

2018-2019 School Year

BRECKINRIDGE COUNTY

SCHOOL DISTRICT

CODE

OF

ACCEPTABLE BEHAVIOR

AND

DISCIPLINE

Approved By Board: April 11, 2018

**Building a Better Learning Environment
With
Student, Parent & Staff Cooperation**

KRS 158.148; 704 KAR 7:050; BCBE Policy #09.438

**The Breckinridge County School District Provides Equal Educational and
Employment Opportunities**

TABLE OF CONTENTS

Page 1	I.	Fundamentals of School Discipline
	II.	Philosophy of School Discipline
Page 2	III.	Truancy
	IV.	Student Rights
	V.	Student Responsibilities in Maintaining Discipline
Page 3	VI.	Educator Rights
	VII.	Teacher and Administrative Responsibilities in Maintaining Discipline
Page 4	VIII.	Parent Rights
Page 5	IX.	Parent Responsibilities
	X.	Procedures for Administering Corrective Discipline
	XI.	Modes of Discipline
		A. Detention
		B. Separation Schedule
		C. Denial of School Privileges
		D. Transfers and Schedule Changes
		E. Parental Conference
		F. Disciplinary Probation
		G. In-School Suspension/Alternative School Center Assignment
		H. Corporal Punishment
		I. Suspension of Bus Riding Privileges
		J. Short-Term Suspension
		K. Long-Term Suspension
		L. Expulsion
		M. Response to Student Threats
Page 10	XII.	Disciplinary Offenses Which May Result in Suspension or Expulsion
		A. Short-Term Suspension
		B. Long-Term Suspension
		C. Expulsion
Page 12	XIII.	Procedures for Levying Suspension
	XIV.	Procedures for Expulsion
Page 13	XV.	Search and Seizure
	XVI.	Telecommunication Devices
	XVII.	Weapons
Page 15	XVIII.	Special Education (Disabled) Students
Page 18	XIX.	Non-Discrimination
	XX.	Complaint Procedures for Discrimination, Harassment and Bullying
Page 19	XXI.	Employee Reports of Criminal Activity
Page 20	XXII.	Electronic Equipment
	XXIII.	Orientation of Parents, Students, and Teachers
	XXIV.	Procedures for Developing and Distributing Code
Page 21	XXV.	Notification of Rights Under FERPA- Student Education Records
Page 23	XXVI.	Student Records
Page 24	XXVII.	Annual Review
	XXVIII.	District Student Code of Conduct Advisory Committee/Contact
Page 25		Parent/Student Acknowledgement of Receipt of Code of Acceptable Behavior and Discipline

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

I. FUNDAMENTALS OF SCHOOL DISCIPLINE

A uniform code of student behavior is necessary to insure that the right of each individual to receive an education is preserved.

The purposes of this uniform code are to establish guidelines that shall assure a secure learning environment, define consistent policies and regulations governing student behavior, establish uniform penalties for student conduct unacceptable to stated policy and clarify procedures that insure the student the right of due process.

The enforcement of this uniform code shall protect the rights of students, faculties and administration in the educational process and shall secure the physical property of the school district. This Code applies to all students in the district while at school, on their way to and from school, while on the bus or other district vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the district. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering code standards in the classrooms, halls, school property and other duty assignment locations.

The enforcement of this Code in a consistent manner requires that all students, parents, faculty and staff are thoroughly familiar with the provisions, regulations and penalties of the Code. It is the responsibility of each group to actively and totally support each element of this Code and to insure strict adherence to all regulations.

II. PHILOSOPHY OF STUDENT DISCIPLINE

The Breckinridge County Schools are dedicated to the intellectual, physical, social, and emotional growth of each individual student. All students should be provided a variety of opportunities for self-expression and achievement to enhance their self-esteem and to gain confidence in their abilities to achieve success. For acceptable student behavior to become internalized and for individuals to be able to function in today's society, an environment that inspires self-discipline and equitable treatment of all students must be maintained.

This Code establishes minimum behavior standards while recognizing that each school, grade or class may require more stringent guidelines. School councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

III. TRUANCY

Pupils are required to regularly and punctually attend the school in which they are enrolled.

Any public school student who has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy. Any student who has been reported as a truant two (2) or more times is a habitual truant.

IV. STUDENT RIGHTS

Students have the right to expect an optimal learning atmosphere and may expect that no student should be allowed to unduly interfere with their learning process.

Each student suspected of an offense shall:

- A. be given a complete description of the alleged offense
- B. be allowed to present his/her account of the incident
- C. be fully informed of the penalties of the offense and his/her options

Furthermore, each student may have the:

- A. right to procedural due process concerning major disciplinary action, as defined by the Code
- B. right to receive academic grades based only upon academic performance
- C. right to freedom from abuse and/or threat of abuse by members of school faculties and/or administrative personnel
- D. right to access his or her own records and the guarantee of confidentiality of his/her academic records outside of the school system, except upon written authorization of the student or his or her parents or guardians

V. STUDENT RESPONSIBILITIES IN MAINTAINING DISCIPLINE

Students shall refrain from any activity which materially or substantially disrupts the educational process or presents a clear and present danger to the health and safety of persons or property or infringes on the rights of others.

Each student has an obligation to assist the school in providing and maintaining a meaningful learning environment. Students shall exercise self-control as required by the particular situation in keeping with school and district rules. Students shall be subject to removal and barred from participating in extracurricular activities pending investigation of the violation. To fulfill this obligation, all students shall:

- A. actively participate in the learning process
- B. only engage in behavior that contributes to the achievement of his/her educational goals and those of others
- C. respect the authority of each staff and faculty member
- D. treat each student with dignity and equality
- E. respect all others who make up his/her school environment

Stated more specifically, all students shall:

- A. report to school and each class daily and on time
- B. remain in each class until dismissed or excused
- C. cooperate with the faculty and staff in maintaining the clean appearance of the school facility
- D. conscientiously complete all instructional assignments punctually
- E. obey the instructions of ALL staff and faculty members
- F. use only the most publicly acceptable and courteous language at all times
- G. refrain from verbally or physically harassing, harming, bullying, abusing, or embarrassing other students
- H. treat each staff and faculty member with the highest respect
- I. follow the proper channels in resolving grievances related to the educational program or environment
- J. become thoroughly familiar with and follow the Code of Acceptable Behavior and Discipline and the schools' policies and regulations at all times

Failure of any student to obey any rule shall be dealt with severely and equitably at all times.

VI. EDUCATOR RIGHTS

Educators have the right to expect freedom from unnecessary interruption and to carry out their teaching responsibilities.

While educators are expected to take necessary steps to encourage optimum academic climate, they have a right to expect support and assistance from administrators in dealing with situations which otherwise take undue amounts of time from instructional duties.

Educators may be given follow-up information on situations referred to building-level administrators before referred students are returned to their classrooms.

Educators have the right, according to KRS 503.110, to use reasonable physical restraint as may be necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

Educators have the right to expect their positions as directors of instruction in their areas of responsibility to be respected by students, parents, and other educators to the extent necessary for them to pursue the objectives of their assigned positions.

VII. TEACHER AND ADMINISTRATIVE RESPONSIBILITIES IN MAINTAINING DISCIPLINE

All teachers and administrative personnel have a duty to fully enforce the school discipline rules and the Code of Acceptable Behavior and Discipline. To promote the full implementation of conduct standards and to maximize safety in the school environment, the Board requires all employees to make the supervision of all students at all school activities a top priority among their assigned duties. The younger the child, the greater the need for adult guidance and protection. These responsibilities include:

- A. assuring that discipline is fair, equitable, and consistent
- B. maintaining an environment that is suitable for learning
- C. being empathetic to students who need special help or attention
- D. insuring that all students and staff are familiar with the Code and all appropriate school policies
- E. insuring that all students are aware of the consequences of failure to observe all rules and policies of the Code and of the school
- F. informing parents of students who are establishing a pattern of unsatisfactory behavior,
- G. administering the Code and all regulations uniformly and fairly
- H. defining an educational climate that develops positive self-images and encourages sound self-discipline

Additionally, the building administrators shall:

- A. administer and maintain a school environment and physical facility that is conducive to learning and self-discipline and is compatible with the educational goals of the school and school district
- B. maintain a disciplinary log which documents all disciplinary referrals, punishments administered, and parental correspondence
- C. support all teachers in their administration of fair and equitable discipline and their enforcement of the Code and school regulations

Also, classroom teachers shall:

- A. present learning experiences that are beneficial to all students
- B. maintain a classroom atmosphere conducive to learning, one which is compatible with an atmosphere of mutual trust and respect and sincere empathy for each individual
- C. utilize appropriate professional instructional strategies
- D. inform students of academic requirements, maintain the integrity of the academic program, and never compromise in maintaining sufficient classroom control

VIII. PARENT RIGHTS

Parents have a right to expect schools to conduct educational activities in the best learning atmosphere possible for their children.

Parents shall be notified as soon as possible of any offense and the impending penalties when the penalties are as severe as suspension or when unacceptable behavior tends to be repetitive without positive effect of corrective action.

Parents may expect to be informed and involved at any time that their participation in corrective action is viewed as being beneficial to the positive development of the academic and social behavior of the student.

IX. PARENT RESPONSIBILITIES

As elsewhere described in this document, it is intended that the Breckinridge County Schools and parents will work as partners to educate the students of the district. This is especially emphasized in the Code of Acceptable Behavior and Discipline. It is the responsibility of parents, as well as the schools, to teach self-discipline thus minimizing the need for corrective action. Parent support and cooperation in areas such as parent conferences are essential to the proper development of children. Parents are encouraged to visit the school to discuss disciplinary procedures and methods of improving educational climate.

X. PROCEDURES FOR ADMINISTERING CORRECTIVE DISCIPLINE

Discipline problems are less likely to occur in classes that are well-taught, well-prepared, and where a high level of student interest is maintained. When discipline problems do occur, classroom teachers have a responsibility to deal constructively and judiciously with the student in order to affect positive change in the student behavior. Moreover, classroom teachers have the authority and the responsibility to use reasonable discipline for inappropriate behaviors in order to maintain a good classroom atmosphere without having to refer students to administrators.

Should the discipline problem persist, the classroom teacher shall present the student to the administrative offices and inform the administration specifically of the policy or regulation which was breached.

After the nature of the discipline problem has been investigated, determined and thoroughly discussed with the teacher and the student, the principal or assistant principal shall proceed with the appropriate course of action.

The right is reserved and responsibility assigned to each person considering corrective action to alter, in accordance with extenuating circumstances, any disciplinary action taken.

Every effort to involve the student's parents in the counseling and disciplining of the student shall be made.

XI. MODES OF DISCIPLINE

After counseling has been attempted without satisfaction, the following constructive modes of discipline shall be administered jointly or singularly:

- A. **DETENTION:** Student is held under close supervision, for extended periods, after school is dismissed.
- B. **SEPARATION SCHEDULE:** The offending student is removed from the presence of their peers. Students maintain all academic responsibilities and must be in attendance but are on a program of supervised independent study.
- C. **DENIAL OF SCHOOL PRIVILEGES:** The offending student is not permitted to attend designated school functions (including interscholastic sports) nor participate in assembly programs and scheduled activities.
- D. **TRANSFERS AND SCHEDULE CHANGES:** The offending student is temporarily or permanently removed from the environment in which they have created a disturbance.

- E. **PARENTAL CONFERENCE:** The parents of an offending student are called to the school to discuss the disruptive behavior. Home and school disciplinary needs are discussed, and an acceptable pattern of behavior is established.
- F. **DISCIPLINARY PROBATION:** The offending student must attend a weekly conference with administrators and must have teacher(s) complete a weekly behavior profile. (Failure of student to exhibit drastic and positive improvements in behavior will result in more severe discipline).
- G. **IN-SCHOOL SUSPENSION / ALTERNATIVE SCHOOL CENTER ASSIGNMENT:** The suspension of an offending student from the regular daily schedule and placement out of the presence of their peers in an alternative educational setting.
1. **IN-SCHOOL SUSPENSION CENTER (INSC):** Assignment to the INSC shall be made by the school Principal/designee. The assigned student will be isolated in a closely supervised independent study program located within the home school and is expected to maintain all regular classroom academic responsibilities.
 2. **ALTERNATIVE SCHOOL CENTER (ASC):** Assignment to the ASC will be made by the District ASC Committee based on referrals and recommendations of the building Principal. The assigned student will be separated from the home school and placed in an alternative center in a closely supervised individualized program of studies as designed by the Alternative School Center.

Placement in the INSC and/or ASC Center provides the school administration an alternative to suspension from school for offenses that warrant more severe punishment at a time when few satisfactory modes of discipline are available. Students may be assigned to the INSC or ASC Center for repeated violation of minor rules, acts directed toward or related to a specific school activity, interference with normal school activities or opportunities of others, negligent behavior which might tend to endanger others or cause harm or injury, etc.

Depending upon the nature of the situation, a student may be placed in the in-school suspension center short term (as determined by the building Principal/designee) or in the Alternative School Center for a long term (indefinite) assignment as determined by the District Alternative School Center Coordinator.

When a student with a disability or handicap is being considered for placement in an alternative educational setting, due process procedures shall be followed.

- H. **CORPORAL PUNISHMENT:** The deliberate infliction of physical pain by a paddle upon the buttocks of a student's body as a punishment or penalty for student misbehavior.

Corporal punishment may be considered as a disciplinary option only after other disciplinary means have proven ineffective and shall always consider the student's age, size, disability, health and previous disciplinary record.

Prior to punishment and in the presence of the witness, all acts of corporal punishment shall be administered only by administrative staff with at least one other certified staff serving as an official witness of the corporal punishment act. The student shall be informed of the reason for the punishment and permitted to give his/her account of the incident. Corporal punishment shall not be administered in the presence of other students. Corporal punishment shall be administered only upon the buttocks of a student's body with a paddle.

Each school shall keep an accurate record of all acts of corporal punishment. These records shall list the student's name, age, gender, race and grade level. These records shall also include a written account of the circumstances resulting in the punishment and a description of the punishment. The administrator of the corporal punishment and the official witness shall sign the report verifying compliance with due process procedures and individual civil rights. A record of all acts of corporal punishment shall be maintained on file for a minimum of three years in the school office. A copy of these records should also be sent to the Superintendent.

The parent/guardian of a student receiving any act of corporal punishment shall receive written notification within three (3) calendar days of the occurrence.

- I. **SUSPENSION OF BUS RIDING PRIVILEGES:** Each Principal has the ultimate responsibility for ensuring the good deportment of students who ride on the school bus and who walk to and from the school.

The bus drivers shall promptly report any violation of the District policy or school rules to the Principal.

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to immediately correct the situation and report the offending pupil(s) to administration.

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

The Superintendent/designee may withhold bus-riding privileges for a calendar year for behaviors such as, but not limited to, fighting, cursing, receiving multiple bus referrals, etc.

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

(NOTE: The District Transportation Director shall provide a copy of regulations for pupils riding school buses.)

- J. **SHORT-TERM SUSPENSION (1-3 days):** The offending student is prohibited from entering the grounds of any Breckinridge County School during the designated period (unless for a pre-arranged conference with the administration). He/she is prohibited from attending or participating in any intramural or interscholastic activity of the school and is prohibited from riding a school bus during the term of suspension. Failure to adhere to these conditions may result in long-term suspensions. Short-term in-school suspension may be substituted.

- K. **LONG-TERM SUSPENSION (4-10 DAYS):** The offending student is prohibited from entering the grounds of any Breckinridge County School during the designated period (unless for a prearranged conference with the administration). He/she is prohibited from attending or participating in intramural or interscholastic activity and is prohibited from riding a school bus during the term of suspension. Failure to adhere to these conditions may result in expulsion. Misconduct resulting in long-term suspension may result in year long suspension of intramural, interscholastic or extracurricular activities. Long-term in-school suspension may be substituted.
- L. **EXPULSION (duration is discretionary):** The offending student has perpetrated or participated in an activity that violates school policy, the District Code of Acceptable Behavior and Discipline, and/or the laws of the Commonwealth of Kentucky. The offending student is prohibited from entering the grounds of any Breckinridge County School during the period of expulsion (unless for a prearranged conference with the administration). He/she is prohibited from attending or participating in any intramural, interscholastic, or extracurricular activity and is prohibited from riding a school bus during the term of expulsion. In addition, the offending student may be referred to the proper law enforcement officials.
- M. **RESPONSE TO STUDENT THREATS:** School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the district's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:
1. verbal or written statements or gestures by students indicating intent to harm themselves, others or property, and/or
 2. physical attack by students so as to intentionally inflict harm to themselves, others or property.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employees(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom. The Principal shall make sure there is no imminent danger of the student carrying out the threat. If appropriate and called for by the facts, the Principal shall isolate the student under direct supervision to assure the safety of all concerned. The Principal will contact parents and/or police, if warranted.

Any student willfully refusing to accept prescribed discipline may be separated from the school until the discipline is administered.

Examples of Disciplinary Action As Related To Unacceptable Behavior:

<u>Offense Examples</u>	<u>Modes of Discipline</u>	<u>Administered By</u>
Class disruption, class tardiness, repeated unpreparedness, failure to carry out instructions, minor infractions of bus rules, etc.	Detention <i>In-School Suspension</i>	Teachers or building administrators
Repeated incidents of above or disrespect for school personnel, behavior which has obvious academic effects, obvious disregard of specific school requirements or instruction.	Administrative conference Parental conference <i>In-School Suspension</i>	Building administrators Teachers and/or administrators
Repeated incidents of above, flagrant and deliberate disregard for rules or instructions, disregard and/or disrespect for the rights or property of others, refusal to cooperate with the academic community, acts of non-dangerous nature directed at others, etc.	Denial of School Privileges <i>In-School Suspension</i> <i>Alternative School</i>	General privileges - administrators Privileges related to specific class or activity Teacher, sponsor or administrator

<u>Offense Examples</u>	<u>Modes of Discipline</u>	<u>Administered By</u>
Repeated incidents of above, acts directed toward or related to specific school activity, interference with normal school activities of others, negligent behavior which might tend to endanger others or cause minor injury, etc.	Assignment to In-school Suspension or Alternative School Center	Administrator
May be used separately or in conjunction with lesser punishments for repeated incidents, or with students involved in incidents in which the situation indicates a second opportunity for self correction might be in order.	Disciplinary Probation	Administrator

Chosen as an option after other disciplinary means have proven ineffective. The student's age, size, health and previous disciplinary record shall be considered.	Corporal Punishment	Administrative staff with at least one certified staff witness
(see Section XII)	Short-Term Suspension	Administrator
(see Section XII)	Long-Term Suspension	Administrator
(see Section XII)	Expulsion	Board of Education
Behaviors which are a direct result of the environment or behaviors whose effects would be minimized in another environment (i.e. incidents related to personality or lack of aptitude for manual activities).	Transfers and Schedule Changes	Administrators in consultation with teachers and counselors

***NOTE:** The Offense Examples and Modes of Discipline listed are general in nature and meant to serve as a guide. Persons administering the Modes of Discipline are given, and should use flexibility in applying this Code of discipline to allow for extenuating circumstances. A combination of available Modes of Discipline should be utilized to appropriately match the severity of the violation.

XII. DISCIPLINARY OFFENSES WHICH MAY RESULT IN SUSPENSION OR EXPULSION

A. Short-Term Suspension or In-School Suspension (1 – 3 Days)

1. Disruptive Behavior – any student action that disrupts the normal educational process.
2. Violation of Vehicle Policy – any student maliciously or purposely violating vehicle policy (as stated in the BCHS Student Handbook).
3. Verbal Abuse – any student engaging in verbal degrading of another student, disruption of school programs, or causing school violence.
4. Fighting – any student unjustifiably using bodily force against another student. This violation may result in a long term suspension or in-school suspension as deemed appropriate by school administration. (See B8)
5. Malicious Disobedience or Insubordination – any student directly disregarding school policy and willfully disobeying the directives of authorized school personnel.
6. Smoking.
7. Gambling – any student participating in any game/activity of chance involving the loss or gain of money.
8. Cheating – any student failing to complete his/her required academic assignments through his/her own effort.
9. Pocket Knives – Students are not allowed to bring any type of knife to school or have any type of knife in their possession.

10. Any article of clothing, accessories, tattoos, symbols, and/or make up that are affiliated with an organized gang are prohibited. A list of prohibited clothing and accessories is on file in the Principal's office and may be obtained at any time.
11. Repeated Violations – any student continuing to violate school behavior policy after other modes of corrective discipline have failed.

B. Long-Term Suspension or In-School Suspension (4 – 10 Days)

In addition to long term suspensions from school, such infraction of rules may result in a year-long suspension from all out-of-school activities. *(This includes activities outside the curriculum such as extracurricular activities, dances, assembly programs – any activity in addition to content areas.)*

1. Disruptive Behavior on a School Bus – any student participating in any activity on a school bus that jeopardizes the safety of any student on the bus.
2. Use or Possession of Alcoholic Beverages – any student entering the campus at any time while possessing, using, or having used alcoholic beverages. The district will operate under zero tolerance regarding use of alcoholic beverages.
3. Criminal Mischief/Theft – any student maliciously taking possession of the property of another person.
4. Interference with a Faculty or Staff Member – any student willfully and/or maliciously interfering with or intimidating a school faculty or staff member engaged in the performance of his/her assigned duties or responsibilities.
5. False Alarm or Threats – any student purposefully causing the evacuation of the school facility by initiating any false fire alarm, bomb threat, or related reason for evacuation.
6. Repetition of Short-Term Offenses – any student who repeats violations that have caused short-term suspensions or whose maliciousness or disobedience has reached a point that seriously jeopardizes the normal operation of the educational process.
7. Sale, Possession, or Discharge of Explosives – any student directly involved in the use of fireworks on school property.
8. Fighting – any student unjustifiably using bodily force against another student. This violation may result in a long-term suspension or in-school suspension as deemed appropriate by school administration.
9. Sexual Misconduct/Harassment – any student violating another's space or person through inappropriate sexual exposure.

C. Expulsion (referral to civil authorities may result in conjunction with expulsion)

In addition to expulsion from school, such infraction of rules will result in suspension from all out-of-school activities for the same period of time.

1. Use, Possession, or Sale of Narcotics, Illegal Drugs, or Controlled Substances – any student possessing, using, selling, or distributing any illegal drug or controlled substance in any quantity on school property, at any school activity, or at any Board of Education function. In addition, "look-alikes", synthetic compounds/controlled substances, paraphernalia, and any logo encouraging the use of drugs are prohibited from school premises at all times.
2. Sale or Distribution of Alcoholic Beverages – a student selling or distributing alcoholic beverages on school premises, at any school activity, or any school district function.
3. Assault – any student intending, attempting, or causing serious physical injury to school personnel or another student.
4. Illegal Conduct – any student violating the laws of the Commonwealth of Kentucky. This includes bullying, harassing and hazing.

5. Possession of Dangerous Weapons – any student carrying or storing deadly or dangerous weapons on school property.
6. Violation of the Conditions of Long-Term Suspension – any student violating the conditions of the levied long-term suspension.
7. Assault or battery or abuse of school personnel, stealing or willfully or wantonly defacing, destroying or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities.

XIII. PROCEDURES FOR LEVYING SUSPENSIONS

- A. The Principal investigates the charges of misbehavior and determines the student's knowledge of the rules violated and potential consequences of this violation.
- B. The student is advised of the charge(s) against him/her, including the available evidence and given an opportunity to present his/her own version of the facts related to the charge(s).
- C. The above stated due process procedure shall precede any suspension from school unless immediate suspension is essential to protect persons or property or to avoid disruption of the on-going academic process. In such cases, the due process procedures outlined above shall be completed as prescribed within three (3) school days after the suspension.
- D. The Principal levies the suspension, specifies the period of suspension and completes the school's disciplinary report in quadruplicate.
- E. Copies of the written report are provided for the student, the parent/guardian, the school administration file and the superintendent, which state the disciplinary violations, the terms of suspension, the date of the re-admission conference and any special conditions for re-admission.
- F. In addition to written notification, the Principal or Assistant Principal may personally communicate with the student's parents relative to the suspension and may require the parents to attend the re-admission conference at a mutually convenient time as a condition of re-admission.
- G. See section XVIII for procedures for suspension of special education students.

(*Note: If a required administration-parent conference cannot be arranged before the student's term of suspension has expired, the student may be re-admitted with probationary status and restricted privileges until the conference and full re-admission occurs).

XIV. PROCEDURES FOR EXPULSION

- A. The Principal shall recommend, in writing to the Breckinridge County Board of Education, the conversion of a long-term suspension to expulsion when the violation meets the criteria of XII, C, 1-7 of this Code.
- B. The Principal shall document all charges of disciplinary violation and state any civil or criminal action taken against the student by law enforcement authorities.
- C. The Superintendent and Board of Education shall, in accordance with KRS 158.150, review the Principal's request for expulsion and take appropriate action.
- D. See Section XVIII for procedures for expulsion of special education students.

(*Note: Provisions of educational services will be required to continue unless the Board determines on the record and is supported by clear and convincing evidence that the expelled student poses a threat to the safety of others or school staff and cannot be placed in a state-funded agency program).

XV. SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, students cannot expect to have complete privacy. School authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code, a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy.

In the event a student is suspected of having on his/her person, locker or vehicle dangerous or illegal items, he/she may be asked and expected to empty pockets, purses, book bags, etc. or submit to a search of locker or vehicle. Such dangerous or illegal items, if found, may be held by the Principal. Any student refusing to empty pockets, etc. may be suspended, by usual procedure, pending further action or resolution of the problem.

XVI. TELECOMMUNICATION DEVICES

No student may use, activate and/or display a telecommunication device on school property during the course of the school day unless he/she is acting in the capacity of a volunteer firefighter, emergency medical service worker, or in the event of imminent danger. Telecommunication devices include pagers, cellular phones, and any other instrument defined by KRS 158.165 as a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. When a student is determined to be in violation of this prohibition, the device will be confiscated by the school. Furthermore, the student shall be responsible for keeping up with the devices, and the school or district will not be responsible for loss, theft or destruction of devices brought onto school property.

XVII. WEAPONS

Carrying, bringing, using, or possessing any weapon, firearm, or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. It is the policy of the Breckinridge County School System to promptly report any student who is determined to have brought a weapon, firearm, or dangerous instrument to school or onto school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. Exceptions may be made for students participating in a prearranged and authorized curricular or extracurricular activity or team involving the use of firearms.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent who shall determine if charges for expulsion from the District schools should be filed. The penalty for students bringing a firearm, weapons, or dangerous instrument to school or onto the school campus/property under the jurisdiction of the District shall be expulsion for a minimum of twelve (12) months per board policy.

To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education may modify the expulsion requirements, on a case-by-case basis, for all students with disabilities. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 (outlined in section XVIII of this Code) are followed.

For the purposes of the federal Gun-Free School Act of 1994, a “weapon” means a firearm as defined in Section 921 of Title 18 of the United States Code:

- A. any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive
- B. the frame or receiver of any weapon described above
- C. any firearm muffler or firearm silencer
- D. any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device
- E. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- F. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

Reporting requirements (KRS 158.155) state that “an employee of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have a reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.” For State of Kentucky reporting purposes, a “deadly weapon” shall be defined as including, but not limited to:

- A. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged
- B. any knife, other than an ordinary pocket knife, with a folding blade that exceeds four (4) inches in length
- C. billy, nightstick or club
- D. blackjack or slapjack
- E. numchaku karate sticks
- F. shuriken or death star
- G. artificial knuckles made from metal, plastic, or other similar hard material

Employees who receive information from a student or other person regarding conduct required to be reported shall report conduct in the same manner as stated above.

In the enforcement of this policy, Principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

Principals and school councils may also set further limits on the carrying of any type of knife.

XVIII. SPECIAL EDUCATION (DISABLED) STUDENTS

Compliance with rules and regulations is to be expected of all students. When a student with special needs is involved in the need for corrective disciplinary action, it is essential that the student not be penalized because of his/her disabling condition.

Discipline Procedures

The Superintendent (or Designee), Director of Special Education (DOSE) and building Principals shall make sure that appropriate procedures are followed in the suspension and expulsion of children with disabilities.

The ARC may consider any circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

To the extent those alternatives are applied to children without disabilities, school personnel may remove a child with a disability to an appropriate interim alternative educational setting, another setting, or suspension from the child's current placement for not more than ten (10) consecutive school days for a violation of a code of student conduct.

School personnel may remove a student with a disability from the student's current placement for additional periods of time of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement because of disciplinary removals.

After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, educational services, as described below, shall be provided beginning the 11th day and any-subsequent days of removal.

A child with a disability who is removed from the child's current placement for more than ten (10) consecutive school days shall:

- A. Continue to receive a free, appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and
- B. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. The services described above may be provided in an interim alternative educational setting.

The District shall provide educational services to a child with a disability during periods of removal of ten (10) or less school days in the same school year if it provides services to children without disabilities who are similarly removed.

After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, and the current removal is for not more than ten (10) consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one (1) of the child's teachers, shall determine the extent to which educational services explained above are needed.

Consideration of a Change in Placement

A change of placement because of disciplinary removals means:

- A. The removal is for more than ten (10) consecutive school days; or
- B. The child has been subjected to a series of removals that constitute a pattern (which is determined on a case-by-case basis) because:
 - 1. The series of removals total more than ten (10) school days in a school year.
 - 2. The child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals.
 - 3. Additional factors include the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another.

Before the child is removed for the 11th day in any school year or before any subsequent removal after the 11th day, the building Principal and the Director of Special Education, or designee, determine if the removal constitutes a change in educational placement. They must be in agreement that the removal is not an educational change in placement. If they do not so agree, the removal is treated as a change in educational placement.

On the date on which a decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the Code of student conduct, the District shall notify the parents of the decision and provide the parents with a copy of the procedural safeguards including parents' rights in accordance with Section 4 of 707 KAR 1:340.

The appropriate district representative shall provide written notice to the parents of a child with a disability at least twenty-four (24) hours before an ARC meeting concerning a safety issue or a change in placement due to a violation of a code of student conduct.

If a removal is a change in placement because of disciplinary removals, the child's ARC shall convene within ten (10) school days after the change of placement is made and shall determine the appropriate educational services for the child. If the student has been placed in an interim alternative educational setting, the District shall invite staff from that alternative setting to the ARC meeting.

Manifestation Determination and Interim Alternative Educational Setting (IAES).

Within ten (10) school days of any decision to change the placement (including an IAES) of a child with a disability because of a violation of a code of student conduct, the relevant members of the child's ARC, as determined by the District and the parent, shall convene a meeting to review all relevant information in the student's file, including the child's IEP, any teacher observations, teacher-collected data, and any relevant information provided by the parents to determine:

- A. If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or
- B. If the conduct in question was the direct result of the District's failure to implement the IEP.

The conduct shall be determined to be a manifestation of the child's disability if the ARC determines that either of these conditions was met.

If the ARC determines that the conduct in question was caused by, or had a direct and substantial relationship to the child's disability, the District shall take immediate steps to remedy those deficiencies.

If the ARC determines the conduct was a manifestation of the child's disability, the ARC shall:

- A. Conduct/provide for a functional behavioral assessment, unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred and had implemented a behavioral intervention plan for the child; or
- B. Review the behavioral intervention plan, (if one has already been developed) and modify it, as necessary, to address the behavior; and
- C. Return the child to the placement from which the child was removed unless the District and the parent agree to a change of placement as part of modification of the behavioral intervention plan or because of the special circumstances (interim alternative educational setting) explained in subsection (5) of 707 KAR 1:340.

If the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities for removals that would exceed ten (10) consecutive school days. If the ARC determines the behavior is not related to the disability of the child, the summary recorder documents the ARC's decision on the district form including:

- A. The decision of the ARC
- B. A description of any evaluation procedure, test, record, or report the ARC used to reach its decision
- C. Any other factors relevant to the ARC's decision

If the Superintendent did not serve as the district representative, within 3 school days of the ARC's determination that the behavior is not related to the disability of the child, the district representative informs the Superintendent of the ARC's decision.

If this determination is made, the Superintendent may recommend expulsion to the Breckinridge County Board of Education according to the district's regular policies and procedures for expulsion. Educational services must be provided to the extent necessary to enable the student to continue to participate in the general education curriculum and to progress toward meeting the goals set out in the child's IEP during any removals that exceed ten (10) school days in any school year irrespective of whether the behavior is determined to be a manifestation of the student's disability.

School personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability if the child:

- A. Carries a weapon, or possesses a weapon at school, on school premises, or to, or at, a school function under the jurisdiction of KDE or the District
- B. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the KDE or the District
- C. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of KDE or the District

The ARC of the child shall determine the interim alternative educational setting and the services for any child removed under Sections 13(4), 13(10) and 14(5) of 707 KAR 1:340.

XIX. NON-DISCRIMINATION

Though each situation will be considered individually and each student's understanding and circumstances may temper expectations of him/her, each student will be treated fairly and equitably in all instances.

The Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status in the programs, activities and services it provides, as required by law.

XX. COMPLAINT PROCEDURES FOR DISCRIMINATION, HARASSMENT AND BULLYING

The Breckinridge County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dale Butler, Title VI, IX Coordinator
86 Airport Road
Hardinsburg, KY 40143
270-756-3000

Everyone in the Breckinridge County School District has a right to feel respected and safe. Consequently, the Breckinridge County School District prohibits discrimination and harassment because of sex, race, color, national origin, disability, religion, or age. Bullying is also prohibited.

A harasser may be a student or an adult. Harassment may include, but not be limited to, the following when related to sex, race, color, national origin, disability, religion, or age:

- A. Name calling
- B. Pulling on clothing
- C. Graffiti
- D. Notes or cartoons
- E. Unwelcome touching of a person or clothing
- F. Offensive or graphic posters or book covers
- G. Violent acts

Bullying is also a form of harassment. Bullying, as defined by KRS 158.148, means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

Examples of bullying include:

- A. Hurting someone physically by hitting, kicking, tripping or pushing
- B. Stealing or damaging another person's things
- C. Ganging up on, frightening or threatening someone
- D. Teasing someone in a hurtful way

- E. Using put-downs such as insulting someone's race or making fun of someone for being a boy or girl
- F. Spreading rumors about someone
- G. Leaving someone out on purpose or trying to get other students not to play with someone

If any words or actions make you feel uncomfortable or fearful, you need to tell the school Principal, the District Coordinator for Title VI, Title IX, and Section 504, or the District Superintendent.

You may also make a written report. It should be given to the school Principal, the District Coordinator for Title VI, Title IX, and Section 504, or the District Superintendent. Your right to privacy will be respected as much as possible.

We take all reports of discrimination, harassment, and bullying seriously and will take all appropriate actions to investigate such claims, to eliminate such conduct, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of the School District's policy against discrimination, harassment and bullying. A complete copy of the policy is available at the Principal's office upon request.

For more information, please contact:

Dale Butler, Title VI, IX Coordinator
86 Airport Road
Hardinsburg, KY 40143
270-756-3000

XXI. EMPLOYEE REPORTS OF CRIMINAL ACTIVITY

To promote the safety and well-being of students, the Breckinridge County School District requires employees to make reports required by state law in a timely manner. Statutory reporting duties are as follows:

A. KRS 158.154

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 the 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 the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. "School property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the Principal.

B. KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - i. Carrying, possession, or use of a deadly weapon; or
 - ii. Use, possession, or sale of controlled substances; or

- b. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

A. KRS 158.156

Any employee who knows or has reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in a reportable incident. The Principal shall file a written report with the Board of Education and the local law enforcement agency or the Kentucky State Police or the County Attorney within forty-eight (48) hours of the original report.

B. KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet for Health and Family Services; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

For more information, please contact:

Richard Butler, Assistant Superintendent - 86 Airport Road - Hardinsburg, KY 40143
270-756-3000

XXII. ELECTRONIC EQUIPMENT

Students are prohibited from using electronic equipment (including, but not limited to, computers, video players, faxes, telephone and duplicating machines) to send, receive, access, or duplicate material which is pornographic, threatening, harassing, or otherwise in violation of school or district policies.

XXIII. ORIENTATION OF PARENTS, STUDENTS, AND TEACHERS

Teachers will instruct students on the details of the Code during the opening days of school. Each student will be supplied a copy of the Code to take home and share with parents. Parents wishing to question conditions of the Code are encouraged to contact the school for explanations. Parents will be asked to return a signed statement acknowledging receipt of the Code.

XXIV. PROCEDURES FOR DEVELOPING AND DISTRIBUTING CODE

This Code was developed by a committee representing schools, the Central Office, the Board of Education, students, parents, and the community. The attorney for the Board of Education has reviewed, and the Board of Education has adopted the Code.

Schools distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the schools' 20

handbook. Upon request, the Principal shall provide help for non-English-speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in this Code.

XXV. NOTIFICATION OF RIGHTS UNDER FERPA – STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- A. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a person assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA and PPRA. The name and address of the Office that administers FERPA and PPRA are:

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent
 2. Mental or psychological problems of the student or student’s family
 3. Sexual behavior or attitudes
 4. Illegal, anti-social, self-incriminating, or demeaning behavior
 5. Critical appraisals of others with whom respondents have close family relationships
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious practices, affiliations, or beliefs of the student or parents
 8. Income, other than as required by law, to determine program eligibility
- B. Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State Law
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- C. Inspect, upon request and before administration or use:
 1. Protected information surveys of students
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Breckinridge County School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Breckinridge County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Schools will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

XXVI. STUDENT RECORDS

A. Information Available

Student information shall be made available to the parent of a dependent student or eligible student upon request. Eligible students include those 18 years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records upon written request including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students.

B. Directory/Protected Information

The school district is authorized to release Board-approved student directory information. Approved “directory information” shall be: name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Principal/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

C. Opt Out Option

Parents/eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for all collection, disclosure, or use of protected information.

D. Students With Disabilities

The district’s special education policy and procedures manual shall include information concerning records of students with disabilities.

E. Juvenile Court Records

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. Only school administration, transportation, counseling personnel, teachers or other school employees with whom the student may come in contact shall be privy to this information which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child’s student record.

F. Records of Missing Children

Upon notification by the Chief State School Officer of a child’s disappearance, the district in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child’s record is requested, the district shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

G. Court Order/Subpoena

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to local counsel for advice.

H. Transfer Of Disciplinary Records

In accordance with Section 4155 of the No Child Left Behind Act of 2001, the Breckinridge County School District assures that it will facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis. The transfer of such records shall be consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. (Section 2329).

XXVII. ANNUAL REVIEW

Principals and school administrators will annually report on difficulties and conflicts that over a twelve month period have arisen in dealing with the Code. In a meeting of Principals and central office administrators, problem areas will be identified and forwarded to the Code Committee. Each year, the Code Committee will review the Code in preparation for the coming school year. The Code Committee welcomes suggestions as to how to improve this document. Individuals may send written comments to the contact person listed below who will forward them to the Code Committee. Information should be submitted by April 1st. Recommendations to the Board for needed changes will follow.

XXVIII. DISTRICT STUDENT CODE OF CONDUCT ADVISORY COMMITTEE/CONTACT

Jennifer Drane, BCMS Teacher
Halle Barr, Student
Jayme Knochel, Assistant Superintendent
Joey Crist, Parent
Alicia Whitfill, Parent
Beth Bennett, Elementary Counselor

Kevin Coomes, BCMS Principal
Cole Tabor, Student
Mike Harned, BCHS Asst. Principal
Rick Taylor, Board Member
Jarrod Brockman, Special Programs Director

SUPERINTENDENT

Dr. Nick Carter, Superintendent
Breckinridge County Schools
86 Airport Road
Hardinsburg, Kentucky 40143
Phone: (270) 756-3000

CODE CONTACT PERSON

Jayme Knochel, Assistant Superintendent
Breckinridge County Schools
86 Airport Road
Hardinsburg, Kentucky 40143
Phone (270) 756-3000

Code approved as amended
by the Breckinridge County
Board of Education on
April 11, 2018.

**PARENT/STUDENT ACKNOWLEDGEMENT OF RECEIPT OF
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE
2018-2019 School Year**

Name of Student _____ School _____ Grade _____

Parent/Guardian

I have received a copy of the Code of Acceptable Behavior and Discipline and understand that the Code contains important information pertaining to my child's education. I further understand that my child is expected to abide by the rules contained in the Code.

Student

I have received and reviewed a copy of the Code of Acceptable Behavior and Discipline. I agree to abide by all rules contained in the Code.

Student Name _____ Signature _____ Date _____
(Please Print Name)

Parent Name _____ Signature _____ Date _____
(Please Print Name)

NOTE: Please remove this page and return to your child's teacher.