



Parent/Student Handbook and Code of Conduct **2026-2027**

SBDM Council Approved
July 2026

Beechwood Elementary School
54 Beechwood Road
Fort Mitchell, KY 41017
859-331-1220
www.beechwood.kyschools.us

The **B**eechwood Way

We design teaching and learning focused on students.
We build resilient learners and leaders who are fearless in the pursuit of excellence.
We are a uniquely intimate community developing globally competitive students.

wearebeechwood.

We are Learners

We are fearless.
We pursue excellence.
We are resilient.
We reflect and grow.

We are Leaders

We are safe.
We are respectful.
We are responsible.
We are proud.

Dear Parents and Students,

Welcome back to school! This student handbook contains pertinent information regarding policies and procedures that are important to understand. You will find in your handbook changes have been made from last year's booklet including updating school information. Please take a moment to familiarize yourself with the current policies and procedures.

The handbook is written and approved collaboratively by the administration, teachers, SBDM Council, and the Board of Education. We hope that the final product provides valuable information about the things you need to know here at Beechwood Elementary. Our goal is to have a safe, organized, and well-run school with clear and fair policies that benefit all of our students.

Positive communication between home and school is essential and we will do everything possible to keep you informed. Along with this handbook, you can look for our weekly newsletters distributed to all parents throughout the year. We will always include a list of current events and topics that need your attention.

Please feel free to call or stop by the office with suggestions or questions you may have about anything concerning your child's education here at Beechwood. I can be reached at 331-1220 or by e-mail at zach.ashley@beechwood.kyschools.us

Thank you and we are looking forward to a great school year!

Zach Ashley
Elementary Principal

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Back to School Forms -

- **AUP/RUP Acknowledgement (SIGNATURES REQUIRED)**
- **Handbook Acknowledgement (SIGNATURES REQUIRED)**
- **Device Agreement (SIGNATURES REQUIRED)**
- **Medical Forms (SIGNATURES REQUIRED)**
- **Free/Reduced Lunch Forms (SIGNATURES REQUIRED)**
- **Emergency Procedure Card (SIGNATURES REQUIRED)**

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

LEADERSHIP

Beechwood Board of Education's Responsibilities

Local School Board Members are the community's voice for educational excellence whose responsibilities are to:

- Respond to community concerns
- Set goals and objectives for the district
- Identify and set policy to meet the educational needs of the community
- Oversee strategic planning
- Select and provide direction for the superintendent
- Ensure accountability of the schools to the community, including accountability for all school funds and properties
- Approve and oversee the district budget, making sure that public monies are used efficiently
- Set local tax rates
- Assess student and school outcomes

Beechwood Board of Education Members

Amy Sleet (Chair)

Jeanne Berger

Kyle Burns

Brad Hood

Laura Wooten

Beechwood Board of Education Meetings

The Beechwood Board of Education monthly meetings are held the second Monday of each month at 6:00 p.m. in the Teacher Learning Center and are open to the public.

School-Based Decision-Making Council (SBDM)

The School Council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and KRS 158.6451. The principal shall be the primary administrator and the instructional leader of the school and with the assistance of the total school staff shall administer the policies established by the SBDM Council and the Board of Education.

Elections are held once a year in the spring. Parents nominate and vote for their representatives and teachers nominate and vote for their representatives. More information about the SBDM Council including meetings, agendas and elections can be found on the Beechwood website.

All meetings are open to the public and are usually held the 1st Wednesday of the month at 3:30pm in the elementary art room. We will have a couple of meetings on the second Wednesday due to the school calendar and holidays. All agendas and minutes will be posted on the elementary website.

Dates for the 2026-2027 School Year – July 8, August 5, September 2, October 14, November 4, December 2, January 6, February 3, March 3, April 7, May 5, June 2.

2026-2027 SBDM MEMBERS

Zach Ashley - Principal/Chair

Katrina Turner – Faculty Representative

Ashley Chaiken – Faculty Representative

Stephanie Wessel – Faculty Representative

Normarys Perez-Linn – Minority Parent Representative

Chris Korba – Parent Representative

Supporting Beechwood Independent Schools

Beechwood Parent-Teacher-Student Association

The success of Beechwood Elementary is due in large part to the incredible involvement of our parents. So just what does Beechwood's PTSA do? We support academic excellence in our district with added programs, supplies, services, and funding to stretch the state's allowance for education. Beechwood PTSA has been working together in partnership with our teachers for the education of Beechwood students since 1920. These programs give our teachers the extra tools that would normally not be available, to enrich the knowledge and education of our children.

There are many programs that, without the support of our PTSA, would not be available for our children. Parental involvement is so important. We can't do it without you. Please consider becoming involved by volunteering.

Dues are \$5 per person, per year payable to Beechwood PTSA. These can be paid at the elementary/high school offices any time.

If you are interested in being a part of PTSA, please contact:

Kristi Mortensen – PTSA President

beechwood.ptsa@beechwood.kyschools.us

To learn more about PTSA go to Beechwood's web site

www.beechwood.kyschools.us click on PTSA

The mission of Beechwood's Parent Teacher Student Association is to increase communication between parents, teachers, students and administration and its community in order to promote the best educational environment and opportunities for our students.

Beechwood Educational Foundation

“...to encourage, enhance, and reward academic excellence...”

The Beechwood Educational Foundation provides financial support for programs that extend learning beyond the regular classroom curriculum. The Foundation maintains an endowment and pursues continuous fund-raising efforts. Through the Foundation, parents, alumni and friends can make tax-deductible gifts that directly benefit the educational opportunities for students at Beechwood Schools.

In recent years, the Foundation has helped the elementary grades by:

- Purchasing wireless laptop computers
- Renovating and equipping the elementary science lab
- Sharing in the purchase of electronic keyboards for music classes
- Providing assistance so that all students can attend field trips, especially those to living history camps and Washington, D.C.

The work of the Foundation is done by an all-volunteer Board of Directors, which meets throughout the year. They welcome your support.

Donations can be left in either the elementary or high school office. To donate stocks, for information about planned giving, or for assistance with employer matching contributions, please contact debbie.elicker@beechwood.kyschools.us.

Beechwood Athletic Boosters

The Beechwood Athletic Boosters operate a number of programs that support athletic teams at Beechwood School. One of these is the Tiger Zone, a shop that sells Beechwood apparel and fan gear. Watch the web page or newsletter for Tiger Zone hours and special sales. For more information, contact the Boosters at BeechwoodBoosters@yahoo.com or visit the Booster web site at www.Beechwoodboosters.org.

Beechwood Band Boosters

Beechwood Bands Mission Statement

The mission of the Beechwood Bands program is to provide students with a rich and meaningful education through the field of music, developing not only musicians for the future, but also productive citizens of society for our future.

Our Goal

“The Beechwood Bands program will provide many educational opportunities for its students, performing and competing at a state and national level.”

Meeting Dates

The Band Booster Association will hold parent meetings on the second Tuesday of each month, school schedule permitting. All meetings begin @ 7pm. A full schedule of meeting dates will be available at the beginning of the upcoming school year.

Website

www.beechwoodbands.org

Please refer to this website for calendars, itineraries, important forms, etc.

PROGRAMS AND EXTRACURRICULAR ACTIVITIES

Gifted and Talented Program

The Extended Learning Program at Beechwood Independent Schools identifies students in Grades K – 12 as gifted and talented in the areas of General Intellectual Ability, Specific Academic Ability, Creativity, Leadership, and Visual and Performing Arts Ability. Services to meet the needs of the students that qualify include, but are not limited to, the following:

- Collaborative Teaching and Consultation Services
- Cluster Groups
- Advanced Placement and Honors Courses
- Enrichment Services
- Independent Study
- Pull Out Settings
- Subject Area from Higher Grade Level
- Differentiated Study Experiences

For more information about the program, please feel free to contact **Alison Orzali**, Gifted Program Coordinator by phone at 331-1220 or by email at alison.orzali@beechwood.kyschools.us.

Academic Team

Academic Team is an extracurricular activity for 4th and 5th grade students. 6th grade students have the opportunity to participate on the Middle School Academic Team. The team consists of approximately 12 students, selected by written and verbal exams. The team competes in the Northern Kentucky Academic Team League in “jeopardy”-type competitions. At the end of the season, the team will compete in the Governor’s Cup competition in the “jeopardy”-type competition and in individual subject areas.

Odyssey of the Mind

Odyssey of the Mind is an international educational program whose mission is to develop creative-thinking skills in students from kindergarten through college. Students develop creative-thinking skills in a team environment that can be transferred to real life situations. Teams from almost every U.S. state and more than 20 other countries participate in the program. It is open to each and every student who would like to participate. Teams are made up of 5-7 students and are coached, usually, by a parent volunteer. Problems range from technical in nature, artistic, performance based to structure. There are five different problems to choose from each year and teams are divided by age and grade. NASA is a sponsor of Odyssey of the Mind.

Girls on the Run

Girls on the Run® is a life-changing, experiential learning program for girls in 5th grade. The programs combine training for a 3.1 mile running event with self-esteem enhancing, uplifting workouts. The goals of the programs are to encourage positive emotional, social, mental, spiritual and physical development. The objective of Girls on the Run is to educate and empower girls at an early age in order to prevent the display of at-risk activities in the future. At risk activities include substance/alcohol use, eating disorders, early onset of sexual activity, sedentary lifestyle, depression, suicide attempts and confrontations with the juvenile justice system. If you would like more information, please contact **Amanda Klare** at amanda.klare@beechwood.kyschools.us.

Middle School Forensics (grades 5-8)

The Forensics team is a competitive performance team for students who love acting and public speaking or want to develop their skills in those areas. The coach will host auditions in late August or September. All students in grades 5 - 8 are welcome and encouraged to audition. Once the team has been announced, all members are required to attend a one hour-long practice session per week, as well as to practice one hour per week at home. (There is much flexibility with practice days and times, so students can easily participate in forensics and other clubs and teams!) Students must be available for all four invitational tournaments held on Saturdays in October through January, as well as the Regional Tournament in February and State Tournament in March. This is a fantastic program that will allow students to express their individuality, receive one-on-one coaching, develop confidence in public speaking, and work to develop life-long communication skills that will benefit them in all areas of life. For more information, please contact **Molly Seifert** at molly.seifert@beechwood.kyschools.us.

Chess Club

Chess Club is an extracurricular activity available for different grade levels depending on the sponsor's structure for the year. Students who participate in Chess Club stay after school to learn the fundamentals of chess while playing with their peers. Information about Chess Club is sent to families each year that it is available.

Elementary Athletic Opportunities

Sport Grades

Swimming and Diving (Boys and Girls) 6 and up

Track (Boys and Girls) 6 and up

Cross Country (Boys and Girls) K and up

Basketball (Boys and Girls) 2 and up*

Volleyball (Girls) 3 and up*

Football (Boys) 6 and up

Cheer Cubs (Girls) 2-5

*Grades 3-5 participate in a recreational program.

Contact **Athletic Director** for further information about MS/HS sports
ryan.booth@beechwood.kyschools.us

Enrollment Policies

Enrollment/Parental Authority

Any student enrolled at Beechwood Elementary is required to reside in the Beechwood School District with the exception of tuition students. All students must live under the care and authority of their parents or legal guardians. For the school's purposes, the parent with whom the child resides is known as the custodial parent. Any short-term exceptions to this policy must be reported to the principal.

Enrollment for the First Time

KRS 156.495 requires a parent or guardian who enrolls a child for the first time in a Kentucky school, to provide the following documentation within 30 days of enrollment:

- (a) A certified copy of the student(s) birth certificate that lists the student(s) parents' names.
- (b) Other reliable proof of the student(s) identity and an affidavit of the inability to produce a copy of the birth certificate.

Custodial and Non-custodial Parents' Rights and Responsibilities

Beechwood Elementary abides by the provisions of the Family Educational Rights and Privacy Act, 1974. When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Beechwood Elementary will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. Beechwood Elementary is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Parent rights include access to student records and school mailings, attendance at parent/teacher conferences as well as the authority to request that a student be released early or be absent from school for a legitimate reason. However, only the custodial parent has the right to withdraw the student from school.

Publishing Student Information

To publicize the achievements and accomplishments of our students, Beechwood Elementary may publish students' names, photographs or achievements in school publications (e.g. the school newspaper, the school yearbook, morning announcements, PTSA Newsletter, Principal Newsletter) or release information on the school's website. In accordance with FERPA, parents may deny permission for the school to publish any or all of this information by notifying the school in writing. This release information is included on the information form distributed through Infinite Campus.

Change of Address, Phone Number and/or Email Address

Please notify the office in writing immediately if any contact information changes. We need current information at all times so that we can reach you when needed.

Notice of Nondiscriminatory Policy

Beechwood Elementary allows students of any race, color, age, gender, disability, medical condition, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletic, and other school related programs.

Withdrawal Policy

Any student who withdraws from Beechwood Elementary must do the following:

- Have a parent or guardian call the school indicating the withdrawal date
- Fill out a Transfer of Records form in the office
- Inform the new school that they must officially request, in writing, school records from Beechwood Elementary
- Return any media center books or other school materials to the office
- Pay all book fines and cafeteria charges

Qualification Request

Per Title I and Title II requirements, parents and guardians have the right to request and receive information on the qualifications of their children's teacher. To do so, please contact Mr. Ashley or Mrs. Wittmer.

Financial Policies

Fees and Tuition

Out of District Tuition Grades K-6 \$4900

Classroom Fees

Grades K-2 \$100 + \$50 (Tech Fee) = \$150

Grades 3-4 \$100 + \$92 (Tech Fee) = \$192

Grades 5-6 \$100 + \$92 (Tech Fee) + \$25 (Science Fee) = \$217

Field Trips- specified in Infinite Campus based on grade level

Tuition Payment

All tuition families will be expected to fulfill their tuition obligation according to the tuition policy.

Classroom Fees

Classroom fees are paid during Open House, which occurs shortly before the first day of school. Payment can also be submitted by dropping the payment in the fee drop box located just outside the elementary office or **there is also an option to pay through Infinite Campus.**

Attendance and Absence Policies and Procedures

Attendance, prompt and regular, is essential for academic success. Both parents and students should understand the importance of the attendance record, which appears on the student's permanent record.

Parents/Guardians of students who have disabilities or chronic health conditions – i.e. asthma, allergies – shall notify the school principal in writing of any condition that necessitates their child to have frequent or seasonal absences from school. Parents/Guardians must provide a doctor's statement in order for these students to receive special consideration.

NOTE: See Board Policy #09.123 regarding excused absences.

State testing will take place **during the last 14 days of school. PLEASE DO NOT PLAN TRIPS OR VACATIONS** during this time. All absences will be unexcused unless accompanied by a doctor's note.
Please be aware that due to inclement weather, testing days may be scheduled for additional days beyond the above window.

Excused Absences

1. Beechwood Board of Education policy 09.123 adheres to state law as it relates to absences and excuses. Excused absences are permitted for the following:
 1. Death or severe illness in the student's immediate family
 2. Illness of student
 3. Religious holidays or practices
 4. One day for the attendance of the KY State Fair
 5. Documented military leave
 6. One day prior to departure of parent/guardian called to active military duty
 7. One day upon the return of parent/guardian from active military duty
 8. Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities
2. Appointments and commitments related to social activities do not constitute excused absences. Requests for a waiver of this regulation must be received, in writing, by the principal, at least **five school days** prior to the absence.
3. **FOR ANY ABSENCE (INCLUDING STUDENTS GOING HOME SICK), A PARENT OR GUARDIAN MUST NOTIFY THE OFFICE BEFORE 9:00 A.M. ON THE DAY THE STUDENT IS NOT IN SCHOOL. A NOTE OR EMAIL FROM THE PARENT IS REQUIRED WHEN THE STUDENT RETURNS TO SCHOOL.** Failure to email the office by 9:00 a.m. on the day of the absence or not sending in a note/email on the following day will result in an unexcused absence for the day. Absences can be emailed to elem.absent@beechwood.kyschools.us. The note/email must contain the following:
 1. Student's name
 2. Date
 3. Date of absence(s)
 4. Reason for absence
 5. Printed Name and Signature
4. Early dismissal requests must be made in writing and brought to the office before school begins. Early dismissals will be excused at the discretion of the Principal.
5. Absences or early dismissals from school just prior to or following holidays or other school breaks of one or more days will be considered unexcused without a doctor's verification unless approved in advance by the Principal.
6. Beechwood Elementary does not recognize "Take Your Child to Work Day". Students interested in learning about their parent's workplace and career are encouraged to do this during the summer months or on a day school is not in session.

Absences for Medical Appointments

- All appointments that fall during school time require a doctor's note upon the student's return to school.
- Medical notes must specifically indicate the day(s) the student should be excused from school.
- It is Beechwood's policy not to interrupt classes unless it is deemed an emergency situation by the school office personnel. Please make every attempt to make arrangements for medical appointments and transportation before school begins.

Educational Enhancement Opportunity

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Parents wishing to apply for an Educational Enhancement Opportunity Leave must submit a written description of the educational opportunity to the principal detailing how it relates to one (1) or more of the core curriculum subjects.

Makeup Work and Assignments

- ALL Make-up Work will be given within 24-48 hours of students return to school. The work will NOT be given in advance of absences. Teachers are asked to adjust and differentiate instruction day to day and will not know the exact material that will be covered in every situation ahead of time. Many things happening in classrooms cannot be 'made up' thus the emphasis placed on being present. Technology platforms may allow students to remain current with work, but students may still see a negative impact on class grades.
- Makeup work for **excused absences** is the responsibility of the student. The student must assume the responsibility for checking with their teachers on all assignments that were missed during their absence.
*Please refer to the homework policy found in this handbook.
- **Unexcused absences** will result in zeros for 4-6th grade students.

Absence and Participation in School Activities

A student who is absent from school for more than half a school day may not participate in or attend any school related sports, social or other event on the same day. Extenuating circumstances may be presented to the principal for special consideration.

Excessive Absences

- Students are allowed 7 excused (partial day, half day, or whole day) absence notes PER YEAR from a parent, and no more than three days may be taken consecutively using a parent note.
- The eighth (8th) and any subsequent EVENTS (partial day, half day, or whole day) during the same school year shall be considered unexcused, unless the school receives a doctor's note within **24 hours** of the absence.

Truancy – State Regulation

In accordance with state attendance laws, any student who has an unexcused absence from school three (3) or more days, or tardy (3) or more days, is truant. A student who has been reported as a truant two (2) or more times, six (6) days or six (6) tardies, is a habitual truant and truancy charges may be filed against the student.

Tardiness

- A student who arrives in homeroom after the 8:15 a.m. bell is tardy and must report to the office to sign in and receive a tardy slip to get into class. No student is to be admitted to homeroom after 8:15 a.m. without a tardy slip. If the student does not bring a note to school, the tardiness

will be considered unexcused.

- **Excused vs. Unexcused Tardies** - All tardies that are medically related or approved by Beechwood administration (i.e. inclement weather) will be considered excused. Oversleeping or running late is not considered an excused tardy. As stated previously, a student is considered truant with three unexcused tardies and considered habitually truant with six unexcused tardies.

Early Dismissal

Medical and other appointments should be made after school, or on Saturdays whenever possible. To receive an early dismissal, a student must bring a signed note from a guardian to the school office before homeroom on the morning of the early dismissal. The student will be given an early dismissal slip to show the teacher when it is time for the student to leave. Parents must come to the office to sign out their child when being dismissed early from school. Early dismissals will be excused at the discretion of the principal.

School Regulations, Routines, and Policies

School hours

Building Opens for Students 7:30am

Kindergarten – 6th Grade 8:15am – 3:00pm (dismissal begins 2:47)

Preschool AM 8:15 am – 11:15am

Preschool PM 11:45am – 2:45pm

Arrival at School

Doors will open each morning at 7:30am. Students who arrive prior to 7:55 should report directly to the cafeteria, where supervision will be provided. Sixth grade students who arrive before 7:55 should report to the designated sixth grade location. All students will be released from the cafeteria at 7:55. Students who arrive at school between 7:55-8:15 should report directly to their classrooms. Teachers will be at the classroom door to greet students.

Breakfast

A morning meal is served in the cafeteria from 7:30-8:15 a.m. The cost for the breakfast is \$2.25.

Lunch

Each student is assigned a computerized number to use in the cafeteria. Students may either pay for their lunch daily or set up a pre-paid account in the cafeteria. The cost of a student lunch is \$3.25 for PreK-2nd, \$3.50 for 3rd-5th, and \$4.00 for 6th. Parents may request that extras not be purchased through the student's account.

Students are required to sit at their assigned table. Tables may not be moved. Each student is responsible for placing all trash into the containers provided. The vending machines may not be used by students during the school day unless they contain 100% fruit juice or approved low calorie drinks (ex. water). In addition, soft drinks and fast food meals are prohibited.

The District allows limited meal charges to cover situations such as a student losing or forgetting meal money. This service is not designed or intended to provide a credit service for continuous charging and collection of student meals. When a student accumulates \$20 in meal charges, the Cafeteria Manager/designee shall initiate the established collection process outlined in procedure 07.1 AP.1, to include

notification of parents and appropriate follow-up. Food Service funds shall not be used to collect outstanding meal charges. Students shall not be permitted to charge a la carte items, nor shall adults be permitted to charge meals or a la carte items. If at any time you have questions regarding your child's account, please contact Rachel Smith at 331-1220 x6809 or rachel.smith@beechwood.kyschools.us.

Beechwood Schools Traffic and Parking Procedures

Arrival:

7:30 – 8:15 a.m.

All drop-offs are to occur in the right-hand lane along the sidewalks. - Notice there are two lanes indicated on the Parking Maps

- The drop/pick lane is for students who will be dropped off or picked up by a car
- The open lane is for cars that will not drop or pick up, OR for cars that have already dropped or picked up. Please keep this lane open.
- Each car will follow the arrows to complete the loop for drop off and pick up
- No one is to park in the drop/pick lane in order to walk a student into the building (Please use designated Visitor parking in the Elementary side lot to so) - REMEMBER TO USE and RESPECT CROSSWALKS AT ALL TIMES.

Dismissal:

2:47 Walkers, followed by the carpool numbers

All pick-ups are to occur in the right-hand lanes along the sidewalks.

- Please adhere to the open lane policy during this time
- Pick-ups should only occur in the right-hand lane.
- Once students have been picked up and are secure:
 - Cars move to the left hand lane and continue towards Beechwood Rd. to allow other cars to move up.
 - Cars may only exit and turn right onto Beechwood Rd during dismissal.
- Officer Pangallo will coordinate traffic at the lot exit and Beechwood Rd.
- Elementary students being picked up by a high school student should remain in the classroom until all elementary students are dismissed (approx. 3:00).
- We ask that parents who are picking up remain in their cars.

Staff and Visitor Parking:

- Visitor parking is clearly marked on the ground and on the Parking Maps.
- The front elementary lot is for staff only (No drop/pick up in this area)
- NO PARKING ZONES are clearly indicated on the ground and on the Parking Maps, please comply with this request.
- Numbered spots are for staff only. Please be courteous to our hardworking staff and refrain from parking in a numbered spot – even if it is empty (7:00 a.m. – 3:15 p.m.)

EVERY child's safety is our main priority with establishing a clear plan for arrival, dismissal, and parking. Please be compliant, patient, aware, and safe when driving on campus!

Messages

Any message intended for your child must be received in our office by **2:00 p.m.** Otherwise, you run the

risk of not getting an important message to your child before school is dismissed.

Item Drop-off

Please do not bring items to the school office that our student may have left at home. We will not be able to deliver these things during the school day, with the exception of emergency items such as medications.

School Delay/Closing Information

The Superintendent makes weather-related decisions regarding late openings and school closings. The school will open late or will be closed due to inclement weather only when specifically announced as Beechwood Independent on the radio or television. The school district will also use an “all call” system to notify the parents of any changes in a scheduled school day.

Telephones

Telephones in the office are for school business or **emergencies** only. **This means if a student forgets a book, homework assignment, lunch money, etc., they are encouraged to bring it in the following day.** Our goal is to teach responsibility. Arrangements need to be made ahead of time if students want to go home with someone else after school. **Communication devices, including watches, may be brought to school but NOT used during school hours. This includes text messaging.** Anyone caught using their cell phones during the school day will have their phone confiscated and the parents will be notified (with the exception of the use of approved devices during instruction). More information can be found in the Student AUP in this handbook.

Traceable Communications

The Board shall designate a traceable communication system(s) to be the exclusive means for District employees and volunteers to communicate electronically with students. Employees and volunteers that violate this policy will be subject to disciplinary action.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

- Outside of the traceable communication system(s) designated by the Board; or
- Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

The Beechwood approved traceable communication platforms include:

- Infinite Campus
- Microsoft Suite
- Google Suite
- ClassDojo
- Tabroom
- Remind (soon to be ParentSquare)
- SportsYou
- Canvas for NKU/TMU

Toys at School

Unless otherwise requested by the teacher, all toys and/or collectibles (i.e. sports cards, trading cards, etc.) are to remain at home. Music devices with headphones, electronic games, etc. should not be

brought to school. This is to avoid problems of items being lost, broken, or stolen as well as disruptions and behavior issues.

****Beechwood Elementary is not responsible for any items that are lost, stolen, or broken.**

Visitor Sign In/School Safety

School is a place of learning and not a place of interruptions to the classrooms. Recent events in our society have made school safety a top priority. In order to provide a safe environment for the students, all visitors **MUST sign in and out via our Raptor System (which requires a picture ID) at the elementary office and receive their VISITOR'S PASS, including daily volunteers or parents. Do not go directly to the classroom.**

Volunteering At School and Volunteer Background Check

In order to participate in any school activity (including field trips and visiting the classroom), a background check needs to be completed. A form can be obtained from the school or Board office to complete this procedure and this process could possibly take up to 2 weeks and the cost is \$10.

Safety Drills

Beechwood will routinely practice drills for fire, earthquake, tornado, and lock downs to ensure that each student is aware of the proper procedures in case of an emergency. These occur without notification to parents.

Grading Policy

Students in K-3 will be evaluated on a skill-based continuum with the following:

- Beginning - Student needs support to grasp key concepts, processes, and essential skills.
- Developing - Student is developing independence in standards. Student grasps and applies key concepts, processes, and skills with some support.
- Independent - Student is independent in standards. Student grasps and applies key concepts, processes, and skills independently. Student meets stated goals.
- Exceeds Standards - Student consistently grasps, applies, and extends key concepts, processes, and skills to greater depth than presented.

With students in grades 4-6, the following grading scale will be implemented:

- A=90-100
- B=80-89
- C=70-79
- D=60-69
- F=0-59

Students in 4th and 5th grade must pass every core academic subject a minimum of 2 quarters in order to maintain privileges (Picnic, Field Day, Trips) at the conclusion of the school year.

Students in 6th grade must pass every core academic subject a minimum of 2 quarters in order to maintain privileges including but not limited to **Promotion Ceremony**.

Honor Roll

Students in grades 4-6 who make all A's or B's without a grade of C in any area are listed on the Honor Roll at the end of each grading period. At the end of the school year, a student can also qualify for All A's Honor Roll. This award is given to students who have worked hard to receive straight A's in all content areas for all four grading periods. For this award, the final Arts and Humanities average is used for

qualification.

Invitations

The distribution of invitations by students at school is prohibited unless all girls/boys from the class are invited to the event. All other invitations must be sent through the mail.

Immunizations

Kentucky state law requires any person enrolling a student for the first time in a Kentucky school to provide:

1. A current Kentucky Immunization Certificate
2. A complete physical examination

Beechwood Board of Education policy states that these certificates must be on file within two weeks of the student's enrollment.

Fever and Exclusion Guidelines

Fever is a physiological response to inflammation or infection, illness or injury, or the result of heat exposure. While not always cause for alarm, it is sometimes the sign of a serious problem. Left untreated, fever could be uncomfortable, cause dehydration and stress the cardio-vascular system.

An oral temperature* of over 100.4 degrees Fahrenheit is considered a fever.

If the child's temperature is measured axillary (under the arm), the temperature would be one degree **lower** than an oral temp (over 99.4 degrees = fever).

If the child's temperature is measured rectally (**not done at school**), the temperature would be one degree **higher** than an oral temp (over 101.4 degrees = fever). **Initial management of fever while at school:**

- Observe for any appearance of symptoms of disease process and use social distancing from others.
- Ensure accurate temperature reading; re-check temperature if student has just eaten/drank or been exposed to extreme heat/cold temperatures. ☒ Note any recent medication or illnesses in student's family.
- During a chill, cover and protect from drafts; chilling raises body temperature. ☒ If no chill present, remove heavy outer clothing as reasonable (jackets, sweatshirts, etc.).
- Apply cold compresses to the forehead.
- If fever climbs and parent/guardian has not arrived to pick student up, sponge with tepid water, only uncovering small areas (neck, arms, lower legs). ☒ If possible, give clear fluids by mouth.

Exclusion Guidelines: Students should be fever-free for 24 hours before returning to school.

Pesticide Information

According to regulation – Staff, parents, and health officials have the right of notification in case the use of pesticide is needed in order to control pests in the building. Should you have further questions about pesticide use in the district, please call our Director of Operations at 331-1220 ext. 6603.

Homework Policy

Definition

Homework will be used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide added opportunities to practice skills, engage information, and explore topics using varied learning styles and interests. Homework assignments will include not only written assignments but also opportunities to take part in cultural and creative activities as well as real-world applications of learning.

Purpose

This policy is intended to guide all faculty, parents, and students and to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework assignments. The policy does not apply to students receiving homebound instruction or Individualized Education Plans which require that homework be addressed in a different way. ****Our Homework Policy is valid all school year. However, during our state testing window there will be no homework in grades 3-6. (State testing will be during the last 14 days of school.)**

Teacher Responsibilities

All teachers will:

1. In an age-appropriate manner, make sure that students understand this policy.
2. Make sure that students understand any individual classroom homework standards that a teacher may have.
3. Assign appropriate homework on a regular basis that is designed to support instructional goals, and that does one or more of the following:
 - Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction.
 - Increases understanding and retention.
 - Prepares for class discussion.
 - Provides opportunities for curriculum enrichment and real-world applications.
4. Assign appropriate amounts of homework per week, which may vary depending on the subject matter and students' needs.
5. Make an effort to correlate the amount of homework given with other teachers so as not to overload students on any given night, keeping in mind the appropriate amount of homework per grade level. These amounts will be discussed at our back-to-school parent open house.
6. Ensure that students have been given directions related to homework completion.
7. Return homework in a timely manner and provide instructional follow-up and feedback as needed.
8. Be sure that each assignment has some type of marking to indicate that it has been reviewed.
9. Keep accurate records of homework assignments.
10. Homework can be communicated electronically.

Principal Responsibilities

The principal will ensure that:

1. All teachers, parents, and students receive a copy of this policy at the beginning of each year.
2. Ensure that homework is not used as a class punishment.
3. The principal will use discretion to review student performance on homework and make modifications to homework assignments on an individual basis.

Student Responsibilities

Students are responsible for completing and turning in their homework and, with support from their parents, will be encouraged to:

1. Write down assignments and due dates in planners (with the exception of Kindergarten – their homework is posted in their weekly newsletter), ask questions, and select necessary books and supplies before leaving school. **(Students/parents are not permitted to return to the classroom to retrieve homework after dismissal is complete)**
2. Keep homework in the same place at home each day and take books and materials directly to that study area.
3. Plan the best time to complete work.

4. Complete work so that it is neat and legible.
5. Return work on time. **Work dropped off by a parent will be put in the teacher's mailbox, not delivered to the classroom.**

Parental Support

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

1. Showing interest with questions about and comments on the schoolwork children bring home.
2. Provide a suitable place to study that is free from disturbances and by supplying needed materials for completing homework.
3. Prompting and offering to clarify instructions and answer questions, while still ensuring student ownership of work
4. Assist their child with time management.
5. Check to see that work is complete and verifying the assignments by reviewing the planner nightly.
6. Encourage children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
7. Stay in close communication with teachers is imperative. If concerns arise, parents are asked to contact the teacher(s) as soon as possible.
8. Contact your child's teacher or the office when a child is absent to request homework/schoolwork for the absence. To complete make up work after an illness/excused absence, the student will have the number of school days missed plus one additional day to complete the work. For example, if a child misses two days due to an illness, the child will receive three days after they return to school to complete and submit any missed work. Due dates may vary depending on subject.

Dress Code Policy

Statement of Policy

The educational process, the health and safety of all persons at Beechwood Schools, school performance and future success are all enhanced by appropriate dress and personal grooming. Accordingly, Beechwood sets a high standard of dress and personal grooming for students and staff. Parents, guardians, and staff will better serve the welfare of our students and help Beechwood's educators by emphasizing reasonable standards of neatness, cleanliness, safety, and decency in dress and grooming. Parents and guardians are strongly urged to work closely with the Beechwood staff to ensure their children's adherence to this high standard.

Students are prohibited from wearing anything that disrupts or threatens to disrupt the educational process, or the health and safety of students, staff or other individuals connected with the school.

Examples

The following is a list of examples of the policy. This list is intended to assist parents, guardians, and students in determining what types of attire meet the high standards of dress and personal grooming expected. This list may be revised as particular circumstances warrant.

1. All clothing shall be neat, clean, and free of tears and holes.
2. Pants and shorts shall be worn securely at the waist.
3. Shorts may be worn as long as they reach mid-thigh, are hemmed and unrolled, and no underwear is seen in a sitting, bending, or standing position.
4. Skirts, shorts, and dresses may be worn as long as they reach mid-thigh.

5. Spandex shorts or pants, bike shorts and pajama pants may not be worn.
6. See-through clothing and clothing with exposed midriffs may not be worn.
7. Low-cut, backless, spaghetti straps or halter tops may not be worn.
8. Clothing or adornment with inappropriate advertising or statements that are offensive or inflammatory (e.g. alcoholic beverages, sex, tobacco, drugs, gangs, satanic, violence) may not be worn.
9. Appropriate and safe footwear is to be worn at all times. Flip flops/sports sandals may not be worn. Shoes with wheels are not permitted.
10. Body piercing ornaments and simulated body piercing ornaments may not be worn other than on the ear.
11. Hats, caps, and bandanas may not be worn.
12. Sunglasses may not be worn unless a doctor's note is provided.

Enforcement

It is understood that because Beechwood Elementary includes students from PreK-6th grade, the dress code must allow for age appropriateness. Between the hours of 8:00 a.m. and 3:15 p.m., the Superintendent and the Principal or their designees, shall have the discretion to determine whether items brought or worn to school are age appropriate or if they violate the policy. Exceptions may be made for special classroom or school events. If student attire is inappropriate for weather conditions, the school may prohibit students from participating in outdoor activities.

CURRICULUM AND INSTRUCTION 08.2323

Access to Electronic Media

(Acceptable/Responsible 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 and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

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

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

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

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

Permission/Agreement Form

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, 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.

Employee Use

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

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

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

In accordance with KRS 160.145, the Board shall designate a traceable communication system for District employees and [qualified school](#) volunteers to communicate electronically with students [enrolled in the District](#)

Employee Use (continued)

A District employee or [qualified school](#) volunteer shall not [engage in unauthorized electronic communication](#).

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities. Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

[See policy 08.2324 for complete details and guidelines regarding Traceable Communications](#)

Employee Conduct and Reporting Requirements for Technology Use

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

Community Use

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

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

Digital Citizenship and Responsible Use

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

Disregard of Rules

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

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

Responsibility for Damages

Students/families shall reimburse the Board for all costs associated with the repair or replacement of District property that is lost, stolen, intentionally damaged, or intentionally vandalized while assigned to the student.

For unintentional damage, the District will provide up to \$700 in cumulative repair/replacement coverage per issued device, for the duration of that device's assigned lifespan, while the device is assigned to the student.

Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Responding to Concerns

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

Emerging Technologies

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

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

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes; 3. Maintaining and

securing a usage logs.

4. Monitoring online activities of both minors and adults using District-owned or managed systems while on school networks.

Retention of Records for E-Rate Participants

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

References:

KRS 156.675; KRS 160.145; KRS 365.732; KRS 365.734
701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190

Related Policies:

03.13214/03.23214
03.1325/03.2325
03.17/03.27
08.1353; 08.2322; 08.2324
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261
10.5

Other AUP Regulations:

- Be polite. Do not write or send abusive messages to others.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. For instance, do not use electronic mail for private business or personal communications not related to school.
- You may not swear, use vulgarities, or any other inappropriate language.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy, or transmit another user's messages without permission.
- Do not reveal your personal address or phone number or those of other students.
- You may not send electronic messages using another person's name or account.
- You may not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Communication Devices

Reference the Beechwood Elementary Acceptable Use of Personal Devices Policy. The school district accepts no responsibility for use, breakage, theft, or loss of these personal items.

Harassment Policy for Students

Federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any student or employee. Accordingly, Beechwood Elementary does not tolerate any form of harassment, disruption, or interference which creates an intimidating, offensive or hostile educational or work environment. All students and employees are to be treated with dignity and respect. Harassment of another person of either gender in any form is prohibited. The prohibition against harassment applies to all students and employees in the school building or on the school property and at any time while representing Beechwood Elementary off site. See the Code of Acceptable Behavior and Discipline for further information related to our harassment policy.

Forms and Communications

At Beechwood Elementary, we feel that communication plays a vital role in student success. We encourage parents to keep an open line of communication with their child's teacher through a phone call, e-mail, **Class Dojo**, or by sending a note to school with your child.

Tiger Tipline

This is a form available to all parents, students, and staff to report bullying incidents. Please go to our main website to access this document.

Incident/Accident Report Form

An ***Incident/Accident Report Form*** is used to document injuries or incidents that may occur either at school or on a field trip. Parents will be notified of all incidents or injuries that are reported.

Signature Forms

Along with this handbook there are several forms that need to be signed and returned to your child's homeroom teacher the first week of school. If you have any questions about the forms, please feel free to call the elementary office.

Beechwood Website

To find out more about our district, please visit our website www.beechwood.kyschools.us. There you will find alumnae information, lunch menus, school calendar, weekly newsletter, supply lists, information about School Based Decision-Making Council, PTSA and many, many more things.

Title IX Coordinator for the Beechwood Independent School District

Sarah Schobel, Assistant Superintendent
54 Beechwood Road
Fort Mitchell, KY 41017
sarah.schobel@beechwood.kyschools.us
859-331-1220 (Ext. 6604)

Code of Conduct

Philosophy and Rationale

Our Code of Acceptable Behavior and discipline has been developed using a variety of sources designed to improve and maintain a positive and safe learning environment. We ask that all students, staff and members of our learning community treat others as you would like to be treated. Our Code is aligned with Board policy and state law to provide expectations and rules of conduct for our staff, students and members of our learning community.

This document was created through the cooperative efforts of parents, teachers, and administrative staff of Beechwood Elementary School for the following purposes:

1. To provide certain disciplinary procedures to ensure that students may attend school in an environment conducive to learning.
2. To provide all concerned parties with information regarding regulations and procedures affecting the educational program as it pertains to individual rights and responsibilities.

The Beechwood Code of Acceptable Behavior and Discipline will apply in all cases: before, during and after school hours and before, during and after school related activities. Inappropriate student behavior may be categorized as:

1. Interfering with the opportunity for other students to learn and/or to participate in school and school related activities.
2. Interfering with a teacher's opportunity to teach
3. Creating a disturbance or nuisance to others in school or at school related activities
4. Presenting a danger to him/herself or to the other students
5. Causing or potentially causing damage to the buildings and/or grounds of the school

It is the responsibility of the administration that all teachers, parents, and students are informed of the policies and procedures related to the Code of Acceptable Behavior and Discipline. To keep families informed, the Code will be distributed to all parents at the beginning of each school year. A copy will always be available in the elementary office.

RIGHTS AND RESPONSIBILITIES

STUDENTS

While in attendance at school, students have certain rights. With these rights come certain responsibilities. The rights and responsibilities of students include:

1. STUDENTS HAVE THE RIGHT TO:

- a. A system of public education which attempts to meet the needs of individual students.
- b. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- c. Physical safety and protection of their personal property.
- d. Consultation with teachers, counselors, administrators, and other school personnel.
- e. Free election of their peers in student organizations in which students have the right to seek and hold office.
- f. Involvement in school activities without being subject to discrimination on the basis of race, color, national origin, sex, handicap, or religion.
- g. Respect from other students and school personnel.
- h. A place to present complaints or grievances to school authorities and receive replies from school officials regarding such matters.
- i. Examination of personal school records by the student (if 18 or older), parents/guardians, or authorized representative and the right to challenge any misleading or inaccurate statement contained in the record.

2. STUDENTS HAVE THE RESPONSIBILITY TO:

- a. Follow The Beechwood Way.
 - Be fearless.
 - Pursue excellence.
 - Be resilient.
 - Reflect and grow.
 - Be safe.
 - Be respectful.
 - Be responsible.
 - Be proud.

PARENTS/GUARDIANS

Just as students have rights and responsibilities, so do parents and guardians. These include:

1. PARENTS/GUARDIANS HAVE THE RIGHT TO:

- a. Send their child to a school in an environment where learning is valued.
- b. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
- c. Expect that their children shall attend classes regularly and promptly with minimal interruptions.
- d. Expect the school to maintain high academic standards.

- e. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
- f. Address a question concerning their child to the proper authority and receive a reply in a reasonable time.

2. PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

- a. Instill in their children the values of education, a sense of responsibility, and a sense of respect.
- b. Understand that interruptions in the school are detrimental to the educational program.
- c. Be familiar with the educational program and procedures.
- d. Inform children about the disciplinary procedures of the school and the importance of following them.
- e. See that children attend school regularly and promptly.
- f. Check with the proper school officials regarding the facts of any situation that they might question.
- g. Support the efforts of the school personnel.
- h. Demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.
- i. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

TEACHERS

Teachers also have rights and responsibilities. These include:

1. TEACHERS HAVE THE RIGHT TO:

- a. Expect the support of co-workers, administrators, and parents.
- b. Work in an educational environment with minimal disruptions.
- c. Expect all assignments, including homework, to be completed and turned in as assigned.
- d. Remove any student from class whose behavior significantly disrupts a positive learning environment for no more than one class period during which time the student will be in the office or other designated area.
- e. Expect safety from physical harm and freedom from verbal abuse.
- f. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g. Take action, necessary in emergencies, to protect their own person or property or the person or property of those in their care.

2. TEACHERS HAVE THE RESPONSIBILITY TO:

- a. Present subject matter and experiences to students and to inform students and parents/guardians of achievement and/or problems.
- b. Aid in planning a flexible curriculum which meets the needs of all students, and which maintains high standards of academic achievement.
- c. Assist in the administration of such discipline as it is necessary to maintain order throughout the school without discrimination on any basis.
- d. Evaluate students' assignments and return them as soon as possible.

- e. Exhibit exemplary behavior in action, dress, and speech.
- f. Exhibit neatness and cleanliness in personal dress and hygiene.
- g. Reward exemplary behavior or work of students.
- h. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i. Recommend retention in a grade level to any student who fails to meet the basic standards for such class.
- j. Maintain necessary records of student progress and attendance as accurately as possible.
- k. Follow and enforce rules and regulations of the Board of Education and/or school administration including *immediately* reporting any incident that could be in violation of a felony offense specified in KRS Chapter 508.
- l. Care for equipment and physical facilities of the school.

PRINCIPALS

Principals have certain rights and responsibilities which include:

1. PRINCIPALS HAVE THE RIGHT TO:

- a. Expect the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- b. Provide input for the establishment of procedures and regulations that relate to the school.
- c. Expect safety from physical harm and verbal abuse.
- d. Take the necessary action in emergencies to protect their own person or property, or the person or property of those in their care.
- e. Suspend any student whose conduct disrupts the educational process.
- f. Administer the school environment to provide the proper learning atmosphere.

2. PRINCIPALS HAVE THE RESPONSIBILITY TO:

- a. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- b. Administer discipline fairly and equally, following guidelines, but in doing so use his/her own best judgment.
- c. Exhibit exemplary behavior in action, dress, and speech.
- d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
- e. Direct a program of dissemination of information explaining the Code of Acceptable Behavior and Discipline to the school community.
- f. File any allegations of a felony offense specified in KRS Chapter 508 with Beechwood Board of Education and the local law enforcement agency, the Department of KY State Police, or the county attorney within 48 hours of the original report.
- g. Notify parents or legal guardians when involved in an incident reportable under KRS Chapter 508.

STEPS TO DISCIPLINARY PROCEDURES

1. Confer with parties and investigate issues as soon as possible.
2. Assign a consequence defined by the Code of Conduct.
3. Notify legal guardian by phone, letter, or message as soon as possible.

LIST OF VIOLATIONS

Offenses requiring Administrative Action:	Offenses MAY Result in Suspension and/or Expulsion:
Attendance	Aggressive to School Employee*
Bullying*	All Other Offenses*
Bus Disturbance	Arson*
Cheating	Assault/Degree 1,2,3,4*
Communication Device*	Beyond Control of School
Defiance of Authority	Burglary/Larceny/Theft/Robbery*
Disruptive Behavior/Disorderly	Bullying* (verified case)
Conduct* Dishonesty/Lying	Disorderly Conduct
Dress Code	Drug/Alcohol Distribution/Possession*
Failure to Complete Assignments	Fighting (physical aggression)
Failure to Comply with Discipline	Fraud
Falsifying Notes/Forgery/Counterfeiting	Gangs/Gang Related Activity*
Fighting (physical aggression)	Libel/Slander towards any Employee*
Harassment*	Menacing*
Inappropriate Materials	Sexual Misconduct*
Marketing, Buying and/or Selling Items	Stealing/Stolen Property*
Profanity/Vulgarity	Terrorist Threatening*
Public Displays of Affections	Under the Influence*
Repeated Violations	Vandalism (Criminal Mischief)*
Smoking/Paraphernalia/Tobacco	Weapon*
Unlawful Assembly	
Violating AUP/Pledge for Device Use	
Violating Security Procedures/Computer Hacking	

****=notify law enforcement authorities as necessary***

PROCEDURE DEFINITIONS

School personnel will follow appropriate due process procedures unless immediate suspension is essential for safety reasons or to avoid disruption of the educational environment. Administrators have the option of proceeding to a higher level of violation response when they deem appropriate.

Administrators may deviate from the established code as situations warrant.

STUDENT CONFERENCE – Conference (informal or formal) held between the student and a member of the school administrative team.

WARNING/PROBATION/CONTRACT – A contract between the student, parents, and the school to reinforce good behavior.

WITHDRAW PRIVILEGES – Not permitting students to participate in various school activities such as recess. **CLASSROOM**

DETENTION – Served in a teacher's classroom and will last up to 3:50.

OFFICE DETENTION – Detaining a student after school, before school, or during the student's free time (e.g. lunch) with advance notice to the parent and/or student as appropriate. (usually held in the office from 2:50-3:30 or 2:50-3:50)

ALTERNATIVE ASSIGNMENT – (Short term) placement in separate supervised area that allows students to complete assignments, take tests, and be counted as present in school. This placement may impact a student's participation grades in a course or courses. During the alternative assignment, students will be socially isolated from the regular environment.

BUS SUSPENSION – Not permitting a student to ride the school bus to or from any school activity following appropriate due process procedures. While suspended, it will be the legal parent/guardians responsibility to transport their child to/from school activities. Transportation is a privilege, not a right.

SUSPENSION – Not permitting a student to attend school for full or partial day (s) following appropriate due process procedures. While suspended, students may receive half credit for assignments that are collected during a suspension, but are allowed to make up major tests, quizzes and projects. While suspended, students are not permitted to attend school-sponsored events. Suspension from school shall not exceed 10 school days. The student is not permitted to be on school property or attend school functions during a suspension.

ALTERNATIVE PLACEMENT – The superintendent or his/her designee has the right to reassign a student to a different placement within his/her school or to another school following a recommendation for expulsion from the school. This placement can be for up to one calendar year.

EXPULSION – Removal of student's right to attend school for a period of time over 10 days not to exceed one calendar year. Following guidelines of the code of conduct, the principal may recommend expulsion in writing to the superintendent. The Board of Education has the authority to expel a student.

REPORT TO AUTHORITIES (HB 91) – Any Beechwood employee who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense as specified in KRS Chapter 508 (assault, wanton endangerment, stalking, menacing, terroristic threatening) committed by another student while on school premises, on school sponsored transportation, or at a school sponsored event must immediately make a report to the principal of the school the student attends. The principal will contact the student's legal parent/guardian and make a report to the local school board and local law enforcement agency. A report may coincide with any of the steps above. (KRS 158).

All felonies must be reported to the principal following school board procedures and reported to the Central Office Designee and proper law enforcement.

VIOLATION DEFINITIONS/VIOLATION PROCEDURES

AGGRESSIVE MISBEHAVIOR TOWARD SCHOOL EMPLOYEES –

Verbal abuse, threats, physical contact, or threat of physical contact by student(s) toward school employee(s). Student conduct toward staff may be grounds for legal charges for Abuse of Teacher and/or other statutes. (5002, 8003)

Violation Procedure for Aggressive Misbehavior towards School Employees

(Options): Notify law enforcement authorities

Immediate 1-5 day suspension (Superintendent may add 5 days)

Recommendation for alternative placement

Recommendation for expulsion

ALL OTHER OFFENSES –

Anything not specifically detailed but constituting cause for discipline measures including suspension or expulsion. To include (but not limited to) blackmail and extortion; criminal anarchism; criminal syndicalism; and kidnapping.

Violation Procedure for All Other Offenses (Options):

Warning

Withdraw privileges

Detention

1-5 day suspension

6-10 day suspension

Recommendation for alternative placement

Recommendation for expulsion

Notify law enforcement authorities

ARSON (or attempted arson) –

Starting a fire within the school, on buses, on the school grounds, or other locations while on school sponsored events, for any purpose that results in destruction or disruption. (90)

Violation Procedure for Arson:

Notify law enforcement authorities

6-10 suspension

Recommendation for alternative placement

Recommendation for expulsion

ASSAULT –

Intentionally causing harm to other(s). According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. (301-304, 174)

Violation Procedure for Assault (Options):

Warning

Withdraw privileges

Detention

1-5 day suspension

6-10 day suspension

Recommendation for alternative placement

Recommendation for expulsion

Notify law enforcement authorities

ATTENDANCE – TARDIES/SKIPPING SCHOOL/TRUANCY

Excused Notes from Parents/Guardians – Students are allowed 7 excused (partial day, half day, or whole days) absence notes PER YEAR from a parent. **The 8th and any subsequent events** (partial day, half day, or whole day) during the same school year shall be considered unexcused, unless the school receives a doctor's note within **24 hours** of the student returning to school. Absences cannot be excused during local or state testing windows. (1005, 1006, 1007)

Truancy – In accordance with state attendance laws, any student who has an unexcused absence from school three (3) or more days, or tardy three (3) or more days, is truant. A student who has been reported as a truant two (2) or more times – 6 days or 6 tardies – is a habitual truant and truancy charges may be filed against the student. It may result in a mandatory court appearance by the student/parent.

Violation Procedure

• For Unexcused Absences:

1. 1st-2nd violation -Teachers are to record a ZERO for any homework, assignment, or assessment that is collected on the day of the unexcused absence.
2. 3rd violation – Truancy Notification
3. 6th violation – Habitual Truancy Notification
4. 7th or greater violation – school to file Truancy. Refer to KRS 159.150.

• For Unexcused Tardies:

1. 1st-2nd violation – written reprimand
2. 3rd or greater violation – after school detention
3. After 3rd violation – Truancy Notification
4. 6th violation – Habitual Truancy Notification
5. 7th or greater violation – school to file Truancy. Refer to KRS 159.150.

• For Excused Absences or Tardies:

1. Students will have the number of days missed plus one additional day to make up all work (refer to homework policy).

BEYOND CONTROL –

Demonstrating chronic non-compliant behavior as determined by administration. These actions may result in a mandatory court appearance by the student and parent.

Violation Procedure for Beyond Control:

Recommendation for alternative placement
Recommendation for expulsion

BULLYING –

When someone and/or a group uses POWER or INTIMIDATION to hurt or scare another person. Including but not limited to means of intentional written, electronic, verbal or physical act or actions against another person(s). **These actions are one sided and repeated over time.** (8001)

Violation Procedure for Bullying:

- 1st violation (once a pattern has emerged) – 2 day detention/1 day suspension
 - 2nd violation - 2 day suspension
 - 3rd violation – 3-4 day suspension
- (Other options may include recommendation for alternative placement, recommendation for expulsion, and notifying law enforcement authorities)

BURGLARY

A person is guilty of burglary when, with the intent to commit a crime, he/she knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, vehicle, watercraft or aircraft where any person lives or where people assemble for purposes of business, government, education, religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be counted as burglary. (50)

Violation Procedure for Burglary:

1st violation – 2 day detention

2nd violation – 1-2 day suspension

3rd violation – 3-5 day suspension

(Other options may include recommendation for alternative placement, recommendation for expulsion, and notifying law enforcement authorities)

BUS DISTURBANCE –

Conduct on the bus which makes for an unsafe condition for students, driver and other motorists or pedestrian. (2002)

Violation Procedure for Bus Disturbance:

1st violation – warning/withdraw privileges

2nd violation – 1 day detention

3rd violation – 1 day suspension

CHEATING/PLAGIARISM -

Doing something unfair or dishonest in order to gain something for oneself or another. Stealing the work of another in order to use it as one's own work. Intentionally misrepresenting the truth.

Violation Procedure for Cheating and Plagiarism:

1st violation - Zero for cheating, warning/withdraw privileges

2nd violation – zero for cheating and office detention

3rd violation – zero for cheating and suspension

COMMUNICATION DEVICES/CELL PHONES –

"Personal Telecommunications Device" means 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 and a cellular telephone. By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES/COMPUTERS to school, you agree to support the following:

- Cell phones must be turned off, put away, and not used during schools hours or on buses. If a phone is observed or heard, or if a student is observed using the phone for any reason (voice, data, picture, text, etc.), disciplinary consequences following code guidelines may be issued. Repeated offenses of cell phone use and/or abuse; may result in banning of the privilege for individual students to possess phones during the school day. This may also result in the cell phone/sim card being confiscated at the principal's discretion. CELL PHONE AND SIM CARD MAY BE CONFISCATED. KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy) VIOLATIONS. Consequences may include removing phone/computer privileges as well as additional consequences of The Beechwood Elementary Violations and Procedures. (2001)

Violation Procedure for Communication Devices/Cell Phones:

1st violation – Verbal reprimand/confiscate device until retrieved by parent/guardian

2nd violation – After 2 office detentions, return device to parent/guardian

3rd violation - After 2 additional office detentions, return device to parent/guardian

4th violation – After 1 day suspension, return device to parent/guardian

DEFIANCE OF AUTHORITY

Refusal to comply with reasonable request of school personnel. (1010)

Violation Procedure for Defiance of Authorities:

- 1st violation – withdraw privileges
- 2nd violation – office detention
- 3rd violation – 2-4 day office detention
- 4th violation – 1 day suspension

DISRUPTIVE BEHAVIOR/DISORDERLY CONDUCT

- Destructive Disorderly Conduct: Dangerous or destructive conduct while also being disorderly at school or at any school sponsored event, on buses including, but not limited to, throwing harmful objects, scuffling or lack of control of voice, or language or limbs. This type of conduct does create a danger to self or others.
- Disorderly Conduct: Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof.
- Disruptive Disorderly Conduct: Disrupting the orderly educational environment at school, any school sponsored event, or on buses including, but not limited to, throwing objects, horseplay, public display of affection, any unauthorized editing or use of media and/or audio that disrupts the educational environment/atmosphere is prohibited. This includes posting video and/or audio to internet that is disruptive to the learning environment.
- Willful Misconduct: Willingly engaging in physical contact for the purpose of inflicting harm on the other person. Any provocation (verbal/physical) may be considered a mitigation of the charge. A student who finds himself/herself the victim of an attack should make every effort to get out of the situation including blocking, running, and calling for help.

Violation Procedure for Disruptive Behavior/Disorderly Conduct (Options):

- Warning/withdraw privileges
- Office detention
- 1-5 suspension
- 6-10 suspension

DISHONESTY/LYING

Intentionally misrepresenting the truth. (1001)

Violation Procedure for Dishonesty and Lying:

- 1st violation – withdraw privileges
- 2nd violation – office detention
- 3rd violation – 2-4 day office detention
- 4th violation – 1 day suspension

DRESS

Work-place environments have expectations for dress. School SBDM Councils may enhance expectations for student dress. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment. Beechwood Elementary has a defined SBDM/Board approved Dress Code that can be found in the Student/Parent Handbook. (1002)

Violation Procedure for Dress Code:

- 1st violation – Document and allow opportunity to change clothes. If student refuses to change, withdraw privileges and notify parent
- 2nd violation – office detention
- 3rd violation – 2 office detentions

DRUGS/ALCOHOL (Marijuana, Prescription, Others, Any alcohol/alcoholic items) –

Use, Possession or Under the Influence; Sale, Transfer or Distribution of a drug, look-alike drug, prescription medication, over-the-counter medicine, or drug paraphernalia including (pipes, roach clips, hemostats, rolling papers, etc.) Drugs are defined as prescription (must be taken in accordance with school policy requiring a written pre-approved medical form completed by the parent) or any substance that has a harmful or unnatural effect on the person using them. This includes possession, use or under the influence on school property or at a school sponsored function. Possession includes items found on school property or at a school sponsored function. (To include, but not limited to locker assigned to student, any other place deposited by student including purse, backpack, garbage container, etc.) (1801-1892)

Violation Procedure for Drugs and Alcohol:

- If illegal drugs or substances – notify law authorities and/or recommend for alternative placement or expulsion
- 1st violation – 2-3 day suspension
- 2nd violation – 3-4 day suspension

FAILURE TO COMPLETE ASSIGNMENTS –

Includes failure to complete assignments and/ or bring materials for class. It is expected that, prior to any referral of this nature, the teacher must provide documentation of parent contact and teacher interventions. (1010)

Violation Procedure for Failure to Complete Assignments:

- 1st violation – warning/withdraw privileges
- 2nd violation – 1 day detention
- 3rd violation – 2-5 day detention
- 4th or greater violation – possible 1-5 day suspension

FAILURE TO COMPLY WITH DISCIPLINARY ACTION (DETENTIONS) –

Failure to follow discipline given by the school including detention. This includes students who fail to attend detention or students that have been suspended or expelled being on school property or school sponsored events. (40)

Violation Procedure for to Comply with Disciplinary Actions:

- 1st violation – withdraw privileges
- 2nd violation – 2-3 day office detention
- 3rd violation – 1-5 day suspension

FALSIFYING/FORGERY/NOTE/COUNTERFEITING –

Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument (e.g., checks, transcripts, official identification, currency). (1008)

Violation Procedure for falsifying, forgery, or counterfeiting:

- 1st violation - warning/withdraw privileges
- 2nd-3rd violation - 1-2 day office detention
- 4th violation -1-5 day suspension

Fighting (Physical Aggression)

Any physical contact (hitting, pushing, slapping, kicking, etc) with another student/staff.

- 1st violation – Parent Contact with possible 1-2 day Suspension
- 2nd violation – 1-3 day suspension suspension

FRAUD -

Obtaining money or property by false pretenses. (110)

Violation Procedure for Fraud:

- 1st violation – warning/withdraw privileges
- 2nd violation – 1-2 day office detention
- 3rd violation – 3-5 day office detention
- 4th violation - 1-5 day suspension

GANGS, GANG-RELATED AND GANG-LIKE ACTIVITIES –

The presence of, or student involvement in, gangs, gang-related, or gang-like activities on school property or at school-related events. Gang related items include but are not limited to the display of gang symbols, drawings, paraphernalia or apparel (bandanas, hats/caps, or any item that may interfere with the process of maintaining a safe school environment)

Violation Procedure for Gangs or Gang Related Activities (Options):

- Warning/Withdraw Privileges
- 1-5 day office detention
- 1-5 day suspension
- 6-10 day suspension
- Recommendation for alternative placement
- Recommendation for expulsion
- Notify law enforcement authorities

HARASSMENT –

A person is guilty of harassment when with intent to intimidate, harass, annoy, or alarm another person he or she:

- a. Strikes, shoves, kicks, or otherwise subjects anyone to physical contact; or
- b. Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- c. In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- d. Follows a person in or about a public place or places; or
- e. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- f. Being enrolled as a student in a local school district, and while on school premises, on school-sponsored

transportation, or at a school-sponsored event:

1. Damages or commits a theft of the property of another student;
 2. Substantially disrupts the operation of the school; or
 3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.
- g. Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, electronic, verbal or any other form of written communication in a manner which causes annoyance, intimidation, or alarm and serves no purpose of legitimate communication; or
- h. Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- i. Communicates with or about a student from another school, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication. Harassing communications is a Class B misdemeanor. (60, 8002, 8004)

Types of Harassment

Sexual Harassment: includes unwelcome advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

Verbal Harassment: includes derogatory comments, jokes, slurs, off-color language, or innuendoes; can include belligerent or threatening words spoken to student or employee.

Physical Harassment: includes unwanted physical touching, contact assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work.

Visual Harassment: includes derogatory, demeaning or inflammatory posters or signs, cartoons, written words, drawings, photography, novelties or gestures.

Violation Procedure for Harassment (Options):

Warning/withdraw privileges
Office detention
1-5 day suspension
6-10 day suspension
Recommendation for alternative placement
Recommendation for expulsion
Notify law enforcement authorities

INAPPROPRIATE MATERIALS

Possession, handling, transmitting, or using inappropriate materials including, but not limited to, those that degrade, attack or endorse an ethnic background, religion and race, health, safety, sexually explicit, pornographic, and libelous items. (2001, 70)

Violation Procedure for Inappropriate Materials (Options):

Warning/withdraw privileges
1-5 day office detention
1-5 day suspension

LIBEL/SLANDER TOWARD ANY EMPLOYEE –

Any statement or portrayal (written/verbal/posted, etc.) on the Internet or any other communication that falsely disparages anyone's professional competence and/or reputation. NOTE: In addition to school level consequences, our employee(s) and/or the District have the right to file criminal charges and/or civil litigation. (2001)

Violation Procedure for Libel/Slander towards School Employee (Options):

Warning/Withdraw Privileges
1-5 day office detention
1-5 day suspension
6-10 day suspension
Recommendation for alternative placement
Recommendation for expulsion
Notify law enforcement authorities

MARKETING OR BUYING AND/OR SELLING OF ITEMS

Marketing, buying and/or selling of items not previously approved by the building principal. (2001)

Violation Procedure for Marketing/Buying/Selling Items (Options):

Warning/withdraw privileges
1-5 day office detention
1-5 day suspension

MENACING –

Intentionally placing self or other person(s) in harm's way or endangering the safety, health and/or welfare of self or others on school property or at school sponsored events, including but not limited to tampering with the drink and/or food of any school official or other person(s) or recklessly operating a motor vehicle. (305)

Violation Procedure for Menacing (Options):

1-5 day suspension
6-10 day suspension
Recommendation for alternative placement
Recommendation for expulsion
Notify law enforcement authorities

PROFANITY/ VULGARITY

Spoken or written words that is recognized as swear or curse words. Some words while profane or vulgar may be deemed for grounds of other classification according to the code of acceptable behavior. The Principal will make the final decision to what constitutes word(s) as profanity/vulgar or other violation. (70)

Violation Procedures for Profanity:

1st violation – Warning/withdraw privileges
2nd violation – 1-3 day office detention
3rd – 5th violation – 1-5 day suspension

PUBLIC DISPLAY OF AFFECTION (PDA) –

Any inappropriate physical or verbal display of affection between any individuals (2001)

Violation Procedures for Profanity:

1st violation – Warning/withdraw privileges

2nd violation – 1-3 day office detention

3rd – 5th violation – 1-5 day suspension

REPEATED VIOLATIONS

Demonstrating a documented pattern of inappropriate behavior for which the available procedures are not sufficient.

Violation Procedures for Repeated Violations (Options):

1-5 day suspension

6-10 day suspension

Recommendation for alternative placement

Recommendation for expulsion

SEXUAL MISCONDUCT –

Subjecting another person(s) to sexual contact by forcible compulsion; or Participant(s) subjecting another person to sexual contact who is incapable of consent because he/she: is physically helpless; less than sixteen (16) years old; or is mentally incapacitated including willing participant(s). (This also includes any type of Sexual Activity, Misconduct or Exposure at school, on the school bus or at any school sponsored event for any age student). (60)

Violation Procedure for Sexual Misconduct (Options):

1-5 day suspension

6-10 day suspension

Recommendation for alternative placement

Recommendation for expulsion

Notify law enforcement authorities

SMOKING/CHEWING/SMOKING PARAPHERNALIA/TOBACCO OTHER

Use, possession, sale or transfer of tobacco products or possession of smoking paraphernalia (lighters, matches, tobacco packs, etc.) Violation of this section (KRS 438.311) may also result in a fine and/or community service work assigned by the court. (9001-9003)

Violation Procedures for Smoking/Paraphernalia/Tobacco:

1st violation – 1-5 day office detention

2nd violation – 1-5 day suspension

3rd violation – 2-5 day suspension

4th violation – 3-7 day suspension

STEALING

Violations include taking items that belong to others or the school. (1009)

Violation Procedure for Stealing (Options):

- Withdraw privileges
- 1-5 day office detention
- 1-5 day suspension
- 6-10 day suspension
- Recommendation for alternative placement
- Recommendation for expulsion
- Notify law enforcement authorities

STOLEN PROPERTY (RECEIVING) –

Violations include buying, receiving, possessing of stolen property. (1009)

Violation Procedure for Stolen Property (Options):

- Withdraw privileges
- 1-5 day office detention
- 1-5 day suspension
- 6-10 day suspension
- Recommendation for alternative placement
- Recommendation for expulsion
- Notify law enforcement authorities

TERRORISTIC THREATENING -

A person is guilty of one of these offenses when he/she: (a) Intentionally makes false statements that he/she or another person has placed a weapon of mass destruction on:

1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education;
2. A school bus or other vehicle owned, operated, or leased by a school;
3. The real property or any building public or private that is the site of an official school-sanctioned function; or
4. The real property or any building owned or leased by a government agency; or
5. Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.
6. 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 that he/she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
 - d) He/she threatens to commit any crime likely to result in death or serious physical injury to

another person or likely to result in substantial property damage to another person; or intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. *Activating fire alarms would be included in category TERRORISTIC THREATENING for reporting purposes.* (310-330)

Violation Procedure for Terroristic Threatening (Options):

- 1-5 day suspension
- 6-10 day suspension
- Recommendation for alternative placement
- Recommendation for expulsion
- Notify law enforcement authorities

In the case of alleged threats that are made, the Beechwood staff follow the following steps as deemed necessary:

- Investigate/take statements/collect evidence
- Communicate with parents, including access to weapons
- Look at history of behavior, consult with admin team/counselors
- School level threat assessment if warranted
- Outside safety assessment if warranted
- Notification of/consultation with law enforcement
- Searches upon return
- Alternative schedules
- Alternative school placement if warranted

UNDER THE INFLUENCE –

Includes all offenses of intoxication with the exception of driving under the influence. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance, or other intoxicating substance. (230)

Violation Procedure for Under the Influence:

- 1st violation – 3 day suspension
- 2nd violation or greater – 4 day suspension
- (Other options may include recommendation for alternative placement, recommendation for expulsion, and notifying law enforcement authorities)

UNLAWFUL ASSEMBLY –

Two or more persons gathering or assembling for the purpose of engaging, or preparing to engage in disorderly conduct or with the intent to knowingly advance or assist in that purpose. (998)

Violation Procedures for Unlawful Assembly:

- 1st violation – 1-5 day suspension
- 2nd violation – 2-5 day suspension
- 3rd violation – 3-7 day suspension
- 4th violation or greater – Recommendation for alternative placement/expulsion

VANDALISM (Criminal Mischief) –

The intentional destruction, injury, disfigurement, or defacement of any public or private property without consent of the owner or person having custody or control (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth). Loss of \$500.00 or greater requires a police report. (140)

Violation Procedure for Vandalism (Options):

Restitution
1-5 day office detention
1-5 day suspension
6-10 day suspension
Recommendation for alternative placement
Recommendation for expulsion
Notify law enforcement authorities

VIOLATING AUP/PLEDGE FOR DEVICE USE

These include any violations of statements in these documents. Please refer to AUP/Pledge for Device

Use 1st Violation – Withdrawal Privileges

2nd Violation – 1-3 Days Detention

3rd Violation – 1 Day Suspension

VIOLATING SECURITY/COMPUTER HACKING –

Compromising district and/or school security procedures or putting others at risk. Making a threat or falsely alerting that a bomb has been placed or is about to explode. Also including: trespassing, failure to follow lock down, opening of exterior doors other than single monitored entrance, tampering of security cameras, telephone and/or fire alarm system, remaining on school grounds after posted hours without prior permission from school officials, use of fireworks, noxious substances, and intentionally reporting false tips to administrators, teachers, other sources, etc. (998)

Violation Procedures for Violating Security Procedures/Computer Hacking:

1st violation – Alternative assignment/Detention
2nd violation – 1-5 day suspension
3rd violation – 2-5 day suspension
4th violation – 3-7 day suspension

WEAPON (FIREARM ONLY) –

Use, Possession, Sale, Transfer or Distribution - A firearm is any weapon that will expel a projectile by the action of an explosive. This offense encompasses manufacture, sale, or possession of firearms on school property or at a school function. (KRS 527.070). (151-153)

Violation Procedure for Weapon (Options):

Notify law enforcement authorities
6-10 day suspension
Recommendation for alternative placement
Recommendation for expulsion

WEAPON OTHER/DANGEROUS INSTRUMENT –

Use, Possession, Sale, Transfer or Distribution - of any object determined by the principal to be dangerous and capable of being readily used by one person to inflict severe bodily injury upon another person; examples include but not are limited to air guns, knives, artificial knuckles, club, baton, nunchaku karate sticks. (KRS 527.070) (110)

Violation Procedure for Weapon/Other Dangerous Instrument (Options):

Notify law enforcement authorities

6-10 day suspension

Recommendation for alternative placement

Recommendation for expulsion

ADDITIONAL INFORMATION

Due Process - In all discipline cases, school personnel will follow appropriate due process procedures. Ordinarily, a student shall not be suspended before being given oral or written notice of charges constituting suspension, an explanation of the evidence, and an opportunity to present their version of the facts. Whenever a suspension is being given as a consequence, the school will make every effort to contact parents and to share the specifics related to the case. Immediate suspension will only be used if it is essential for safety reasons or to avoid disruption of the educational environment. In these cases, due process guidelines should occur by phone or by written statement within three school days following the suspension.

Family Education Rights and Privacy Act (School Records) - In accordance with the Family Education Rights and Privacy Act, parents may review all education records relating to their child. This right is extended to students at age eighteen. Parents also have the right to file complaints if the district does not comply with this act. Parents of graduated students enrolled in a program for exceptional children, or of students who have otherwise left school, may request the destruction of any personally identifiable information, which was used for the identification, evaluation, or placement of the exceptional child. Such requests must be in writing to the Special Education Director. In accordance with federal regulations concerning the transfer of educational records, this district will forward records on request to a school in which students seek to enroll. Upon written request, parents can obtain copies of these records and discuss these records if necessary

Note: All student records are confidential and can only be released through proper authorization.

Grievance Procedures - Parents questioning actions taken by the school may do the following:

1. In classroom matters, contact the teacher to discuss the problem.
2. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the principal.
3. If the problem is not classroom related, the parents may contact the principal.
4. If none of the above procedures are satisfactory, parents may appeal the school decision and request a conference with the superintendent or designee after discussion with principal.
5. During this conference either party may have present individuals relative to factors involved. The other party will be notified in advance if such persons are present.
6. The Superintendent or designee will advise parents in writing of the decision regarding the grievance within fourteen days after the conference of the appeal conference.

Law Violations - In areas where students violate state or federal laws, charges and consequences in addition to those of the school code may follow through the court system (e.g. theft, vandalism, weapons, tobacco violations, etc.).

Maintaining a Safe and Drug Free School Setting - The Beechwood Board of Education is committed to providing a safe and drug free school environment. To maintain this positive learning climate, security cameras, drug dogs, safety sweeps, and other security measures may be used. To meet this goal, the administration may conduct random or systematic administrative searches of lockers, desks, parking lots, and other facilities, which are the exclusive property of the Beechwood Board of Education. This also extends to school sponsored events. In addition and under the requirement of the Fourth Amendment, when there is reasonable suspicion pointing to a specific student that a school rule or criminal statute has been broken, that student and his property may be searched by school officials following reasonable suspicion, but need not be supported by search warrant or probable cause. If you feel your child has a problem with illegal substances or alcohol, we encourage you to contact your child's school for resources including individual counseling, group counseling, and contacts for professional help.

Notification of Police and Removing Students in accordance with KRS 158.150 & 158.154 - The Beechwood Independent School District has adopted policies mandating that when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the principal shall immediately report the act to appropriate local law enforcement. Also, school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a school building setting or from a district transportation system pending any further disciplinary action that may occur. Each student is given a copy of the Beechwood Elementary Code of Acceptable Behavior and Discipline.

Malicious conduct toward a staff member may be subject to legal charges for Abuse of Teacher and/or other statutes. (State Law - 161.190 Abuse of teacher prohibited.) - Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a 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.

Possession - The word possession includes items found in locker assigned to student, vehicles, and any other place where items have been deposited by student (Purse, backpack, garbage container, etc., but are not limited to).

SBDM Policies - This Code of Acceptable Behavior is seen as a minimum requirement for students of the Beechwood School District. School Based Decision-Making (SBDM) councils may strengthen individual rules of this code of acceptable behavior and discipline with review and approval of the Beechwood Board of Education.

<i>Retaliation Prohibited</i> - Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.
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