipline Procedures for School Safety Violations**

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.

### **Alternative Placement and Alternative Discipline Measures**

For the following violations of district policy: second offense possession or under the influence, first offense trafficking or transferring, assault that results in serious bodily injury, 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. 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.

### **In School Alternative Program**

In-School Alternative Program (ISAP) or Time-Out/Cross-Team Assignments (for elementary)-students will be isolated in a classroom away from other students with minimal communication with their peers. Students will be required to complete daily work as assigned by their classroom teacher. Students will be under constant supervision and will be isolated during lunch. Failure to comply with ISAP/alternate-setting rules may result in additional consequences. When classroom work is completed, students will be assigned additional work by a tutor that will assist in their transition back to the normal classroom. ISAP is an option only in the middle and high schools in the district.

### **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 or additional consequences. 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. 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

**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**. This is an option only in the middle and high schools in the district.

**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.

**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. 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. In such cases, due process shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension. The Principal or Assistant Principal shall report any suspension in writing 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. 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.

(See Pr. 09.434)

**Suspension of Children with Disabilities**

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. 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.

**Expulsion**

**Board May Expel**

The Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than (10) days. 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. 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. Recommendations for expulsion will be reviewed by the Expulsion Review Committee (ERC). The committee is generally made up of the director of pupil personnel, the alternative school principal or designee, the safe schools coordinator and a supervisor of school social services. 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. The Board’s decision shall be final.



**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.)

**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. 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. **(See Pr. 09.435)**

## 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																								
	Suggestions for Supporting Positive Behavior								Guidelines for Disciplinary Consequences																
	Referral to Health Agency/Service Referral	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 / Friday/Saturday School	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
<b>Level 1 - Classroom Disturbances</b>																									
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	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Destruction of school property	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Chromebook Damage	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Technology Violation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
<b>Level 2 - Continued, Unimproved Level 1 Behaviors</b>																									
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	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Destruction of school property	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Chromebook Damage	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Technology Violation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
<b>Level 3 - Acts that endanger the safety or health of self or others that causes damage to property or continuous, unimproved Level 2 behaviors</b>																									
Threats to others	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Fighting	See Assaultive Behavior Middle & High School or Elementary School																								
Cutting Class	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Leaving grounds without permission	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Vandalism	See Vandalism & Theft Middle & High School or Elementary School																								
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	See Vandalism & Theft Middle & High School or Elementary School																								
Truancy	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Profanity / vulgarity	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Possession of or under the influence of drugs, mood-altering substances or alcohol	See Alcohol, Drugs & Other Controlled Substances Middle & High School or Elementary School																								

Levels of Behavior	● Represents Response Choices																								
	Suggestions for Supporting Positive Behavior												Guidelines for Disciplinary Consequences												
	Referral to Health Agency/Service Referral	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 / Friday/Saturday School	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
<b>Level 3 - Acts that endanger the safety or health of self or others that causes damage to property or continuous, unimproved Level 2 behaviors (continued)</b>																									
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	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Destruction of school property	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Chromebook Damage	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Technology Violation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
<b>Level 4 - Acts that cause harm or inflict injury to self or others, major vandalism, continuous Level 3 behaviors or criminal acts</b>																									
Theft / Major vandalism	See Vandalism & Theft Middle & High School or Elementary School																								
Habitual Truancy	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Setting off false alarms	●																								
Arson	●																								
Possession of weapons	See Dangerous Weapons Middle & High School or Elementary School																								
Bomb threat	●																								
Assault	See Assaultive Behavior Middle & High School or Elementary School																								
Sexual abuse	●																								
Possession of or under the influence of drugs, mood-altering substances or alcohol	See Alcohol, Drugs & Other Controlled Substances Middle & High School or Elementary School																								
Trafficking and/or transferring a drug, mood-altering substance, and or alcohol	See Alcohol, Drugs & Other Controlled Substances Middle & High School or Elementary School																								
Harassment / Sexual	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Discrimination / Harassment	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Continued behavior that shows disrespect to self and others including, but not limited to, teasing/bullying/intimidation/hazing/harassment	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Destruction of school property	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Chromebook Damage	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Technology Violation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
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.																									

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	Hold Child/Parent Responsible for	Detention	Friday/Saturday School	Suspend Right to Participate in or Attend Extra-curricular 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 <sup>st</sup> Offense	●	●	●		●	●	●	●	●	●	●	●				●	●	●	●
2 <sup>nd</sup> Offense			●		●	●	●	●	●	●	●	●				●	●	●	●
Subsequent			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

Behavior that is appropriately dealt with under other board policy should be consulted if necessary

**Elementary School**  
**Tobacco Use / Possession Procedures**

**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

**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.**

**<sup>1</sup>Trafficking/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

<sup>1</sup> *"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.**

**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

## 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.**

## 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** **Tobacco Use / Possession Procedures**

#### **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.

### **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.**

#### **<sup>1</sup>Trafficking/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

<sup>1</sup>*“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.*

### **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

### **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 hearing meeting/notification of 2<sup>nd</sup> Offense
- 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. Report to Safe Schools Coordinator (if appropriate)
- 3. Parent conference
- 4. Report to law enforcement
- 5. 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.

### **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.**

### **Grievances**

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 or designee;
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. 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. 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.

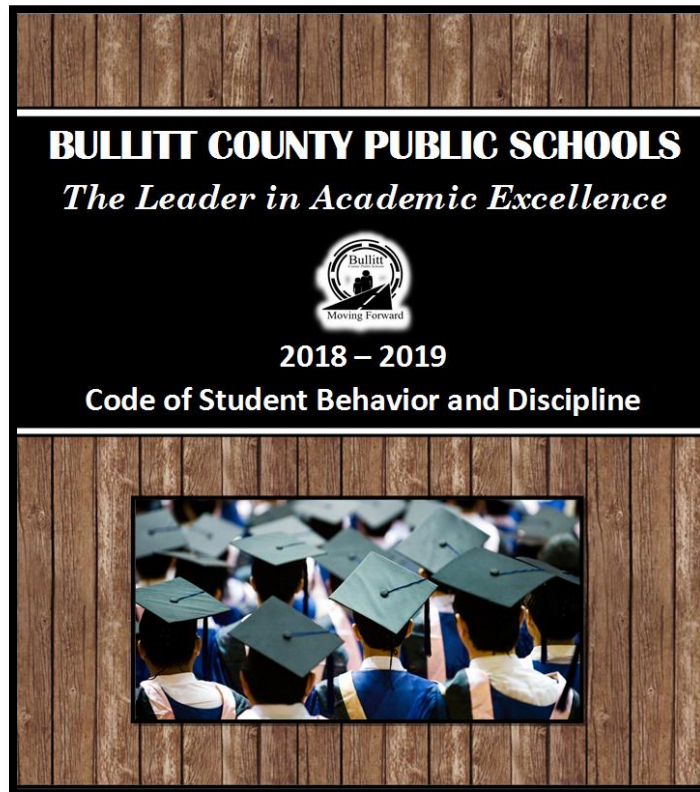




# **SAFE SCHOOLS**

# **HOTLINE**

## **Bullitt County Public Schools**



**869-TIPS (8477)**

Shout-Out boxes and other methods of reporting are located at each school and social media websites for students to leave reports to school officials.

1040 Highway 44 East, Shepherdsville, KY 40165

Website: [www.bullittschools.org](http://www.bullittschools.org)

Phone: (502) 869-8000

Fax: (502) 543-3608