



# DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

*1104 BOB McCULLOUGH DRIVE  
ASHLAND, KENTUCKY 41102  
(606) 928-4141*

The Boyd County Public Schools' district provides equal educational and employment opportunities

2015 - 2016

**BOYD COUNTY PUBLIC SCHOOLS  
DISTRICT CODE OF  
ACCEPTABLE BEHAVIOR AND DISCIPLINE**

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**INTRODUCTION**

This booklet is the *District Code of Acceptable Behavior and Discipline*. The rules, policies and disciplinary responses you are about to read are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority.

Your child’s school has a written *Code of Conduct* (usually located in the student handbook or student agenda) that is based on this district code. The purpose of having a district code of conduct is to ensure that every school, each staff member, and all of our parents and students are aware of the Boyd County Board of Education expectations and the behavior standards for student conduct. In addition to the expectations, the consequences that may occur for the violation of a behavior standard are also provided in this booklet.

This booklet should not be perceived as a complete reference to the district’s policies and procedures. More essential and complete district policies and procedures may be accessed online at [www.boyd.kyschools.us](http://www.boyd.kyschools.us) under the menu link “District Information”, “Board of Education”, “Board Policies and Procedures.” A hard copy of the complete Board Policies and Procedures may be accessed at the Board of Education Office, 1104 Bob McCullough Drive, in the Superintendent’s Office.

Please take time to read through the *District Code of Acceptable Behavior and Discipline* and discuss these expectations with your student(s).

**You will find a form at the end of this booklet (PAGE 25) for your signature. The form (Confirmation of Receipt of District Code) is to be returned immediately to your child’s school.**

The staff in every building asks parents and guardians to work with teachers and school administrators so that learning, not behavior management, is the focus of classroom activity. We appreciate parent/guardian support in following and adhering to both the **School** and **District** Codes of Conduct.

*Vision Statement*  
**The Leader In Learning**

*Mission Statement*

**“Boyd County Public School District employees are committed to create an environment of high expectations, to engage every student in work reflecting a high achievement level and to work collaboratively with students, colleagues, families and our community to ensure student learning. This commitment guides our every decision and establishes our priorities.”**

*Values*

- **We will invest in quality personnel who take responsibility for student success and failure.**
- **We will identify the essential learning goals and help each student to achieve those goals.**
- **We will teach for understanding, frequently assessing students’ understanding and providing a variety of opportunities for students to demonstrate mastery.**
- **We will work collaboratively in developing instructional strategies, designing methods of assessment, and advancing the vision of the district.**
- **We will involve our families and our community in the learning process by creating shared learning experiences.**
- **We will be models of the life-long learning and commitment to high-quality work that we hope to develop in our students.**
- **We will monitor the results of our individual and collective efforts and use evidence of results to celebrate accomplishments and guide our processes of continuous improvement.**
- **We will identify and provide opportunities for our students to experience and value diversity in a diverse global society.**

The Board expects employees, students, parents/guardians and others associated with the schools to apply the following standards in a reasonable and fair manner:

- To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires all employees to make supervision of all students at all school activities a top priority among their assigned duties.
- A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:
  - 1) Actions such as harassment of, or discrimination against, other students on the basis of age, color, creed, disability, parental status, marital status, race, national origin, religion, sex, actual or perceived sexual orientation or gender identity or socioeconomic or veteran status (Policy 09.42811);
  - 2) Insubordination (disobedient or defiant behavior: Policies 09.4 - 09.4261);
  - 3) Sale of items without prior approval of the superintendent or principal (Policy 09.33); and
  - 4) Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety (Policy 09.427).

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Examples of attendance violations include, but are not limited to:

- 1) Absence from school without valid excuse; and
- 2) Tardy without valid excuse (Policies 09.11 - 09.123).

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities, pending investigation that s/he has violated either the District’s behavior standards or the school council’s criteria for participation.

## SCHOOL INFORMATION

**Boyd County High School**  
14375 Lions Lane  
Ashland, KY 41102  
606-928-7100  
Principal: Tommy Holbrook  
Grades 9 - 12

**Boyd County Career & Technical Education Center**  
12300 Midland Trail Road  
Ashland, KY 41102  
606-928-7120  
Director: Doug Deborde  
Grades: 9 - 12

**Ramey-Estep High School**  
2901 West Pigeon Roost Road  
Rush, KY 41168  
606-928-5801  
Principal: Ann Brewster  
Grades: 9 - 12

**Boyd County Middle School**  
1226 Summit Road  
Ashland, KY 41102  
606-928-9547  
Principal: Bill Boblett  
Grades: 6 - 8

**Cannonsburg Elementary**  
12219 Midland Trail  
Ashland, KY 41102  
606-928-7131  
Principal: Jon Stevens  
Grades: K - 5

**Catlettsburg Elementary**  
3348 Court Street  
Catlettsburg, KY 41129  
606-739-5515  
Principal: Marci Prater  
Grades: Pre-K - 5

**Ponderosa Elementary**  
16701 Ponderosa Drive  
Catlettsburg, KY 41129  
606-928-2330  
Principal: Matt Spade  
Grades: K - 5

**Summit Elementary**  
830 State Route 716  
Ashland, KY 41102  
606-928-6533  
Principal: Ben Maynard  
Grades: K - 5

**Early Childhood Learning Center North**  
1100 Bob McCullough Drive  
Ashland, KY 41102  
606-928-8022  
Director: Carla Malone  
Pre-K

**Early Childhood Learning Center South**  
12862 State Route 180  
Ashland, KY 41102  
606-929-5500  
Director: Carla Malone  
Pre-K

email: [user.name@boyd.kyschools.us](mailto:user.name@boyd.kyschools.us)

website: [www.boyd.kyschools.us](http://www.boyd.kyschools.us)

## DISTRICT ADMINISTRATION

BOYD COUNTY BOARD OF EDUCATION OFFICE: 606-928-4141

Brock Walter	Superintendent
Tim Black*	Facilities and Operations
Bill Burch*	Community Education
Richard Cyrus*	Safe Schools Coordinator
Vickie Ellis	Exceptional Child Education
Don Fleu	Finance
Pete Fraley	Athletic Director
Carla Malone	Preschool/Head Start Director/Exceptional Child Director
Angela Marcum	Payroll/Employee Insurance Coordinator
Janice Marcum	Assessment & Curriculum
Tamala Martin	Asst. Superintendent of Curr. & Instrct./Federal Programs/ Profess. Dev.
Judy McCoy*	District Transportation
Ron Mullins*	School Resource Officer
Cindy Pontier	District Technology Resource Teacher
Kelli Prater	FRYSC/ESS/Grants/Public Information/ Policies and Procedures/Title IX Coordinator
Cliff Salyers	Pupil Personnel and Pre-Employment
Sam Williams*	Technology (Network)

*\*Itinerant Personnel*

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### BOARD OF EDUCATION MEMBERS

**Bob Green, Division II**  
Chairperson  
739-6599

**Judy Nichols, Division III**  
928-2381

**Randall Stapleton, Division IV**  
Vice Chairperson  
928-9063

**Linda Day, Division V**  
928-3277

**Tammy Pruitt, Division I**  
928-2506

### **HARASSMENT/DISCRIMINATION, Policy 09.42811**

#### **DEFINITION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, actual or perceived sexual orientation or gender identity, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment for the student, both from the perspective of an objective educator and from the perspective of the student at whom the harassment is directed.

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions. Speech that materially or substantially disrupts the educational process, as defined by policy 09.426; speech that violates policy 09.422; or speech that interferes with the rights of another student is not constitutionally protected.

#### **PROHIBITION**

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

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

#### **DISCIPLINARY ACTION**

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

#### **GUIDELINES**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent

or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

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

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
  - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

#### **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, employees 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 the definition of harassment/discrimination contained in this policy;
2. 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;
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.

#### **CONFIDENTIALITY**

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

#### **APPEAL**

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

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

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take

corrective action shall be cause for disciplinary action.

#### **RETALIATION PROHIBITED**

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

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

#### **FALSE COMPLAINTS**

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

#### **OTHER CLAIMS**

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

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### **HARASSMENT AND DISCRIMINATION COMPLAINTS**

*Individuals who have questions concerning compliance or complaint procedures should contact the Boyd County District Office at 606-928-4141. To contact the current Title IX Coordinator, please refer to page 7 of this booklet.*

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**A listing of *Disciplinary Responses to Student Misconduct* may be found on pages 20 - 23 of this booklet.**

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### **STUDENT BEHAVIOR, Policy 09.4**

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 administrative procedures of the school district and the laws of the community and state.

### **STUDENT CONDUCT, Policy 09.42**

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's code of acceptable behavior and discipline, and each Principal shall be responsible for administration and implementation of the code within each school. The Principal shall apply the code uniformly and fairly to each student without partiality or discrimination.

**The Principal of each school, or council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the code.**

### **BULLYING AND HAZING, Policy 09.422**

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

#### **ACTIONS NOT TOLERATED**

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

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

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

#### **REPORTS**

As provided in this booklet, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

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

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

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

In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation

as required by the District's harassment/discrimination policies covering federally protected areas.

#### **OTHER CLAIMS**

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

### **CODE OF ETHICS** **704 KAR 20:680**

Section 1. Certified personnel in the Commonwealth:

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all;
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

#### **TO STUDENTS**

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best-practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats or physical harm; and sexual assault.

#### **TO PARENTS**

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.

## **CODE OF ETHICS (continued)**

- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain for the promotion of political candidates or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair professional judgment, and shall not offer any of these to obtain special advantage.

### **TO EDUCATIONAL PROFESSIONALS**

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

## **ATTENDANCE REQUIREMENTS, Policy 9.122**

### **COMPULSORY ATTENDANCE**

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

### **EXEMPTIONS FROM COMPULSORY ATTENDANCE**

The Board shall exempt the following from compulsory attendance:

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

### **PHYSICIAN'S STATEMENT REQUIRED**

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

### **INSTRUCTION**

Suitable home, hospital, or institutional instruction shall be provided for pupils exempted under number KRS 158.240.

### **STUDENT ACTIVITIES**

Students may participate in activities and be counted as being in attendance during the instructional school day provided that the activity is one considered for an excused absence pursuant to policy 09.123, and to the extent permitted by state law and regulation for purposes of computing attendance.

### **OFF-SITE VIRTUAL CLASSES**

Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.

### **MORAL INSTRUCTION**

Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.

### **ATHLETICS**

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

## **ARRIVAL AND DISMISSAL FROM SCHOOL, Policy 09.1231**

### **ARRIVAL OF STUDENTS**

In the interest of promoting safety of students during morning arrival at school, the following procedures shall be observed at all elementary schools each morning that schools is in session:

1. No more than two (2) doors of the school will be open for student entry upon arrival each school day.
2. Staff and/or volunteers will supervise students from the time they leave the school bus until they enter the door of the school.



3. Any suspicious packages, objects, or behavior observed by those adults supervising entry shall be reported to the Principal.
4. Persons transporting students to school in private vehicles must drop off the students in the specific parking areas or traffic lanes designated by the Principal. Any persons who do otherwise must themselves be responsible for taking each child by the hand and leading him/her to either the entry door of the school or to a staff member who is on supervisory duty at the time.
5. Individuals having a need to enter the school with students must first report each day to the front office to sign in and receive a visitor's badge.

#### **RELEASE OF STUDENTS**

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

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

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

#### **RELEASE OF ELEMENTARY PUPILS**

To promote student safety through providing an orderly, protective environment, the following procedures shall be in effect at all elementary schools as student are dismissed each day:

- All students shall be under the supervision of an adult staff member each school day from the time they leave the school door until they enter the bus or other authorized vehicle.
- Custodial parent, legal guardians or other persons whose names appear on a student's emergency card may pick up that student only in parking areas or traffic lanes designated for that purpose by the Principal. Persons picking up students must at all times avoid parking in bus lanes.
- Except at schools where stop lights are in operation to facilitate street crossing by pedestrians, no student shall leave school on foot or by bicycle unless accompanied by a custodial parent, legal guardian or

other person whose signature is on the student's emergency card.

#### **EXCEPTIONS**

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

### **CONDUCT ON SCHOOL BUS, Policy 09.226**

#### **PUPILS' RESPONSIBILITIES**

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.

#### **INSTRUCTION IN BUS CONDUCT AND SAFETY**

Instruction in bus conduct and safety shall be provided to all transported students. Instruction shall include the following rules:

#### **PUPILS TO WAIT AT ASSIGNED STOP**

Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

#### **CROSSING ON DRIVER'S SIGNAL**

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

#### **CROSSING IN DRIVER'S VISION**

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

#### **SEATING**

When pupils enter the bus, they shall proceed directly to a seat.

#### **SEATED UNTIL COMPLETE STOP**

Pupils shall remain seated until the bus has come to a complete stop.

#### **BODY NOT TO PROTRUDE FROM WINDOW**

Pupils shall not extend their arms, legs, or heads out the bus windows.

#### **CHANGING SEATS**

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

#### **PUPIL NOISE**

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

**USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED  
SUBSTANCES, Policy 09.423**

**DRUGS AND ALCOHOL**

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 drug substances and drug paraphernalia; and
3. Substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.

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

**DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law. Prohibited substances include:

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

**AUTHORIZED MEDICATION**

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

**PENALTY**

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

**REPORTING**

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

In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

**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 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 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 drug/alcohol abuse violations.

**TOBACCO, Policy 09.4232**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 in school buildings, 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.

**FOOD/SCHOOL NUTRITION SERVICES, Policy 07.1**

**SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

**NO MEAL CHARGES**

The District is participating in the Community Eligibility Provision; therefore, all students’ meals are free. Students shall not be permitted to charge a la carte items. Students that have charged meals and have accumulated a balance in their meal account shall have notices sent to their parent/guardian until the debt is satisfied.

Adults shall not be permitted to charge meals or a la carte items.

Food Service funds shall not be used to collect outstanding meal charges.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT			
Levels of Misconduct	Examples of Infraction	Disciplinary Response Procedures	Possible Consequences
<p><b>LEVEL I.</b> Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of school.</p> <p>These behaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school personnel.</p>	<ul style="list-style-type: none"> <li>Classroom disturbance</li> <li>Abusive language</li> <li>Failure to carry out directions</li> <li>Failure to follow rules</li> <li>Misbehavior on bus, or during school sponsored or endorsed activities</li> <li>School tardiness (3 or &gt;)</li> <li>Unexcused absences</li> <li>Misuse of telecommunication devices - BC Policies 09.426; 09.4261 (KRS 158.165); 08.2323 and 08.2323 AP 21 - Acceptable Use Policy signed by parent and student</li> <li>Unauthorized sales in an unauthorized area</li> <li>Dress Code violation</li> <li>Public display of affection</li> </ul>	<ul style="list-style-type: none"> <li>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</li> <li>Repeated misbehavior requires a parent/teacher conference and/or conference with a counselor or administrator.</li> <li>An accurate record of the offenses and disciplinary actions is maintained by the staff member.</li> </ul>	<ul style="list-style-type: none"> <li>Parent notification</li> <li>Parent conference</li> <li>Special assignment</li> <li>Counseling</li> <li>Loss of privileges</li> <li>Time out</li> <li>Strictly supervised study</li> <li>Detention</li> <li>Verbal reprimand/warning</li> <li>Individual conference</li> <li>Confiscation</li> <li>Referral to ISS</li> <li>Search</li> <li>Infinite Campus notification</li> <li>Courtesy notification to parents</li> <li>Demerits will be given</li> </ul>
<p><b>ISS (In School Suspension)</b> - Substitute for out of school suspensions; offers opportunity for redirection of inappropriate behavior while allowing students to continue to complete assignments. (Community service may be substituted for out-of-school suspension for non-violent offences.)</p>			

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT			
Levels of Misconduct	Examples of Infraction	Disciplinary Response Procedures	Possible Consequences
<p><b>LEVEL II.</b> Misbehavior that the frequency or seriousness disrupts the learning climate of the school.</p> <p>These infractions usually result from the continuation of LEVEL I misconduct and where disciplinary responses have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but the educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> <li>Continuation of unmodified LEVEL I misbehavior</li> <li>Continued school tardiness (6 or &gt; unexcused)</li> <li>Extreme unexcused absences</li> <li>Using forged notes or excuses</li> <li>Disruptive classroom behavior</li> <li>Lying or cheating</li> <li>Cutting classes or skipping school</li> <li>Deliberate disruptions</li> <li>Profanity/vulgarity</li> <li>Insubordination</li> <li>Leaving school grounds without permission</li> </ul>	<ul style="list-style-type: none"> <li>Immediate intervention by the staff member who is supervising the student or who observes the misbehavior</li> <li>Teacher's response to the misbehavior is noted and notification is sent to the administrator</li> <li>The student is referred to the administrator for appropriate disciplinary action</li> <li>Repeated misbehavior requires a parent/teacher conference and/or conference with the counselor or an administrator</li> <li>The administrator meets with the student and/or teacher and decides upon the most appropriate response. The teacher is informed of the administrator's response</li> </ul>	<ul style="list-style-type: none"> <li>Peer counseling</li> <li>Detention</li> <li>Referral to outside agency</li> <li>Counseling</li> <li>Parental notification and/or conference</li> <li>In School Suspension</li> <li>Court proceedings</li> <li>Suspension</li> <li>Referral to Court Designated Worker</li> <li>Confiscation</li> <li>Search</li> <li>Safe Schools' Coordinator and SRO involvement</li> <li>Infinite Campus notification</li> <li>Courtesy notification to parents</li> <li>Loss of driving privileges</li> <li>Referral to cessation program</li> <li>Demerits will be given</li> <li>Referral to FRYSC</li> </ul>
<p><b>ISS (In School Suspension)</b> - Substitute for out of school suspensions; offers opportunity for redirection of inappropriate behavior while allowing students to continue to complete assignments. (Community service may be substituted for out-of-school suspension for non-violent offences.)</p> <p><b>SRO</b> - School Resource Officer  <b>FRYSC</b> - Family Resource Youth Services Center</p>			

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT			
Levels of Misconduct	Examples of Infraction	Disciplinary Response Procedures	Possible Consequences
<p><b>LEVEL III. Acts directed against persons or property but which have consequences not seriously endangering the health or safety of others in the school.</b></p> <p>These acts might be considered criminal but in some cases can be handled by the disciplinary mechanism in the school.</p> <p>Corrective measures which the school should undertake depend on the extent of the school's resources for mediating the situation in the best interests of all students.</p>	<ul style="list-style-type: none"> <li>Habitual behavioral problems</li> <li>Continuation of unmodified LEVEL II misconducts</li> <li>Vandalism</li> <li>Theft</li> <li>Damage to school property after school hours or during school</li> <li>Threats to others</li> <li>Intimidation/harassment/bullying/hazing</li> <li>Fighting</li> <li>Use, possession, sale or gift of tobacco products</li> <li>Criminal trespass</li> <li>Hit lists</li> <li>Stealing, burglary</li> <li>Harassing communication/cell phones/internet, etc.</li> <li>Assault with or without a weapon</li> </ul>	<ul style="list-style-type: none"> <li>The administrator initiates disciplinary action by investigating the infraction and consultation with the SRO and Safe Schools' Coordinator.</li> <li>The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action.</li> </ul>	<ul style="list-style-type: none"> <li>ISS or suspension</li> <li>Parent conference</li> <li>Parental notification</li> <li>Referral to appropriate law enforcement agency</li> <li>Expulsion</li> <li>Restitution</li> <li>Court proceedings</li> <li>Referral to FRYSC</li> <li>Referral to Court Designated Worker</li> <li>Safe Schools' Coordinator and SRO notification</li> <li>Search</li> <li>Infinite Campus notification</li> <li>Courtesy notification to parent/court system</li> <li>Loss of driving privileges</li> <li>Demerits will be given</li> </ul>
<p>ISS - In School Suspension  SRO - School Resource Officer  FRYSC - Family Resource Youth Services Center</p>			

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT			
Levels of Misconduct	Examples of Infraction	Disciplinary Response Procedures	Possible Consequences
<p><b>LEVEL IV. Acts which result in violence to another person or to property or which pose a direct threat to the safety of others in the school.</b></p> <p>These acts may be considered criminal in nature and require administrative actions which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and possible action by members of the board of education.</p> <p>No specific action can be sanctioned since each case must be considered individually.</p>	<ul style="list-style-type: none"> <li>Unmodified LEVEL III misconducts</li> <li>Extortion/robbery</li> <li>Bomb threat</li> <li>Possession/use/transfer of dangerous weapons</li> <li>Assault/battery</li> <li>Vandalism and criminal mischief</li> <li>Theft</li> <li>Arson</li> <li>Furnishing/selling, possession and/or use of drugs or other controlled substances, including alcohol</li> <li>Repetition of suspensions</li> <li>Assault/sexual abuse</li> <li>Activating false fire alarm</li> <li>Possession of noxious substances (e.g. stink bombs, irritants)</li> </ul>	<ul style="list-style-type: none"> <li>The administrator verifies the offense, confers with the staff involved and meets with the student.</li> <li>The Safe Schools' Coordinator is notified and consulted.</li> <li>The student is immediately removed from the school environment by suspension and parents are notified.</li> <li>School officials may contact the appropriate law enforcement agency and assist in prosecuting violator(s).</li> <li>The Principal may recommend expulsion of student to the board of education.</li> </ul>	<ul style="list-style-type: none"> <li>Suspension or other board action which results in appropriate placement</li> <li>Referral to law enforcement agency</li> <li>Referral to FRYSC</li> <li>Expulsion</li> <li>Court proceedings</li> <li>Loss of privileges</li> <li>Parent notification</li> <li>Parent conference</li> <li>Referral to Court Designated Worker</li> <li>Search</li> <li>Safe Schools' Coordinator and SRO involvement</li> <li>Courtesy notification to parents/court system</li> <li>Loss of driving privileges</li> </ul>
<p>SRO - School Resource Officer  FRYSC - Family Resource Youth Services Center</p>			

**A copy of the complete Board Policies and Procedures may be found at the Boyd County Public Schools' District Office/Superintendent's Office.**

*\*For the most up-to-date and complete district policies and procedures, please access them on-line at [www.boyd.kyschools.us](http://www.boyd.kyschools.us) under the menu link "District" then the submenu "Board of Education," then the submenu "Policies and Procedures."*

**Your child's school will provide a specific and detailed School Code of Conduct designed by the school's Site-based Decision Making Council (SBDM).**

#### Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

You may contact us at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## CONFIRMATION OF RECEIPT OF DISTRICT CODE

*(Please sign and send back to the student's school)*

- I have read and understand the Boyd County Public Schools' *District Code of Acceptable Behavior and Discipline* booklet and agree to abide by its content.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**\*DETACH THIS PAGE AND RETURN IT TO  
YOUR CHILD'S SCHOOL**

**FOR ADMINISTRATIVE USE ONLY**

\_\_\_\_\_  
Date Received by School

**PUBLIC NOTICE**  
**Boyd County Board of Education**  
**Non-Discrimination Policy Statement**

The Boyd County School District does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Boyd County School District also does not discriminate in its hiring or employment practices.

The following career and technical education programs are available to students in grades 10-12: automotive technology, health careers, welding, drafting, child care, marketing, information technology, business and office, industrial technology, agriculture/horticulture, and family and consumer science. The lack of English language skills will not be a barrier to admission and participation in career and technical education programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or request for additional information regarding these laws may be forwarded to the designated compliance coordinator:

Kelli Prater, District Administrator  
1104 Bob McCullough Drive, Ashland, KY 41102  
606-928-4141, Ext. 2014; 8 AM to 4 PM, M-F

*The rules, policies and disciplinary responses found in this booklet are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.*

