



DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

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

*Boyd County Public Schools provides equal educational
and employment opportunities*

2018 - 2019

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.

You will find a form at the end of this booklet (PAGE 29) for your signature. The form (Confirmation of Receipt of District Code) is to be returned immediately to your child's school.

Your child's school has a written *Code of Conduct* (usually located in the student handbook, student agenda, or the school's webpage) 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 under the menu link "District Information", the sub menu "Board of Education", then the sub menu "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).

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.

BOYD COUNTY PUBLIC SCHOOLS

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.”

We Believe...

- *In investing in quality personnel who take responsibility for student success and failure;*
- *In identifying essential learning goals and help each student to achieve those goals;*
- *In teaching for understanding, frequently assessing students’ understanding and providing a variety of opportunities for students to demonstrate mastery;*
- *In working collaboratively to develop instructional strategies, design methods of assessment, and advance the vision of the district;*
- *In family and community involvement and that creating shared learning experiences is essential in the learning process;*
- *In our organization providing a model of the life-long learning and commitment to high-quality work that we hope to develop in our students;*
- *In the importance of monitoring the results of our individual and collective efforts and using evidence of results to celebrate our accomplishments and guide processes of continuous improvement; and*
- *In preparing our students to be members of a diverse global society, identifying and providing opportunities for our students to experience and value diversity.*

EXPECTATIONS

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: Thomas Holbrook, Jr.
Grades 9 - 12

- **School Resource Officer
Tim Wechsler**
606-928-7100

Boyd County Career & Technical Education Center

12300 Midland Trail Road
Ashland, KY 41102
606-928-7120
Principal: Doug Deborde
Grades: 9 - 12

- **Little Friends Daycare
Director Janet Runnels**
606-928-7118

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: Kimberly Fitch
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: Jeff Frasure
Grades: Pre-K - 5

Ponderosa Elementary

16701 Ponderosa Drive
Catlettsburg, KY 41129
606-928-2330
Principal: Brian Eerenberg
Grades: K - 5

Summit Elementary

830 State Route 716
Ashland, KY 41102
606-928-6533
Principal: Sean Stewart
Grades: K - 5

Early Childhood Learning Center North

1100 Bob McCullough Drive
Ashland, KY 41102
606-928-8001
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

Heritage Center (old BCHS)

- **ACCESS Program** (Gifted & Talented 4th & 5th) - **Lisa Wiler** and **Melissa Conley**
606-928-7110
- **21st CCLC After School Programs Director - Helen Bocook**
606-739-5515
- **School Nurses**
606-928-7109

Kindercollege Director

Jewell Malik - 606-923-1528 or
606-324-2280

School e-mail

first.lastname@boyd.kyschools.us

DISTRICT ADMINISTRATION

Boyd County Board of Education Office - 606-928-4141

| | |
|--------------------------|--|
| Bill Boblett | Superintendent/School Health/21st CLC Grant/LEAD/ AmeriCorps/Personnel/GT Oversight/Safe Schools Contact |
| Tim Black* | Facilities and Operations Director |
| Bill Burch* | Community Education Director |
| Scott Burchett | Finance Director |
| Cheryl Caldwell* | Transportation Director |
| Vicki Ellis | Exceptional Child Director/504 District Coordinator/RTI Coordinator |
| Pete Fraley | Boyd Co. High Athletic Director/School Safety Director |
| Carla Malone | Preschool/Head Start Director/Exceptional Child Director |
| Angela Marcum | Payroll/Employee Insurance Coordinator |
| Janice Marcum | Chief Academic Officer/Assessment and Curriculum/ Professional Development/Gifted and Talented/CDIP/ AdvancED |
| Cindy Pontier | Chief Information Officer/District Technology Coordinator/STLP Coordinator/STC Support |
| Marci Prater | Director of Pupil Personnel/ESS/FRYSC/Parent Involvement/Curriculum and Instruction/Court Liaison/ Homebound/Infinite Campus/LEAD/WAAPOC |
| Matt Spade | Pre-employment/Grants/Public Relations/Policies and Procedures/Parent Involvement/Curriculum and Instruction/Compliance Coordinator/Federal Programs/ Title I/Title IX/Textbooks/SBDM/Mentoring/ESS |
| Tim Wechsler* | School Resource Officer |
| Sam Williams* | District Technology Coordinator/Network Administrator |
| Dara'Su Stevens-Williams | BCHS Assessment Coordinator/Alternative Education Coordinator/School Safety |

**means itinerant personnel*

BOARD OF EDUCATION MEMBERS

The Board meets every fourth Tuesday at 7:00 PM in the BCHS Alumni Auditorium. In the months of November and December the board meets earlier in the month.

Bob Green, Division II
Chairperson

bob.green@boyd.kyschools.us

Randall Stapleton, Division IV
Vice Chairperson
606-928-9063

Tammy Pruitt, Division I
tammy.pruitt@boyd.kyschools.us

Judy Nichols, Division III
606-928-2381

Linda Day, Division V
606-547-8366

CODE OF ETHICS

704 KAR 20:680

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.
- 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.

§

The following are excerpts from the BCPS Policies and Procedures Manual regarding student rights and behaviors. It should not be interpreted as a complete listing of important policies and procedures.

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.

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, regardless of the manner in which the complaint is communicated to a District administrator. 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 five (5) 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.

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.

A listing of *Disciplinary Responses to Student Misconduct* may be found on pages 22 - 25 of this booklet.

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.

Bullying Defined

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

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

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

Reports

As provided in the District Code of Acceptable Behavior and Discipline (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 certain cases, employees must do the following:

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

Other Claims

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

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 August 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 KRS 158.240.4.

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 student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

Performance-based Activities

The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 003:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or

semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.

Military Service

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.

ABSENCES AND EXCUSES, Policy 09.123 (abridged)

Unexcused Absences

A maximum of five (5) absences per school year may be excused by a note from the student's parent.

Absences exceeding five (5) days per school year may be excused by a physician statement or court document.

Excused Absences

After ten (10) days of absence in a school year, the Health Care Professional Excuse Form shall be completed in order for the student to receive additional medical absences.

The Health Care Professional Excuse Form may be found online at the following link: <http://policy.ksba.org/Chapter.aspx?distid=164>.

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 Process

The legal custodial parent/legal guardian or designee who picks up the student early shall report to the front office and sign for the student's release

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are eighteen (18) or more years of age and/or married may sign for their own dismissal.

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 students are dismissed each day:

1. 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.
2. 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.
3. 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 or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet or when the Cabinet is granted custody of the student by a court order. In such case, the student's parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect, or abuse, the Cabinet shall notify the Principal, Assistant

Principal, or Guidance Counselor of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

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, on 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 Districts' 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.

*****As per KRS and state laws, tobacco use is prohibited on/in all school property including District vehicles.*****

FOOD/SCHOOL NUTRITION SERVICES, Policy 07.1 (abridged)

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self supporting program.

Meals

Lunchrooms shall serve meals that meet or exceed the requirements specified by state and federal regulations.

Discrimination Complaints

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov. http://www.ascr.usda.gov/complaint_filing_cust.html.

District personnel shall assist parents/guardians and students wishing to file a complaint.

***Special Dietary Needs**

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

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year.

No Meal Charges

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

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. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

**Special Dietary Needs - a Medical Referral Form for Modified School Meals is located on the district website on the "Food Service" page. Go to: <http://www.boyd.kyschools.us/Content/24>.*

| DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT | | | |
|--|--|---|--|
| Levels of Misconduct | Examples of Infraction | Disciplinary Response Procedures | Possible Consequences |
| <p>LEVEL I. 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"> • Classroom disturbance • Abusive language • Failure to carry out directions • Failure to follow rules • Misbehavior on bus, or during school sponsored or endorsed activities • School tardiness (3 or >) • Unexcused absences • 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 • Unauthorized sales in an unauthorized area • Dress Code violation • Public display of affection | <ul style="list-style-type: none"> • There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. • Repeated misbehavior requires a parent/teacher conference and/or conference with a counselor or administrator. • An accurate record of the offenses and disciplinary actions is maintained by the staff member. | <ul style="list-style-type: none"> • Parent notification • Parent conference • Special assignment • Counseling • Loss of privileges • Time out • Strictly supervised study • Detention • Verbal reprimand/warning • Individual conference • Confiscation • Referral to ISS • Search • Infinite Campus notification • Courtesy notification to parents • Demerits will be given |
| <p>ISS (In School Suspension) - 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 offenses.)</p> | | | |

| DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT | | | |
|---|--|--|--|
| Levels of Misconduct | Examples of Infraction | Disciplinary Response Procedures | Possible Consequences |
| <p>LEVEL II. 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"> Continuation of unmodified LEVEL I misbehavior Continued school tardiness (6 or > unexcused) Extreme unexcused absences Using forged notes or excuses Disruptive classroom behavior Lying or cheating Cutting classes or skipping school Deliberate disruptions Profanity/vulgarity Insubordination Leaving school grounds without permission | <ul style="list-style-type: none"> Immediate intervention by the staff member who is supervising the student or who observes the misbehavior Teacher's response to the misbehavior is noted and notification is sent to the administrator The student is referred to the administrator for appropriate disciplinary action Repeated misbehavior requires a parent/teacher conference and/or conference with the counselor or an administrator 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 | <ul style="list-style-type: none"> Peer counseling Detention Referral to outside agency Counseling Parental notification and/or conference In School Suspension Court proceedings Suspension Referral to Court Designated Worker Confiscation Search Safe Schools' Coordinator and SRO involvement Infinite Campus notification Courtesy notification to parents Loss of driving privileges Referral to cessation program Demerits will be given Referral to FRYSC |
| <p>ISS (In School Suspension) - 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>SRO - School Resource Officer</p> <p>FRYSC - Family Resource Youth Services Center</p> | | | |

| DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT | | | |
|---|---|--|---|
| Levels of Misconduct | Examples of Infraction | Disciplinary Response Procedures | Possible Consequences |
| <p>LEVEL III. Acts directed against persons or property but which have consequences not seriously endangering the health or safety of others in the school.</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"> Habitual behavioral problems Continuation of unmodified LEVEL II misconducts Vandalism Theft Damage to school property after school hours or during school Threats to others Intimidation/harassment/bullying/hazing Fighting Use, possession, sale or gift of tobacco products Criminal trespass Hit lists Stealing, burglary Harassing communication/cell phones/internet, etc. Assault with or without a weapon | <ul style="list-style-type: none"> The administrator initiates disciplinary action by investigating the infraction and consultation with the SRO and Safe Schools' Coordinator. The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action. | <ul style="list-style-type: none"> ISS or suspension Parent conference Parental notification Referral to appropriate law enforcement agency Expulsion Restitution Court proceedings Referral to FRYSC Referral to Court Designated Worker Safe Schools' Coordinator and SRO notification Search Infinite Campus notification Courtesy notification to parent/court system Loss of driving privileges Demerits will be given Alternative School Referral |
| <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>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.</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"> Unmodified LEVEL III misconducts Extortion/robbery Bomb threat Possession/use/transfer of dangerous weapons Assault/battery Vandalism and criminal mischief Theft Arson Furnishing/selling, possession and/or use of drugs or other controlled substances, including alcohol Repetition of suspensions Assault/sexual abuse Activating false fire alarm Possession of noxious substances (e.g. stink bombs, irritants) Threats of violence on social media | <ul style="list-style-type: none"> The administrator verifies the offense, confers with the staff involved and meets with the student. The Safe Schools' Coordinator is notified and consulted. The student is immediately removed from the school environment by suspension and parents are notified. School officials may contact the appropriate law enforcement agency and assist in prosecuting violator(s). The Principal may recommend expulsion of student to the board of education. | <ul style="list-style-type: none"> Suspension or other board action which results in appropriate placement Referral to law enforcement agency Referral to FRYSC Expulsion Court proceedings Loss of privileges Parent notification Parent conference Referral to Court Designated Worker Search Safe Schools' Coordinator and SRO involvement Courtesy notification to parents/court system Loss of driving privileges Alternative School Referral |
| <p>SRO - School Resource Officer FRYSC - Family Resource Youth Services Center</p> | | | |

Notification of Rights Under FERPA

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

Review/Revised:7/19/2016

PUBLIC NOTICE

Asbestos-Containing Materials in Schools

The Boyd County Board of Education, in compliance with Part III of the Environmental Protection Agency in reference to asbestos-containing materials in schools (40 CFI Part 763), is hereby notifying parents and employees of the availability of Asbestos Management Plans for each school.

Individual Management Plans are available in each principal's office for public information and inspection. Duplicate Management Plans are available on request with a five-day production allowance and a nominal fee. (Fees are posted at each school.)

The Master Plan for Boyd County Board of Education is located at the District Office, 1104 Bob McCullough Drive, Ashland, KY. Boyd County Public Schools' designated asbestos control person is **Tim Black, Director of Facilities and Operations**. He may be reached by calling 606-928-7124.

PUBLIC NOTICE
BOYD COUNTY BOARD OF EDUCATION
NON-DISCRIMINATION POLICY STATEMENT

Students, their families, employees and potential employees of the Boyd County School System are hereby notified that the Boyd County School System does not discriminate on the basis of color, national origin, sex/gender, age, religion, marital status, 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 as set forth in compliance with federal and state statutes and regulations. The Boyd County School System, furthermore, 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, children care, marketing, information 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 II and IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of the 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 requests for additional information regarding these laws may be forwarded to the designated compliance coordinator:

Matt Spade, District Administrator/Compliance Coordinator

1104 Bob McCullough Drive
Ashland, KY 41102
(606) 928-4141 Ext. 2014

Office Hours: 8AM – 4PM, Monday through Friday

Career and Technology Education Contact:

Doug Deborde, Principal
12300 Midland Trail Road
Ashland, KY 41102
(606) 928-7120

Office Hours: 8AM – 4PM, Monday through Friday

Para obtener esta información en un idioma que no sea inglés, llame (606) 928-4141.

Location of Complete Board Policies and Procedures

The policies that appear in this booklet are from the BCPS Board Policies and Procedures. A copy of the complete Board Policies and Procedures may be found at the Boyd County Public Schools Superintendent's Office.

For the most current and complete district policies and procedures, please access them on-line at 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).

CONFIRMATION OF RECEIPT OF DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

• 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 IMMEDIATELY TO YOUR CHILD'S SCHOOL**

FOR ADMINISTRATIVE USE ONLY

Date Received by School

***PARENTS/STUDENTS**
You must complete the following
steps after reading this booklet:

- 1) SIGN the other side of this page.
- 2) DETACH this page and RETURN IT
IMMEDIATELY to your school.

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.

The policies and procedures in this booklet are subject to change at any time. It is strongly recommended to check for the most recent policies and procedures online at <http://policy.ksba.org/Chapter.aspx?distid=164>



www.boyd.kyschools.us



Twitter [@BCPSdistrict](https://twitter.com/BCPSdistrict)



Search your App store - or use the QR code below - to get our **free** Boyd County Schools App (get push notifications, calendar updates, school menus, link to the IC Portal and more!)



This booklet is paid for by the Boyd County Board of Education. Any questions regarding the contents should be directed to the Superintendent's office (606-928-4141) or the District Compliance Coordinator (page 7).

