

SUPERINTENDENT'S MESSAGE

The Student Code of Behavioral Expectations is prepared with you, the student, and your family in mind. It is designed to inform you of the processes and procedures which exist to ensure that the best educational environment possible is in place in each school setting.

In the Ballard County Schools, we realize the importance of positive family involvement and the value of working together to solve problems and resolve issues. We strongly encourage family conferences and inquiries about the contents of this document or any program or classes in which students are involved. We invite you into the schools to meet the administration and teachers to develop a better understanding of the role schools play in preparing youth for their future.

The basic premise of this booklet is that students are entitled to an education without disruption. Students and parents should know that all discipline will be handled in a firm, fair and consistent manner. With these things in mind, and with your continuing support, I am confident that we can provide a climate conducive to high quality teaching and learning in our schools.

Casey Allen
Superintendent

2018-19 BALLARD COUNTY STUDENT CODE OF BEHAVIORAL EXPECTATIONS COMMITTEE

Miranda Shoulta, BCPS teacher
Ben Myers, BCES student representative
Dustin Renfrow, BCES parent representative
Angie Woods, BCES assistant principal
Jamfert Barber Jr., BCMS student representative
Caleb Henry, BCMS student representative
Allison Enfinger, BCMS student representative
Natasha Myatt, BCMS parent representative
Stephen Queen, BCMS assistant principal
Amber Parker, BCMS principal
Madison Calvin, BMHS student representative
Chloe Irvin, BMHS student representative
Colby Dome', BMHS student representative
Amy Abernathy, BMHS parent representative
Kevin Cope, BMHS teacher
Howie Morehead, BMHS assistant principal
Reta Renfrow, District technology coordinator
Jennifer Robinson, Student data coordinator
Darrell Sullivan, District transportation and facilities director
Julie Thomas, Community education and public relations director
Bob Wilson, Director of pupil personnel
Casey Allen, Superintendent

CHANGE NOTICE

You will find changes (additions, deletions or revisions) in these areas of the 2018-19 Code of Behavioral Expectations. We have made this list in order to properly notify and communicate with our families so that misunderstandings don't arise due to mistaken assumptions from past years' codes. Please read these areas carefully so your student understands these new expectations.

- i. Make-up work now to be counted for any absence.....Page 8
- ii. Removes youth and recreational leagues from student representativesPage 9
- iii. Includes principal conferences in Level 1 and 2 consequencesPage 10
- iv. Includes alternate education home placement in Level 3 and 4.....Page 11
- v. Addresses use of smart watches and other wearablesPage 13
- vi. Changes in student dress codePage 14
- vii. Adds bus suspensions, increases minimum daysPage 17
- viii. Removes all references to morning detentionPage 19
- ix. Changes in available subjects, math requirements, for standard diplomaPage 32
- x. Changes in available subjects for honors/pre-college diploma.....Page 32

TABLE OF CONTENTS

Purpose and Policy Statement	5
Supervision of Pupils' Conduct	5
Reporting Requirements	5
Parent-School Learning Compact	5
Attendance	6
a. Kentucky Compulsory Attendance Laws	6
b. Absences/Tardies	6
d. Home/Hospital	8
e. Assignment Policy And Securing Homework When Absent	8
Infinite Campus Portal	8
Student Representatives	9
Student Accident Insurance	9
Disciplinary Procedures	10
a. Level 1 Behavior and Consequences, List of Behavior Violations	10
b. Level 2 Behavior and Consequences, List of Behavior Violations	10
c. Level 3 Behavior and Consequences, List of Behavior Violations	11
d. Level 4 Behavior and Consequences, List of Behavior Violations	12
District Cell Phone/Electronic Device Policy and Discipline	13
Staff Dress Code	14
Student Dress Code	14
No-Nit Policy	15
Regulations for Students Riding School Buses	15
Disciplinary Procedures for Violation of Bus Regulations	17
Use of Restraint and Seclusion	18
Pupil Suspension and Expulsion	18
Due Process Rights and Procedures	18
Due Process - Special Education/504 Students	19
School Detention	19
Homework Policy/After-School Detention	19
After-school Detention Rules and Regulations	19
Alternative School/In-School Detention	20
Search and Seizure	21
Closed Campus	21

School Visitors	21
Library/Media Center Regulations	21
Electronic Resource Acceptable Use Policy	22
Additional District Network Rules	23
Student Drug Testing Policy	24
Grievance Procedure	25
Notice to Individuals Reporting Bullying	26
Notice to Individuals Reporting Harassment/Discrimination	27
Child Find Offered	28
Notification of Family Educational Rights and Privacy Act	29
Notification of Pupil Protection Rights Amendment	31

APPENDICES

A. Ballard County Schools Assessment and Grading Policy	32
Diploma Level Requirements	
B. Board Policy on Promotion and Retention	34
C. Kentucky's No Pass-No Drive Law	36
Ballard Memorial High School Driving Policy	
D. Important School Information and Required Forms	37-61
Parent notification letter	38
Informed Parent Statement	39
Consent for School Health Services	41
Authorization/Parental Consent for Administering Prescribed Medication	43
Authorization/Parental Consent for Administering OTC Medication	45
Student Directory Information Notification	47
Important Information About School Meals	49
Household and Income Form Instructions	50
Household and Income Form	51
Written Notice of School Fee Waiver Process	53
Application for Waiver of Fees	55
Appropriate Use of Technology Application	57
List of Community Service Agencies	59
2018-19 District Calendar	60
Important district contact information	61

NOTICE OF NON-DISCRIMINATION

The Ballard 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 District Title IX Coordinator will handle any inquiries regarding non-discrimination policies, and may be reached at 3465 Paducah Road, Barlow, KY, 42024, or by phone at 270-665-8400, ext. 2000.

PURPOSE AND POLICY STATEMENT

In partnership with and in service to our community, the mission of Ballard County Schools is to prepare every student to be a successful individual.

The Ballard County Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning, and that disciplinary means be employed on behalf of those who would impair, destroy or deny such an environment. In an attempt to promote this environment, a code of behavioral expectations has been developed.

This **Student Code of Behavioral Expectations** provides for consistent treatment for all students and fairness as required by constitutional due process. It creates an atmosphere of open communication with clearly-understood rules, thus encouraging behavior that will enable the students to develop to their fullest potential. **STUDENTS WILL BE RESPONSIBLE FOR THIS CODE IN SCHOOL AND ON SCHOOL PROPERTY, AT SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITIES REGARDLESS OF LOCATION, AND ON SCHOOL BUSES.**

THIS POLICY APPLIES TO ALL STUDENTS ENROLLED IN THE BALLARD COUNTY SCHOOL SYSTEM.

The **Student Code of Behavioral Expectations** is the result of expressed concerns on the part of the school as well as the community. It provides for an annual review by the school, families, community, and the Ballard County Board of Education to ensure an effective document, which meets the needs of the total educational community.

SUPERVISION OF PUPILS' CONDUCT

1. Each teacher and administrator in the public schools shall in accordance with the rules, regulations, and bylaws of the Board of Education made and adopted for the behavioral expectations of pupils, hold pupils to a strict account for their behavior on school premises, on the way to and from school, and on school-sponsored trips and activities.
2. The Board of Education may use teacher aides in supervisory capacities relating to the supervision and control of the conduct of pupils. Teacher aides shall have the same authority and responsibility as granted teachers in the performance of the same duties.

REPORTING REQUIREMENTS

To promote the safety and well-being of students, our employees are required by Kentucky state law to report the following:

1. When principals have a reasonable belief that the following have occurred on school property or at a school-sponsored activity, they shall immediately report to law enforcement: Assault resulting in serious physical injury, sexual offenses, kidnapping, assault involving a weapon, possession of a firearm or controlled substance in violation of the law, or damage to property (KRS 158.154).
2. When any employee knows or has reasonable cause to believe a person is carrying, possessing or using a deadly weapon or controlled substance, or committing any felony under Kentucky law on school premises or within 1,000 feet of the premises, on a school bus, or at a school-sponsored activity, he or she shall promptly report to law enforcement (KRS 158.155).
3. When any employee knows or has reasonable cause to believe that a student has been the victim of a felony committed by another student while on school premises, school-sponsored transportation, or at a school-sponsored activity, he or she shall immediately make an oral or written report to the principal of the school attended by the victim. The principal then shall notify the parent/legal guardian, and shall file a written report with the Board of Education and law enforcement or the county attorney within 48 hours of the original report (KRS 158.156).
4. When any employee knows or has reasonable cause to believe that a child is dependent, neglected or abused, he or she shall immediately make an oral or written report to law enforcement, the Cabinet for Health and Family Services (Kentucky Bureau for Social Services) or its designated representative, or the county or Commonwealth attorney (KRS 620.030).

PARENT-SCHOOL LEARNING COMPACT

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a

partnership with your child's school. Each school formulates its own compact. Please visit the "Forms and Links" page of our website at www.ballard.kyschools.us, or contact your building principal if you have not received this important document.

ATTENDANCE

All students are expected to attend class every day that school is in session. **Classes at Ballard County Elementary start at 7:55 a.m. and end at 3 p.m. At Ballard County Middle, classes start at 7:50 a.m. and end at 2:55 p.m. At Ballard Memorial High, classes start at 8 a.m. and end at 2:55 p.m.**

The progress of a student at school depends greatly on the punctuality and regularity of attendance. There is a direct relationship between attendance and achievement; a day of school missed can never be made up entirely. We firmly believe that attendance is a student/family responsibility. The intent of this attendance procedure for the Ballard County Schools is to provide a structure within which students can gain maximum benefit from the instructional program.

KENTUCKY COMPULSORY SCHOOL ATTENDANCE LAW

1. Each parent, guardian, or other person residing in the state and having in custody or charge of any child between the ages of 6 and 18 shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend. A child's age is between 6 and 18 when the child has reached his 6th birthday and has not passed his 18th birthday. Every student between the ages of 18 and having not yet reached his/her 21st birthday is accountable if he or she fails to comply with school truancy laws. Refer to **KRS 159.150, 159.990, KRS 600.020**.
2. Any student over 18 years of age who wishes to terminate his/her public or nonpublic education prior to graduating from high school shall do so only after a conference with the principal or his designee. Written notification of withdrawal must be received from the student prior to withdrawal. The written notification shall be dated and the signature witnessed by the principal of the school, or his designee, where the student is in attendance.

The student shall be required to complete a Student Dropout Questionnaire and attend a one-hour counseling session.

ABSENCES/TARDIES

DEFINITIONS

1. **Absent** is the missing of more than 120 minutes of the school day. This includes being absent from any scheduled activities such as homeroom, classes, assemblies, pep rallies, etc.
2. **Tardy** is being absent for 120 minutes or less. This includes being late or leaving early. Any amount of time over 120 minutes is considered an absence for the actual percentage of the school day missed. Example: If a student misses the first two hours of school, but comes in after that, he or she is still counted present for the rest of that day.
3. Students are not absent when participating in school activities which have been authorized by the Ballard County Board of Education and which are a definite part of the instructional program of the school.
4. Parents are allowed five absence and five tardy excuses by parent notes or emails to the appropriate attendance clerk. In addition to parent notes/emails, the following absences will be considered excused by the district. Documentation may be required.
 - a. death in the immediate family (the immediate family is defined as parents, siblings, grandparents, sister/brother-in-law, aunt/uncle, niece/nephew without reference to the location or residence of said relative, and other blood relatives who reside in the student's home)
 - b. authorized school activities. Per Kentucky High School Athletic Association rules, students are allowed two absences to compete in state-sanctioned sports events. All-A events are not considered sanctioned by KHSAA.
 - c. religious holidays
 - d. court appearance - accompanied by a note from the Circuit Court Clerk
 - e. driver's permit or license - one time for each test
 - f. medical appointment - accompanied by a doctor's note. **After 10 doctors' excuses**, students may be required to have their physician complete a Ballard County Schools Medical Excuse Form (available from each school's attendance clerk or the district director of pupil personnel).
 - g. college day - one day (must be pre-approved by teachers and guidance counselor at least one week in advance)
 - i. armed forces leave: One day when a parent/guardian is deployed to and/or returns from to active military duty. (Additional days may be available if parent/guardian is stationed out of the country and is on leave; please contact the director of pupil personnel prior to scheduled leave.)

- i. up to 10 days for students attending basic training required by a branch of the U.S. armed forces.
- j. Educational Enhancement Opportunity - In order for such a request to be approved, the experience must have significant educational value and be composed of an intensive program related to the core curriculum. Parents must contact or come in to speak with the Director of Pupil Personnel for complete details. An Educational Enhancement Opportunity **form must be requested from, completed and presented to the DPP 10 days prior to the requested date of absence**. All agreed-upon requirements must be met within a week of the student's return. This type of absence cannot occur during the school's CATS testing or district-wide assessments, unless there are extenuating circumstances that are approved by the Director of Pupil Personnel.

Helpful Hint: Parents should schedule reoccurring doctor's appointments after school hours or during school breaks.

5. **A student may be excused for the above reasons, upon written request from the parent or guardian. All notes must be received within three school days of the absence in order to be considered excused. If parents/guardians have not received an acknowledgement/response within 24 hours, they should follow up with the attendance clerk. BCES no longer will send reminders for excuse notes.**

All absences over five per year and tardies over five per year that do not meet the criteria of b. through i. above will be unexcused. Parents of students with numerous absences, whether excused or unexcused, may be required to meet with the district's Director of Pupil Personnel before additional absences may be excused.

Any discrepancy must be resolved within three days following the absence in question. For additional resources, please see the *Infinite Campus* Portal section of this Code on page 8.

NOTE: Site-Based Decision-Making councils at each school may make more stringent attendance policies part of their criteria for whether students may participate in some activities during the year. Schools will make every effort to communicate these changes to parents. Parents may obtain any additional SBDM attendance requirements from their individual principal's office.

For example, at Ballard Memorial High School, the SBDM there has a new policy that states that in order to participate ("walk") in graduation ceremonies or attend prom, students must have three or fewer unexcused absences. (For more information, please contact the BMHS office.)

- 6. **Unexcused classroom tardiness** – A student who is not in his or her homeroom, classroom or other assigned areas when the tardy bell rings is considered tardy. Repeated tardiness is subject to disciplinary action.
- 7. Students must remain at school at all times or check out through the office. Students leaving campus during the school day without permission will be subject to disciplinary action.
- 8. Absence/tardy codes as listed in *Infinite Campus* are as follows:

@@@	Skipping
AFD	Armed forces day
AFR	Armed forces leave
ALT	Alternative school
ATA	Athlete - tournament attendance
CA	Court absence
CD	College day
CT	Court tardy
DA	Doctor absence
DT	Doctor tardy
EA	Excused absence
EHO	Educational enhancement opportunity
ET	Excused tardy
FA	Family emergency
FT	Field trip
HH	Home hospital
ILID	Influenza-like illness, excused with doctor note
ILIE	Influenza-like illness, excused
ILIP	Influenza-like illness, excused with parent note
ILIU	Influenza-like illness, unexcused
ISD	In-school detention
LA	License test absence
LT	License test tardy
S	Suspended
SR	School-related

UA	Unexcused absence
UT	Unexcused tardy
UTS	Unexcused tardy to school
XA	Exempt absence

For more information or to learn how to access your student's Infinite Campus data, please see that section on pg. 11.

9. **Truancy** - Any student who has attained the age of 6, but has not reached his/her 18th birthday, who has been absent from school without valid excuse for three days or more, or tardy without valid excuse on three days or more, is a truant. Any student who has attained the age of 18 years, but has not reached his/her 21st birthday, and who is **enrolled** in school, but has been absent from school without valid excuse for three or more days, or tardy without valid excuse on three or more days, also is a truant.

Any student who has been reported as a truant two or more times is a habitual truant (KRS 159.150, KRS 159.990, KRS 600.020).

- a. **Truancy notice procedure:** First notice is sent after a student accumulates a total of two or more unexcused absences and/or tardies. Second notice is sent after one additional unexcused absence and/or tardy is accrued after the sending of the first notice. After the second notice is sent, parents are subject to final notice when a total of five or more unexcused absences and/or tardies is accumulated. A student is considered legally truant after the final notice has been sent.
- b. After the final notice has been sent, one additional unexcused absence and/or tardy may result in the student/parent/guardian being referred to the director of pupil personnel for due process actions. This may result in a criminal summons or petition charging the student/parent/guardian with a criminal offense.
- c. **Parents responsible for student's violations:** Every family of a student residing in any school district in this state is legally responsible for any violation of law or board policy by the student. Before any proceedings are instituted against the family for violation of law or board policy, the director of pupil personnel shall serve a written notice of the violation on the person, and one day shall be given for the termination of the violation. After such notice, if the violation is continued or if the student again violates the provisions of law or board policy during the school term, no further notice shall be necessary and the parent/guardian shall be accountable. A notice by certified mail, return receipt requested, or by personal service by the director of pupil personnel, shall be a legal notice.
- d. **Students over 18:** Any student over 18 years of age or over who is absent six days from school without sufficient documentation may be subject to withdrawal and considered a dropout (KRS 159.051).

HOME/HOSPITAL INSTRUCTION (704 KAR 7:120)

The local board of education will operate a program of home/hospital instruction for children of school age whose physical or mental condition prevents attendance at school **for five or more consecutive days**. An application for home/hospital instruction must be completed for a student for whom there is an *expectation* of such an absence. If parents/guardians know or find out that a student illness/medical procedure will or is likely to cause more than five consecutive days of absence (such as mononucleosis or tonsillectomy), they are asked to contact the office at the student's school. (Please note, the KAR referenced above states that students on home/hospital may not work or participate in athletic activities.)

ASSIGNMENT POLICY AND SECURING HOMEWORK WHEN ABSENT

When a student is absent one day, parents may call or email the school office by 8 a.m. and request homework assignments to be given. If emailed, assignment requests also may be copied to the school secretary, principal and/or assistant principal. This homework may be picked up between 2 and 3 p.m. that day in the office. However, it is ultimately the responsibility of the absent student to obtain assignments from each individual teacher; **All assignments must be completed and turned in within two school days of a student's return to school.** For example, if a student is absent on Monday, all assignments made that day must be turned in by the end of the day on Wednesday. If a student needs additional assistance with assignments, he or she should first speak with the teacher, and may attend tutoring before or after school.

All assignments at every school must be turned in within the above time frame. All assignments at every school must be completed and turned in; all make-up work will be graded and counted, even for unexcused absences.

Infinite Campus PORTAL

Infinite Campus is a web-based program that will provide real-time data to parents who access the parent portal. Both students and parents will be given access to this portal. Parents/guardians will have one log-in name and password to

access all students in their household's data. All students within a household will be displayed in a single browser. A few of the many options that can be viewed include attendance, grades, homework/assignments, schedules, etc.

Formal notification that outlined the process of gaining access through the website was sent in the form of a letter to all parents/guardians in the fall of 2008. If you have not received your letter and wish to gain access or have any questions regarding the IC Parent Portal, please contact Jennifer Robinson at the Ballard Board of Education's central office at 665-8400, ext. 2003, or email her at jennifer.robinson@ballard.kyschools.us.

STUDENT REPRESENTATIVES

While participating in extracurricular activities and school-sponsored events, students should understand that they are representing Ballard County Schools. These students are held to higher standards than those found in this Code of Behavioral Expectations.

1. Students must be in attendance at least a half-day to participate in extracurricular activities.
2. Academic eligibility is monitored on a weekly basis. A middle-school student must pass four of his or her six classes to be eligible; a high-school student must pass five of his or her seven classes to be eligible.
3. Students assigned to In-School Detention or Alternative School are ineligible to participate **or attend** any extracurricular activity or school-sponsored event, **including those held off-campus**.
4. Students under suspension also are ineligible to participate or attend.
5. Coaches and sponsors have the responsibility of monitoring their student representatives.
6. These rules and regulations cover all extracurricular activities and school-sponsored events, both on- and off-campus. Students may be dismissed from any such activity or event at the discretion of administrators.

NOTE: Site-Based Decision-Making councils at each school may make more stringent policies (attendance, behavior, etc.) part of their criteria for whether students may participate in some activities during the year. Schools will make every effort to communicate these changes to parents. Parents may obtain any additional SBDM requirements from their individual principal's office.

ACCIDENT INSURANCE PROVIDED FOR ALL STUDENTS

The Ballard County Board of Education purchases basic and catastrophic accident insurance coverage for all district students, which is in force during school time and for school-sponsored activities. Important information regarding this coverage is outlined below. This information is intended as a brief description for reference only.

Only accidents which occur in school-sponsored and -supervised activities (including participation in interscholastic sports) are covered.

An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition.

Conditions which result from participating in an activity do not necessarily constitute accidents. For example, illnesses, diseases, degeneration, conditions caused by continued stress to a particular area of the body, and existing conditions aggravated by an accident are not covered.

The policy will not cover expenses payable under the insured's HMO or PPO. If the insured chooses not to use an authorized medical vendor (under HMO or PPO), the policy will cover expenses incurred that it would have honored had the insured used the proper medical vendor.

Medical treatment for a covered accident must begin within 60 days of the accident. Only expenses incurred within 52 weeks are considered. Benefits are determined on the basis of reasonable and necessary for the geographic location where services are performed.

Specific exclusions of the policy include, but are not limited to: sickness, disease or hernia in any form; non-prescription drugs; fighting; the use of electric biomechanical devices; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).

Accidents must be reported to the school as soon as possible after they occur. Any student who is injured at school or during a school-sponsored activity should contact the secretary in his/her building. The secretary will have student accident reports and the insurance packet. Additional 24-hour coverage may be purchased for a fee; forms were sent home with students at the beginning of school.

DISCIPLINARY PROCEDURES

This **Student Code of Behavioral Expectations** contains the recommended procedures to use in applying disciplinary action to specific conduct offenses. There are four levels of misconduct, which are progressive, ranging from Level 1 as the least severe to Level 4 as the most severe. The level of severity is dependent upon variables such as the circumstance of the offense, the type of offense, the degree of seriousness and the frequency of the offense. Consequences in each level are in no particular order.

Ballard County Elementary School also uses the Positive Behavior Intervention System in grades K-5 to reduce the incidence of discipline referrals. For more information, contact Principal Chris Sheffer at 270-665-8400, ext. 2201, or email chris.sheffer@ballard.kyschools.us.

Due to these variables, a number of disciplinary response options have been developed for each level of misconduct. These options allow the teacher, principal or his/her designee to review and recommend the most appropriate response for the student and the offense, thus assuring that the option chosen best fits the problem. Repeated incidents of misbehavior at any level may be referred to the next-higher level of misconduct.

Following an explanation of consequences for each level is a list of possible behavior violations. For complete definitions of the individual violations, please see the "For Parents" page of our website at www.ballard.kyschools.us, or contact the student's principal, or Bob Wilson, Ballard director of pupil personnel, at 270-665-8400, ext. 2014.

LEVEL 1 BEHAVIOR AND CONSEQUENCES

Level 1 misconduct includes minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors usually can be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Disciplinary response options: The teacher/principal or his/her designee shall confer with the student/parties concerned as soon as is practical. Disciplinary options include (not necessarily in order):

- a. verbal warning; principal conference
- b. notification to parents/guardians by phone, letter, or message
- c. office referral

LIST OF BEHAVIOR VIOLATIONS - Level 1

(For complete definitions of the individual violations, please see the "For Parents" page of our website at www.ballard.kyschools.us.)

- 1.0 **Minor violations of classroom, hallway, restroom and campus behavior**
- 1.1 **Defamation**
- 1.2 **Dress code violations**
- 1.3 **Violations deemed appropriate by the principal/designee for this level**

LEVEL 2 BEHAVIOR AND CONSEQUENCES

Level 2 misconduct includes misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the classroom or school. These infractions often result from the continuation of Level 1 misbehaviors. They require the intervention of administrative personnel because Level 1 disciplinary options failed to correct the situation or because the infractions have become more serious.

Disciplinary response options: The principal or his/her designee shall confer with the student/parties concerned as soon as is practical. Disciplinary options include (not necessarily in order):

- a. notification to parents/guardians by phone, letter, or message; principal/counselor conference
- b. student behavior intervention plan
- c. in-school detention
- d. after-school detention
- e. suspension of the student (removal from school) for no more than two school days. The student will be readmitted to school only after a parent/student/school conference. The superintendent or his/her designee, the director of pupil personnel, and other appropriate persons shall be notified by letter.
- f. petition/warrant signed (The principal or designee may sign a petition/warrant when a Kentucky Revised Statute is violated.)

LIST OF BEHAVIOR VIOLATIONS - Level 2

(For complete definitions of the individual violations, please see the "For Parents" page of our website at www.ballard.kyschools.us.)

- 2.0 **Repeated violations of Level 1 offenses**
- 2.1 **Malicious remarks**
- 2.2 **Disorderly conduct or classroom disturbance**
- 2.3 **Misrepresenting facts**
- 2.4 **Forgery**
- 2.5 **Excessive school/classroom tardiness**
- 2.6 **Skippping school or truancy**
- 2.7 **Gambling**
- 2.8 **Profanity/vulgarity**
- 2.9 **No public display of affection**
- 2.10 **Use or possession of tobacco/E-cigarettes and supplies**
- 2.11 **Written or verbal propositions to engage in sexual acts**
- 2.12 **Consequence violation**
- 2.13 **Unnecessary roughness**
- 2.14 **Possession of a pocket knife or ammunition (without intent to harm)**
- 2.15 **Inappropriate touching of another person**
- 2.16 **Cheating**
- 2.17 **Possession of cell phones, pagers, electronic devices**
- 2.18 **Intimidation of witness**
- 2.19 **Vandalism**
- 2.20 **Theft and related offenses**
- 2.21 **Violations deemed appropriate by the principal/designee for this level**

LEVEL 3 BEHAVIOR AND CONSEQUENCES

Level 3 misconduct includes acts directed against persons or property in which the action or its consequences endanger the health or safety of self or others in the school. Although these acts might be considered criminal, generally they can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend upon the extent of the school's resources for mediating the situation in the best interest of all students.

Disciplinary response options: The principal or his/her designee shall confer with the student/parties concerned as soon as is practical. The parents or guardians shall be contacted immediately by phone, letter or message. Disciplinary options include (not necessarily in order):

- a. in-school detention
- b. before/after-school detention
- c. suspension of the student (removal from school) for three to 10 school days. The student will be readmitted to school only after a parent/school/student conference is held. The superintendent or his/her designee, director of pupil personnel, and other appropriate personnel shall be notified by letter.
- d. referral to alternative school up to 44 days.
- e. Alternative education home placement.
- f. referral to proper law enforcement authorities (The principal or his/her designee may sign a petition/warrant when a Kentucky Revised Statute is violated.)

Any student receiving a Level 3 consequence will be required to meet with the school guidance counselor, who may refer the student for further evaluation.

LIST OF BEHAVIOR VIOLATIONS - Level 3

(For complete definitions of the individual violations, please see the "For Parents" page of our website at www.ballard.kyschools.us.)

- 3.0 **Repeated violations of Level 2 offenses**
- 3.1 **Bullying, threatening and/or intimidation** – For more information, please see page 26 in this book. Please visit "Forms and Links" page of our district website at www.ballard.kyschools.us for a bullying report form.
- 3.2 **Harassment/discrimination** – For more information, please see page 27 in this book. Please visit "Forms and Links" page of our district website at www.ballard.kyschools.us for harassment/discrimination report forms.

- 3.3 Loitering by unauthorized student
- 3.4 Defiance of school staff members' authority
- 3.5 False fire alarm
- 3.6 Intimidation of witness
- 3.7 Fighting
- 3.8 Vandalism
- 3.9 Theft
- 3.10 Sale or transfer of tobacco/e-cigarettes and supplies
- 3.11 Gang activity
- 3.12 Attempted extortion
- 3.13 Inappropriate use of technology material or equipment
- 3.14 Sexual harassment
- 3.15 Physical assault
- 3.16 Criminal trespass
- 3.17 Possession of weapons or dangerous Instruments
- 3.18 Unlawful assembly
- 3.19 Criminal use of noxious substance
- 3.20 Menacing
- 3.21 Terroristic threatening
- 3.22 Wanton endangerment
- 3.23 Possession of contraband
- 3.24 Aggressive misbehavior
- 3.25 Possession, use, or being under the influence of alcoholic beverages, controlled substances, non-prescribed "look-alike" substances or synthetic compounds and substances
- 3.26 Use of or being under the influence of harmful materials
- 3.27 Sale or transfer of alcoholic beverages, controlled substances or non-prescribed "look-alike" substances
- 3.28 Unauthorized possession of school property
- 3.29 Violations deemed appropriate by the principal/designee for this level

LEVEL 4 BEHAVIOR AND CONSEQUENCES

Level 4 misconduct includes acts that result in violence or which pose a direct threat to the safety or health of self, other persons or property in the school. Level 4 misconduct also includes habitual violations of the Student Code of Behavioral Expectations. These acts may be criminal or may be so serious that they may require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Ballard County Board of Education.

Disciplinary response options: The principal or his/her designee shall confer with the student/parties concerned as soon as practical. The parents or guardians shall be contacted immediately by phone, letter, or message. Disciplinary options include (not necessarily in order):

- a. Long-term placement of 45-90 days (alternative placement)
- b. Alternative education home placement
- c. Expulsion with services of 90-172 days (alternative placement)
- d. Expulsion without services (student poses threat to the safety of himself or others)

Any student receiving a Level 4 consequence will be required to meet with the school guidance counselor before being readmitted to school. The counselor may refer the student for further evaluation.

Note: Students who have successfully fulfilled two-thirds of their disciplinary term with exemplary behavior and work ethic while serving a. or c. above may request the principal/designee to be removed from alternative placement and placed on disciplinary probation for the remainder of the original term.

Non-school violations: Students will be subject to school discipline for any violation of this code with regard to school personnel and property during non-school time.

Note: There may be situations in which ANY LEVEL of misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record. *The Ballard County Board of Education recognizes that a petition/warrant to the court may be issued.*

LIST OF BEHAVIOR VIOLATIONS - Level 4

(For complete definitions of the individual violations, please see the "For Parents" page of our website at www.ballard.kyschools.us.)

- 4.0 **Repeated violations of Level 3 offenses**
- 4.1 **Possession of weapons or dangerous Instruments**

The crime of unlawful possession of a weapon on school property or knowingly possessing or carrying a firearm, deadly weapon, destructive device or booby trap device in public or private school buildings, school buses, campuses, grounds, recreation areas or athletic fields is a class D felony.

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five years in prison and a \$10,000 fine.

- 4.2 **Use of weapons or dangerous instruments**
- 4.3 **Unlawful assembly**
- 4.4 **Criminal use of noxious substance**
- 4.5 **Extortion**
- 4.6 **Bomb threat**
- 4.7 **Arson or attempted arson**
- 4.8 **Menacing**
- 4.9 **Terroristic threatening**
- 4.10 **Wanton endangerment**
- 4.11 **Physical assault**
- 4.12 **Vandalism**
- 4.13 **Theft**
- 4.14 **Burglary**
- 4.15 **Robbery**
- 4.16 **Possession of contraband**
- 4.17 **Aggressive misbehavior**
- 4.18 **Possession, use, or being under the influence of alcoholic beverages, controlled substances, non-prescribed "look-alike" substances or synthetic compounds and substances**
- 4.19 **Sale or transfer of alcoholic beverages, controlled substances or non-prescribed "look-alike" substances**
- 4.20 **Use of or being under the influence of harmful materials**
- 4.21 **Sexual abuse** (Please see Appendix A for Harassment/Discrimination forms.)
- 4.22 **Fighting**
- 4.23 **Unauthorized possession of school property**
- 4.24 **Violations deemed appropriate by the principal/designee for this level**

There certainly are other acts of misbehavior or violation of criminal laws or school regulations that are not included in these lists. In such instances, disciplinary action will be at the discretion of the teacher, principal or his or her designee, and/or the superintendent.

DISTRICT STUDENT CELL PHONE/ELECTRONIC DEVICE POLICY AND DISCIPLINE

Students are not allowed to have a cell phone/electronic device in their possession during the instructional day. Students will turn off and put away their cell phones/electronic devices immediately upon entering the building, and must keep their cell phones/electronic devices in their lockers, turned off, until the last bell of the instructional day. Smart watches will not be allowed to be worn during assessments or other tests. If teachers find a student's smart watch to be a distraction in class, the smart watch may be subject to penalties in this policy.

First discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for five consecutive school days. The device and contents will remain in the safe over any weekend or holiday occurring before the end of those five consecutive school days.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the fifth school day.
- c. Student will serve one session of after-school detention.

Second discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for 10 consecutive school days. The device and contents will remain in the safe over any weekend or holiday occurring before the end of those 10 consecutive school days.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the 10th school day.
- c. Student will serve one session of after-school detention.

Third discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for 30 consecutive school days. The device and contents will remain in the safe over any weekend or holiday occurring before the end of those 30 consecutive school days.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the 30th school day.
- c. Student will serve a minimum of three days of in-school detention.

Fourth discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for the remainder of the school year.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the last day of school.
- c. Student will serve a minimum of five days of in-school detention.

If the cell phone/electronic device is confiscated in conjunction with any other infraction of this Code of Behavior, it may result in a higher level of discipline consequences, regardless of the number of offenses.

While all of these policies apply equally to cell phones on school buses, whether or not a student may use a different kind of electronic device (game/music player only, excluding cell phones) on a bus to play games or listen to music with ear/headphones is up to the discretion of the individual driver. These rules should be made clear by the driver at the beginning of the year; however, it is the student's responsibility to ask if he or she is unsure of the driver's policy.

STAFF DRESS CODE

The following is the dress code for teachers, aides and office staff. Our goal is to improve the perception of professionalism in our school. The principal or his/her designee has the right to utilize discretion on any/all dress code issues.

Inappropriate/Unacceptable attire:

- Body art, visible tattoos or visible body piercings other than ears.
- Shorts/Skorts (with the exception of field days, field trips or certain faculty/staff positions for which such attire would be appropriate, for example, physical education instructors).*
- Skirts/Dresses with a hem shorter than three inches above the knee.
- Denim jeans, sweat suit and/or wind suit pants/jackets (except on Fridays, designated dress-up days, or certain faculty/staff positions for which such attire would be appropriate, for example, auto repair shop teachers).*
- Exposed midriffs or backs (even when bending or stretching).
- Tank tops or spaghetti strap tops.
- Exposed cleavage.
- Backless, see-through, tight-fitting, low-cut blouses, tops and/or dresses.

*Shorts, denim jeans and/or sweat or wind suits will be allowed for PE teachers or others when necessary to complete duties.

STUDENT DRESS CODE

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept responsibility concerning this matter. Students will dress according to weather, health, safety, and school activities. Dress and hair styles that are an extreme variation of those generally prevailing in the community and/or those that tend to disrupt the academic process and orderly operation of the school will not be acceptable.

Logos, graphics and text:

1. Students may wear tops promoting academics, sports and school clubs. Brand logos may be worn.
2. No apparel or accessory will contain logos, graphics or text that promotes alcohol, drugs, tobacco/e-cigarettes, violence or illegal behavior.
3. No apparel or accessory will depict or suggest anything of a vulgar, obscene or sexual nature, or sexual or religious harassment, or derogatory language.

Apparel

- a. All tops must be long enough to cover the midriff, and necklines must be high enough to prevent any display of cleavage at all times.
- b. All lower-body apparel must be worn at the waist; no sagging pants are allowed.
- c. Appropriate footwear must be worn at all times.
- d. Proper undergarments must be worn but must not be visible.
- e. Dresses, skirts (including slit), skorts and shorts must be worn no shorter than mid-thigh.
- f. No jeans with any holes above mid-thigh may be worn.
- g. No shirts with cut-off sleeves, see-through mesh clothing, tube tops, racer-back shirts or off-the-shoulder tops may be worn.
- h. No hats, caps or other headwear may be worn inside any buildings during the instructional day.
- i. No chains other than jewelry may be worn.
- j. No pajamas or other sleepwear may be worn.
- k. Any aspect of personal appearance that is a distraction to the orderly educational environment is not permitted.

BALLARD COUNTY SCHOOLS NO-NIT POLICY

Ballard County Schools has adopted a “no-nit” policy, which means that if a student is found to have head lice and/or nits (lice eggs), he or she will be quarantined and sent home with a parent for lice treatment. The student’s absence or tardy for that day will be medically excused, as well as the absence/tardy for the following school day (if needed). Any additional days missed due to head lice will be unexcused.

Students with head lice will not be permitted to return to school until proof of treatment is shown, i.e., empty medicine bottle brought to the school’s office. They **must be nit-free** (no eggs in the hair) in order to return to school.

Students must be brought to school by a parent when returning to school. They cannot ride the bus. They will be reexamined before going to the classroom.

Staff will examine the students 10 days after treatment. Occurrences of head lice will be addressed as outlined below:

FIRST OCCURRENCE: A parent/guardian is required to pick the student up from school. Parent will sign a sign-out sheet and will be given a **lice awareness fact sheet**.

SECOND OCCURRENCE: A parent/guardian is required to pick the student up from school. Parent will sign a sign-out sheet and will be given a **lice awareness fact sheet**.

THIRD OCCURRENCE: A parent/guardian is required to pick the student up from school. The school nurse may make a home visit to assess the situation. **The Department of Social Services will be called for further assistance since this could be a possible case of neglect.**

REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

The privilege of any student to ride a school bus is conditioned upon his/her good behavior and observance of the following rules and regulations. **Time spent on the school bus is to be considered an extension of the school day, and as such, is subject to all the rules/policies contained in this Code of Behavior.** When a student violates any of these rules and regulations, the principal of the school that the student attends will take necessary corrective action.

Temporary bus assignments must have a guardian signature, a working phone number, and the correct 911 address for the alternate pick up/drop off location. Parents and/or guardians must inform the student’s school, **in writing, by email or by phone**, about any alternate transportation requests. These requests shall be in the form of a signed letter or email from the primary guardian which may be delivered to the school with the student, via email, or as a printed form that may

be completed at the school by a listed guardian. Please watch your phone or email messages for a confirmation that the request has been accepted; if you do not receive confirmation by 1:30 p.m., please call your child's school.

The Transportation Department will no longer accept **any** temporary assignments after **1:30 p.m.** of the affected day of transit during a regular school day. Half-days or early dismissals shall be requested no later than **one hour** before dismissal.

A listed parent/guardian of a student in second grade or below **shall be present** at a designated drop-off location, unless the student is accompanied by a student in sixth grade or above. The driver shall continue with his or her route in the event that a listed guardian is not physically present to assume custody of the student. Reoccurring delays will be recorded and documented. We reserve the right to contact social services for child neglect. Transportation privileges may be revoked by the Transportation Director. The Transportation Department shall not be held responsible for delays due to guardian negligence. All students not received at the drop-off point according to board policy will be returned to their schools for pick-up and are subject to an additional charge for child care.

If there are any problems with a child's pick up/drop off locations, staff members will make up to three attempts to contact persons on the child's official school record. If the phone numbers on file are found to be disconnected, no longer in service or are working numbers that are not answered at the time of any attempted contact, the child will be brought back to ASK child care at the elementary school. The third time a child must be brought back to ASK, school officials will contact the Department of Social Services.

There shall be no more than **one** designated regular pick up/drop off location listed per student on a permanent bus assignment. A correct 911 address and current phone number shall be provided to the school. It shall be the guardian's responsibility to inform the schools about any address and/or phone number changes. A **working** phone number **MUST** be submitted to the student's school.

Any student in alternative school will have his/her driving privileges revoked for the duration of his/her time in alternative school. These students must ride a school bus, or be brought to school and picked up by a parent or guardian. They may not ride with another student. If they are written up for any behavioral incident on the bus, they will lose any accrued time off for good behavior in alternative school, and will remain in that placement for the entire time they originally were told to serve.

1. The driver is in full charge of the bus and the students, as long as students are on the bus. Students shall obey the driver promptly.
2. Students shall occupy the space designated for them by the driver.
3. Students shall be on time; the bus cannot wait for those who are not on time. Pursuant to 702 KAR 5:080, students should be ready to board the bus 5 minutes prior to their scheduled pick-up time.
4. Students are never to stand in the road while waiting for the bus.
5. Students are not to throw waste paper or other rubbish on the floor of the bus.
6. Students are not to mar or otherwise deface the bus.
7. Students are not allowed to carry a knife or any sharp instrument on the school bus. If this occurs, the driver is to take the knife or instrument to the principal's office.
8. Students are not to start to school when sick or when any member of the family has a contagious disease.
9. The following activities are prohibited at all times:
 - a. improper behavior, including insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving or similar offensive acts
 - b. eating or drinking on the bus – this includes candy, drinks, etc., from machines at school
 - c. throwing articles or objects in or from the bus
 - d. tampering with mechanical equipment, accessories or controls of the bus
 - e. placing musical instruments or other articles at the door by the driver
 - f. obstructing the aisle in any manner
 - g. occupying more space in a seat than required
 - h. opening or closing windows without permission of driver
 - i. bringing toys, glass, etc., on the bus
 - j. bringing animals, reptiles, rodents, etc., on the bus
 - k. spitting on the floor of the bus
10. Students are to avoid unnecessary conversation with the driver.
11. Students are to keep arms and heads inside the bus windows at all times.
12. Students are not to leave the bus without the driver's consent at home or at school.
13. Students are not to leave their seats unless getting on or off the bus or unless authorized by the driver.
14. Students are to report any damages to the bus to the driver at once.
15. Students are to walk on the left side of the road, facing the traffic.

16. For safety reasons, when students are required to cross the roadway when entering or exiting the school bus, these roadway crossings shall be made in front of the bus. The students shall cross the roadway a distance of approximately 10 feet in front of the bus in order for the driver to see them.
17. When students must cross the roadway to enter or exit the bus, they shall not cross the roadway until signaled to do so by the driver.
18. Should the conduct of a student on the bus endanger the lives of other people, and the offending student fail to cease such conduct when requested by the driver to do so, it shall be the duty of the driver to put the offender off the bus and report his or her action to the principal immediately. This should be done only in extreme cases and as a last resort to protect the safety of the other students.
19. Any complaints of drivers, students or parents not specified in the above regulations shall be reported promptly to the principal and director of transportation.
20. Any student who persists in violating any of these rules or regulations shall be reported to the principal of the school which he or she attends; his/her bus riding privileges may be denied temporarily or permanently.

DISCIPLINARY PROCEDURES FOR VIOLATION OF BUS REGULATIONS

Bus drivers will deal with small or low-level discipline concerns (i.e., minor disturbances, horseplay, excessive noise, unruliness, etc.) on the bus (in-house). Bus drivers will use verbal warnings, seating assignments, and parent notifications as a means to promote safety, order, and the rights of others on Ballard County school buses.

When a passenger commits an offense of serious enough nature, a written report will be issued on a Bus Misconduct Report form describing the offense or incident. The completed form will be submitted to the student's building principal. .

As with other discipline infractions that occur on campus, the level of severity is dependent upon variables such as the circumstance of the offense, the type of offense, the degree of seriousness and the frequency of the offense, and is at the discretion of the appropriate administrator. Some offenses, even the first time, are higher-level offenses; repeated incidents of misbehavior at any level may be referred to the next-higher level of misconduct. Each school administrator who is responsible for student discipline will use the following guidelines for discipline:

1. First offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary response options:
 - a. Principal conference
 - b. After-school detention
 - c. In-school detention
 - d. Bus suspension
2. Second offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary response options:
There will be a letter of notification sent by the school principal or designated school administrator to parents/guardians warning them of the consequences for a third offense by their child while riding the bus, **and** one of the following:
 - a. Principal conference
 - b. After-school detention
 - c. In-school detention
 - d. Bus suspension
3. Third offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary action:
 - a. A letter of notification to parents/guardians informing them that their child's bus riding privileges have been suspended for a minimum of three days, or up to a maximum of 10 days.
4. Fourth offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary action:
 - a. A letter of notification to parents/guardians informing them that their child's bus riding privileges have been suspended for a minimum of 11 days, or up to a maximum of 45 days.
5. Fifth offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary action:
 - a. A letter of notification to parent/guardians informing them that their child's bus riding privileges have been suspended for the remainder of the semester or year.
6. When a driver requests a student to move to the front of the bus to stop a problem or discuss consequences of their actions, and/or to begin a write-up procedure, and the child refuses, this act of insubordination is an **automatic third offense**.

USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board has established a policy and related procedures addressing the use of physical restraint and seclusion of students that are designed to promote the safety of all students, school personnel and visitors. The text of policy 09.2212 may be found in the online policy manual on the right side of the "District" page of the website at www.ballard.kyschools.us. If you need further assistance, please contact Bob Wilson, district director of pupil personnel, at 270-665-8400, ext. 2014.

PUPIL SUSPENSION AND EXPULSION

It is necessary to maintain the pupil's contact with a continuous program of education, either in a classroom setting or in a specifically-arranged program under the direction of the administration.

The pupil's needs will be considered as well as the requirements of the institution. The underlying causes of a pupil's behavior should be considered, along with his or her actions and attitudes. All pupils admitted to Ballard County Schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school. Assault, 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 also constitutes cause for suspension or expulsion from school.

The superintendent, principal or assistant principal of any school may suspend a pupil for up to 10 school days for violations and shall report such action in writing immediately to the superintendent and to the parent/guardian or other person having legal custody or control of the pupil. The office of the superintendent must receive a telephone communication prior to a suspension decision lasting more than three days. Parent/guardian may sign an agreement for the suspended student to attend the Alternative School for continuing his or her education under more restrictive conditions for a period of time to be determined by the director of the Alternative School, based on progress and behavior of the student.

If a student is suspended or expelled from a Ballard County school, that student is automatically barred from attending or participating in all extracurricular activities in the county schools.

The Ballard County Board of Education may expel any pupil for misconduct, but such action shall not be taken until the parent/guardian or other person having legal custody or control of the pupil has had the opportunity for a hearing before the board. The decision of the board shall be final.

DUE PROCESS RIGHTS AND PROCEDURES

Due process includes those rights which accrue to a student accused of violating school regulations and which may be brought to his or her defense at a disciplinary conference or hearing pending possible suspension or expulsion from school.

A pupil shall not be suspended from Ballard County Schools until after the following due process procedures have been provided:

- a. The pupil has been given oral or written notice of the charge or charges against him or her which constitute cause for suspension.
- b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them.
- c. The pupil has been given an opportunity to present his or her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from Ballard County Schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as possible, but no later than three school days after the suspension. A conference may be held between the official who meted out the suspension and the pupil and his or her parents/guardians prior to re-admission.

DUE PROCESS PROCEDURES FOR SPECIAL EDUCATION OR SECTION 504 STUDENTS – DISCIPLINARY CHANGE OF PLACEMENT

Special education or Section 504 students who create a disruption or dangerous situation for themselves or others which could result in suspension or expulsion will be handled according to the Special Education and Section 504 policies and procedures approved by the Ballard County Board of Education.

To view these policies and procedures, please contact the Board office at 3465 Paducah Road, Barlow, during normal business hours (phone 665-8400, ext. 2000), or visit the district's website at www.ballard.kyschools.us. Click the "District" button at the left of the home page, then the "About Us" link at the left of the district information page. A link to online policies and procedures can be found on the right side of the About Us page under the heading "Helpful Links."

Additional information about our 504 and special education programs may be found by clicking the "Departments" tab on the home page, then selecting the "Special Education" link in the drop-down list.

SCHOOL DETENTION

Each school in the Ballard County School District will implement a detention program. The principal/designee will assign detention for students who violate classroom rules and school rules.

Procedures:

1. Teachers will complete Disciplinary Report forms for students who violate rules.
2. Students will be assigned to detention by the principal/designee.
3. Parents will be notified of the detention by telephone or by mail.
4. Failure of the student to attend in-school detention or failure of the parent to provide transportation at the appropriate time may result in assignment to after-school detention, alternative school or suspension.
5. Students repeatedly assigned to detention may have extended detention assignments, after-school detention or alternative school placement, or suspension.
6. Work to be completed by the student during detention will be assigned by the referring teacher.
7. Students who refuse to complete assignments while in detention may be assigned additional detention.

HOMWORK POLICY/AFTER-SCHOOL DETENTION

An after-school detention will be held at least twice a week. Students may be assigned to after-school detention for two reasons: incomplete work or discipline issues. Only the principal/dean of students may assign students to the detention room for discipline reasons. If a student has incomplete work, at the teacher's discretion, that student may be assigned detention. Homework policy must be communicated to students/parents and administered by teachers. All make-up work will be graded and counted, even for unexcused absences.

If detention is needed, the teacher will complete a detention slip for the student assigning after-school detention for the next school day. Only the principal will accept a medical or other similar excuse as a reason for missing detention. After-school activities will not exempt a child from detention.

AFTER-SCHOOL DETENTION RULES AND REGULATIONS

The after-school detention program will be run strictly according to these regulations, and the student will be held accountable for them while serving his/her assignment.

Purpose – After-school detention is a constructive and meaningful alternative to the standard out-of-school suspension. By requiring students to correct their misbehaviors on their own time rather than taking time away from school, after-school detention will serve as a deterrent.

Principals have the prerogative to assign more than one day, depending upon the severity of the student's offense.

Procedure - Students must bring class assignments in order to be admitted, and are personally responsible for securing these assignments from their classroom teachers.

Students are expected to be actively involved with their assigned homework and class material for the duration of the day. Snacks and/or drinks are not permitted in the after-school detention classroom at any time. Talking is not permitted except with the permission of the monitor.

Misbehavior - Students asked to leave because of their conduct during after-school detention will be suspended.

Examples of misbehavior while attending after-school detention:

1. Not having class assignment
2. Sleeping while attending after-school detention
3. Talking
4. Other action(s) deemed inappropriate by the monitor

Transportation - Transportation currently is provided on the 21st Century Community Learning Center bus to designated pick-up points in the community. Any other arrangements for transportation following after-school detention are the responsibility of the student and his/her parents. These arrangements must include pick-up immediately after the scheduled end of after-school detention; repeated failure to pick up students in a timely manner may result in school officials contacting the Department of Social Services.

Telephone - Students will not be allowed to use the telephone except in an emergency. Students should inform parents of the exact time to pick them up.

Valid reasons for absence from assigned after-school detention:

1. Family death
2. Illness verified by doctor or dentist
3. Other absences, approved in advance, by school officials

Student's after-school job - Working is not an acceptable reason for missing after-school detention.

Refusal to serve - Refusal to serve after-school detention as assigned will result in an additional after-school detention assignment. Failure to attend assigned day(s) in after-school detention shall result in suspension/assignment to in-school detention. **If suspended, the student's parent(s)/guardian(s) must meet with a school official before he/she will be readmitted to school.**

This board regulation does not attempt to do away with suspension as a viable alternative for discipline when appropriate. Violations of Level 3 and 4 misconduct may necessitate assignment to alternative school, suspension or expulsion.

ALTERNATIVE SCHOOL/IN-SCHOOL DETENTION

Alternative school and in-school detention are self-contained classrooms for students whose behavior and/or attendance has placed them in a position of possible suspension or expulsion from school. Alternative school and in-school detention also may be used for credit recovery, unless the student has been referred for behavior/discipline issues.

Referral of a student shall be made by the principal and/or designee. His/her decision shall be based on information received from teachers, counselors, administrators, other supervisory staff, the student himself or herself, interviews with other students, or the judicial system. Subject to laws governing services to students with disabilities, the principal has the authority to refer a student to alternative school for violations of numerous policies or discipline codes relating to students, or for repetitive minor infractions that are disruptive to the learning environment that could result in suspension or expulsion from school. **Students assigned to alternative school for the first time should be accompanied by a parent/guardian for the initial intake process or the student may be sent home and accrue an unexcused absence for that day.** Students shall be closely supervised, with emphasis placed upon developing academic progress, positive attitude and positive behavior.

Any student in alternative school will have his/her driving privileges revoked for the duration of his/her time in alternative school. These students must ride a school bus, or be brought to school and picked up immediately after school by a parent or guardian. Repeated failure to pick up students in a timely manner may result in school officials contacting the Department of Social Services. They may not ride with another student. If they are written up for any behavioral incident on the bus, they will lose any accrued time off for good behavior in alternative school, and will remain in that placement for the entire time they originally were told to serve.

Students assigned to In-School Detention or Alternative School are ineligible to participate **or attend** any extracurricular activity or school-sponsored event, **including those held off-campus**.

SEARCH AND SEIZURE

Lockers are property of the school and are subject to the board of education's regulation and supervision. Locker inspections or searches are not carried out as a harassment technique, but as a duty when the health, safety or welfare of students is involved. In a search and seizure situation the following procedures shall be followed:

1. A student's person only will be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the student or others may be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by that staff member or through the office.
4. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected (example: overdue library books).
5. All items which are seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: 1) the student is absent from school; 2) school authorities decide that the student's presence could endanger the student's health and safety; or 3) other good cause.

The U.S. Supreme Court, on January 15, 1985, ruled that a school administrator may search a student if he/ she has sufficient probability to believe that the search will turn up evidence of violation of the law or rules of the school and the nature and scope of the search is related to its object, to the age and sex of the student, and to the severity of the infraction.

CLOSED CAMPUS

All students are required to remain on school grounds during the hours that school is in session, including the lunch period. Students must have permission from a parent/guardian and approval by the principal or his/her designee to leave the campus. There will be no unauthorized leaving of school grounds.

SCHOOL VISITORS

The Ballard County Board of Education encourages citizens to visit the schools as often as practicable. Each visitor should report to the principal's office to get authorization and a sticker or some other form of temporary identification for his/her presence in the building, so as not to disrupt school programs. Any authorized person entering a main building or picking up a student will be required to show a valid photo ID. Students are not allowed to bring a friend/guest to visit their school for a day or any part of a day without prior consent of the building principal.

LIBRARY/MEDIA CENTER REGULATIONS

1. Overdue books/materials fines

Fines will not be charged for overdue books at the elementary school. Elementary students with overdue books will have their report cards held until the books are returned or replacement costs have been paid.

Middle and high school students with overdue books will be charged a fine of 5 cents per day per book that the book is overdue (with a grace period of five days). These students will lose all library privileges until the books are returned or replacement costs have been paid. After 30 days, students will be referred to the principal. At the end of each school year, students will be required to pay replacement price for lost materials.

2. Loss of or damage to books/materials

Students who lose, destroy or damage books/materials beyond use will be required to pay for the material. In most instances, the replacement price should be used as a guide for payment.

If a paid-for book is found, the money will be refunded to the student. Refunds will not be made for books/materials lost one year and found the following year. These books/materials become the property of the student.

3. Printing in the middle/high school library.

Students will be charged 10 cents per sheet for printing items not required for class assignments.

ELECTRONIC RESOURCE ACCEPTABLE USE POLICY AND PROCEDURES

Rights and responsibilities

Ballard County schools provide computer resources in an effort to help support its primary objective, which is to enhance teaching and learning. As responsible members of the Ballard County community, all students are expected to follow and adhere to the guidelines established below based on common sense, common decency, rules established in the schools of Ballard County and by the Ballard Board of Education, and laws of the county, state and nation. Strict adherence to the following guidelines will help insure a positive and productive environment for all students.

All students using school computers in Ballard County will:

- Respect others' rights to freedom from harassment and intimidation.
- Respect and adhere to laws concerning copyright and other intellectual property rights.
- Follow security restrictions for all systems and information.
- Use and share computer resources courteously and efficiently.
- Recognize limitations to the privacy of electronic documents.

Digital citizenship

Ballard County schools have the responsibility to ensure that students are instructed in digital citizenship.

Students will be provided instruction on digital citizenship in the following manner:

- Elementary students will use the curriculum "Digital Literacy and Citizenship," provided by Common Sense Media, in their computer rotations.
- Middle school students will begin using the curriculum provided by iDrive to obtain their digital drivers' licenses.
- All high school students must complete all modules and exams provided by iDrive and obtain their digital drivers' licenses.

Usage guidelines

The student is held responsible for his/her actions. Unacceptable uses of the network will result in disciplinary actions set forth by the individual schools' administrations. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment, software or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources, such as downloading software and files not related to educational purposes.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another user.
- Posting personal communications without the original author's consent.
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Creating or editing personal web pages using the school network.
- Unauthorized e-mail or chatting.
- Gaining access to, viewing or otherwise visiting pornographic websites.

Internet policy

Ballard County students will be connected to the Internet, providing access to local, national and international sources of information. In return for this access, students have the responsibility to respect the rights of every other user in our community and the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with the Ballard County Schools' Acceptable Use Policy and the laws of the community and the United States.

Electronic mail policy

- Do not send or attach pornographic, obscene or sexually explicit messages or pictures.
- Do not use or transmit obscene, abusive or sexually explicit language.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- Do not reveal your name or any personal information to anyone.
- Do not establish relationships with strangers on the network, unless a parent or teacher has coordinated communication.
- Do not harass, insult or attack others.
- Do not access, copy or transmit another's messages without permission.

Note that 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. Use of any electronic mail system other than that approved and implemented by the Kentucky Department of Education is prohibited.

ADDITIONAL DISTRICT NETWORK RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallways. Communications on the network often are public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers, school servers and/or workstations always will be private.

Within reason, freedom of speech and access to information will be honored. During school, classroom teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in **Ballard County Board of Education Policy No. 08.2323** and other procedures on curriculum and instruction (copies of which are available in school offices), **students will NOT**:

- Attempt to damage/alter/remove hardware/software/network files/computer systems or networks;
- Attempt to access another's folders, work or files;
- Attempt to gain unauthorized access to technology resources or waste technology resources;
- Copy/distribute software owned/licensed to any facility of the Ballard County Board of Education;
- Attempt to transmit or receive materials in violation of federal or state laws or regulations pertaining to threatening or obscene language or materials, including sexually explicit materials, or copyrighted materials;
- Attempt to use Ballard County Public Schools' network for personal or commercial activities, product promotion, political lobbying or illegal activities;
- Attempt to use unauthorized games, interactive messaging or internet-based email accounts;
- Attempt to use unauthorized software products or Internet resources, which affect computer/network performance.

VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY AND/OR LEGAL ACTION.

Loss of network services: The district technology coordinator may suspend or close an account at any time as required. The district technology coordinator must notify the user in writing within two weeks following the action of the reason for suspension or termination of an account. The administration, faculty, and staff of Ballard County Board of Education also may request the system administrator or district technology coordinator to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period of up to one calendar year. Users (students, staff or community members) whose accounts are denied, suspended or revoked do have the following rights:

1. To request (in writing) from the district technology coordinator a written statement justifying the actions.
2. To submit a written appeal to the superintendent.
3. Pending the decision of the committee, a user can make a final appeal to the board of education. The decision of the board of education is final.

4. Reliability - Ballard County Board of Education will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or user errors or omissions.
5. Security on all systems is a high priority, especially when the system involves many users. If any user can identify a security problem on the network, he/she must notify a system administrator or send e-mail to mike.howle@ballard.kyschools.us or the school network administrator. Do not demonstrate the problem to other users.
6. Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating systems or applications of another user, Ballard County School network, or any file server or other network that is connected to the KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

STUDENT DRUG TESTING POLICY

This policy applies to all student athletes and all students involved in any co-curricular or extracurricular activities on the high-school level, and all student drivers. The development of this program, under the direction of the superintendent and Board of Education for Ballard County Schools, will involve the drug testing of students who choose to participate in any of the above activities in this school system. This policy, once initiated in the school system, should be for the sole purpose of deterring any students from using or abusing drugs.

I. RATIONALE STATEMENT

The district has established a drug-testing program for students because state surveys indicate that Ballard County is above state and regional numbers for student alcohol, tobacco and other drug use, as well as for the following reasons:

1. These students often serve as **role models** for other students.
2. Through participation in athletics and other activities, students using illegal drugs pose a threat to their health and safety, as well as to the health and safety of others.
3. The policy will offer students a reason to refrain from using drugs.

II. DEFINITION OF TERMS

1. Drug: Any illegal substance or substances controlled by federal regulations.
2. Student: Any student participating in athletic practices and/or contests, extracurricular activities or driving under the control and jurisdiction of the district. This includes all team, club and organization members of any kind, as well as those students who drive to and from school.
3. Athletic Eligibility: Determination of athletic eligibility shall be made in compliance with applicable policies, administrative procedures, and Kentucky High School Athletic Association requirements.

III. TESTING PROCEDURE:

1. Drug testing shall be a requirement for participation in any sport, extracurricular activity or student driving opportunity offered by the district. Each student who plans to participate in these activities at the high school level, along with his/her parent or guardian must sign a written consent form for drug testing as a prerequisite to the student's participation. If the parent or guardian does not consent, the student will not be allowed to participate.
2. Testing will be accomplished by the analysis of urine specimens obtained from the student as directed by the random sampling selection procedure.
 - a. Procedures to reasonably ensure privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable will be established.
 - b. Appropriate measures to protect student confidentiality throughout the testing process and in the handling of results will be established.
 - c. Designation of drug testing results to appropriate school officials such as administration, coaches, etc., will be established.
 - d. Students who have been or who are taking prescription medication must provide verification prior to testing. Verification will be in the form of a copy of the prescription or a physician's signed statement.
 - e. Students who refuse to provide verification and subsequently test positive shall be subjected to the consequences stated in the policy.
3. Random sampling may begin the first day of school and will be conducted by an independent agency chosen by local school officials.
4. Students will be randomly selected for drug testing from a list of all eligible students participating in athletics, extracurricular activities or driving opportunities. The list will be sent to the company that is under contract with the Ballard County Board of Education for the purpose of administering drug testing.
5. Once notified, students must produce a urine sample in such a manner as to ensure that the sample has not been altered in any way.
6. If a student tests positive, a second test shall be administered immediately from the same sample to confirm the results. If the second test is negative, no further action shall be taken. If the second test is positive, the

parent/guardian shall be notified, and the principal or designee shall provide the parent/guardian and the student with an opportunity to be heard before penalties are imposed.

FIRST OFFENSE: The student shall choose one of the following options:

- a. Completion of a drug resistance program acceptable to the district and suspension for one week from practice/participation/driving, including a minimum of one athletic contest/club meeting. He/She will continue to be suspended from further participation until a weekly drug test sampling produces a negative result. The student may be tested at random times during the remainder of the school year; a positive test at any time would be considered a second offense (please see below). The cost of the assistance program and the weekly drug testing will be paid by the student's family; or
- b. Suspension from participation in all athletics/extracurricular activities/driving for a period of one year from the date of the first test that yielded positive results.

SECOND OFFENSE: The student shall be suspended from participation in all athletics/extracurricular activities/driving for a period of one year from the date of the first test that yielded positive results.

THIRD OFFENSE: The athlete shall be suspended from participation in all athletics/extracurricular activities/driving for the remainder of his/her high school career.

Offenses shall be cumulative over a student's entire period of participation in all high school activities and shall accumulate regardless of when the offenses occur. After completing a period of suspension from an activity, a student shall be retested before beginning the next session of activity for which he/she is eligible. Positive results shall not be turned over to law enforcement authorities or used to suspend or expel students from school.

7. Students that transfer from other schools must sign a statement declaring that they have not been suspended from other programs for drug use offenses and/or produce such information derived from drug testing programs in the schools from which they transfer.

GRIEVANCE PROCEDURE

Procedure for Reporting Grievances

Student → Teacher → Building Principal → SBDM (at discretion of principal) → Superintendent →
Ballard Board of Education

CONDITIONS

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the principal and/or superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

TIME LIMITS

1. Students or their parents must file the grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board of Education, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is

of such a personal and private nature that cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the principal.

2. The principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the superintendent, thus bypassing the principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the superintendent.
2. The superintendent reserves the right to redirect the communicator to the appropriate level.

BOARD OF EDUCATION'S INVOLVEMENT

1. If the student, after reviewing the superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the superintendent for transmittal to the Board, or notify the superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student then will be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected.
3. The superintendent or the grievant shall present the communication to the Board at its next regularly-scheduled meeting.
4. The Board will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly-scheduled meeting of the Board, following the meeting at which the grievance initially was presented. The decision of the Board of Education will be final.

NOTE: Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.428811 AP.2.

Students/parents wishing to initiate a complaint about a Title I issue should refer to Procedure 08.13451 AP.1.

Related procedures: 08.13451

NOTICE TO INDIVIDUALS REPORTING BULLYING

The district prohibits all forms of improper conduct, including bullying. A copy of the district's reporting form may be found on the "Forms and Links" page of the district website at www.ballard.kyschools.us, or may be obtained at any school office. Please be aware of the following provisions.

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

ACTIONS NOT TOLERATED

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

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

BULLYING DEFINED

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

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

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

REPORTS

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

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

Students wishing to report bullying or other violations of this Code of Student Behavior Expectations may report it to a classroom teacher, who shall take appropriate action. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's principal. The principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

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

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations.

RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because he/she reports a bullying or other 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.

NOTICE TO INDIVIDUALS REPORTING HARASSMENT/DISCRIMINATION

The district prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the district's reporting form may be found on the "Forms and Links" page of the district website at www.ballard.kyschools.us, or may be obtained at any school office. Please be aware of the following provisions.

The district's Title IX/Equity Coordinator is Stephen Queen. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact him at 270-665-8400, ext. 2302, or email stephen.queen@ballard.kyschools.us.

The district will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by a district administrator or other individual with specific training and/or experience in this area. If you have any questions for the district's investigator, you may contact him/her at the address listed above.

During the investigation, you have the right to: (a) provide the district with information and documentation concerning the alleged improper conduct; (b) advise the district of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in district policy.

The district is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the district to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The district will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The district is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the district being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the district will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the district to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate the complaint.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board of Education.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the district may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to immediately notify the Title IX/Equity Coordinator and/or a district administrator.

The district will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the district should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment/discrimination, is strictly forbidden. If you believe that any of those parties is retaliating against you in any way, please notify the Title IX/Equity Coordinator and/or a district administrator immediately. If you are not satisfied with the district's response, you have the right to file a complaint with the Office of Civil Rights at this address: Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA, 19107.

CHILD FIND OFFERED FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION OR 504 SERVICES

The Ballard County School District keeps educational records in a secure location in each school and Board office. The Ballard County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Ballard County School District may destroy the educational records of a child without parent request three years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may be needed later for Social Security benefits or other purposes. The Ballard County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

The Ballard County School District has an ongoing Child Find system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age 3 to 21 years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's Child Find system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Ballard County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Ballard County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Ballard County School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Ballard County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call or send the information to: Terri Wehmeyer, Director of Special Education and Preschool/Coordinator Section 504; Ballard County Schools; 3465 Paducah Road; Barlow, KY 42024; 270-665-8400, ext. 2101; terri.wehmeyer@ballard.kyschools.us

If you know of a child who attends a private or home school within the boundaries of the Ballard School District, who may have a disability, and may need but is not receiving Special Education services, please call or send the information to the address above

Child Find activities will continue throughout the school year. As part of these efforts the Ballard County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through Child Find is maintained confidentially.

Written policies and procedures have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting: Bob Wilson Director of Pupil Personnel; Ballard County Schools; 3465 Paducah Road; Barlow, KY 42035; 270-665-8400, ext. 2014

The District office is open Monday through Friday, from 8 a.m. to 4 p.m.

The Ballard County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Ballard County Schools.

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student's educational records. They are:

1. ***The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access.***
Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. ***The right to inspect and review logs documenting disclosures of the student's education records.***
Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the district to record the disclosure.
3. ***The right to request amendment of student education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy or other rights.***
Parents or eligible students may ask the district to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate, misleading or in violation of their privacy or other rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a volunteer, or an outside person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if he or she needs to review an education record in order to fulfill his/her professional responsibility to the district.

This may include contractors, consultants, volunteers, and other parties to whom the district has outsourced services or functions.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll, or is already enrolled, or to other entities authorized by law, so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

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

5. ***The right to notify the district in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the district provides to parents/eligible students.***

To exercise this right, parents/eligible students shall notify the district by the deadline designated by the district. The form may be found on page 47.

6. ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. armed forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.***

Unless the parent or student who has reached age 18 requests in writing that the district *not* release information, the student's name, address, and telephone number (if listed) shall be released to armed forces recruiters and institutions of higher education upon their request.

7. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.*** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

VIEWING OF STUDENT RECORDS PURSUANT TO FERPA

The following rules and procedures shall be complied with relative to viewing student records:

1. The district annually shall notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under FERPA. The notification also shall be furnished to parents of all new students and to all newly-eligible students by the principal at the time of enrollment.
2. Parents or eligible students who wish to review educational records shall make a request on the appropriate form. Forms are available at each school and in the central office. The request shall be reviewed and responded to within three working days of receipt by the district, and a date assigned to view the records.
3. When student records are to be transferred to an authorized person or organization as specified in statute, a transfer of records form is required. In this case, the parent's or eligible student's signature is not required. However, school authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs disclosure of information concerning the student.
4. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not listed in statute.
5. A *Log of Inspection of Records* shall be completed on student records that are accessed (i.e., viewed, copied or inspected).
6. The superintendent/designee shall, within 15 working days from receipt of the request for a hearing, arrange for the hearing and notify the challenger in writing, giving the time, place and date for the hearing. The hearing shall be before the superintendent/designee and the findings of the hearing shall be disclosed within 15 working days.

7. The decision and findings from the hearing may be appealed to the board of education. The decision of the board shall be final.

NOTIFICATION OF PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

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

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

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

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

Inspect, upon request and before administration or use:

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

The district shall provide parents and eligible students notice of these rights annually under law in the student handbook, the district Code of Behavior, or other avenue designated by the superintendent/designee.

The district also shall notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-8520.

APPENDIX

- A -

ASSESSMENT AND GRADING POLICY

Student progress in the Ballard County Schools is measured by the following:

1. Formal and informal teacher evaluation of the pupil
2. Acceptable ability-related achievement of the pupil on a standardized test
3. Pupil progression in the district's continuous assessment program.
4. Pursuant to 703 KAR 5:200, grades earned on required high-school end-of-course exams (biology, U.S. history English 10 and algebra II) will count as a percentage of a student's final grade in those courses. The exams will count as 20 percent of the final grade in 2018-19.

Report cards are sent to parents/guardians four times per year in grades kindergarten through 8 at the end of each nine-week grading period, and twice a year in grades 9-12 at the end of each semester. Progress reports are sent to parents/guardians of all students in grades 3 through 12 weekly after the fifth week of each nine-week grading period. Students in grades 6 through 12 are responsible for picking up weekly progress reports for parents to review; none are mailed.

The following grading scale is used for students in grades 3 through 8:

A = 93-100 percent B = 84-92 C = 73-83 D = 65-72 F = 0-64

The following grading scale is used for students in grades 9-12:

A = 90-100 percent B = 80-89 C = 70-79 D = 65-69 F = 0-64

All Advanced Placement classes are graded on a 10-point scale.

Parents/guardians are encouraged to communicate with the teacher whenever they have concerns about a student's progress in a class.

DIPLOMA LEVEL REQUIREMENTS

Ballard Memorial High School offers a two-level diploma program. The distinction in diplomas conferred upon graduation will certify that a student has successfully completed one of the three levels of academic preparation outlined below:

- i. Standard Diploma: Minimum required by the state of Kentucky
- ii. Honors Diploma: Designated as a pre-college prep program

Credit requirements for each diploma are outlined below for individual classes.

1. Minimum requirements for a Standard Diploma:

English	4 credits	English 9, 10, 11 and 12
Science	3 credits	Integrated science, biology, and either chemistry, or introduction to chemistry and physics
Math	4 credits	Algebra I, geometry, algebra II, algebra III, pre-calculus or business math
Social Studies	3 credits	Government/economics, world civilization/geography, U.S. history
Health/PE	1 credit	
Arts/Humanities	1 credit	May be fulfilled with an art, band, or choir class.
Electives	<u>8 credits</u>	
	24	TOTAL CREDITS MINIMUM

2. Minimum requirements for an Honors/Pre-College Diploma:

English	4 credits	Honors English 9-10, Honors English 11 or junior AP English, senior AP English, ENG 101/102 or ENG 105 or administrator-approved class.
Science	4 credits	Honors integrated science, honors biology, honors chemistry, AP biology, AP chemistry, or administrator-approved course
Math	4 credits	Option 1: Honors algebra I, honors geometry, honors algebra II, and one credit of the following: pre-calculus, MAT 140, MAT 150, or administrator-approved class. Option 2: Honors geometry, honors

Social Studies	4 credits
Foreign Language	2 credits
Health/PE	1 credit
Arts/Humanities	1 credit
Electives	<u>6 credits</u>
	26

algebra II, and two credits of the following: pre-calculus, MAT 140, MAT 150 or administrator-approved class.

Honors government/economics, honors world civilization/geography, honors U.S. history, AP world civilization, or HIS 101.

May be fulfilled with an art, band, or choir class.

TOTAL CREDITS MINIMUM

In addition, all students must have completed the following requirements:

- Must be enrolled and attend high school for a minimum of eight semesters. *Ask administration for early graduation procedures.
- Must complete all district- and state-mandated assessment tasks.
- Must meet all performance standards for each specific course.

Students must meet either ACT or other required standardized test benchmarks in order to get into any AP or college dual enrollment class. For more information, please contact the Guidance Office.

GRADE CLASSIFICATION/PROMOTION REQUIREMENTS

Each student's grade level will be determined by the following number of credits earned:

Freshman:	0 to 4.5 credits
Sophomore:	5 to 10.5 credits
Junior:	11 to 17.5 credits
Senior	18+ credits

We will not promote from one class to another at the end of the first semester during the school year. An exception to this would be considered if a seventh-semester student begins the year in the junior class and earns enough credits (through such avenues as extended school services, correspondence courses, credit recovery) to graduate in that same year.

ACADEMIC HONORS

Students in the senior class shall be eligible for valedictorian and salutatorian awards if they meet the following requirements: They must be pursuing the Honors Diploma, and must have the highest and second-highest scholastic grade point average in the class (as calculated according to school council policy). Honor graduate designation shall be based upon a cumulative eight-semester grade-point average of 3.50 or above while pursuing the Honors Diploma program. A student must take all required honors/AP classes to be valedictorian, salutatorian or an honor graduate. Successful completion of an honors-level diploma does not ensure that a student will be an honor graduate; he or she also must meet GPA requirements.

APPENDIX

-B-

BOARD POLICY ON PROMOTION AND RETENTION

BALLARD COUNTY BOARD OF EDUCATION POLICY 8.22

Any promotions or credits earned in attendance in any approved public school are valid in any other public school.¹

TRANSFERS

In case a pupil transfers from the school of one district to the school of another district, s/he may not be assigned to a lower grade or course until the pupil has demonstrated that s/he is not suited for the work in the grade or course to which s/he has been promoted.¹

Pupils who transfer from a non-accredited school may be required to take tests from the previous grade to determine grade placement or course credit.²

HIGH SCHOOL GRADUATION

Upon successful completion of all state and Board requirements, the student shall receive a diploma indicating graduation from high school.¹

VOCATIONAL CERTIFICATE

A student who has completed the requirements established by the State Department of Education for a vocational program shall receive a vocational certificate of completion specifying the areas of competence.¹

STUDENT PROGRESS

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the Kentucky Core Content for Assessment.

A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade.

Board-approved student handbook(s) shall contain complete details.

Parents shall be notified when their child is performing below expectations and/or achieving below expected outcomes.

BASIS FOR DECISION

Promotion/retention decisions shall be made only after considering all elements that determine a student's growth and shall be based on consideration of pertinent factors, which shall include, but not be limited to:

- Academic achievement and ability;
- Patterns of current and past academic performance;
- Chronological age and physical development of the student;
- Social and emotional development; and
- Attendance and the probable effect of promotion or retention of the student.

PARENTAL REQUEST TO RETAIN

When a parent/guardian requests a student be retained, the Principal and the student's teacher(s) shall consider all pertinent factors. However, the final decision regarding student retention/promotion shall be determined by the Principal in keeping with Board policy requirements.

Because retention of students by schools for athletic purposes is prohibited, retention of a student after the fifth (5th) grade will result in the loss of one (1) year of athletic eligibility during the year of retention.

APPEALS PROCEDURE

Parents/guardians wishing to appeal a promotion/retention decision of the building Principal may submit a letter of appeal requesting to confer with the Superintendent. The letter of appeal must be delivered to the Superintendent within ten (10) working days of the building Principal's decision.

The Superintendent will advise the parent/guardian of his/her decision in writing within ten (10) working days of receipt of the appeal.

The parent/guardian may appeal the decision of the Superintendent to the Board. Parent/guardians must request in writing to be placed on the Board agenda ten (10) calendar days prior to the regular scheduled Board meeting. The decision of the Board shall be final.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.³

REFERENCES

¹KRS 158.140

²704 KAR 003:307

³P. L. 105-17

KRS 158.031, KRS 158.645, KRS 158.6451, KRS 158.6453, KRS 160.345

703 KAR 004:040, OAG 82-473, KRS 158.860

RELATED POLICIES:

08.113, 08.222, 08.5, 09.121

Adopted/Amended: 04/13/2009

Order #: 5321

APPENDIX

-C-

KENTUCKY'S NO PASS-NO DRIVE LAW

The 2006 Kentucky General Assembly amended KRS 159.051 and 186.470 to mandate that all school districts report to the state Transportation Cabinet any student deemed academically deficient, who had dropped out of school, or who had accumulated nine or more unexcused absences in the previous semester. (Any absence due to suspension will be an unexcused absence.) The Transportation Cabinet will revoke that student's driver's license, permit or driving privilege.

The "No Pass, No Drive" law specifies that a student shall pass four courses (or the equivalent of four courses per six-course semester; $4/6 = 66$ percent). Since most schools use a six-course semester, the Kentucky Department of Education is recommending that a student would need to pass more than 66 percent of his or her classes to be compliant. This same mathematical calculation of 66 percent has been applied in the chart below.

Number of courses per semester:	Number of courses that must be passed to be compliant:
4	3
5	4
6	4
7	5
8	6

Any 16- or 17-year-old student in Ballard County Schools who meets the following criteria will be reported:

- Not passing at least six of eight semester classes or the equivalent
- Accumulating nine or more unexcused absences per semester

Any 16- or 17-year-old applying for a permit driver's license must have a completed school compliance verification form. This form verifies that the student is compliant with the components of the statute listed above. If the student is not compliant, a form will not be issued.

BALLARD MEMORIAL HIGH SCHOOL DRIVING POLICY

Students will be issued a driving sticker after filling out an application listing the driving code. This application must be signed by the student and a parent/guardian. This application lists driving expectations at BMHS. Failure to comply with these rules may result in loss of driving privilege to BMHS for five to 175 days. Driving while the privilege is revoked will result in further loss of privilege or the towing of the vehicle at owner's expense.

Basic requirements of the driving policy include:

1. No more than two unexcused tardies.
2. Safe driving within school zones.
3. Following all state driving laws.
4. Driving only a vehicle with a valid driving sticker.
5. Passing 75 percent (five of seven) of classes **each grading period**.
6. Not repeating driving infractions.
7. Parents must sign consent form for possible drug testing of student drivers (see pg. 24).

As of Aug. 1, 2009, any student in alternative school will have his/her driving privileges revoked for the duration of his/her time in alternative school. These students must ride a school bus, or be brought to school and picked up by a parent or guardian. They may not ride with another student. If they are written up for any behavioral incident on the bus, they will lose any accrued time off for good behavior in alternative school, and will remain in that placement for the entire time they originally were told to serve.

**A more complete explanation of the driving policy is found on the driving application signed by student and parent/guardian.*

APPENDIX

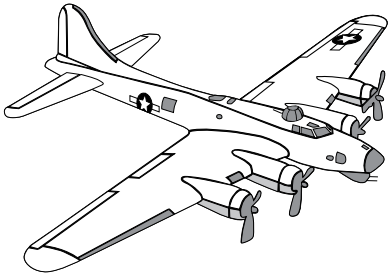
-D-

IMPORTANT SCHOOL INFORMATION AND REQUIRED FORMS

NOTICES TO PARENTS:

CONCERNING COURT DOCUMENTS: If your child has papers concerning custody, etc., we must have a copy of these papers on file. The papers must give specific names of people who are allowed to pick up your child. We must have the mailing address on the student emergency forms. If this changes during the year please let us know.

CONCERNING NON-PRESCRIPTION MEDICATION: By Ballard County Board of Education policy, schools cannot furnish non-prescription medicines such as acetaminophen, ibuprofen, aspirin, etc. If your child needs to take these medications for headache, muscle pain, etc., a parent or guardian must bring written permission for taking the medicine, as well as a supply of the medicine, to the school secretary. Medication will be dispensed from the school office only, and students may not share any medication with another student.



Ballard County Schools

3465 Paducah Road • Barlow, Kentucky 42024
Phone: (270) 665-8400 • Fax: (270) 665-9844
Casey Allen, Superintendent

July 12, 2018

Dear Parent/Guardian:

As you know, the Ballard County School System is committed to maintaining a safe and healthy learning environment for all employees and students in our schools. In keeping with this commitment, the Ballard County School System employed Summit Environmental Services, Inc., to conduct independent inspections and compile management plans for our schools according to state and federal regulations, to determine the extent of asbestos-containing materials. The complete inspection report and laboratory analyses are available in the asbestos file in the principal's office of your school.

All buildings within the system are asbestos-free except the Family Resource Center at 158 E. Third St., LaCenter. In this location, the asbestos-containing materials are in good condition and, therefore, pose relatively little potential for the release of asbestos fibers under normal use and conditions.

Every building in the system is inspected on a regular basis to insure that asbestos-containing materials from school building and offices are as per the Department of Education's recommendations. In the meantime, employees and teachers have been given specific instructions on how to avoid these materials and how to minimize any threat that might occur until removal is possible.

We ask the cooperation of all parents and teachers in directing school children to assist us in maintaining a safe school environment. We thank you for your cooperation and assure you that we will keep you informed of the progress of our asbestos control program.

LEA DESIGNEE

Darrell Sullivan
Ballard County Schools
Director of Transportation and Facilities

INFORMED PARENT STATEMENT

ALL PARENTS, PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL.

I certify that I have read the "Ballard County Schools Student Code of Behavioral Expectations" and understand that my child will be required to abide by the rules and consequences listed in that document.

I am aware that this form will be placed in his/her school record as verification that I have a copy of the "Ballard County Schools Student Code of Behavioral Expectations."

(Student name, grade level – please print)

(Parent/Guardian signature)

(Date)

Date received by Ballard County Schools

2018-19 CONSENT FOR SCHOOL HEALTH SERVICES

Student Information

Last Name: _____ First Name: _____ MI: _____
Homeroom: _____ Grade: _____ Male/Female: _____
Social Security number: _____ Race: _____ Last school attended: _____
Date of birth: _____ Address: _____ City: _____ Zip: _____
Mother: _____ Home# _____ Work# _____ Cell# _____
Father: _____ Home# _____ Work# _____ Cell# _____
Guardian: _____ Home# _____ Work# _____ Cell# _____

Emergency Information

Emergency contact: _____ Home# _____ Work# _____ Cell# _____
Emergency contact: _____ Home# _____ Work# _____ Cell# _____
Child's doctor: _____ Phone# _____ Preferred hospital: _____

Student Medical Information

Circle **ALL** that apply: Diabetes Seizures Asthma ADD ADHD Tobacco use

List **ANY** other significant medical history: _____

Does your child take any routine medications? If so, what? _____ Why? _____

Does your child have **ANY** allergies? (food, medicine, stings) _____

Does the allergy require an Epi-pen? Yes/No _____ Has your child had chicken pox? Yes/No _____

Student Medical Insurance

Does your child have a Kentucky Medical Card or K-chip? Yes/No _____ Number on card: _____

Does your child have any other medical insurance? Yes/No _____ Insurance name: _____

Does your insurance cover immunizations? Yes/No _____

Consent for Health Services/Assignment of Benefits

I consent to care which may include screening, assessments, lab test, treatment, first-aid, over-the-counter and /or prescription medicine, and any other health service given to my child by staff or agents of this Health Department. I authorize the school health clinic staff to release medical information about my child that impacts learning environment to his/her physician/primary care provider, school principal/guidance counselor or designee. I also understand that the information obtained for the school physical including immunization information will be released to my child's school. If my child has Medicaid/K-chip, I authorize payment be made to Purchase District Health Department on my behalf, for services received. I also release this information to Medicaid/K-chip for billing purposes. I understand that no guarantees are being made as to the effects of any exam or treatment on my child. I further understand that I will not be billed for any services that my child receives at the school clinic, except for vaccines that are not required (i.e. flu vaccine, for which a separate consent will be sent home). I acknowledge receipt of the Notice of Privacy Practices (NPP) for the Purchase District Health Department.

Signature of Parent/Guardian: _____ Date signed: _____

Must be signed for your child to receive first-aid. Separate consent for parent-provided medications on page 43.
(Expires one year after date signed)

AUTHORIZATION/PARENTAL CONSENT FOR ADMINISTERING PRESCRIBED MEDICATION

All Ballard County schools must have the parent/guardian's authorization for a nurse to administer prescription medications or, in his/her absence, the principal and/or designated staff to administer medications. Medications must be in their pharmacy-prepared containers and labeled with the name of student, name of drug, strength, dosage, frequency, name of physician/dentist/ARNP/PA. Please complete both the front and back of this form. To view the district's policy on medication administration, please contact Bob Wilson at 665-8400, ext. 2014, or ask the school nurse.

Date: _____

Name of student: _____ Date of birth: _____

Grade: _____ Teacher: _____

Condition for which the drug is needed: _____

Drug name and method of administration: _____

Time of administration: _____

Medication start date: _____ Medication end date: _____

Special storage requirements: _____

Restrictions and/or side effects: _____

This student is both capable and responsible for self-administering this medication:

No _____ Yes-Supervised _____ Yes-Unsupervised _____

Physician's name: _____ Phone: _____

Address _____

To be completed by parent/guardian:

I give permission for _____ to receive the above prescription medication at school according to standard school policy. I understand that I have the ultimate responsibility for providing the school with an adequate supply of this medication to enable the physician's orders to be followed. I understand that ALL medication must be delivered to the school by a parent/guardian, either to the main office or school nurse's office. **Prescription medication must be in the original pharmacy bottle with the correct name, medication, dosage and time(s) of administration.** I hereby release Ballard County Schools and its employees from any claims or liability connected with its reliance on this permission form, and agree to indemnify, defend and hold them harmless from any claim or liability connected with such reliance. I am responsible to notify the school in writing of any changes made regarding my child's medication or medical needs, and to pick up any unused medication at the end of the school year.

Signature: _____ Date: _____

Relationship to child: _____ Phone: _____

2018-19 STUDENT MEDICATION LOG

Name _____ Parent _____ Home/Cell/Work _____

Physician _____ Phone _____ Allergies _____

Medication _____ Route _____ Dosage _____ Time to be given _____
 Discontinued medication _____ Parent/Guardian notified to pick-up meds _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Aug																																
Sept																																
Oct																																
Nov																																
Dec																																
Jan																																
Feb																																
Mar																																
April																																
May																																

Subs: Name _____
 Name _____
 Name _____
 Name _____
 Name _____

Initials _____
 Initials _____
 Initials _____
 Initials _____
 Initials _____

CODES:
 A = Absent D = Early dismissal
 N = None available F = Field trip
 W = Dose withheld X = No school
 O = No-show

AUTHORIZATION/PARENTAL CONSENT FOR ADMINISTERING OVER-THE-COUNTER MEDICATION

All Ballard County schools must have the parent/guardian's authorization for a nurse to administer over-the-counter medications or, in his/her absence, the principal and/or designated staff to administer these medications. Medications must be in their original containers and include label information about the name of drug, strength, dosage and frequency. The student's name also should be on the container. Please complete both the front and back of this form. To view the district's policy on medication administration, please contact Bob Wilson at 665-8400, ext. 2014, or ask the school nurse.

Student's name: _____ Birth date: _____

Grade: _____ Teacher: _____

Allergies: _____

Reason student is receiving medication:

Name of medication: _____ Dosage: _____ Date to DC: _____

Possible reactions: _____

Form of medication: Tablet _____ Pill _____ Capsule _____ Liquid _____ Inhalant _____ Other: _____

Feedback required: Yes _____ No _____ If yes, frequency of feedback: _____

To be completed by parent or guardian:

I give permission for _____ to receive the above over-the-counter medication at school according to standard school policy. I understand that I have the ultimate responsibility for providing the school with an adequate supply of this medication. I understand that ALL medication must be delivered to the school by a parent/guardian, either to the main office or school nurse's office. **All medication must be in its original container with the correct name, medication, dosage and frequency of use.** I hereby release Ballard County Schools and its employees from any claims or liability connected with its reliance on this permission form, and agree to indemnify, defend and hold them harmless from any claim or liability connected with such reliance. I am responsible to notify the school in writing of any changes made regarding my child's medication or medical needs, and to pick up any unused medication at the end of the school year.

X _____
Parent/Guardian signature _____ Date _____

Daytime phone: _____ Cell phone: _____

2018-19 STUDENT MEDICATION LOG

Name _____ Parent _____ Home/Cell/Work _____

Physician _____ Phone _____ Allergies _____

Medication _____ Discontinued medication _____
 Route _____ Dosage _____ Time to be given _____
 Parent/Guardian notified to pick-up meds _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Aug																																	
Sept																																	
Oct																																	
Nov																																	
Dec																																	
Jan																																	
Feb																																	
Mar																																	
April																																	
May																																	

Subs: Name _____
 Name _____
 Name _____
 Name _____
 Name _____

Initials _____
 Initials _____
 Initials _____
 Initials _____
 Initials _____

CODES:
 A = Absent D = Early dismissal
 N = None available F = Field trip
 W = Dose withheld X = No school
 O = No-show

STUDENT DIRECTORY INFORMATION NOTIFICATION

PARENTS: DO NOT COMPLETE THIS FORM UNLESS YOU DO NOT WANT YOUR CHILD'S DIRECTORY INFORMATION RELEASED.

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the district not to disclose directory information listed below. We are required to disclose a student's name, address and telephone listing at the request of U.S. armed forces recruiters and institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed.

This page informs you of your right to direct the district to withhold release of student directory information for your child(ren). According to FERPA (see pages 29-31), "*directory information*" is information in a student's educational record that generally would not be considered harmful or an invasion of the student's privacy if it were disclosed. The information, such as name, grade level and a visual image, may be used in items such as newspaper, video and web page stories about student accomplishments or classroom events, and in printed athletic programs.

Following is a list of items that the district considers student directory information:

1. Student's name
2. Student's address
3. Student's telephone number
4. Student's school email address
5. Student's photograph/video image
6. Student's date and place of birth
7. Student's major field of study
8. Student's dates of attendance
9. Grade level
10. Information about the student's participation in officially-recognized activities and sports
11. Student's weight and height (if a member of an athletic team)
12. Degrees, honors and awards the student has received
13. Most recent educational institution attended by the student

If we receive no response within 30 days of the first day of school (by Sept. 14), all student directory information will be subject to release. If you **return this form prior to Aug. 31**, we will withhold all directory information, unless disclosure is otherwise required or permitted by law. (Please be advised that parents cannot prevent the school from using directory information on any district-issued ID cards or badges.)

Any parent (or student age 18 or older) **who declines/refuses release** of directory information **must sign on the lines below**, date and return this form to his/her building principal.

NOTE: If directed to withhold a student's directory information from third parties, that information **WILL NOT** be included in any school or district publication released to the public (**no newspaper, no radio, no television, no web page, no athletic programs, no yearbook**).

I hereby certify that I am the parent or legal guardian of _____.
(student's name and grade level)

The district **MAY NOT** release **any** information listed above to **any** third parties (potential employers, local news outlets or used in any other medium to be viewed by the public).

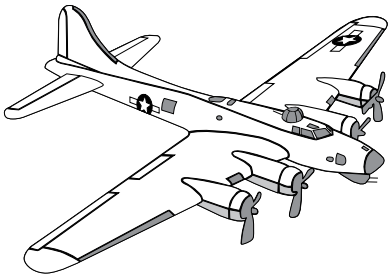
Parent/Guardian signature

Date

The district **MAY NOT** release **student name, address and telephone number (if listed)** to **any** armed services recruiters (U.S. Air Force, Army, Coast Guard, Marines, Navy; state National Guard or Reserves units, or institutions of higher education).

Parent/Guardian signature

Date



Ballard County Schools

3465 Paducah Road • Barlow, Kentucky 42024

Phone: (270) 665-8400 • Fax: (270) 665-9844

Casey Allen, Superintendent

IMPORTANT INFORMATION ABOUT SCHOOL MEALS

Dear Parent/Guardian:

All of our schools are participating in the Community Eligibility Provision (CEP) under the National School Lunch Program. The CEP is directed toward schools with a high percentage of economically disadvantaged students. Under CEP, **ALL STUDENTS receive a breakfast and/or lunch at no charge for the entire school year.** However, to determine eligibility to receive additional benefits for your child(ren), please complete the Household and Income Form (HIF).

1. ***If my child(ren) already will receive meals at no charge at any Ballard County school, why should I complete any form?*** Many state and federal programs use socioeconomic status (that is, household and income information) to determine eligibility for their programs. In addition, the primary state funding calculation for a number of other programs uses this form to determine socioeconomic status. By completing this form, your school is able to determine eligibility for additional programs for which your child(ren) may qualify. Regardless, your child(ren) will receive meals at no charge at all Ballard County schools.
2. ***Do I need to fill out an application for each child?*** No. Please complete one HIF for ALL students in your household. We cannot use a form that is incomplete, so be sure to fill out all required information. Please return the completed form to Bob Wilson, director of pupil personnel, 3465 Paducah Road, Barlow, KY 42024. For more information, please call 665-8400, ext. 2014, or e-mail bob.wilson@ballard.kyschools.us.
3. ***Who should I include as members of my household?*** You must include all people living in your household, related or not (such as grandparents, other relatives or friends), who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent, do not include them (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses).
4. ***What if my income is not always the same?*** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you make \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, please use your current income.
5. ***We are in the military. Do we include our housing allowance as income?*** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
6. ***My spouse is deployed to a combat zone. Is his/her combat pay counted as income?*** No, if the combat pay is received in addition to basic pay because of his/her deployment, and it wasn't received before he/she was deployed, combat pay is not counted as income. Please contact your school for more information.

If you have other questions or need help, please call **Amber Hayes, school nutrition director, at 270-665-8400, ext. 2530.**

Sincerely,

Casey Allen
Superintendent

2018-19 HOUSEHOLD AND INCOME FORM INSTRUCTIONS

Part 1: All Household Members (a household member is any child or adult living with you): ALL applicants should complete this part. List the name of each household member, the name of the school each child attends, and the child's grade. If the child is a foster child, please check the box for foster child. If a household member has no income, please check the box for "No income." All household members, including foster children, should be included here. If you need additional space, please attach a separate piece of paper.

If anyone in your household receives benefits from SNAP (food stamps) or KTAP (cash assistance), please follow these instructions:

Part 2: Please list the case number for one household member (adult or child) who receives KTAP or SNAP.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Please sign the form.

If any child in your household is homeless, a migrant or runaway, please follow these instructions:

Part 2: Skip this part.

Part 3: Please check the appropriate category and call Bob Wilson at 270-665-8400, ext. 2014.

Part 4: Skip this part.

Part 5: Please sign the form.

If you have foster child(ren) ONLY, please follow these instructions. You do not need to fill out a separate form for each foster child in your household. (If there are both foster children and non-foster children in your household, please follow the instructions below for "All Other Households.")

If all of the children in the household are marked as foster children in Part 1:

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Please sign the form.

All other households, including WIC households, households with non-foster children and households with both foster children and non-foster children, please follow these instructions:

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Please follow these instructions to report total household income from this month or last month:

Section 1 – Name: Please list all household members who have income.

Section 2 – Gross income and how often it was received: Please list the income for each household member. Check the box to tell us how often the person receives the income – weekly, every other week, twice a month, or monthly.

Earnings from work: Please list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub, or your boss can tell you. Net income should be reported only for self-owned business, farm or rental income.

Welfare, child support, alimony: Please list the amount each person receives, and check the box to tell us how often.

Pensions, retirement, Social Security, Supplemental Security (SSI), veteran's (VA), and/or disability benefits: Please list the amount each person receives, and check the box to tell us how often.

All other income: Please list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received weekly, every other week, twice a month, or monthly. Do not include income from KTAP, SNAP, WIC, federal education benefits and foster payments received by the family from the placing agency.

If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 5: An adult household member must sign the form. Please include your address and phone number in the event we have a question about your information.

2018-19 HOUSEHOLD AND INCOME FORM (HIF)

All Ballard County schools are participating in the Community Eligibility Provision under the National School Lunch Program. Under CEP, **all** children in any school may receive breakfast and lunch at no charge, regardless of income or completion of this form. However, to determine eligibility for various additional state and federal program benefits for which your child(ren) may qualify, please complete, sign and return this application to your school.

Part 1. All Household Members

Names of <u>all</u> people living in your household (first, middle initial, last)	School the child attends, or indicate "NA" if household member is not in school	Grade Level	Check if a foster child (legal responsibility of welfare agency or court). If <u>all</u> children listed below are foster children, please skip to Part 5 .	Check if NO income
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

PART 2. Benefits

IF **ANY** MEMBER OF YOUR HOUSEHOLD RECEIVES **SNAP** or **KTAP**, PLEASE PROVIDE THE NAME AND CASE NUMBER FOR THE PERSON WHO RECEIVES BENEFITS AND **SKIP TO PART 5**. IF NO ONE RECEIVES THESE BENEFITS, PLEASE GO TO PART 3.

Name: _____

Case number: _____

Part 3. Homeless, Migrant, Runaway Status

IF ANY CHILD YOU ARE APPLYING FOR IS HOMELESS, MIGRANT, OR A RUNAWAY, CHECK THE APPROPRIATE BOX AND CALL BOB WILSON AT 270-665-9400, EXT. 2014.

HOMELESS MIGRANT RUNAWAY

Part 4. Total Household Gross income (BEFORE DEDUCTIONS). Please list all income on the same line as the person who receives it. Please check the box for how often it is received. **PLEASE RECORD EACH INCOME ONLY ONCE.** If you provided a case number in Part 2, you do **not** need to provide income information.

1. Name (List only household members with income)	2. Gross income and how often it was received															
	Earnings from work before deductions	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Welfare, child support, alimony	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Pensions, retirement, Social Security, SSI, VA benefits	Weekly	Every 2 Weeks	Twice Monthly	Monthly	All other income (indicate frequency, such as "weekly," "every 2 weeks," "monthly.")
(Example) Jane Smith	\$200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$150	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50 / monthly
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ / _____
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ / _____
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ / _____
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ / _____
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ / _____

Part 5. Signature (Adult HOUSEHOLD MEMBER must sign)

An adult household member must sign the form.

I certify (promise) that all information on this form is true and that all income is reported. I understand that the school will get state and federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my child(ren) may lose benefits.

Sign here: _____ Print name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Privacy Notice

The Kentucky Department of Education is requiring schools to collect the information on this form. You do not have to give this information, but if you do not, we cannot determine your child’s eligibility for additional benefits under state and federal programs. We will hold the information you provide us as private and confidential to the extent required by law. However, we will share your socioeconomic status with various state and federal programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. Regardless, all students enrolled in a Community Eligibility Option school will receive a meal at no charge.

USDA Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992.

Submit your completed form or letter to USDA by: 1) mail: USDA; Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW; Washington, D.C. 20250-9410; 2) fax: 202-690-7442; or 3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

CHECKLIST

- Have you included all your children as household members?
- For each household member receiving income, is the frequency checkbox checked?
- Have you signed the application?

DO NOT fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52; Every 2 Weeks x 26; Twice A Month x 24; Monthly x 12

Total Income: _____ Per: Week Every 2 Weeks Twice A Month Month Year Household size: _____

Categorical Eligibility: ___ Date Withdrawn: _____ SES Code: Free ___ Reduced ___ Paid ___

Reason: _____

FRAM Coordinator: _____ Date: _____

Secondary Signature: _____ Date: _____

WRITTEN NOTICE OF SCHOOL FEE WAIVER PROCESS

All Kentucky public schools have a process for waiving fees for qualifying students, pursuant to 702 KAR 3:220.

To apply for the waiver, students who qualify for free or reduced-price lunches may complete the waiver form found on pg. 55.

This waiver of fees applies to all charges which otherwise would be required for participation in the following school-sponsored courses, activities, programs, events or services:

1. Charges and deposits collected for use of school property, including but not limited to locks, towels, lab equipment and special workbooks
2. Charges for field trips, if any portion of the trip falls within the school day
3. Charges or deposits for uniforms or equipment related to intramural sports, music or fine arts programs
4. Special supplies or fees required for a particular class
5. Graduation fees required for participation
6. Special education fees
7. School records fees
8. School health service fees
9. General activities fees
10. Vocational education fees
11. School-required drivers' education fees
12. Any other fees not exempt under Section 5 of the KAR.

Those exemptions are specified as rental of property used or activities taking place exclusively outside the normal school day that have no impact on graduation from or credit for instructional courses in the Kentucky Program of Studies (referenced in 704 KAR 3:304); and cost of materials, equipment or supplies beyond those needed for full credit for instructional courses that are essential for meeting student performance objectives.

Any money owed for items lost or damaged, or fees otherwise owed to the school outside the instructional day (i.e., athletics or other extracurricular activities) are not covered by this waiver. Failure to pay charges not covered by the waiver could result in a student's inability to participate in some school activities which are a privilege.

After application, Ballard County Schools will provide applicants with written notice of approvals and denials of fee waivers. Any denial will contain the specific grounds for denial, and will offer the chance for a personal meeting with appropriate district personnel to discuss the validity of the denial.

APPLICATION FOR WAIVER OF FEES

Student's name _____	<i>Last</i>	<i>First</i>	<i>Middle initial</i>
Student's address _____	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Student's age _____	Date of birth _____	Sex _____	Phone number _____
School _____	Grade _____	Homeroom/classroom _____	

Name of parent/guardian _____

Address of parent/guardian _____

Home telephone _____ Cell phone _____ (If none, number of nearest neighbor _____)

In the chart below, please list the name, birthday, school and grade for **all other** children in the home:

Name	Birth date	Grade	School attending

Employment status of parent/guardian(s):

Mother: Employed Unemployed

Employer's Name _____ Address _____

Father: Employed Unemployed

Employer's Name _____ Address _____

Gross family income from last income tax return _____

1. Is the family presently receiving or eligible to receive any type of financial aid from the Kentucky Cabinet for Health and Family Services? Yes No

2. If your child is granted free/reduced price meal status, do you grant permission for school food service personnel to disclose that information to the following district personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and school athletic and field trip fees, etc.?

- School administrators
- Other district personnel, such as activity sponsors, who do not otherwise have access to information in connection with the School Nutrition Program

Yes No

3. If your child is eligible under the Community Eligibility Provision (CEP), do you grant permission for the FRAM coordinator to disclose that information to the following district personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and school athletic and field trip fees, etc.?

- School administrators

BALLARD COUNTY SCHOOLS 2018-19

APPROPRIATE USE OF TECHNOLOGY APPLICATION

Student Requesting Access:

As a user of the Ballard County Public Schools computer network, I acknowledge that I have read the Appropriate Use Policy that was approved by the Board. I also hereby agree to comply with the school District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions.

Student's Signature _____ **Grade** _____ **Date** _____

Teacher:

As the sponsoring teacher, I acknowledge that I have read the Appropriate Use Policy that was approved by the Board. I have completed the necessary requirements for Internet Certification with the District. As the sponsoring teacher, I do agree to follow and instruct the student to follow acceptable use of the network procedures.

Teacher's Signature _____ **School** _____ **Date** _____

Parent:

As the parent or legal guardian of the student (under 18) signing above, I acknowledge that I have read the Appropriate Use Policy that was approved by the Board and grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable; however, I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

An e-mail account may be provided to your child by the District as part of a service from Microsoft. By signing this form, you accept and agree that your child's rights to use the e-mail service, and other internet services that the Kentucky Department of Education may provide over time, are subject to the terms and conditions outlined in this Code of Behavior and that the data stored in such services, including the e-mail service, are managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of these Microsoft services is subject to Microsoft's standard consumer terms of use, and data stored in these systems are managed pursuant to the Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Service Agreement and, in certain cases, obtain your consent.

Parent's Signature _____

Date _____

Name of Student _____
(please print)

School _____
(please print)

Learning at home:

Ballard County Schools offers numerous educational resources and enhancements via the Internet. You can check your student's grades, find AR books and quizzes, and access many other educational websites from our home page, www.ballard.kyschools.us. To serve you better, please answer the following survey questions:

Do you have Internet access at home? ____ Yes ____ No

If yes, is it ____ dial-up or ____ high-speed (DSL, cable or satellite) service?

Is there anything you'd like to see on our website that currently is not offered? _____

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.

COMMUNITY SERVICE AGENCIES

Below is a list of community agencies and a chart showing what services they provide. Some are free, some are fee-based; others are available only to those who qualify by financial or other criteria. Contact numbers with a 270 prefix may be subject to long-distance charges from your phone; numbers with 800 or 877 prefixes are toll-free.

Please let us know if your student or family has any need that is not addressed by one of these agencies. We want to help in any way possible to insure your student's success at Ballard County Schools, and beyond. Please contact Family Focus director Kelly Wray at 665-8412, ext. 227, or community education director Julie Thomas at 665-8400, ext. 2011, for additional assistance.

Agency	Phone Number	Child Care	Counseling	Educational	General Needs	Legal	Medical	Shelter	Food/Clothing
ASK (elementary school day care)	270-665-8400, ext. 2265	•							
Ballard County KY-ASAP (drug prevention)	270-665-8400, ext. 2026		•	•					
Ballard County Adult Learning Center	270-665-8412, ext. 223			•					
Ballard County Extension Services	270-665-9118			•					
Ballard County Health Department	270-665-5432						•		
Ballard County Schools Tutoring/ESS	270-665-8400			•					
Ballard County Senior Citizens' Center	270-334-3115				•				
Ballard County Sheriff's Department	270-335-3561				•				
Child Care Resource and Referral	1-877-352-5183	•							
Child Support Enforcement	270-335-3588					•			
Community-Based Services/Family Support	270-335-5518				•				
Domestic Violence Shelter Crisis Line	800-585-2686		•					•	
Family Focus FRYSC	270-665-8400, ext. 0226				•		•		
First Steps (early childhood interventions)	1-800-648-6599			•					
Four Rivers Behavioral Health	866-442-7121		•						
His House	270-665-9696				•				•
HOPE Unlimited	270-442-1166				•				•
Kentucky Homeplace	270-335-3358						•		
Kids Kare	270-462-4411	•							
Legal Services	1-800-467-2218					•			
Necco (foster care and other services)	270-898-1293		•	•					
Protection and Permanency	270-335-5173					•			
Purchase Area Sexual Assault Center	800-928-7273		•	•					
Red Cross of Ballard County	270-665-9335/748-7779						•		
River's Edge Mission	270-442-7921							•	•
St. Mary Catholic Church Food Pantry	270-665-5551								•
St. Nicholas Family Clinic	270-575-3247						•		
St. Vincent de Paul Society	270-575-1008				•				•
Salvation Army	270-335-5201				•				•
Shriners	270-334-3601				•		•		
Stop-N-Go Daycare (preschool day care)	270-665-8400, ext. 2107	•							
West Kentucky Allied Services	270-335-5201				•				

BALLARD COUNTY SCHOOLS CALENDAR 2018-19

August					
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
					Aug. 8-13 – Professional development/Planning days
					Aug. 14 – Opening day for staff
					Aug. 15 – First day for students
					(Aug. 27 – First day of preschool)
					13 Instructional / 18 Contractual Days
September					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
					Sept. 3 – Labor Day holiday, no school
					19 Instructional / 20 Contractual Days
October					
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
					Oct. 8-12 – Fall break; no school
					Oct. 19 – End of first quarter
					18 Instructional / Contractual Days
November					
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
					Nov. 21 – Professional development/Planning day; no school
					Nov. 22 – Thanksgiving holiday; no school
					Nov. 23 – No school
					19 Instructional / 21 Contractual Days
December					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
					Dec. 19 – End of second quarter/first semester
					Dec. 20-31 – Winter break; no school
					Dec. 25 – Christmas holiday
					13 Instructional / 14 Contractual Days
January					
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					Jan. 1 – New Year’s holiday; no school
					Jan. 21 – No school
					21 Instructional / 22 Contractual Days
February					
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28		
					Feb. 18 – Professional development/Planning day; no school
					19 Instructional / 20 Contractual Days
March					
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					March 1 – End of third quarter
					March 15 – Professional development/Planning day; no school
					20 Instructional / 21 Contractual Days
April					
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
					April 1-5 – Spring break; no school
					17 Instructional / Contractual Days
May					
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
					May 17 – LAST DAY FOR STUDENTS/Three-hour instructional day:
					Students dismiss at 11:45 a.m./End of fourth quarter
					May 20 – Closing day for staff
					13 Instructional / 14 Contractual Days

Weather make-up days: First weather day will use banked time, no make-up for students; second day, last day for students will be increased to a full day of instruction; third day, Feb. 18; fourth day, March 15; fifth day, May 20; sixth day, May 21; seventh day, May 22; eighth day, May 23; ninth day, May 24; 10th day, May 28; 11th day, May 29; 12th day, May 30; 13th day, May 31; 14th day, April 1 of spring break; 15th day, April 2 of spring break; 16th day, April 3 of spring break; 17th day, April 4; 18th day, April 5 of spring break.

*If weather days occur after designated make-up days, those days automatically roll down to the next available make-up day (i.e., if the third weather day occurs after Feb. 18, Mar. 15 will be the third make-up day, etc.).

Families, staff and community members should be aware that an excess of weather-cancelled days could push student days well past the planned last day of May 17, or take up part of spring break. We understand that many vacations are planned using the original calendar’s off days; however, we strongly encourage families to check cancellation policies for vacations set for immediately after the planned end of school, or during spring break, in case school is still in session.

In partnership with and in service to our community, the mission of Ballard County Schools is to prepare every student to be a successful individual.

Ballard County Schools contact information:

MAIN LINE: 270-665-8400

CONFIDENTIAL TIP LINE: Anyone may call Ballard County Schools' confidential tip line to report student, staff or school misconduct at 665-8400, ext. 1.

Website: www.ballard.kyschools.us

Facebook: Ballard County Schools

Ballard County Board of Education
3465 Paducah Road, Barlow, KY 42024

Ext. 2000

Fax: 270-665-9844

Ballard County Preschool/Head Start
3383 Paducah Road, Barlow, KY 42024

Ext. 2100

Fax: 270-665-5644

Ballard County Elementary School
3383 Paducah Road, Barlow, KY 42024

Ext. 2200

Fax: 270-665-9168

Ballard County Middle School
3565 Paducah Road, Barlow, KY 42024

Ext. 2300

Fax: 270-665-5153

Ballard County Career and Technical Center
11 Vocational School Road, Barlow, KY 42024

Ext. 2400

Fax: 270-665-5006

Ballard Memorial High School
3561 Paducah Road, Barlow, KY 42024

Ext. 2500

Fax: 270-665-5312

The following are located at the high school, 3561 Paducah Road, Barlow, KY 42024:

Family Focus (Family Resource and Youth Service Center)

Ext. 2026 or 227

Fax: 270-665-9228

Ballard County KY-ASAP Coordinator

Ext. 2026

The following are located at the preschool-elementary school building, 3383 Paducah Road, Barlow, KY 42024:

Stop 'n' Go Child Care (for preschool students)

Ext. 2107

ASK (After School Kids, K-6 child care)

Ext. 2265

The following is located at the Ballard County Community Resource Center, 158 E. Third St., LaCenter, KY 42056:

Ballard County Adult Education/Family Literacy

270-665-8412, ext. 223/224

