

**MEMO**

To: Jesse Bacon, Superintendent

From: Sarah Smith, Director of Safe and Drug-Free Schools

Date: July 15, 2025

Re: 2025-2026 Code of Student Behavior and Discipline

This is a request for the Board to review and adopt the Code of Student Behavior and Discipline for the 2025-2026 school year. The code contains information regarding the behavior expected from each student, the importance of appropriate behavior to maintain a safe learning environment, and the consequences for failing to meet the appropriate standards of behavior. Everyone will have access to the complete Code of Student Behavior and Discipline online and by hard copy request. During the first 10 days of school, this code will be sent electronically via Thrillshare to all students and families, particularly outlining new levels of consequences for telecommunication device violations.

Eric Farris and the Dinsmore team have reviewed this version.

cc: Troy Wood, Chief Operations Officer

**OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



BULLITT  
COUNTY  
PUBLIC  
SCHOOLS

Moving Forward

*Code of  
Student Behavior and Discipline*  
**2025-2026**



OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

📍 1040 HIGHWAY 44 EAST, SHEPHERDSVILLE, KY 40165 📞 (502) 869-8000 📠 (502) 543-3608 🌐 [bullittschools.org](http://bullittschools.org)



**Jesse Bacon**  
Superintendent

# WELCOME MESSAGE

Dear Parents and Guardians,

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

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

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

Encouraging your students to be reflective and make connections is a great way to help your child become responsible for their learning, so they grow up to be lifelong learners. One of our goals is to provide a safe and nurturing environment where all students can learn at high levels. Our schools have procedures in place that are designed to keep them safe while they are in our care. We appreciate you taking the time to become familiar with these policies and procedures.

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

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

Superintendent



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

#### Bullitt County Public Schools Code of Acceptable Behavior and Discipline

#### Notice of Non-Discrimination

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

#### Non-Discrimination Statement Policy

Students, their parents, employees and potential employees of the Bullitt County Public Schools are hereby notified that the Bullitt County Public School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex (including sexual orientation or gender identity), genetic information (employees only), or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights Law, Title VI, VII, Title IX and Section 504. The Bullitt County Public School System offers a variety of options for students; for more information visit [www.bullittschools.org](http://www.bullittschools.org) for college and career options. Any person having inquiries concerning Bullitt County Schools' compliance with the Office of Civil Rights Law, Title IV, Title VII, Title IX and Section 504 is directed to contact Jesse Bacon, Superintendent, Bullitt County Board of Education, 1040 Highway 44 East, Shepherdsville, KY 40165. Telephone (502) 869-8000.

#### Code of Student Behavior and Discipline

Sarah Smith – Director of Safe and Drug-Free Schools

Approved ENTER DATE

Board Order No. 2025-xxx

The contents of this Code have been reviewed by the Legal Counsel, Dinsmore & Shohl, LLP.

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COMMITTEE MEMBERS			
Sarah Smith Director of School Safety	Steve Smallwood, Director Pupil Personnel	Jennifer Ballard, District Social Worker	Allison Robinson, Drug Free Schools Coordinator
Jerry Wyman, District Athletic Director	Kevin Fugate, Dir. of Technology	Amy Allen Compton, Dir. Secondary Education	Patrick Durham, Dir. Elementary Education
Chadwick Golladay, Asst. Principal	Dallas Hershfield, BCPS Board Member	Kim Willoughby, Nurse Coordinator	Troy Kolb, Dir. Special Education
Stacy Hedrick, Parent Representative	Lille Vittlow, Student Representative	James Slaven, ELEM Principal	Jaime Ballard, MS Asst. Principal
Amanda Nokes, MS Principal	Angie Troutman, Administrative Asst.	Stephanie Warner, Behavior Support Coach	Lindsey Wegley, HS Asst. Principal
Melissa Hopkins, Teacher Representative	Chad Pasley, MS Asst. Principal	Valerie Skillman, HS Asst. Principal	Cory Hall, MS Asst. Principal
Joe Pat Lee, HS Principal			



## ANNUAL ORIENTATION PROCEDURES, ONLINE REGISTRATION & THE CODE OF ACCEPTABLE BEHAVIOR

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Each school shall develop an effective distribution and orientation process by which students, parents, teachers, and administrators may become fully familiar with the code. A committee representing schools, the district, students, and parents developed this Code. This code is a supplement to broad discretionary powers already in place to maintain safety, order, and discipline in schools. Schools distribute copies (either paper or electronic) of the Code to all district students and employees and parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be made readily available in each school, with the Principal being responsible for guidance counselors and other personnel to discuss its contents with students in a timely and age-appropriate manner during the first week of the school year. In addition, each school will reference the Code in the school's handbook. On request, the Principal shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in this Code. Each year, the Code Committee will review the Code in preparation for the coming school year. It welcomes suggestions as to how to improve this document. Individuals may send written comments to any committee member, who will forward them to the Code Committee.

All students that are returning to BCPS for the following school year and new students must register via the online parent portal for Infinite Campus. Pre-populated information for returning students will be available for student information. Each child will be registered at the same time, which will eliminate filling out duplicate enrollment/verification forms. Families will electronically sign the paperwork for the Code of Student Behavior and Discipline, publication consent form for students K-12th grade, the technology acceptable use policy, and Chromebook TRUE agreement. Online signatures are required for the random drug testing policy (for 6-12th grade only). Online registration is available via the link found on the BCPS website, [www.bullittschools.org](http://www.bullittschools.org)

## THE CODE OF ACCEPTABLE BEHAVIOR

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The Bullitt County Public School District is committed to providing quality education for all students by promoting the use of [Multi-Tiered System of Supports for Behavior. MTSS-B](#) recognizes the need to educate students on behavioral and academic expectations and focuses on a system's approach to establishing the social culture and individualized behavioral supports needed for schools to achieve social and academic success for all students. This Drug-Free adopted by the Bullitt County Board of Education to help schools create a safe, positive, and respectful learning environment for all students and school personnel. We recognize that a school's learning climate and student behaviors improve when students:

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

Students enrolled in Bullitt County Public Schools have the responsibility to respect the rights of all others. Respect for others' rights requires behavior that does not threaten, interfere with, or deprive others of educational opportunities. Parents and students should also be aware that all District policies and procedures can be found online at <http://policy.ksba.org/Chapter.aspx?distid=169>.

## DISCIPLINE PROCEDURES FOR SCHOOL SAFETY AND/OR MAJOR VIOLATIONS

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The Bullitt County Public School District is committed to providing a safe and secure learning environment for all students and staff. In order to achieve this environment, the District has established an approach that assures parents and community members that schools will strive to be free of alcohol and other illicit drugs, free of firearms and other deadly weapons, assaultive behavior, free of vandalism and theft. As part of this concept, there will be fair and progressive discipline, prevention programs, violence prevention/conflict resolution programs, ongoing programs that will reinforce these ideas, opportunities for staff development, crisis prevention, and early intervention and referral services. This approach provides a fair and equitable means of achieving a safe, disciplined, and drug-free learning environment. Discipline that occurs toward the end of the academic year will consider any interventions or restorative approaches to

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be concluded by June 30th of that academic year. Discipline for students with disabilities will be made in accordance with state and federal guidelines.

District level behavioral expectations shall always apply on school grounds. For the purposes of the Code, the term “on school grounds” means any of the following:

- While students are going to or from school or school sponsored activities.
- While students are at school
- While students are attending school-sponsored activities (e.g. field trips or sporting events)

District level behavioral expectations may apply off school grounds as well when a student’s actions or behaviors can be demonstrated to reasonably impact any of the following:

- The safety of the student
- The safety of others (e.g., other students or school personnel).
- The orderly operation of the district.

For the purposes of the Code, the term “off school grounds” means any location other than those listed for “on school grounds” above.

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## **GENERAL EXPECTATIONS**

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As a student, you are responsible for acting in the following manner:

<b><u>SAFE</u></b>
<u>Behaving safely at all times</u>
<u>Keeping school doors closed and following proper check-in procedures</u>
<u>Informing school personnel immediately if you become aware of threats, weapons/dangerous instruments, school property or other safety concerns or violations of the Code.</u>
<b><u>RESPONSIBLE</u></b>
<u>Attending school following established school and local regulations, rules, and code of conduct.</u>
<ul style="list-style-type: none"><li>• <u>Attending school and classes regularly and on time.</u></li><li>• <u>Doing your best to participate and meet the requirements of each class.</u></li><li>• <u>Earning credits or grades fairly without cheating or plagiarism</u></li><li>• <u>Protecting your belongings (lost or stolen personal items are the responsibility of the student or parent/guardian and are not covered by the school’s district’s insurance).</u></li></ul>
<b><u>RESPECTFUL</u></b>
<ul style="list-style-type: none"><li>• <u>Respecting personal or school property</u></li><li>• <u>Honoring reasonable requests made by school district employees and student teachers.</u></li></ul> <u>Behaving in a way that does not create disruption, disorder, or infringe on the rights of others.</u>

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## **STUDENT BEHAVIOR, MTSS-B, TRAUMA-INFORMED APPROACH AND RESTORATIVE PRACTICES**

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The Board requires high standards of personal conduct from all students and embraces the concept that each student shall respect the rights of others and abide by the regulations of the school district and the laws of the community and state. In the event of a non-traditional setting for learning, including but not limited to, a virtual learning environment or blended classroom environment, students still must abide by the code of acceptable behavior, whether on or off campus.

Bullitt County Public Schools has embraced Multi-Tiered Systems of Support for Behavior (MTSS-B) and restorative practices to enhance school climate and culture across the district. MTSS-B is a research-based model that studies have shown to improve student academic and behavioral outcomes. Our schools strive to ensure all students have access to

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effective behavioral practices and interventions. [MTSS-B](#) provides a framework for analyzing school-wide behavior referrals to make decisions and solve problems based on individual school needs. [MTSS-B](#) is the behavior component of a Multi-Tiered System of Supports (MTSS) that provides schools with a framework for utilizing high-quality, evidence-based instruction, intervention, and to district practices to provide all students with a level of instruction and support that is matched to their academic and behavioral needs. In addition, our schools use the multi-tiered system of support (MTSS) framework using a multi-tiered level of interventions based on student behavior and, academic and mental health needs. Restorative Practices encompass [MTSS-B](#) as well as prioritizing the following;

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- Have more engaging, responsive, preventative, and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve support for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students.
- Builds healthy relationships between educators and students
- Reduce and improve harmful behavior as well as enhance positive behavior
- Repair harm and restore positive relationships with intentional conversations
- Resolve conflict, holding individuals and groups accountable
- Addresses and discusses the needs of the school community

#### Three Levels of Interventions for Behavior

Level 1 – All Students (Primary Prevention) Includes:

- Prevention in the general curriculum enhanced by acknowledgments of positive behaviors, and
- Clearly stated expectations that are applied to all students

Level 2 – Selected Interventions (Secondary Prevention)

Focuses on:

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

Level 3 – Individualized Interventions (Tertiary Prevention)

Focuses on:

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

## TRAUMA-INFORMED APPROACH

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“Trauma-Informed Approach” means incorporating principles of trauma awareness and trauma-informed practices, as recommended by the federal Substance Abuse and Mental Health Services Administration, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting. The Board has developed a plan for implementing a trauma-informed approach in the District. The plan shall be based on the Trauma-Informed Toolkit from KDE and include but not be limited to:

- Strategies for enhancing trauma awareness throughout the school community
- Assessing the school climate including but not limited to inclusiveness and respect for diversity
- Develop trauma informed discipline policies
- Collaborating with the Department of Kentucky State police, the local sheriff, and the local chief of police to create procedures for notification of a trauma- exposed students (Handle with Care).

# Bullitt County Public Schools

#MOVING FORWARD



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**Deleted:** At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness or fund-raising purposes. This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's website, school social media pages and in school yearbooks. This also includes video captured during classroom lessons for continued education, training, and evaluation purposes. Please review this form carefully, sign and date the form, and submit the form to the school. Once signed and dated, this form shall remain in effect for your child for the current school year. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request. Bullitt County Public School District permission to release my/our child's name, photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

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

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## STUDENT DRUG TESTING PROCEDURES

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(Included in Online Registration- No Signature Required) Bullitt County Public Schools  
Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing

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

Print Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student's Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Circle Grade: 6 7 8 9 10 11 12 ☐ Male ☐ Female

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

- ☐ Option 1 (Mandatory): Athletic, Extracurricular, Student Drivers and Work Ethic Seal
- ☐ Option 2 (Voluntary): VOLUNTARY POOL as an Active Parent
- ☐ Option 3 (Decline): Still must sign & return

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

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

Academic Team	Archery	Basketball	Baseball	BETA	Bowling	Cheerleading
Chess Team	Cross Country	Dance Team	FBLA	FFA	Football	Forensics/Debate
Golf	NHS	Softball	Soccer	STLP	Student Driver	Swimming
Tennis	Track	Volleyball	Wrestling	Bass Fishing	Robotic	Marching Band
Other sports or extracurricular activities (Please list)						

See Page 40 for more information on the Student Drug Testing program

## STUDENT SUPPORTS, HOTLINES AND TIP LINES



BCPS is committed to providing individual support to meet the needs of each student. All staff has the opportunity to enhance their professional learning that supports the social and emotional development of our students, including, but not limited to, trauma-informed care, trauma-responsiveness, multi-tiered systems of support, positive behavior supports and interventions, cultural competency, equity, and much more. BCPS is participating in a grant and other partnerships that allow additional staffing of mental health professionals that provide therapy to students. To provide multiple opportunities for students to report incidents and ask for assistance/support, a mental health hotline is set up and accessible 24 hours a day. Students can call 869-HELP (4357) for additional support. For any reports of bullying, risky behavior or threats, any community member can report these via an online tip line that is accessible through the district website or any school website. Please refer to the School Safety Section for more information for help lines and hotlines.

## BCPS STUDENT, PARENT AND EDUCATOR RIGHTS AND RESPONSIBILITIES

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

### Students Have the Right:

1. To a free and appropriate public education preparing the Student, within the limit of abilities, to reach maximum potential for contributing to the individual's welfare and that of society.
2. To a reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject as cited in the BCPS Code of Conduct.
3. To request a conference, present complaints or grievances of disciplinary action or other matters to school authorities and receive replies from such matters in a reasonable length of time.
4. To freedom of speech and expression.
5. To protection of person and property (personal, board-owned technology).

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6. To the respect of other students, personnel, and property (faculty, staff, students and adults).
7. To participate in any school-related program and activity with the limits of capabilities without regard to race, creed or sex.
8. To confidentiality of all personal school records.
9. To academic integrity with respect to spoken or written assignments.
10. To "due process" in regard to disciplinary action including the right to hear charges and state his/ her side and appeal decisions to higher authority.
11. To be secure from unreasonable searches of personal property and from unreasonable seizure of property and adhere to due process and other constitutional standards.
12. To receive academic evaluation solely on academic performance.
13. To be represented by students in the decision-making process on matters, which relate to standards of achievement, conduct, elections and participation where system-wide committees are appointed to address those matters.

Students Have the Responsibility:

1. To show respect for the educational process by attending school regularly and taking advantage of every opportunity offered to further his/her education and not interfering with the rights of fellow students to an education.
2. To obey the rules and regulations of the Board of Education and/or school.
3. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals and to refrain from making false accusations.
4. To refrain from libel, slanderous remarks and obscenity in verbal and written expressions including but not limited to bullying, harassment and cyberbullying.
5. To establish and maintain a culture of positivity where care and concern for others and their property is a priority.
6. To respect the human dignity and worth of every individual.
7. To make the best contribution possible, within individual abilities, to support the school in all phases of program or activity; and to behave in such a way that participation will be a contribution and not a detriment, to be punctual and present regularly in the program or the activity.
8. To follow established procedure in requesting release of personal records.
9. To represent the truth in all school matters, to complete all assignments in accordance with teachers' instructions and to refrain from cheating and plagiarism on all school activities.

Parent/Guardian Has the Right:

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

Parent/Guardian Has the Responsibility:

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

Educators Have the Right:

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

#### Educators Have the Responsibility:

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

#### OFFICE DISCIPLINE REFERRALS

Referrals may be made by school personnel to a school level administrator. A referral shall be made:

- Whenever there is suspected illegal activity or safety risk;
- Whenever actions taken to address student misconduct have failed to correct the inappropriate or unacceptable behavior(s) involved; or
- Whenever the specific behavior(s) involved require other help.

Prior to an office referrals or disciplinary measures, students should first be supported in learning the skills necessary to function in the school environment and to avoid negative social behavior. Guiding principles that set clear expectations and the development of tiers of support (MTSS) that increase in intensity according to the needs of the student will enable staff to evaluate and address student misconduct more effectively.

In all cases, the referring person shall contact the parent/guardian and submit an office discipline referral form in accordance with school policy. Documentation of the violation and resulting administrative action, as indicated on the office discipline referral form, shall be kept by the assigned administrator, entered into the BCPS behavior database (Infinite Campus), and be made available upon request to the appropriate teachers, administrators, mental health support staff, the student or the parent/guardian in accordance with provisions of FERPA.

#### **GRIEVANCES**

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

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

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns the discipline of an individual student, the Board may, on a

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case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board’s discretion or authority, the Board will consult with legal counsel. Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance. Harassment/Discrimination allegations shall be governed by Policy 09.42811. Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District’s school nutrition program.

NOTIFICATION OF FERPA RIGHTS

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

- 1. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will arrange 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 to 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.

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

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

5. The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.  
To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.
6. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.  
Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

(See Pr. 09.14 AP.111)

## NOTIFICATION OF PPRA RIGHTS

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

Inspect, upon request and before administration or use:

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

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District Code of Acceptable Behavior and Discipline, or another avenue designated by the Superintendent/designee. The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D. C. 20202-4605

(See Pr. 09.14 AP.112)

## STUDENT PRIVACY RIGHTS

KRS 158.189 requires the Board, after allowing public comment at an open meeting, to adopt this Policy (09.141), necessary to protect the privacy rights for students, that at a minimum, does not allow students to use restrooms, locker rooms, or shower rooms that are reserved for students of a different biological sex.

A student who asserts to school officials that his or her gender is different from his or her biological sex and whose parent or legal guardian provides written consent to school officials shall be provided with the best available accommodation, but that accommodation shall not include the use of school restrooms, locker rooms, or shower rooms designated for use by students of the opposite biological sex while students of the opposite biological sex are present or could be present.

Acceptable accommodations may include but are not limited to access to single-stall restrooms or controlled use of faculty bathrooms, locker rooms, or shower rooms. (KRS 158.189)

## PROFESSIONAL QUALIFICATIONS

If a school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's classroom teachers. In complying with such requests, the District shall provide the information designated by federal law.

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

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

## TECHNOLOGY RELATED EXPECTATIONS & TELECOMMUNICATION DEVICES

### POSSESSION AND USE

School Rules and Student Handbooks referencing their own expectations for devices will apply.

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

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

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

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

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline. Reference: 1KRS 158.165 Related Policies: 08.2323; 09.426; 09.436; 09.438 (See Pr. 09.4261)

[TELECOMMUNICATION DEVICES \(POLICY 09.4261\)](#)

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## DEFINITIONS

**Personal Telecommunication Device:** A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device, cellular telephone, smart watches, etc.

**TELECOMMUNICATION DEVICE DOES NOT INCLUDE ANY DEVICE A STUDENT IS AUTHORIZED TO USE PURSUANT TO THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT, THE AMERICANS WITH DISABILITIES ACT, OR THE REHABILITATION ACT OF 1973.**

**Instructional Time:** Any time during the school day when students are engaged in learning activities under the supervision of school staff, including but not limited to classroom instruction, labs, field trips, outdoor learning, etc.

**Non-Instructional Time:** Time outside of classroom instruction, including but not limited to lunch breaks, passing periods, and before/after school, unless otherwise specified by school staff.

## PURPOSE

The purpose of this policy is to establish clear and consistent guidelines for telecommunications device use within the school district to:

- Foster a focused learning environment.
- Promote student well-being.
- Minimize distractions during instructional time.
- Teach and model responsible technology use.

## POSSESSION AND USE

1. Personal telecommunication devices **may be brought to school, but must be turned off** and stored in a secured personal bag (backpack, purse, computer bag, etc.).
  - a. Instructional Time Use: Students are not permitted to use their telecommunication device(s) during instructional time.
  - b. Non-Instructional Time Use:
    - Elementary and Middle Schools: Telecommunication devices are not permitted at any time.
    - High Schools: Telecommunication devices are permitted during lunch, provided it does not disrupt the educational environment.
2. When students violate prohibitions of this policy, they shall be subject to disciplinary action in accordance with the Code of Student Behavior and Discipline, which shall include losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation may also result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Student Behavior and Discipline.

#### **RESPONSIBLE USE**

During times when students shall be permitted to possess and use personal telecommunications devices as defined by law, board policy, and the Code of Student Behavior and Discipline, and other related electronic devices, they observe the following conditions:

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

#### **CONSEQUENCES FOR TELECOMMUNICATION DEVICE POLICY VIOLATIONS**

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

- **First Offense:** School warning; confiscation of the device until the end of the day, and parent/guardian notification to pick up the device by appointment.
- **Second Offense:** Confiscation of the device for ONE (1) FULL school days, parent/guardian notification, and a consequence including but not limited to detention or a school-level consequence. The parent will pick up the device by appointment.
- **Third Offense:** Confiscation of the device for 3 (THREE) FULL school days, parent/guardian conference with a plan of action for no future referrals for telecommunication policy (device will be released to the parent at this conference), and appropriate school-level consequence.
- **Subsequent Offenses:** For any student who repeatedly violates the district's telecommunications policy, more serious disciplinary actions will be taken. These consequences may include:

- **Extended device confiscation:** Your device could be confiscated for multiple days or even weeks.
- **Out-of-school suspension:** You may be suspended from school.
- **Daily device turn-in:** You might be required to turn in your phone to school staff every day upon arrival.
- **Referral to district authorities:** Your case could be escalated to district-level authorities for further action.

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- Random searches: Students may be subject to random searches when arriving to school during the time of phone confiscation to ensure student does not have a device on their person.

\* For instances where students refuse to comply with the confiscation of their device, insubordination and/or defiance behavior violations will be reported and documented as separate behavior violations.

\*\*As stated in the telecommunications policy, the school does not assume responsibility for theft or damage to any telecommunication device that is brought to school.

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## ACCESS TO ELECTRONIC MEDIA

(Abbreviated version of Acceptable Use Policy)

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

### Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response, this is often referred to as Digital Citizenship, or Digital Driver's License (DDL).

### Permission/Agreement Form

An Electronic Access/User Agreement Form shall be required every school year, prior to the student being granted independent access to electronic media involving District technological resources. The required permission/agreement form (referred to as AUP), which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

### Electronic Mail/Internet

The District offers students, staff, access to the District's computer network for electronic mail and Internet. All staff and students will have a District email account. Because access to the Internet may expose users to items that are illegal, obscene, defamatory, inaccurate, or offensive, the District shall require all users to complete and submit an Electronic Access/User Agreement Form (08.2323 AP.21) to the Principal/designee prior to access/use. Students shall only use district provided Gmail accounts for email communications and shall not use third party email systems (Yahoo, Mail.com, or personal Gmail/Office 365 accounts) while using the district network. Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

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

### General Standards for Users

Access to electronic media is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications



of individuals utilizing the network independently. Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, are filtered for objectionable content.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information. No Privacy Guarantee- The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail.

#### Checkout of School-Owned Electronic Devices

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

Any social networking site, blog or other emerging technology used to communicate with students and parents shall include the disclaimer "This site is not monitored on a 24/7 basis". ALL school personnel are required by KRS 620.030 to report to the proper authorities either orally or in writing any knowledge of a student who is in danger of being harmed by himself/herself or another or any student who is neglected. This would include information gathered from a social networking site.

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

#### Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Further rules and regulations regarding the AUP can be found by accessing 08.2323 AP.1 or by accessing the Instructional Technology website, and clicking on the parents tab.

## STUDENT EXPECTATIONS FOR USING MOBILE TECHNOLOGY IN BCPS GRADES K-12

This document highlights the main points of the TRUE Agreement; however, use of the Chromebook is governed by the full language of the entire TRUE document, where student and parental signatures are required before assignment of your Chromebook.

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

An annual technology usage fee of \$35.00 will be collected from students for the Access 24 initiative. Fees are non-refundable and will NOT be prorated for early withdrawal from the district or for those who enroll after the school year has begun. Paying the usage fee does NOT excuse the student from the responsibility of paying for intentional damage or loss of the device.

#### Chromebook [Expectations](#).

- Chromebooks are provided for school-related purposes only. Acceptable use of Chromebooks and district-owned technology is limited to responsible activities.

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- The use of personal hotspots and websites to circumvent district content filtering is prohibited.
- Bring the device every day to school for instructional use.
- Do not deface the Chromebook with drawings, stickers or other permanent adornments. NOTE: The use of removable “skins” designed to cover the Chromebook, which can be later removed, are permitted. Upon graduation or withdrawal, the Chromebook will be relinquished to the student’s home school after which the Chromebook will be returned to the leasing company. Normal wear and tear are permitted; however, students will be charged for stickers/adornments that cannot be removed from the device.
- Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
- Users must take good physical care of the Chromebook, as it will be used 3 to 4 years based on refresh cycles by grade level.
- Do not modify or alter the asset tag or markings with the serial number and/or model number.
- If a Chromebook is damaged or lost, report to the school Access 24 Coordinator as soon as possible.
- Students will be allowed one (1) accidental damage repair at no charge per academic year. Damage/loss will be billed to the student at the full repair or replacement rate.

Refer to online version of TRUE Document for full details on the Access 24 website, available at

<https://drive.google.com/file/d/1li4B4VEffOuwG7KugoCiqu-XNO8waAPw/view?usp=sharing> (need to be sure this is current)

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## ATTENDANCE INFORMATION

School attendance plays a critical role in student achievement. If children do not show up for school regularly, they miss fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers. Chronic Absenteeism - missing 10 percent or more of school days due to absence for any reason (excused absences, unexcused absences and suspensions) can translate into third-graders unable to master reading, sixth graders failing subjects and ninth graders dropping out of high school. Chronic absenteeism in kindergarten, and even preschool, can predict lower test scores, poor attendance and retention in later grades, especially if the problem persists for more than a year. (Attendanceworks.org)

### Absences, Excuses and Attendance Requirements

All parents/guardians should notify the school when their child is absent. Notification should occur on the day the student is absent from school and include the number of days the child is expected to be absent. A written explanation of that absence is required upon the student’s return to school. No excuse notes will be accepted after five (5) days - this includes health professional statements.

A parent has a maximum of six (6) parent excuse notes for a school year. When a parent has used six (6) notes, the school will require a physician’s statement or other credible proof of any subsequent absence from school. A parent note for three days of absences uses three parent notes.

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

- ✓ Illness of the student
- ✓ Death or severe illness in the student’s immediate family
- ✓ Religious holidays and practices
- ✓ Test for driver’s permit or license with a parent note and proof
- ✓ One (1) day for attendance at the Kentucky State Fair with a parent note and a ticket stub

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- ✓ Student court appearance with a parent note and a copy of the subpoena or citation
- ✓ One (1) day prior to departure of a parent/guardian called to active military duty or one (1) day upon return from active military duty with a parent note and a copy of parent's/guardian's orders
- ✓ Appointments with a health professional may be excused with a parent note or a note from the medical professional – When possible all appointments should be made when school is not in session
- ✓ Other valid reasons as determined by the Principal

A doctor's note excuses one (1) day unless it specifically mentions specific dates to be excused. Any absences due to medical reasons beyond presentation of ten (10) doctor's/medical excuse notes in a school year will be evaluated by Health Services staff to help identify students that may need a medical plan at school or other services.

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

- Students shall be counted in attendance when they are receiving Home/Hospital services. The Home/Hospital program is a service to students who are unable to attend school for five consecutive days or longer due to medical reasons. To be eligible for Home/Hospital services, an application must be submitted which includes a medical statement with specific diagnosis, completed and signed by a licensed medical professional.
- Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.

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

#### Truancy Defined

Any student who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is truant.

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

Following six (6) unexcused absences, a referral may be made for truancy or a court filing may be taken against the parent/guardian for educational neglect or endangering the welfare of a minor. Charges against a student between the ages of eighteen (18) to twenty-one (21) shall be referred to the County Attorney for processing as an adult offender.

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

### STUDENT MEDICATION GUIDELINES

Students taking medications while at school or at a school-related activity shall register their medication with the Principal's office. Requests to administer a student a substance for relief of a condition or symptoms or a prevention of a health-related concern (such as cough drops, vitamins, essential oils or herbs) shall be regarded as a medication request and shall require an authorization form to be completed. Students shall not share any prescription or over-the-counter medication with another student.

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

### IMMUNIZATION COMPLIANCE FOR STUDENTS

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"All children attending school must be in compliance with the current State School Immunization Laws, Rules and Regulations. School districts are mandated to enforce this law on behalf of the State Department of Health. Per Bullitt County requirements for enrollment as stated in 09.121 AP.1, each child shall have been immunized according to testing and immunization schedules established by regulations of the Cabinet for Health Services. Medical or Religious Exemptions can apply to testing or immunization requirements."

Students will not be allowed to participate in any extracurricular activities to include sports, dances, proms, ceremonies, and will revoke parking privileges for student drivers who are not compliant.

## **BUS EXPECTATIONS & RESPONSIBILITIES**

The district's school bus behavior rules and expectations outline a code of conduct that ensures all students are safely transported. The school bus is an extension of school itself, and expectations regarding behavior should be clearly communicated. Families are encouraged to regularly review bus behavior rules and expectations listed below with students to limit potential discipline issues.

Violations of district rules (bus and/or school) committed as a passenger or at a district bus stop may result in loss of bus riding privileges and other more severe disciplinary measures as determined by the responsible authorities. The bus driver is responsible for the safety and discipline of students on the bus. The transportation team, building principal and/or school security are available to assist when a situation is beyond the control of the driver. Suspension of bus riding privileges applies to all buses unless otherwise designated by Transportation Administration. At the discretion of the bus driver and/or school administrator, student(s) may be given an assigned seat.

These bus rules have been established for all students to follow to ensure a safe ride to and from school for all students and staff. Transportation of students is a PRIVILEGE and can be revoked for failure to comply with the code of conduct.

### **Prior to Loading the Bus:**

1. Parents/guardians are strongly encouraged to utilize any supportive program or app designed to assist in communication with families on status of bus arrival/drop-off and route locations. Currently, BCPS uses the Transfinder and Stopfinder systems.
2. Students and or parents are responsible for getting to the designated bus stop 5 minutes prior to the posted stop time. The driver cannot be expected to wait.
3. Parents are responsible for their student's behavior prior to loading the bus.
4. Students should stay at least ten feet away from the roadway while waiting for the bus and at least ten feet away from the moving bus and wait until the bus stops before approaching it.
5. Prior to loading/unloading no pushing and shoving to get on the bus.
6. Students will only be picked up at designated stops.

### **School Bus Rules/Regulations STUDENT and Parent Responsibilities**

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

1. Students will be **respectful** and refrain from using profanity and vulgarity when talking to the bus drivers and each other.
2. Students will respectfully follow the directions of the bus driver.
3. Students shall ride assigned buses. Parents must request in WRITING to permit change from this rule. Requests shall be made to the school administration.

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4. Students shall ride their assigned bus both to and from home to school unless a written request asking permission to be let off the bus at some other stop is presented to the bus driver and signed by the principal.
5. Parents are responsible for the safety of students while going to and from pick-up points and for meeting the bus on schedule.
6. Students may be required to sit three to a seat and no standing will be allowed as long as seats are available. Seats may be assigned by the driver to maintain order and for evacuation purposes.
7. Students shall wait at their assigned bus stop, off the traveled roadway, until the driver has opened the entrance door, and signaled the students to enter the bus. When on schedule, there shall be no waiting for tardy students.
8. When students must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver.
9. For safety reasons, when students are required to cross the roadway when entering the school bus or leaving the school bus, the crossings shall be made in front of the bus. The students shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that the bus driver may see them.
10. When students enter the bus, they shall proceed promptly to their assigned seat and remain seated until the bus comes to a complete stop.
11. For safety reasons, students shall not:

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

12. Pets and helium balloons are prohibited.
13. Students shall not change from one seat to another while the bus in motion unless given permission by the bus driver.
14. Students shall not create noise on the bus to the extent that it might interfere with the driver's ability to follow safety procedures.
15. The driver has the authority to enforce the above regulations. The students shall conduct themselves on the school bus as they would in a classroom, except that reasonable visiting and conversation are permissible. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student.

#### Conduct on Bus

Each Principal has the ultimate responsibility for ensuring the good deportment of students who ride on the school bus and who walk to and from the school.

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Reporting of Violations: The bus drivers shall promptly report any violation of District policy or school rules to the Principal in writing. Drivers may file a written or electronic complaint or report of student misconduct including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator’s transportation of the student.

Discharge of Students from the Bus: Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more students are behaving in such a way as to endanger the safety of other students on the bus, the driver is authorized to order the offending students from the bus.

#### Withholding of Riding Privileges

The Principal or Superintendent’s designee is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent’s designee may withhold bus-riding privileges up to one full year.

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

Restitution of Damages: The parents or guardians will be held responsible for restitution of any damages, beyond normal usage, inflicted by their child. Bullitt County Schools’ Department of Transportation utilizes video monitoring systems on school buses on an as needed basis. This system has video and audio capability. This system will provide improved safety, security and another means of monitoring conduct.

#### Video Cameras on School Buses

All buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police, and District Administrators shall be authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. The School Transportation Liaison will view all bus videos for investigation purposes. The Transportation Liaison may ask School administrators to view segments of a specific tape to help in identifying students.

## HARASSMENT AND BULLYING

### Harassment & Discrimination

Definition - Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, disability or genetic information that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive educational environment. Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.

BCPS recognizes that bullying, harassment and intimidation has a negative effect on the learning climate of the school and therefore, as a learning community, prefers to address problematic behavior rather than label a child as a ‘bully’ or victim’.

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Our students are actively taught problem-solving skills and appropriate responses to bullying from an early age. It is important for them to know that BCPS takes bullying seriously and need to know when it occurs.

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

#### Guidelines for Bullying/Harassment

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it to the Principal directly or to the Superintendent/Designee. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator.

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

**Students can also utilize the tip line (<https://safeschools.ky.gov/>) or email a trusted staff member at the school to report.**

#### Notifications for Bullying/Harassment

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination. In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.) In applicable cases, the Administrator/designee must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

#### Prohibited Conduct

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

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/ discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

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

(See Pr. 09.42811)

#### Bullying Incidents and Investigations

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. This policy extends to any/all student language or behavior, on school premises,

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on school sponsored transportation, or at school sponsored events, 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.

Students can utilize the tip line (<https://safeschools.ky.gov/>) or email a trusted staff member at the school to report.

Bullying, per KRS 158.148 is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

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

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

Cyberbullying is a component of bullying. Cyberbullying occurs over digital devices like cell phones, computers and tablets. Cyberbullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative or harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.



#### Suggested Methods in Addressing Bullying Behavior:

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

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

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

#### Reports, Investigations and Response

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

1. Any school personnel who observe or gain information to cause them to believe bullying has occurred shall report it to the principal/designee without undue delay. Staff members will ensure that the students are safe and supported; they will investigate to determine details of the incident and report if necessary to an administrator.
2. The school principal/designee shall interview the victim, potential witnesses, and offender upon receiving the report of bullying.
3. For each report of bullying, the school principal/designee shall take steps to document measures reasonably intended to protect the victim from retaliation related to a bullying report, such as separation of the bully or bullies and the victim when possible, take applicable disciplinary action, refer students for education or counseling services, advise staff as needed of the report of bullying and results of the investigation, or other appropriate measures. A conference

(via phone or in person) will be scheduled to discuss the bullying incident with parents, legal guardians, or other persons exercising custodial control or supervision of the students involved.

4. Administrators follow the Code of Student Behavior and Discipline protocols for bullying and document any instances of bullying through the state reporting system and filling out the Bullying Reporting Form (09.422 AP.21). In certain cases, the administrator or advocate for the student may notify Central Office Personnel (Safe Schools, Social Worker, and Director of Elementary/Secondary Education) or the County Court Designated Worker. In extreme cases of bullying and after other interventions have failed, the student may be recommended for alternative placement or expulsion.

#### Methods of Reporting Bullying, Harassment or Risky Behavior

Each school is required to share with students their various methods of reporting incidents of bullying or other risky behavior. For any reports of bullying, risky behavior or threats, any community member can report these via an online tip line that is accessible through the district website or any school website with this icon.

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

**More information and resources on bullying; please refer to the end of the booklet Handout 2 or go to <https://kycss.org/handouts>. (See Pr. 09.422)**

#### SEXUAL EXTORTION

##### Definition

A person is guilty of sexual extortion when he or she communicates, through any means, a threat to:

- Injure the property or reputation of another person or commit violence against another person with the intent to coerce that person to;
- Engage in sexual conduct; or
- Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or semi-nudity; or
- Distribute any matter depicting another person engaged in sexual conduct or in a state of nudity or semi nudity with the intent to coerce that person to;
- Engage in sexual conduct;
- Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or semi nudity;
- Provide the payment of money, property, services, or any other thing of value to the perpetrator; or
- Do any act or refrain from doing any act against his or her will.

Sexual extortion is a Class A misdemeanor unless:

- The victim, as a result of the commission of the offense;
- Engages in sexual conduct;
- Produces, provides, or distributes any matter depicting himself or herself engaging in sexual conduct or in a state of nudity or semi nudity;
- Provides the payment of money, property, services, or any other thing of value to the offender;
- Does any act or refrains from doing any act against his or her will; or
- Suffers serious physical injury;

In which case it is a Class D felony; or The person:

- Was previously convicted of any sexual offense under KRS Chapter 510 or a sex crime as defined in KRS 17.500;

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- Occupied a position of special trust or a position of authority as those terms are defined in KRS 532.045 in relation to the victim;
  - Used or threatened the use of a deadly weapon or dangerous instrument against the victim during the commission of the offense; or
  - Is an adult and the victim is a minor, and there is greater than a four (4) year difference in age between them; or
- The offense was committed during the course of a kidnapping as described in KRS 509.040;
- In which case the person shall be charged one (1) level higher than the level otherwise specified in this subsection.

If the victim attempts suicide resulting in serious physical injury or dies by suicide within ninety (90) days of the commission of the offense as a proximate result of the trauma the victim experience during or following the commission of the offense, the person may be prosecuted for homicide under KRS Chapter 507 or assault under KRS Chapter 508.

This section does not apply to:

- Images involving voluntary nudity or sexual conduct in public, commercial settings, or in a place where a person does not have a reasonable expectation of privacy;
- Disclosures made in the public interest, including the reporting of unlawful conduct, or lawful and common practices of law enforcement, criminal reporting, corrections, legal proceedings, or medical treatment;
- Disclosures of materials that constitute a matter of public concern; or
- When acting in its capacity as a provider of those services, a:
  - Broadband internet access service provider;
  - Telecommunications service provider, an interconnected VoIP service provider, or a mobile service providers as defined in 47 U.S.C. sec. 153;
  - Commercial mobile service providers as defined in 47 U.S.C. sec. 332; or
  - Cable operator as defined in 47 U.S.C. sect. 522; or
- An interactive computer service, as defined in 47 U.S.C. sec. 230, related to content provided by a user of the interactive computer service.<sup>1</sup>

#### Student and Parent Notification

The Superintendent shall require the Principal of each school to provide written notice of the "Definition" section of this policy to students in grades four (4) and above in an age-appropriate manner and to parents or guardians of all students within ten (10) days of the first instructional day of each school year.

## HAZING

Per KRS 508.150, "hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization\*, including but not limited to actions which cause, coerce, or force a minor or a student to:

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

\*Per KRS 508.180, "organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

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## DUE PROCESS

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

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

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.  
(See Pr. 09.431)

## MENTAL HEALTH WELLNESS / SUICIDE PREVENTION NOTIFICATION

Administration of the 6th-12th grade students disseminate prevention-related materials to students before September 15th of every school year. The Bullitt County Public School System recognizes the importance of protecting the health, safety and emotional well-being of students. The state of Kentucky has enacted legislative mandates that require actions on a specific timetable directed at combating the problem of teen suicides. We provide the required training in suicide prevention and awareness for 4<sup>th</sup> through 12<sup>th</sup> grade staff and students. We also provide counseling personnel and counseling opportunities to support students. Principals, counselors, and teachers as well as staff that have direct contact with students will complete suicide prevention professional development each year, including the recognition of signs and symptoms of possible mental illness. References SB 65, [KRS 158.070](#), [KRS 161.011](#), HB 51, [KRS 156.095](#)

## DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

## RESPONSIBILITY OF SCHOOL AND PERSONAL PROPERTY

Students shall be held responsible for damage to school property. Any student, organization, or group of students participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving intentional harm and damage beyond minor loss or breakage; excluding normal wear and tear.

Any student, organization, or group of students who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. Any student, organization, or group of students participating in activities who destroys, defaces, damages or steals the property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

(See Pr. 09.421)

## USE OF PHYSICAL RESTRAINT AND SECLUSION

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

#### Definitions

- Physical Restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

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

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

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

#### Required Procedures

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

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

#### Notification and Debriefing

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs. Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation. The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

#### Documentation

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

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system. At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

(See Pr. 09.2212)

## ALTERNATIVE PLACEMENT AND ALTERNATIVE DISCIPLINE MEASURES

For the following violations of district policy: third offense possession or under the influence, first offense distribution or transferring of drugs, assault that results in serious bodily injury, or third offense fighting, the principal may request in writing to the superintendent that a student be recommended for expulsion or alternative placement. Following the incident, the principal will submit intervention data and supporting evidence by requesting expulsion or alternative placement. The packet must include the Student Intervention Document. It is a priority of the Bullitt County Public Schools to provide our students with a safe and orderly environment. Students are taught behavior expectations for their school

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and provided recognition and praise for appropriate behavior. Behavior expectations are also reinforced throughout the school year. For students who do not follow the behavior expectations and create a disruptive or unsafe environment, state statute allows for the immediate removal of disruptive students from the classroom. Placement requests submitted by the school are reviewed by the Expulsion Review Committee.

## ADMINISTRATIVE PLACEMENT

An administrative placement of a student to the Bullitt Alternative Center may be recommended by the school principal in collaboration with the alternative program administration when multiple school interventions did not result in adequate improvement of disruptive behavior. These interventions must be in accordance with the Multi-Tiered System of Supports outlined on page 6-7, and supported with a minimum of 4-6 weeks of data. This is an option only in the middle and high schools in the district. Placement decisions are determined through collaboration and consultation with the Director of Pupil Personnel, Director of School Safety, Director of Secondary Education and when applicable, the Special Education Department.

## THE BULLITT ALTERNATIVE CENTER (BAC)

BAC affords the students opportunities to make positive choices, helping them be successful for their future endeavors. Students obtain counseling services through a blended learning environment. The school will also work with outside agencies to provide services in an attempt to meet the individual needs of all students and families. Students are enrolled here either by enrollment review through out-of-district transfer request, alternate placement or expulsion request which is determined by an expulsion review committee hearing or by administrative placement from the student's home school. While the student is enrolled at Bullitt Alternative Center (BAC), the student is not permitted without principal consent, to be on ANY BCPS-owned school grounds. Failure to heed to this rule will result in possible trespassing charges by local law enforcement.

### Metal Detectors at the Bullitt Alternative Center

All students entering the Bullitt Alternative Center (BAC), whether assigned, enrolled or visiting, shall be required to walk through a metal detector for screening. After walking through the metal detector, students may be subject to additional screening with a handheld metal detector by the principal or her/his designee upon reasonable suspicion that the student possesses a metallic item or the walk-through metal detector otherwise indicates so. Nothing about this section shall preclude a principal or his/her designee from using a handheld metal detector to screen a student upon reasonable suspicion of contraband independent of the walk-through metal detector. A conspicuous 8" x 11" sign shall be posted at the entrance to the BAC stating: "NOTICE: For safety, all students entering this building must walk through the metal detector for screening. Additional screening may also be required."

### Substance Abuse Testing

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

## COMPASS PROGRAM FOR ELEMENTARY STUDENTS

The Compass Program is a collaboration between Astra Behavioral Health and Bullitt County Public Schools (BCPS) that offers a comprehensive approach to addressing the behavioral health and rehabilitative needs of students from Kindergarten through third grade during the school day. Astra provides mental health treatment, while BCPS delivers academic instruction. The program involves a team of clinicians, educators, and personnel who are qualified to provide mental health, behavioral health, and educational services and interventions for students.

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## IN SCHOOL ALTERNATIVE PROGRAM, TIME-OUT AND CLASSROOM REMOVALS

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

School administrators, teachers or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but no be limited to:

- Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
- Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
- Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080

### Parent notification and Responsibility

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

### Alternative Consequences

ISAP programs may be used for the immediate removal of disruptive students. Any behavior that takes the teacher away from the task of teaching may be disruptive. Insubordination or disrespect of a faculty member would be examples of behavior that is disruptive to the learning environment. School administrators will determine the disruptive nature of any reported behavior. Schools are encouraged to utilize alternative consequences for behaviors that do NOT disrupt the learning environment. These Alternative discipline measures may include, but are not limited to:

Loss of Parking Privilege	Detention <u>before</u> or <u>after</u> school
<u>School</u> or <u>community</u> service	Denying admission to after school activities
Isolation during lunch	<u>Friday</u> or <u>Saturday</u> School

## SATURDAY SCHOOL

In instances involving violations related to vaping or e-cigarette use, students may be assigned to Saturday School. This program serves as a restorative measure focused on educating students about the harms associated with vaping, promoting healthier choices, and fostering a collaborative partnership with parents/guardians.

The goals of Saturday School for vaping incidents include:

- **Education and Awareness:** Providing students with accurate and age-appropriate information regarding the health risks, potential for addiction, and negative consequences associated with vaping.
- **Restorative Practices:** Encouraging students to reflect on their actions, understand the impact of vaping, and take responsibility for their choices.

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- **Parental Partnership:** Actively involving parents/guardians in the educational process, ensuring they are aware of the situation and equipped to support their child in making positive changes. This may involve communication, shared resources, or participation in specific program components.
- **Promoting Healthy Alternatives:** Exploring and discussing positive alternatives to vaping and strategies for resisting peer pressure.

The Saturday School program aims to be a supportive and educational experience, working towards preventing future vaping-related incidents and promoting the well-being of all students through a collaborative effort between the school, students, and their families. Location is at the Bullitt County Health Department and is one Saturday a month from 9am-12pm.

## **CORPORAL PUNISHMENT**

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

## **SUSPENSION**

In accordance with KRS 158.150, the Principal or Assistant Principal may suspend an elementary school student up to a maximum of five (5) days per incident. The Principal or Assistant Principal may suspend a middle or high school student up to a maximum of ten (10) days per incident. A student may not be suspended for more than a total of ten (10) days per incident. A student shall not be suspended until due process procedures have been provided as described in KRS 158.1501 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

A Student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

In such cases, due process shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension. The Principal or Assistant Principal shall report any suspension in writing immediately to the Superintendent and to the parent of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition may be that one or both parents will accompany the student for a conference with school officials prior to reinstatement. A student who is suspended from school is not permitted to be on school property or school grounds or at any school sponsored activity before, during or after the school day for the duration of the suspension.

KRS 158.150 (8) Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others. (See Pr. 09.434)

### **Suspension of Children with Disabilities**

For conduct that disrupts the educational process, a student with disabilities may be suspended for up to ten days during the school year without a consequential change in educational placement. Suspensions beyond ten days shall require compliance with KRS 158.150(4) and applicable federal and state regulations. The Principal/designee shall notify the parents by letter of their child’s suspension. A manifestation determination shall be made within 10 days of a disciplinary action that resulted in a change of placement.

## **EXPULSION**

Board May Expel

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The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law for periods longer than (10) days. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; on or off school property (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students. In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

#### Hearing and Records Required

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian or other person having legal custody or control of the student has had an opportunity for a hearing before the Board. Recommendations for expulsion will be reviewed by the Expulsion Review Committee (ERC). The committee is generally made up of the director of student personnel, the alternative school principal or designee, the safe schools Director and a supervisor of school social services. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel. If applicable, a bus driver shall have the opportunity to be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operators' transportation of the student or to misconduct by the student's parent or guardian.

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010. The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.

#### Students with Disabilities

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

## ALTERNATIVE EDUCATION IN LIEU OF EXPULSION

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

The alternative program or setting may be provided virtually. Students placed in an alternative program or setting shall be subject to compulsory attendance requirements under KRS Chapter 159 and applicable Board policy.

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board. Following the initial alternative placement of a student, the Board shall review the alternative program or setting placement at least once per year and determine if the placement should be continued.<sup>4</sup>

### Transfer of Records

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed. Expulsion packets are due to the central office within two (2) school days following the incident that precipitated the referral. Generally, students with disabilities will not be recommended for expulsion unless it is determined the behavior is not a manifestation of the student's disability. A manifest determination hearing should be scheduled and held at the soonest possible opportunity. Cases involving drugs, weapons or serious bodily injury may result in a recommendation for expulsion despite the manifestation determination. A student who is expelled WITH services shall NOT attend any school sponsored activity during the expulsion period. A student who is expelled WITHOUT services shall NOT be on school property or at any school sponsored activity during the expulsion period. (See Pr. 09.435)

## SCHOOL RESOURCE OFFICERS

Bullitt County Public Schools is honored to partner with our local law enforcement agencies and partially fund School Resource Officers in our schools. All of our SROs are experienced law enforcement officers (as defined by KRS 158.441) who enjoy their positions, work well with the school administrators at their school, and feel the schools in which they work are relatively safe environments. SROs work at least 40 hours per week in their positions as SROs; high schools have one full-time SRO assigned to the school and middle and elementary SROs are assigned to more than one school. Even though the majority of their time is spent in law enforcement duties, the community will observe SROs engaged in a wide variety of activities at school that would not traditionally be considered law enforcement activities (e.g., monitoring hallways, parking lots, clearing hallways, counseling students). SROs who work in schools in Bullitt County enjoy their work and are an asset to the schools in which they perform their duties.

## SEARCH AND SEIZURE (INCLUDING INVESTIGATIONS, VANDALISM AND THEFT)

### Reasonable Suspicion

No student's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, cellular phones, electronic devices etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law. Search of a student's person shall be conducted only with the express authority of the Principal/Designee. Searches of a student's person or his or her personal effects shall be conducted only by a school employee or an official of a local law enforcement agency at the direction and control of the Principal/designee. When a non-intrusive search of a student is conducted, the person conducting the search shall be, when possible, the same sex as the student; and a witness shall be present during the search. When possible, the witness shall be the same sex as the student. No search of a student shall be conducted in

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the presence of other students. No strip searches of students shall be permitted. Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

Regular Inspection

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

(Search and Seizure) Sexually Explicit Photographs or Videos of a Minor

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

Use of Trained Dogs

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

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

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

Other Disruptive Items. Items which may be used to disrupt or interfere with the educational process may be removed from the student’s possession by a staff member. Such items may be returned to the student by the staff member or through the Principal’s office. Disposition of Items. All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

Bullitt Alternative Center – Substance Abuse Testing

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

(See Pr. 09.436)

VANDALISM AND THEFT VIOLATION INTERVENTIONS

Elementary School

If violation results in damage/theft amounting to more than \$500.00, law enforcement will be notified. If appropriate, the student will be suspended for ten (10) days and a recommendation for alternative placement may be made in extenuating circumstances after consultation with the director of safe and drug-free schools.

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

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

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

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

Third Offense

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

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

Middle and High School

If violation results in damage/theft amounting to more than \$500.00, law enforcement will be notified. The student will be suspended for ten (10) days and a recommendation for alternative placement after consultation with the director of safe and drug-free schools.

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

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

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

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

Third Offense

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

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

WEAPONS

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This policy applies to students, staff members, and visitors to the school. Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument or instrument/object which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike weapon"), including any knives, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. District personnel, staff members or visitors who keep or store a firearm in their vehicle on school grounds must keep their vehicle locked at all times it is on school grounds. Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination. Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent. Any student who brings to school any deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system, in addition to any other penalty set forth herein. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon. Violations by visitors shall be reported immediately to a law enforcement agency.

Exceptions:

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

Federal Requirements Regarding Students (Weapons)

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

The penalty for students bringing, using, or possessing any "look-alike weapon" shall be at the discretion of the Superintendent, who may take any appropriate disciplinary action, up to and including a recommendation of expulsion to the Board. Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system. Employees of the District shall immediately make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

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

- |   |   |
|---|---|
| • a weapon of mass destruction;   | • blackjack or slapjack;  |
| • Billy stick, nightstick or club;  | • nunchaku karate sticks;   |
| • any knife other than an ordinary pocket knife; *  | • shuriken or death star; or  |
| • any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; | • artificial knuckles made from metal, plastic, or other similar hard material. |

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

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above. In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies. (See Pr. 05.48)

Dangerous Weapons Consequences shall include, but not limited to:

#### Elementary School

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

#### Middle and High School

- a. One to ten (1-10) day out-of-school suspension
- b. Report to law enforcement
- c. Parent/guardian conference
- d. Consultation with Director of Safe and Drug Free Schools
- e. Principal shall make an immediate verbal report to the Superintendent/Designee followed by a written report and, if appropriate, a recommendation to the Superintendent for alternative placement or expulsion from school.

### DISRUPTING THE EDUCATIONAL PROCESS

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

- a) Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising;
- b) Conduct which threatens the health, safety, or welfare of others;
- c) Conduct which may damage public or private property, including the property of students or staff;
- d) Illegal activity;
- e) Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
- f) Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. This includes false accusations of a staff member.

#### Removal of Students who are Chronically Disruptive

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

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At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

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

## **THREATS, TERRORISTIC THREATENING & ABUSE OF A TEACHER/STAFF MEMBER PROHIBITED**

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### **Threat Assessment Teams**

The Superintendent has established, for each school, a threat assessment team, for the assessment of and intervention with individuals whose behavior may pose a threat to the safety of school staff or students. Each team shall include persons with experience in counseling, instruction, school administration, human resources and law enforcement. In cases where determined to be appropriate, teams shall follow established procedures for referrals to services.

### **Assault and Threats of Violence, Verbal Threats of Violence and Domestic Abuse & Abuse of a Teacher/Staff Member**

For purposes of this policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion. Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.<sup>2</sup>

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action. School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur.

Threatening or violent behavior shall include, but not be limited to:

- Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
- verbal or written statements or gestures by students indicating intent to harm themselves, others or property;
- physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site. When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom. Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon. As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat and law enforcement to determine if a crime occurred. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

#### Abuse of a Teacher Prohibited

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

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#### TERRORISTIC THREATENING PENALTIES

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

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Dear Parent/Guardian,

Our most important function in (School District) is to provide the safest learning environment possible for all of our students and school staff members. Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with an intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th of last school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats

that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

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

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

b) Makes false statements by any means, including by electronic communication, for the purpose of:

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

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Dr. Jesse Bacon, Superintendent, Bullitt County Public Schools

A message from Tammy Baker, County Attorney for Bullitt Co.



*Office of*

**TAMMY R. BAKER**  
BULLITT COUNTY ATTORNEY

(502)543-1505  
[www.bullittcountyattorney.com](http://www.bullittcountyattorney.com)



Dear Students,

The beginning of a new school year is an exciting time. So many new experiences will be had and new friends made. I hope that each and every student in BCPS has an amazing year! One thing that will NOT make for an amazing year, is having a run-in with my office. One of my duties as County Attorney is to prosecute juveniles who commit status offenses and public offenses. "Status offense" is an offense that applies only to juveniles, i.e. Habitual Truancy, Runaway, Beyond Control of School or Parent, Possession of Tobacco, etc. They apply only to juveniles because it is not unlawful for an adult to do any of those things. "Public offense" is simply what we call a crime when it is committed by a juvenile. These offenses also apply to adults, like Possession of Controlled Substance (drugs). One public offense that we have seen an increase in over the last few years is Terroristic Threatening, Second Degree. You are guilty of this offense when you communicate any threat of violence against a school. Means of communication include phone call, email, social media post or message, text, direct verbal statements, written letter, etc. Threats of violence include statements relating to bombs, firearms, weaponry of any kind, fire, etc. These threats ARE NOT FUNNY. These threats ARE NOT A GOOD WAY TO GET OUT OF TAKING A TEST. These threats are serious. When a threat of this nature is received or reported, schools have to be locked down or evacuated. Multiple police agencies have to respond. Emergency services such as EMS and Emergency Management have to respond. This creates a dangerous situation on the roadway because these agencies are all rushing at the same time to get to the scene. This also pulls these agencies away from other duties. It causes stress and fear among your teachers and peers, not to mention what this does to your loved ones who are at work or at home and do not know if you are safe. If you commit Terroristic Threatening Second Degree, YOU WILL GO TO JUVENILE DETENTION. I do not want this for you. Your loved ones do not want this for you. DON'T DO IT. My hope for you and your peers is that you feel safe in your learning environment and that you have a great year making lifelong memories!

Sincerely,

Tammy R. Baker  
Bullitt County Attorney

For more information on threats, please go to HANDOUT 1 at the end of the booklet or go to <https://kycss.org/handouts>

## ASSAULTIVE BEHAVIOR AND CONSEQUENCES/INTERVENTIONS

### Assaultive Behavior - Elementary School

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

#### First Offense \*

1. Consequences may include, but not limited to, parent conference, detention, Alternate Room Assignment (with Intervention/Restorative practices) suspension (1-3 days)
2. Parent conference **must** be held before student returns to school
3. Referral to school counseling services or educational intervention addressing anger management

#### Second Offense \*

1. One to five (1-5) day out-of-school suspension and/or In-School Suspension / Alternate Room Assignment program with educational intervention /Restorative practices
2. Safe Schools Director contacted
3. Parent conference **must** be held before student returns to school
4. Continued counseling services and educational intervention addressing anger management

#### Third Offense \*

1. Three to five (3-5) day out-of-school suspension and/or In-School Suspension or Alternate Room Assignment with support for education Intervention/Restorative Practices)
2. Safe Schools Director contacted
3. Parent conference / transition meeting must be held before student returns to school
4. Continued counseling services and/or Alternate Room Assignment with Intervention/Restorative Program)

\*Report to law enforcement only in extreme cases/as required by statute.

### Assault against student resulting in serious physical injury\*\*

#### First Offense

1. May include **One (1) to Five (5)** day out-of-school suspension, (principal discretion applies)
2. Safe Schools Director Contacted
3. Parent conference
4. Report to law enforcement or School Resource Officer if appropriate
5. Parent conference must be held before student returns to school.

### Assault on School Personnel

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

1. Referral to school counseling services dealing with anger management or intervention program for anger management
2. Report to law enforcement (if appropriate)
3. Intervention Meeting/Parent meeting to discuss options for appropriate placement for student and staff safety with a trauma-informed lens.
4. May include suspension from school with principal discretion and director level consultation with the District.

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

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

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**Deleted:** Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

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### Assaultive Behavior -Middle and High School

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

#### First Offense

1. Consequences may include, but not limited to, parent conference, ISAP (with restorative/educational intervention), detention, suspension (1-10 days)Parent conference **must** be held when a student is suspended to discuss interventions for student success.
2. Referral to school counseling services or completion of anger management course
3. [Report to law enforcement / School Resource Officer.](#)

#### Second Offense

1. One to ten (1-10) day out-of-school suspension and completion of anger management course
2. Parent conference to review previous interventions and plans for future success.
3. Report to Safe Schools Director of 2nd offense violation.
4. **Probation** – requires a hearing meeting/notification of 2nd Offense **and is documented** in the student data system
5. Report to law enforcement/[School Resource Officer](#) if appropriate

#### Third Offense

1. Ten (10) day out-of-school suspension.
2. Parent Conference must be held b to discuss interventions for student success.
3. Recommendation to Superintendent for alternative placement (provided the probationary hearing was held and documented on second offense)
4. Report to law enforcement ([School Resource Officer](#)) if appropriate
5. Report to Safe Schools Director

**\*\*In extreme situations (even in first violations of assault/fights), consult with the Director of School Safety to discuss the incident involved to determine the appropriate response to an assaultive behavior incident. This may include, but not be limited to, expulsion or alternative placement from school.**

### Assault against student resulting in serious physical injury\*

4. Ten (10) day out-of-school suspension and online assignment addressing anger management
5. Report to Safe Schools Director
6. Parent conference
7. Recommendation to Superintendent for expulsion
8. Report to law enforcement
9. Referral to school counseling services as determined by the principal.

### Assault on School Personnel

(Includes fighting and intimidation through violence including but not limited to, verbal or written threats toward school staff)

1. Ten (10) day out-of-school suspension
2. Report to Safe Schools Director
3. Parent conference
4. Report to law enforcement
5. Recommendation to Superintendent for alternate placement or expulsion OR Intervention Meeting to discuss options for appropriate placement for student and staff safety with a trauma-informed lens.

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

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

## DRUGS & ALCOHOL-RELATED PREVENTION PROGRAMS AND INTERVENTIONS/VIOLATIONS

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

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.
4. Any psychoactive substance that is derived from hemp, CBD that has mind-altering effects and cannot be purchased by anyone under 21 years of age.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution. Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy if used in accordance with school and Board policy. Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

### Prevention Program

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

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

(See Pr. 09.423)

## STUDENT DRUG TESTING PROGRAM

### Purpose and Prevention

It is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire school community. The program consists of two components: Education and Prevention Plan. During the calendar school year, students should attend one (1) educational program on alcohol and drug abuse. This school-sponsored training conducted by appropriate instructional staff shall be accessible to all county middle- and high-school students but shall be required for all athletic team members and any other competitive extracurricular team or activity. Students may attend this training at the school in which they are enrolled. Each coach, sponsor, or director of an athletic team or competitive extracurricular activity shall administer an educational training session for his/her respective teams.

### Alcohol and Drug Safety Policy

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

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

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

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

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

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

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

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

#### Alcohol and Drug Safety Policy

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

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

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

A Substance Abuse Prevention Committee shall be established and shall have authority as set forth in policy. The Committee may consist of the School Principals, Head Coaches of the athletic teams, sponsors of competitive extracurricular activities, Athletic Directors, Safe and Drug-Free Schools Director, School Health Coordinator, and School Counselor. The Committee shall establish procedures as needed to implement the policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the drug-testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, and procedural safeguards. The Committee shall not have access to any of the test results. The Committee's purpose is limited to procedures and evaluation of this policy.

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

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

Substances Tested: Student participants' urine may be tested for any, a combination, or all of the following: Amphetamines, Benzodiazepine, Marijuana (THC), Propoxyphene, Cocaine and its derivatives, anabolic steroids, opiates, Phencyclidine (PCP) and other abused, illegal, or controlled substances, including alcohol, as determined by the Committee.

#### Confidentiality

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

#### Consequences

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

#### Sanctions for Drug Testing Violations

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##### First Positive Drug Test

1. Notify the parent or guardian.
2. The Principal/Designee shall afford the student due process according to policy.
3. Student shall:
  - a. Participate in a [restorative approach program that is centered around improved decision-making skills](#).
  - b. The student shall be required to have one (1) negative drug test prior to returning to competition. The drug test shall be administered following chain of custody procedures and at student expense; and
  - c. With consultation of the District Athletic director and safe schools director, be suspended immediately from participating in interscholastic competition for a total number of games/contest/competitions equal to 20% of the season. This includes tournaments and post-season district/regional/state games and/or events. Students may return to practice if medically cleared to participate.
  - d. Student drivers who park on campus shall be suspended from parking on campus for a minimum of 30 days. A negative drug test must be presented before parking privileges are reinstated. The drug test shall be administered by an approved agency following chain of custody procedures and at student expense. No parking fees will be reimbursed as a result of a positive drug test.

Deleted: certified intervention/assistance/counseling program (with costs to be paid by student or student's family and first appointment shall be scheduled within one (1) week of the positive test);

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##### Second Positive Drug Test

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

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##### Third Positive Drug Test

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

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

#### Volunteer Participants with a Positive Drug Test

1. Notify the parent or guardian
2. The Principal/Designee shall afford the student due process according to policy.
3. The student shall participate in a certified intervention/assistance/counseling program (with costs to be paid by student or student's family)
4. After a positive volunteer test, , if the voluntary participant decides that s/he wants to participate in an extracurricular sport or activity, s/he must present the results of a negative drug test following chain of custody procedures and at student's expense

## ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES VIOLATION SANCTIONS AND INTERVENTIONS

NOTE: Drug Violations may occur when the physical presence of drugs is not on the person. Procedure 09.423 AP.1 gives precedent for administrators to determine under the influence by two adults confirming at least three indicators that constitute under the influence of drugs.

(Including "Look Like" Substances)

\*\*\* Any vaping violation, where the contents of the cartridge are tested with a certified field test kit and results in positive illegal substance, is subject to the consequences for a drug violation.

### Elementary School Drug Violations - Possession/Under Influence

#### First Offense

- a. One (1) day out-of-school suspension
- b. Parent/guardian conference
- c. Report to law enforcement and Social Services
- d. Report to Safe Schools Director
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Student must have completed the evaluation or have written confirmation of an appointment before returning to school after the suspension
- g) **Consistent with the drug testing sanctions for students who participate in extracurricular programs, students with one in-school drug/alcohol violation will be suspended immediately** from participating in interscholastic competition for a total number of games/contest/competitions equal to 20% of the regularly scheduled season (including tournaments and post-season district/regional/state games) as determined by the Principal/designee.
- h) A negative drug test must be presented before any participation privileges are reinstated. The drug test shall be administered by an approved agency following chain of custody procedures and at student expense. spell

#### Second Offense

- a. Three (3) day out-of-school suspension
- b. Parent/Guardian conference
- c. Report to law enforcement and Social Services

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- d. Report to Safe Schools Director
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Student must have completed the evaluation or have written confirmation of an appointment before returning to school after the suspension
- g. **Consistent with the drug testing sanctions for students who participate in extracurricular programs, students with one in-school drug/alcohol violation will be suspended immediately for one calendar year from the date of the secondary offense and** shall be required to have twelve (12) consecutive monthly negative drug tests. The drug test shall follow chain of custody procedures and at student expense; and

#### Third Offense OR Distribution/Transferring of Alcohol, Drugs and Other Controlled Substances

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

- a) Five (5) day out-of-school suspension
- b) Parent/guardian conference
- c) Report to law enforcement and Social Services
- d) Report to Safe Schools Director
- e) Recommendation to Superintendent for expulsion from school or alternative placement
- f) Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- g) Student must have completed the evaluation or have written confirmation of an appointment before returning to school after the suspension or placement decision
- h) Students are suspended from athletic/extracurricular participation and/or parking privileges for the remainder of elementary school eligibility or no more than three years. No offenses in elementary school shall be cumulative with middle school offenses.

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

#### Middle and High School Drug Violations

**NOTE:** Drug Violations may occur when the physical presence of drugs is not on the person. Procedure 09.423 AP.1 gives precedent for administrators to determine under the influence by two adults confirming at least three indicators that constitute under the influence of drugs.

#### Alcohol, Drugs, and Other Controlled Substances ( Including "Look Like" Substances) Possession/Under Influence

##### First Offense

- a. ONE (1) day out-of-school suspension AND One (1) day ISAP with substance use intervention program
- b. (1) One Day Saturday School – Including Parent/Guardian Attendance\*\*\*
- c. Parent/guardian conference
- d. Report to law enforcement
- e. Report to Safe Schools Director
- f. **Consistent with the drug testing sanctions for students who participate in extracurricular programs, students with one in-school drug/alcohol violation will be suspended immediately** from participating in interscholastic competition for a total number of games/contest/competitions equal to 20% of the regularly scheduled season (including tournaments and post-season district/regional/state games) as determined by the Principal/designee.
- g. A negative drug test must be presented before any participation privileges are reinstated. The drug test shall be administered by an approved agency following chain of custody procedures and at student expense.

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- h. Student drivers who park on campus shall be suspended from parking on campus for a minimum of 30 days. A negative drug test must be presented before parking privileges are reinstated. The drug test shall be administered by an approved agency following chain of custody procedures and at student expense. No parking fees will be reimbursed as a result of a positive drug test.

\*\*\*Failure to fulfill the above requirements shall result in a recommendation to the Bullitt County Board of Education for alternate placement.

#### Second Offense

- a. Three (3) day out-of-school suspension, 1-day ISAP with Intervention Program
- b. Saturday School -Including Parent/Guardian Attendance\*\*\*
- c. Parent/guardian conference
- d. Report to law enforcement
- e. Report to Safe Schools Director
- f. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor.
- g. Student must have scheduled the evaluation or have written confirmation of an appointment before returning to school after the suspension.
- h. District Probationary Hearing – one district personnel shall attend a probationary hearing at the school and be documented in the student data system. \*\*\*Failure to fulfill the above requirements shall result in a recommendation to the Bullitt County Board of Education for alternate placement.
- i. **Consistent with the drug testing sanctions for students who participate in extracurricular programs, students with one in-school drug/alcohol violation will be suspended immediately** from participating in competitive extracurricular activities or athletics for one (1) calendar year from the date of second offense.
- j. Student parking privileges shall be suspended for one (1) calendar year. No parking fees will be reimbursed as a result of a positive drug test.

#### Third Offense

- a. Ten (10) day out-of-school suspension
- b. Parent/guardian conference
- c. Report to law enforcement
- d. Report to Safe Schools Director
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Student must have scheduled the evaluation or have written confirmation of an appointment before returning to school after the suspension
- g. **Consistent with the drug testing sanctions for students who participate in extracurricular programs, students with one in-school drug/alcohol violation will be suspended immediately** from athletic/extracurricular participation and/or parking privileges for the remainder of high school eligibility. No parking fees will be reimbursed as a result of a positive drug test.
- h. Written recommendation for Alternate Placement to the Superintendent.

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

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

#### Transferring/Distribution of Alcohol, Drugs, and Other Controlled Substances

- a. Ten (10) day out-of-school suspension

- b. Parent/guardian conference
- c. Report to law enforcement
- d. Report to Safe Schools Director
- e. Parent/student will obtain an evaluation by a qualified alcohol/drug counselor and follow all recommendations determined by counselor
- f. Recommendation to Superintendent for Expulsion
- g. Student must have scheduled the evaluation or have written confirmation of an appointment before returning to school after the suspension
- h. **Consistent with the drug testing sanctions for students who participate in extracurricular programs, students with one in-school drug/alcohol violation will be suspended immediately** from participating in competitive extracurricular activities or athletics for one (1) calendar year from the date of distribution/transferring offense.
- i. Student parking privileges shall be suspended for one (1) calendar year. No parking fees will be reimbursed as a result of a positive drug test.

Under the federal sentencing guidelines, a "drug trafficking offense" is "an offense under federal, state, or local law that prohibits the manufacture, import, export, distribution, or dispensing of a controlled substance (or a counterfeit substance) or the possession of a controlled substance (or a counterfeit substance) with intent to manufacture, import, export, distribute, or dispense." U.S.S.G. § 2L1.2(b)(1), Distribution carries the harshest consequences because it involves enabling the drug use of others and the perpetuation of drug problems in our schools.

\*\* In special circumstances, consultation between distribution/trafficking/possession of drugs may be necessary with the Director of School Safety or School-Level Director

\*\*\*Failure to attend Saturday School could result in a request for Alternate Placement for students that do not comply with the program.

## TOBACCO & ELECTRONIC VAPING/NICOTINE DEVICES & VIOLATIONS

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board, and while attending or participating in any school related student trips and student activity. Penalties- All incidents will result in confiscation (without return) of the tobacco product(s) and appropriate disciplinary action as determined by the Principal/designee. As a result of a first offense, students who violate this policy will be required to participate in the tobacco and vaping education program as assigned by the principal.

### Elementary School

#### First Offense

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product (without return). The school counselor or mental health services provider shall provide to the parent or guardian and the student evidence-based, age appropriate nicotine cessation information
2. Parent Contact
3. Appropriate disciplinary action as determined by the principal or designee.
4. Student will be given age appropriate information regarding the dangers of tobacco use

#### Subsequent Offense(s)

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product (without return). The school counselor or mental health services provider shall provide to the parent or guardian and the student evidence-based, age appropriate nicotine cessation information
2. Parent Contact
3. Appropriate disciplinary action as determined by the Principal or Principal's designee

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4. Student will be given age appropriate information regarding the dangers of tobacco use

### Middle and High School

#### First Offense

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product (without return)
2. The school counselor or mental health services provider shall provide to the parent or guardian and the student evidence-based, age appropriate nicotine cessation information
3. Students will be required to complete the tobacco and vaping prevention program as assigned by the principal
4. Appropriate disciplinary action as determined by the principal or designee which may include Detention, ISAP and/or Saturday School.
5. Parent Contact

#### Second Offense

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product (without return)
2. Students will be required to complete the tobacco and vaping prevention program as assigned by the principal
3. Students will attend a Saturday School session **WITH** parent/guardian.
4. Appropriate disciplinary action as determined by the principal or designee which may include Detention, School-based Community Service, or In-School Suspension.
5. Parent Contact

#### Subsequent Offense(s)

1. Confiscation of tobacco product(s), alternative nicotine product or vapor product (without return)
2. Students will be required to complete the tobacco and vaping prevention program as assigned by the principal
3. Appropriate disciplinary action as determined by the principal or designee which may include Detention, Saturday School (with parent present), School-based Community Service, or ISAP or ISAP OR 1-3 Day Out of school Suspension
4. Parent Contact
5. Persistent violations of the Tobacco Policy (3 or more times) MAY result in insubordination or more consequences for defiant behavior.
6. Saturday School \*\*\* Student may only attend Saturday school for a total of two occurrences for each school year.

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KENTUCKY CENTER *for* SCHOOL SAFETY

[www.kycss.org](http://www.kycss.org)

School Threats

# School Threats

If someone threatens a school or school activity in any way that causes the school to have to evacuate (to keep students and teachers safe), that is called **terroristic threatening**.

- It's not a joke!
- It's not a prank!
- It's not for fun!
- It's against the law!

**What happens when schools are threatened (actual threat or hoax)**

- Students and Teachers are put in danger
- Law Enforcement is called to school; away from other emergencies
- Parents and community are fearful and worried
- Other incidents can occur from the impact of emergency response procedures

ON A  
PHONE  
OR ONLINE



IT'S A CRIME

See Something  
Say Something



**Visit Your School's Website** OR

Click on the S.T.O.P.! Tipline Logo

OR

**Fill Out an Online Form** OR

By Scanning QR Code



**Call 866-EYE-on KY**

(866-393-6659)

OR



**Text 866-393-6659**

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## Senate Bill 1

## Terroristic Threats

[www.kysafeschools.org](http://www.kysafeschools.org)
Kentucky Center for School Safety

**A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

(a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) *Makes false statements by any means, including by electronic communication, for the purpose of:*

**1. Causing evacuation of a school building, school property, or school sanctioned activity; Creating fear of serious bodily harm among students, parents, or school personnel;**

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or 4

(d) [(c)] Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 8 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

**(4) Terroristic threatening in the second degree is a Class D felony.**

# IT'S THE LAW



**For More Information**  
Kentucky Center for School Safety



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 (877) 805-4277


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## What is bullying?

# What is bullying?

**Bullying Happens** when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc. Bullying is the persistent abuse of an underdog. The child who bullies watches for opportunities to pick on the victim and the victim feels tormented and defenseless.

### Characteristics of those who bully

1. Strong desire for power and control over others.
2. Physical strength greater than average for own age, and greater than victims.
3. Age usually older than victim's.
4. Average or above average self-esteem.
5. Charming manipulators.
6. Low-average to above-average popularity outside of own group of followers.
7. Remorseless.
8. Continual tormenting of victims.
9. Lack of empathy or understanding for others, lack of conscience.
10. Defiant attitude toward authority, refusal to follow rules sometimes violent behavior toward parents and teachers.
11. Actions become worse when a victim fights back.
12. Thrive on dominance and control.
13. Enjoyment in bullying others.

### Alarming Stats:

49.8% of tweens (9 to 12 years old) said they experienced bullying at school and 14.5% of tweens shared they experienced bullying online ([Patchin & Hinduja, 2020](#))

41% of students who reported being bullied at school indicated that they think the bullying would happen again. ([National Center for Educational Statistics, 2019](#))

### For More Information

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Suggestions for Students

## Students: What is bullying?

► Bullying happens when a person with greater power takes unfair advantage of someone less powerful. These negative actions are often repeated, becoming a pattern of behavior.

► Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural, social or ethnic power, level of intelligence, an ability, popularity, gender, etc.

► Bullying is the persistent abuse of someone who is weaker. The student who bullies watches for opportunities to pick on the victim and the victim feels tormented and defenseless. There are certain individuals who are most often targeted for bullying. Traditionally, we have thought of these victims as the passive type. However, research doesn't follow that ideology and anyone can become a victim of bullying.

### Are you bullying others?

Have you been guilty of bullying someone else? Place a check in the box next to the bullying action you have participated in.

- ☐ Hit, kick, or push to hurt someone
- ☐ Use words to call names, tease, or scare people
- ☐ Said or written mean things about someone
- ☐ Grabbed or broken another kid's property
- ☐ Made fun of someone
- ☐ Left a classmate out of a group on purpose
- ☐ Sent an angry email/text message that offended a classmate
- ☐ Feel good when putting down others

If you checked more than one box, you might be bullying others. If so, you should go talk to your teacher, or school counselor and work a plan.

## Students: What's with those who bully?

There are a lot of reasons why some people bully. They may see it as a way of being popular, or making themselves look tough and in charge. Some who bully do it to get attention or things, or to make other people afraid of them.

- Those who bully might be jealous of the person they are bullying.
- They may be being bullied themselves.
- Some who bully may not even understand how wrong their behavior is and how it makes the person being bullied feel.

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## What is bullying?

# Who are the victims?

Generally, children who are bullied have one or more of the following risk factors:

- Are perceived as different from their peers, such as being overweight or underweight, wearing glasses or different clothing, being new to a school, or being unable to afford what kids consider "cool"
- Are perceived as weak or unable to defend themselves
- Are depressed, anxious, or have low self-esteem
- Are less popular than others and have few friends
- Do not get along well with others, are seen as annoying or provoking, or antagonize others for attention

However, even if a child has these risk factors, it doesn't mean that they will be bullied.

**In order for your child to heal from bullying,** there are several important steps you must take. These include not only changing the way your children think about the situation, but also how they view themselves after being bullied.

You want to be sure your child does not allow the bullying they experienced to define them.

It's also important to help your child find closure for the situation.

And as counterintuitive as it sounds, forgiving the bully goes a long way in freeing your child from the pain of the experience.

## Remember...

Research shows that the effects of bullying last well into adulthood.

Victims of bullying behavior often suffer from feelings of helplessness and hopelessness

Low Self-Esteem: Bullying can do a lot of damage to an individual's self-esteem.

Victims of bullying may begin to believe the negative things they are told and feel like they're not good enough.

Victims of bullying may end up becoming bullies themselves as a result of the trauma and pain that they have experienced.

## For More Information

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## Myths of Bullying

# Shattering the myths of bullying

- ▶ **Myth:** Bullying behavior can't be changed.
- ▶ **Reality:** Use a positive approach to change behavior by awarding good behavior in students.
- ▶ **Myth:** Children bully because they have poor control of their anger.
- ▶ **Reality:** Children bully other children in order to gain or maintain social power in their peer group.
- ▶ **Myth:** Bullying is a natural part of childhood.
- ▶ **Reality:** There is nothing natural about being bullied. Bullying is often considered a normal part of childhood because it is such a common experience. Physical or emotional aggression toward others should not be tolerated as a normal part of childhood.
- ▶ **Myth:** You can always tell a bully from a victim.
- ▶ **Reality:** Children engaging in victim behavior and bullying behavior is actually quite common, especially in younger grades. The same child may be excluded from a playground activity one day and be the child name-calling the next. This blurring of roles between victim and bully behavior makes it challenging to figure out who started the problem.
- ▶ **Myth:** Ignoring bullying will make it go away.
- ▶ **Reality:** This solution sounds easy, but ignoring the problem will not make bullying behavior go away.
- ▶ **Myth:** Children and youth who are bullied will almost always tell an adult.
- ▶ **Reality:** Most studies find that only 25 to 50 percent of bullied children talk to an adult about the situation.
- ▶ **Myth:** Bullied kids need to learn how to deal with bullying on their own.
- ▶ **Reality:** Adults have critical roles to play in helping to stop bullying, as do other children who witness or observe bullying. Some children have the confidence and skills to stop bullying when it happens, but many do not.

## You Can Help

We exist in a world that quietly condones bullying behaviors. Most of the time, no one is there to intervene. You could say that **everyone in the community suffers when bullying behavior occurs**. Bullying is terrorism on a local level.

**Bullying will only be stopped by the intervention of adults in authority positions, such as educators and parents.**

Parents have the power to make a difference and reduce bullying behaviors, and the Kentucky Center for School Safety wants to help you do just that.

### For More Information

Kentucky Center for School Safety



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# Bullitt County Public Schools STUDENT SUPPORT



**BULLYING, VIOLENCE,  
THREAT, OR RISKY  
BEHAVIOR**



**MENTAL HEALTH  
HOTLINE / TIPLINE**



**CRISIS BULLETIN BOARD  
(CHILD ABUSE, HUMAN  
TRAFFICKING)**



**CARE SOLACE / CARE  
COORDINATION SERVICE  
FOR STUDENTS AND  
FAMILIES**

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

📍 1040 HIGHWAY 44 EAST, SHEPHERDSVILLE, KY 40165 ☎️ (502)869-8000

🌐 [bullittschools.org/page/school-safety-and-mental-health](https://bullittschools.org/page/school-safety-and-mental-health)

🏢 (502)543-3608