

BARREN COUNTY SCHOOLS MISSION STATEMENT

The students of Barren County Schools will be educated to achieve success as productive citizens in a changing society. Educators, students, families and the community will work in partnership to provide quality instruction in a safe, positive, challenging, and supportive environment to meet the needs of each individual child.



Barren County Board Of Education Student Discipline Code Handbook 2011-2012

Dear Parents:

This Student Discipline Code Handbook was developed through the efforts of many Barren County educators and parents. State law requires that we have this code; however, we are able to develop it strictly for Barren County students.

The purpose of the discipline code is to inform students, parents and/or guardians of their rights and responsibilities. It is also an effort to maintain an orderly system so that maximum effort can be made to give all students the best educational services possible through the resources available. This information can also be accessed online at www.barren.kyschools.us.

Please make every effort to communicate properly with school personnel when you have a question or concern (chain of command – teacher, principal, central office personnel then the superintendent).

Please sign the form located on the back page of this handbook and return it to your child's school to signify that you have received and read a copy of The Student Discipline Code Handbook.

Sincerely,

Bo Matthews
Superintendent

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✳ Please complete signature form in back of handbook verifying you have received and read The Student Discipline Code Handbook and return the signed form to the student's homeroom teacher. ✳

Dear Parent:

A top priority of the Barren County School system is to have a safe and productive educational atmosphere. This book serves as a tool to keep you informed about issues that concern you and your child. Please take a few moments to familiarize yourself with its contents.

We will once again partner with the Barren County Fiscal Court and our Sheriff in order to place a uniformed officer at our campus on Trojan Trail and also have a uniformed officer serving all of our elementary schools. This, along with our relationship with the Glasgow Police Department and with the Kentucky State Police continues to be an invaluable asset to the faculty, staff and students in all of our schools.

One very important way that students, parents and the public can assist in making sure schools are safe and drug/alcohol free is to discuss with your child(ren) the importance of telling school personnel if they hear a student talking about a violent act. If you as a parent hear or see something that concerns or bothers you, immediately contact the school, central office or a local law enforcement agency. In the past, students, parents and the public have been very helpful in keeping the school system advised of their concerns. Very seldom does a student or adult commit an act without sharing information with someone. It is very critical for school officials or law enforcement to be made aware of troubling information or threats. Always remember if the information gives you cause for concern, tell someone immediately. You can be assured the information will be checked out thoroughly and appropriate measures taken. Any report can be kept anonymous if you so desire.

With everyone's cooperation and assistance, the students of Barren County will have another productive school year.

Parents may contact Barren County Schools – Director of Pupil Personnel or the State Department of Education, Student Services Department at (502) 564-3678 with questions pertaining to the student handbook or write:

Kentucky Department of Education
Capital Plaza Tower
500 Mero Street
Frankfort KY 40601

Sincerely,

Director of Pupil Personnel

A Letter To The Parents

TO: All Parents and/or Guardians
FROM: Bo Matthews, Superintendent
SUBJECT: Emergency Procedures for Barren County Schools

Barren County Schools have designed an Emergency Response manual to minimize danger to anyone occupying a school or school vehicle should an emergency occur. Our main objective is attending to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by parents and guardians.

Although it is impossible to foresee all potential emergencies, we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the usual way of doing things, inconveniencing us all. We will share these inconveniences and instilled responsibilities as school administrators and you as parents.

IN MOST EMERGENCY SITUATIONS, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS REENTRY TO THE BUILDING (SUCH AS A BROKEN GAS MAIN, A CHEMICAL SPILL OR FIRE), STUDENTS AND STAFF WILL BE MOVED TO THAT SCHOOL'S ALTERNATE SITE IMMEDIATELY.

If you should hear a school emergency while at home or at work, please do the following:

1. **TURN ON YOUR TELEVISION OR RADIO.** The news media will be informed of any school emergencies that may be taking place. Tune to the following: **WCLU, WGGC, WHHT, WXPC, WBKO, WOVO**
2. **PLEASE DO NOT CALL THE SCHOOL.** Due to a limited amount of phone lines, they must be kept clear in order to properly respond to an emergency.
3. If there is an emergency at your child's school, emergency response workers and vehicles must be able to get to the building. Do not attempt to come to the school to pick up children as you may interfere with emergency response/rescue. If the emergency necessitates relocation of staff and students, follow these instructions:
 - a. If the school must be evacuated during school hours, your child/children will be taken to and cared for at an alternate site.
 - b. Stay tuned to radio and television station for updated reports and information provided by the school district administration about when and where to pick up your child/children.

TAPE THIS INFORMATION TO THE INSIDE COVER OF YOUR PHONE BOOK.

Dear Parent:

The Barren County School District is pleased to have your son or daughter as a student. Hopefully, your family had an enjoyable and productive summer. With the cooperation and assistance of everyone, the coming school year will be an exciting and productive educational venture.

We would like to extend an invitation for you to become a member of your child's educational team by becoming a volunteer at your child's school or any of the other Barren County Schools.

Our school system is very fortunate to have a strong, active volunteer program. This program consists of wonderful and talented individuals who are dedicated to helping children.

The past year, program participants logged numerous educational hours working in Barren County Schools. This enabled the schools to better meet and serve the individual needs of students. Many wonderful friendships were developed as a result of the volunteer program of past years. Volunteering sets a wonderful example for our students to follow as well as giving a sense of personal fulfillment which in turn makes our schools and community a better place to live and raise children. Please consider this a personal invitation from your child's school to become a part of the volunteer program. Let's join hands in helping our children, their teachers and the community.

If you are interested in becoming a volunteer, please fill out the Barren County Schools Volunteer Application Form and return it to your child's teacher.

We look forward to having you as a member of this excellent program.

Sincerely,

Director of Pupil Personnel

BARREN COUNTY SCHOOLS VOLUNTEER APPLICATION FORM

(Please check each school where you wish to volunteer)

- Austin Tracy BCHS BCMS Eastern Hiseville North Jackson
 Park City Red Cross Temple Hill Trojan Academy Hillcrest Annex ALC/Day Treatment

Name _____ (_____) Phone: _____ Cell: _____
(Maiden)

Address: _____ City: _____ Zip: _____

Birthdate: _____ / _____ / _____ Social Security Number: _____ - _____ - _____
(Month) (Day) (Year)

Presently Employed? Yes No Name of Employer: _____

Do you have; Child(ren) Grandchild(ren) Foster Child(ren) No child(ren) in school?

Childs Name _____ School _____ Grade _____ Teacher _____

Childs Name _____ School _____ Grade _____ Teacher _____

Childs Name _____ School _____ Grade _____ Teacher _____

(List additional children on back of page)

Special Training: _____ Languages: _____

Skills, interests, hobbies: _____

Availability: Hours per week: _____ Hours per month _____ Special Projects Only: _____

Type of work that you would like: (Check all that apply)

- Classroom Office Sports Band Art Parties
 Special events Bus Monitor Mentor Library Special Education Book Fair
 Field Trips PTA/PTO Vol. Coordinator Read to Student Tutor
 After school programs Parents/G-parents Day Festivals/Carnivals
 Newsletters Clubs: List: _____

Sports:

- Baseball Basketball Football Soccer
 Track T-ball Cross Country Cheerleading
 Volleyball Golf Tennis Dance
 Little League Boy/Girl Scouts 4H Other: _____

Volunteer hours you prefer: During School After Hours Home Based

Which day(s) and time do you prefer: M T W Th F Times: _____

Have you had a crime check made in the Barren County School District? Yes No

Conditions of commitment: As a volunteer I agree to:

- ◆ **Submit to a crime check, attend orientation training, abide by all school rules and Board of Education policies.**
- ◆ **Honor my commitment to volunteer as scheduled and notify when I can't volunteer**
- ◆ **Abide by the rules of confidentiality and moral ethics.**

Signature: _____ Date: _____ / _____ / _____

Barren County Schools Student Technology Appropriate Use Policy (AUP)

The Barren County School System has made a significant investment in technology so that you will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility: to provide you with a positive well-structured learning environment that will foster creative learning. Through this you will learn skills that apply to real world problem solving.

Students shall use District technology resources only for educational uses as determined by teachers and/or administrators. Students shall not circumvent any security and safety measures to access information and/or content of an inappropriate or non-educational manor. Each student is responsible for security of his/her own user account and password. Any misuse conducted under a particular individual's account will be considered the responsibility of that individual unless otherwise determined by a teacher or administrator through the disciplinary process.

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@Edu (also known as Office 365) service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@Edu services as the Kentucky Department of Education may provide and that the data stored in such Live@Edu services, including Outlook Live e-mail, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live 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 those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service agreement and, in certain cases obtain your consent.

Students shall be subject to disciplinary action, up to and including expulsion for violating this policy and acceptable use rules and regulations established by the school or District. The exact disciplinary actions taken in regards to violations of the District's Acceptable Use Policy (AUP) shall be determined by school and district administrators as appropriate based on the severity of the violation up to and including expulsion for students as well as the possibility of criminal charges if applicable. Individuals using district technology resources should be aware that all content and usage is logged and monitored. Specific examples of acceptable and non-acceptable usage is may be accessed from the link on the Barren County Schools home page at www.barrenschoools.com

The user is responsible for reading and understanding the District's Acceptable Use Policy (AUP). If any part of this document is unclear it is the individual's responsibility to get clarification, including but not limited to specific examples regarding what is and is NOT acceptable behavior in relation to the use of District technology resources.

*** Please read, fill out, and sign form located toward the back of handbook (page 37) and return to student's homeroom teacher. ***

Early Dismissal From School

No student shall be dismissed early from school without permission from the Principal or his designee. Any student who leaves the school grounds without permission from the Principal shall be subject to appropriate disciplinary action.

Release of Students

Students shall be dismissed early from school only if they are signed out by the custodial parent/guardian or if written authorization from the custodial parent or guardian is on file in the principal's office. The authorization form completed by the custodial parent or guardian shall list those people who may pick up the students.

In the event that it is not possible for the Principal or designee to obtain prior parental authorization to dismiss a child from school to the custody of someone other than the custodial parent/guardian, and the Principal or designee determines the situation to be an emergency, the person signing the student out must provide valid identification and sign the student dismissal form.

Emancipated students may sign for their own dismissal.

Exceptions

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.

Guardianship, Residency, Legal Judgments

All guardianship documents regarding any student of the Barren County School System are to be current and up to date at the child's school. The parent/guardian of the child is responsible for providing the school with a notarized document informing all school officials who is allowed to enroll the student, who has the authority to determine if a child is allowed to leave with any other designated adult, who is **NOT** allowed any contact with a student, and who has educational rights and decision making power concerning the child. This information is to be brought to the school where the child is to attend. **This is the parents' responsibility.**

Residency must be determined at the time of enrollment of any student. In some cases the schools are authorized to request written confirmation of an address. If for any reason during the school year residency changes, parents are required to inform the school of the new place of residency. **This also pertains to any other demographic information of the child.**

Legal Judgment of the court when concerning students of the Barren County School System are to be communicated to school officials of a child. **An EPO, DVO, custody judgment, or any other ruling that creates a situation that the school needs to be aware of becomes the responsibility of the parents or guardians.** Written documentation is required at the child's school and will be placed in their permanent file informing school officials of information that they are to be responsive to. Again, it is the **parent's responsibility** to communicate and deliver this type of information that is vital to all students' safety and well-being.

Barren County Schools Transfer Student Policy

Parents of Barren County school-aged students transferring from one school district to another are required to contact the school they are leaving to officially withdraw their student. Barren County Schools require that guardians of transfer students contact the school to request withdrawal status. Students enrolling from other school districts should also contact their former school to assist in smooth record transition.

Withdrawal of students is not official until the child enrolls in the school to which the student is transferring.

This process assists in tracking the student for state records and also expedites the process of enrolling your child at their new school. So if your child is transferring to another school district, contact the school's guidance department and inform them of the change of schools. Also remember that the school to which you transfer will require copies of your child's birth certificate, immunization record, physical, social security card and a transcript of grades. Out of district students will need to discuss enrollment with the school's principal. Students quitting school and not enrolling in another educational program are required to complete additional paperwork. If these students are between the ages of 16 and 18, they will need a parent to accompany them to the school to complete proper paperwork.

No Pass No Drive Law

Kentucky High School students must adhere to KRS 159.051 and KRS 186.470 known as the No Pass, No Drive law. Once a student becomes the age of 16, they must meet standards outlined regarding attendance, academics, and enrollment in order to obtain their driver's license. A student must not have more than 9 unexcused absences during a semester, not be a school dropout, and must pass at least 4 courses during a semester. If any of these standards are not met by the student, the student will not be allowed to pursue their driver's license. Once a student has their driver's license, they must maintain the same criteria in order to keep their license. Any student who drops out of school will not be allowed to pursue their driver's license until their 18th birthday. The policy can be read in full by going to trojan2000.org and referring to board policy 09.4294 for more information.

Disciplinary Procedure Pertaining to Students with Disabilities

Students who create a dangerous or disruptive situation may be suspended from school. The due process procedures to be followed for short-term suspension are the same for all students.

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment and consequence should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program, which might result in more appropriate behaviors.

1. A disabled child may be suspended temporarily without an educational change of placement procedure.
2. A disabled child may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabling condition.
3. A disabled child may not be expelled if the committee determines that the child's disruptive behavior was a result of the disabling condition.
4. Even if the child is expelled through the appropriate procedures, there must not be a complete cessation of educational services. Therefore, if a disabled child is expelled, alternative services such as homebound instruction must be provided.

Absences and Excuses

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

Truancy Defined

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

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

1. A full day of attendance shall be recorded for a pupil who is in attendance at least 65 percent of the regularly scheduled school day for the pupil's grade level.
2. A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly scheduled school day for the pupil's grade level.
3. A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly scheduled school day for the pupil's grade level.
4. A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly scheduled school day for the pupil's grade level.

Parents and students will need to contact the school in which they are enrolled for the specific time of day when the tardy, half day, and full day of attendance will be recorded. Due to the fact that schools operate instructional time on an individual basis, this will have to be verified at each individual school.

Excused Absences

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family including parents, grandparents, brother, sister, aunt or uncle. (Students must have prior approval to attend other funerals.);
2. Illness or injury of the pupil (a physician's statement will be required after three (3) absences per semester or six (6) absences per school year),
3. Doctor and dental appointments which cannot be made after school hours;
4. Seniors visiting colleges and taking armed forces examinations (not to exceed two (2) days per year) as approved in advance by the Principal,
5. Driver's permit or licensed tests (not to exceed three (3) tests in one year) as approved in advance by the Principal,
6. Court appearances (upon presentation of summons or subpoena);
7. Religious holidays and practices,
8. One (1) day for attendance at the Kentucky State Fair,
9. Documented military leave,
10. One (1) day prior to departure of parent/guardian called to active military duty,
11. One (1) day upon the return of parent/guardian from active military duty, or
12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Notes Required

Upon his/her return to school, the student who has been absent or tardy shall be required to bring a written and dated note signed by his/her parent(s), guardian, or physician explaining the reason for absence or otherwise satisfy the Principal as to the validity of the excuse. Notes must be presented within three (3) days of the student's absence in order for the absence to be considered excused and shall include the date of and reason for the absence.

Parent notes will be accepted for the above reasons for the first three (3) days missed each semester. After a student has missed three (3) days in one semester or six (6) days in a school year, a doctor or dentist's statement must be presented for the absence to be excused.

ATTENDANCE WILL BE VERIFIED IN HOMEROOM AT BCHS AND TROJAN ACADEMY EACH ATTENDANCE MONTH. This will be the student's last opportunity to address any errors in attendance documentation. A one call will be sent from BCHS/Trojan Academy notifying parents that this final attendance check has occurred. After this, there will be NO CHANGES in attendance coding. Contact BCHS at 651-6315 – Trojan Academy at 629-5505 for more information.

Make-Up Work

Make-up work shall be permitted for excused absences only. Students having excused absences shall be allowed the same number of days to complete make-up work, as they were absent. It is the student's responsibility to contact the appropriate teacher regarding make-up assignments.

Perfect Attendance Award

For a student to be eligible for a perfect attendance award he or she shall have **no absences and no more than three (3) unexcused tardies.**

Homebound Instruction

The Barren County Board of Education offers homebound instruction to students of the Barren County School System. A certified teacher will provide instruction for students unable to attend school for more than five (5) consecutive school days due to a physical or mental condition. Before a student may be enrolled in this program, a form must be completed and signed by a medical doctor. An application for mental health reasons may be considered if completed by a licensed psychologist or psychiatrist. Eligibility for homebound instruction shall cease if the student works or participates in extracurricular activities. There is no charge for this program. For additional information, contact your child's school or the Barren County Board of Education at 651-3787.

Compulsory Attendance Law

A student is considered a "habitual truant" once they have accumulated six (6) unexcused absences. The law does not distinguish between an absence and a tardy. This means that a student will be defined as a habitual truant once they have accumulated six (6) unexcused tardies, six (6) unexcused absences, or **ANY** combination of absences/tardies equaling the number of six (6). **This may result in court proceedings against the parent and/or the student depending on the child's age.**

The law covers students who are **18 years old**. A fine ranging from \$100 dollars for the first offense to \$250 dollars for the second offense may be imposed. **Please keep in mind that the Barren County School System gives parents a total of six (6) written "parent notes" to be used at their discretion in order to excuse any absence or tardy. A note, signed by the parent or guardian, is required for documentation even when a parent or guardian calls into their child's school to report an absence.** Barren County High School restricts the number of parent notes that can be used to three (3) per semester totaling six (6) for the school year. One (1) parent note can only be used for a single day of absence or tardy.

Our district asks that as a matter of safety, for you to call your child's school any time that your child is to be absent from school. All schools have been instructed to call and/or leave messages when we have not heard from a parent regarding a student's absence.

The Barren County School System is required to enforce the compulsory attendance law. Our main purpose is to ensure that your child receives the best education possible in order to prepare them for the adult world and a productive life.

BARREN COUNTY SCHOOLS 2011-2012

August 8	Opening Day (No Students)
August 9	First Day for Students
September 5	Labor Day (Schools Closed)
October 3, 4, 5, 6 & 7	Fall Break (Schools Closed)
November 8	Election Day
November 24 & 25	Thanksgiving Break (Schools Closed)
December 22, 23, 26, 27, 28, 29, 30 & Jan. 2	Christmas Break (Schools Closed)
January 16	Martin Luther King Day (Schools Closed)
February 23 February 24	Extended PD Schools Closed (Beta Convention)
March 30	(Schools Closed)
April 2, 3, 4, 5 & 6	Spring Break (Schools Closed)
May 15 May 16	Last day for students Closing day (No Students)

1 st Semester Days Taught	88 Days
2 nd Semester Days Taught	<u>87 Days</u>
	175 Total

May 14 will be a half-day for Barren County High School, Barren County Middle School & Day Treatment.

May 15 will be a half-day for all schools in Barren County.

Possible make up days will be: **December 22, February 23, 24, March 30, April 2, 3, 4, 5, 6, May 17, 18, 21, 23**

****Four additional floating Professional Development days are required by the state for a total of 186 days worked per school calendar.**

As of 3-21-2011

Notification of FERPA Rights

In accordance with the Family Education Rights and Privacy Act, parents have the right to inspect and review all education records relating to their child by making a request to the principal of each school or other designated official. This right is passed on to the student at age 18.

Written policies have been developed which describe the types and locations of these records and the specific procedures available to the parents for the review of records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child and for the disclosure and destruction of records.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of the school district to forward records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing.

The schools may release directory information on individual students unless specific instruction not to do so is presented to the principal or superintendent by the parents of a student on or before September 30 of each year or within 30 days of enrolling in the district if enrollment is after the first day of school. Directory information shall include the student's name, address, telephone number, date and place of birth, major sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 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 or her tasks.

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

Unless the parent or eligible student 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 upon their request.

Parents have the right to file complaints concerning alleged failures of the district to comply with Family Education Rights and Privacy Act. The name and address of the office that administers FERPA is:

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

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such request should be addressed in writing to the principal or superintendent.

Should you have questions pertaining to the Family Education Rights and Privacy Act, you may contact the principal of the school your child attends and/or the superintendent of the school district.

Barren County Board Of Education: Superintendent, 202 West Washington Street, Glasgow, KY 42141, telephone 270-651-3787.

Barren County Child Find

Do you know a child with special needs? All children can learn, but some learn differently. Some children need more help than others because they have a disability. Children and youth with disabilities mean those who have hearing impairments, vision impairments, severe emotional disability, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries.

We can help by accepting individual differences: at home, at work, and at school. The Barren County Schools urge you, through Child Find, to give every child a chance to learn. If you have or know of an infant, toddler, child, or youth who has a disability and is not receiving special help, please contact Mark Wallace, Director of Special Programs, at the Barren County Board of Education at 270-651-3787.

Notification of PPRA Rights

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

- **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in the whole or in part by a program of the U. S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- **Receive notice and an opportunity to opt a student out of**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency; invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

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

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District Student Discipline Code Handbook, or other avenue designated by the Superintendent/designee.

The District will 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 Avenue, SW
Washington DC 20202-4605

***THERE WILL NOT BE A KENTUCKY INCENTIVES FOR PREVENTION
(KIP) SURVEY SCHEDULED FOR 2011-2012.***

Discipline Code

Development Procedures

A discipline code committee consisting of the administration staff of Barren County was established to develop the student discipline code guidelines.

Annual Review Procedures

The local school district discipline code shall undergo an annual review by the local school administrative staff and district advisory committee. If amendments and revisions are recommended, the superintendent shall make such recommendations to the Board of Education.

Corporal punishment is banned by the School District as a penalty or punishment for student misbehavior. Corporal punishment refers to the deliberate infliction of physical pain on a student by any means.

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous objects under the control of a student; or to protect property from serious harm.

Annual Orientation Procedures

Each school shall develop an effective distribution and orientation process by which student, parents, teachers, and administrators may become fully familiar with the code. Copies will be made available to each student at the beginning of the school year. All new students entering this system throughout the school year shall also receive a copy of this code. Any future amendments and revisions shall be distributed in the same fashion. The students are to receive orientation the first week of the school year.

Due Process/Appeal Procedures

Due process requires that the student be given oral or written notice of the charges against him/her. If the student denies the charges the evidence supporting the charges must be explained. The student must then be given an opportunity to present his/her version. Site Based Decision Making schools may have additional policies pertaining to discipline. Parents shall receive this information from individual schools.

Where Discipline Code Applies

This code shall apply at school, on the way to and from school, and at all school-sponsored activities.

Under the United States Constitution certain individual rights are provided for the protection and safeguard of all people. In any relationship individual responsibilities are inherent in all rights.

The following, therefore, is given as the code of Rights and Responsibilities.

Student Rights and Responsibilities

Student Rights

1. To an appropriate education preparing the student (within the limit of abilities) to reach maximum potential for contributing to the individual's welfare and that of society.
2. To a reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
3. To request a conference, present complaints or grievances of disciplinary action or other matters to school authorities and receive replies from such matters in a reasonable length of time.
4. To freedom of speech and expression as long as the rights of others, within the educational environment, are not abridged, curtailed or interrupted.
5. To protection of persons and property.
6. To the respect of other students and school personnel.
7. To participate in any school-related program and activity within the limits of capabilities without regard to race, national origin, sex or individual with a disability.
8. To confidentiality of all personal school records.
9. To integrity in relationship to spoken word or written assignments.
10. To "due process" in regards to disciplinary action, including the right to hear charges and state his/her side and appeal decisions to higher authority.
11. To be secure from unreasonable searches of person and personal property and from unreasonable seizure of property.
12. To receive academic evaluation solely on academic performance.
13. To make up work after returning from excused absences.
14. To be represented by students in the decision making process on matters which relate to standards of achievement, conduct, elections, and participation where system-wide committees are appointed to address these matters.

Student Responsibilities

To show respect for the education process by attending school regularly and taking advantage of every opportunity offered to further his/her education and not to interfere with the rights of fellow students to an education.

To obey the rules and regulations of the Board of Education and/or school administration and to question them only for explanation not in an argumentative context.

To exercise courtesy and reason at all times, to accept punishment, to avoid unreasonable appeals, and to refrain from making false accusations.

To refrain from libel, slanderous remarks, obscenity and written expression. Includes all forms of clothing.

To refrain from actions which would endanger self or others including fighting, abusive language, and/or using threats or intimidation against other persons.

To respect the human worth and dignity of every individual and to refrain from behavior inconsistent with the good order of discipline of the educational system and process in all situations where improper behavior may affect the efficiency and enjoyment of any person participating therein.

To make the best contribution possible to support the school in all phases of the program or activity and to behave in such a way that participation will be a contribution and not a detriment, to be punctual and present regularly in the program or the activity.

To follow established procedure in requesting release of personal records.

To respect the truth in all school matters, to complete all assignments in accordance with teacher's instructions and to refrain from cheating on all school activities.

To exercise courtesy and reason at all times and accept just punishment.

To refrain from bringing any controlled substance, any contraband and/or dangerous items on school property.

To fulfill academic requirements.

To abide by the student attendance policy.

To become informed of and adhere to reasonable rules and regulations by Board of Education and implemented by Board, administrators, and teachers.

Parents'/Guardians' Rights and Responsibilities

Parent Rights

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

Parent Responsibilities

To prepare their child both physically and mentally to be receptive to a quality education. This includes informing the child of the value on an education and a sense of respect for educators.

To familiarize themselves and their child about the rules and disciplinary procedures of the school and emphasize the importance of following them.

To understand that unnecessary interruptions in the school are detrimental to the educational program for all students and to insure that their child attends regularly and promptly.

To familiarize themselves with the educational program and their procedures.

To initiate requests for a conference with the teacher, counselor, or principal to review academic progress or other matters.

Educator Rights and Responsibilities

Educator Rights

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

Educator Responsibilities

To maintain a positive learning atmosphere.

To assist in the administration of such discipline as is necessary to maintain order throughout the school and to be aware of disciplinary policies and laws.

To make the assignments clearly understood by the students and to evaluate and return student assignments within reasonable time limits.

To practice good judgment in antagonistic confrontations.

To support and administer the policies.

To show a good example of good conduct, neatness, cleanliness, personal dress and hygiene.

To exhibit an attitude of respect for students and to develop and exhibit professional competency.

Levels of Behavior and Responses

<i>Levels</i>	<i>Examples</i>	<i>Responses</i>
<p>I. Classroom disturbances</p> <p>Also may include misuse of computer, internet and e-mail, and all electronic communications</p>	<ul style="list-style-type: none"> • Tardiness • Behavior that disrupts the orderly educational process of the school or class • Behavior that shows disrespect to school setting • Behavior that shows disrespect to self or others 	<ul style="list-style-type: none"> • Verbal Reprimand • Teacher-pupil conference • Withdrawal of class privileges • Isolation from situation causing disturbance • Counseling (in-school) • Parent Involvement
<p>II. Continuous Level I behaviors</p> <p>Also may include misuse of computer, internet and e-mail, and all electronic communications</p>	<ul style="list-style-type: none"> • Habitual tardiness • Continued pattern of class or school disruption (as defined in Level I) or inappropriate school behavior • Failure to follow school guidelines on signing in and out of school • Chatting • Non-educational email use • Sending a win popup • Visiting non-educational websites • Playing games • Porn • Threatening/hateful speech • Upload of virus • Vandalism • Install/possession of hacking software • Logging on/using another student's account 	<ul style="list-style-type: none"> • Parent Involvement • Referral to administrative staff • Behavioral contract • Behavioral modification techniques • Modified school day • Modified class schedule • Explore alternative program • Detention (optional to each school) • Short term suspension • Alternative suspension program • 1day alternative classroom • Warning of computer privileges being canceled • 2 days alternative classroom • Computer privileges canceled for semester • Computer privileges canceled for year
<p>III. Continuous Level II behaviors</p> <p>Acts that endanger the safety or health of others or cause damage to property, or continuous disruptive, harmful, mentally or physically demeaning, injurious or disrespectful behavior toward self or others</p> <p>Also may include misuse of computer, internet and e-mail, and all electronic communications</p>	<ul style="list-style-type: none"> • Threats to others • Fighting • Possession of or use of unauthorized substances • Cutting class • Leaving school grounds without permission • Vandalism (minor) • Possession or use of tobacco products • Gambling • Petty theft • Truancy • Profanity/Vulgarity • Possession of threatening lists • Porn • Upload of virus • Logging on using another student's account 	<ul style="list-style-type: none"> • Temporary removal from class • Alternative programs (in school or district) • School-parent involvement • Short term suspension • Hold child responsible for replacing or correcting minor damage • Detention (option to each school) • Alternative Classroom (Saturday school) • Alternative suspension program
<p>IV. Acts that cause harm or inflict injury to self or others, major vandalism, continuous Level III behavior or criminal acts</p> <p>Also may include misuse of computer, internet and e-mail, and all electronic communications</p>	<ul style="list-style-type: none"> • Theft • Habitual truancy • Possession, use and supplying a controlled or illegal substance, possession of drug paraphernalia, or "look alike drug" • Extortion • Setting off false fire alarms • Arson • Assault • Sexual abuse and/or harassment • Possession of weapons • Bomb threat • Paging device • Misuse of cellular phone • Other incorrigible conduct • Porn • Upload of virus • Logging on using another student's account • Severe misuse of electronic media 	<ul style="list-style-type: none"> • Administrative/staff involvement • Parental involvement • Contact with local law enforcement • Alternative to suspension • Suspension • Court referral • Pre-Board expulsion hearing • Alternative school program • Day Treatment program • Recommend for expulsion

The responses listed above are not listed in any prioritized order. They are a list of options that may be used as a consequence for misbehavior. **(The above levels of behaviors and responses are general in nature and are meant to serve as a guide. Persons administering the responses are given, and should use, flexibility in applying this code of discipline to allow for extenuating circumstances.)**

Telecommunication Devices

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

1. Devices shall not be used in a manner that disrupts the educational process. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.

When students violate this prohibition, they shall be subject to disciplinary action including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.

Penalties for False Bomb Threats

Making a false bomb threat is a federal offense with a criminal penalty of up to ten years in prison, \$250,000 fine, or both. This penalty also applies to juvenile offenders. In addition to state and federal laws, there are district and school policies that prescribe penalties for bomb threats.

General Statement of Policy Prohibiting Bullying/Hazing

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, verbal or physical abuse of others, or other threatening behavior. Communicating orally, in writing, or electronically (by telephone, Internet or other electronic means) in a manner that causes the victim to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication is also prohibited. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process. However, students who violate this policy shall be subject to appropriate disciplinary action.

General Statement of Policy Prohibiting Discrimination and Harassment

Everyone in the Barren County School District has a right to feel respected and safe. Consequently, the school district prohibits discrimination and harassment because of sex, race, color, national origin, disability, religion, or age:

- a. Name calling
- b. Pulling on clothing
- c. Graffiti
- d. Notes or cartoons
- e. Unwelcome touching of a person or clothing
- f. Offensive or graphic posters or book covers; or
- g. Violent acts

If you believe you have been discriminated against or if any words or actions make you feel uncomfortable or fearful, you need to tell the school principal, the District Coordinator for Title VI, Title IX, and Section 504, or the District Superintendent.

You may also make a written report. It should be given to the school principal, the District Coordinator for Title VI, Title IX, and Section 504, or the District Superintendent.

Your right to privacy will be respected as much as possible.

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

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

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

The School District's Coordinators for Title VI, Title IX, and Section 504 are:

Mark Wallace and Director of Pupil Personnel
Barren County Board of Education
202 West Washington Street
Glasgow KY 42141
270-651-3787

Criminal Violations

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The Kentucky Penal Code, Kentucky Unified Juvenile Code and criminal laws of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy. Criminal offenses are acts which result in violence to another person's property or which pose a direct threat to the safety of others in school.

Principal's Duty to Report

The principal has a duty to report certain acts to local law enforcement. When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate law enforcement agency. School property means any public school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the principal.

Additional Reporting Duties

Criminal Violations

1. Any employee who knows or has reasonable cause to believe that a student has been the victim of a serious offense, including but not limited to assault, menacing, wanton endangerment, terroristic threatening, criminal abuse, or stalking, while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately report the incident to the principal of the school attended by the victim.
2. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of all students involved in an incident reportable under this section.
3. The principal shall file with the Board of Education and the local law enforcement agency, the Kentucky State Police, or the county attorney within forty-eight (48) hours of the original report a written report containing:
 - a. The names and addresses of the student victim and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
 - b. The student's age;
 - c. The nature and extent of the violation;
 - d. The name and address of the student allegedly responsible for the violation;And
 - e. Any other information that the principal making the report believes may be helpful.
4. Any employee acting upon reasonable cause in the making of a report under this section in good faith shall have immunity from any liability, civil or criminal, that may otherwise be incurred or imposed.
5. The Board of Education and school personnel shall participate in any investigation reported under this section at the request of the agency to whom the report was made.
6. Retaliation against a complainant or a person making a report under this section is strictly prohibited. If a complainant or person making a report under this section feels that retaliation has occurred, they shall immediately inform their principal or the superintendent.

Student Suspension/Expulsion

Serious or repeated misbehavior or violations of school rules may result in the suspension or the expulsion of a student. Kentucky Statutes declare that willful disobedience or defiance of authority, profanity or vulgarity, assault, battery or abuse of other persons, threat or force of violence, use or possession of alcohol or drugs, stealing, destruction or defacing of property, carrying or use of dangerous weapons, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion of students.

Suspension is exclusion of a student from school for a specified, brief period of time, usually not to exceed ten days. The superintendent, principals, or head teachers are empowered to suspend students but must report such action in writing immediately to the superintendent and to the parent or guardian. No student may be suspended until the following:

1. Oral or written notice of the charges, which constitute the cause for suspension, must be given to the pupil.
2. The evidence supporting the charges must be explained to the pupil if he or she denies the charges.
3. The pupil must be given the opportunity to respond to the charges.

There need be no delay between the notice of charges and the time of the informal hearing. As a general rule, the above procedures are to be followed prior to the removal of the pupil. However, if the superintendent or principal believes that immediate suspension is necessary to protect persons or property or to avoid disruptions of the academic process, the student may be suspended immediately and the necessary notice and hearing are to be held as soon as possible after the suspension is effected.

A conference should be held between the official who meted out the suspension and the student and his/her parents or guardian prior to readmission.

Exclusion from school for a period longer than ten (10) days, not to exceed the end of the current year, is usually considered to be an expulsion. Only the Board of Education may expel. However, the superintendent or principal may suspend for a period longer than ten (10) days pending a Board expulsion hearing.

A student may be brought before the Board for expulsion only after the effort on the part of the school staff to cope with the situation has failed. This effort should include principal, teacher, parent, and student conferences and may use guidance and social agencies that are available.

In order for expulsion to take place, the student is entitled to a procedural due process hearing before the Board, including the following:

1. A written statement, setting forth the specific charges and grounds, which, if proven, would justify expulsion under the law, will be presented to the student and his/her parents or guardians. The statement will be of sufficient clarity and presented in advance of the hearing to allow the student to prepare a reasonable defense. The action of the Board will be based on those specific, written charges—no others.
2. The student will be fully informed of the manner in which the alleged violation(s) came to the attention of the Board.
3. During the hearing the student and his/her parents or guardians will be afforded the opportunity to present the Board with a defense to the charges by oral or written testimony, including the introduction of a reasonable number of witnesses on his/her own behalf.
4. Should the student and his/her parents or guardians desire, they might be accompanied by a lay advisor and represented by legal counsel at the parents' expense. If the student is to be represented by legal counsel, the Board must be notified of this intention so that the Board Attorney may also be present.
5. The student is entitled to an expeditious handling of his/her case and prompt decisions after the hearing, consistent with the requirements of mature and careful reflection by the Board.
6. The student will be given the Board's decision in writing.
7. The decision of the Board is final.

If the student and parents or guardians fail to appear at the scheduled hearing, the Board will take whatever action it deems appropriate according to the charges and evidence.

If the student is expelled for a period less than the full school year, a conference should be held with the Board or its designees prior to readmission.

Search and Seizure

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

No student's outer clothing, pockets or personal effects (e.g. handbooks, backpacks, etc.) shall be searched unless there are reasonable grounds to believe the search will reveal evidence that a student has violated or is violating either a school rule or the law. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member through the Principal's office. All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

Canine searches of school facilities may be conducted.

Student Organizations

Secret societies shall be prohibited. Students are not allowed to participate in secret societies, and such organizations are not permitted to meet or carry on their activities in school buildings, school buses, or on school grounds.

Violation of this policy by a student may result in disciplinary action being taken as determined by the principal, including possible suspension or expulsion of the student from school.

All student organizations shall be open to all students regardless of sex, race, color, national origin, disability, or religion.

Student Demonstrations, Strikes, and Petitions

Demonstrations, marches, petitions, or other activities that would disrupt the planned instruction program will not be permitted. Students participating in demonstrations, marches and/or circulating petitions may be subject to suspension or expulsion.

Guidelines for Student Activities

1. No student or student organization shall engage in any school-sponsored activity which:
 - a. Violates any city, county, state, or federal statutes or regulations.
 - b. Violates the Barren County Board of Education Policies.
 - c. Is libelous or slanderous.
 - d. Incites students so as to create a clear and present danger of imminent commission of unlawful acts or of the violation of lawful school regulations or the substantial disruption of the orderly operation of the school.
 - e. Expresses or advocates racial, ethnic, or religious prejudice so as to create a clear and present danger, imminent commission of unlawful school regulation, or the substantial disruption of the orderly operation of the school.
2. Local school-sponsored organizations which are affiliates of national and state organizations shall be granted the authority to abide by the state and national rules and regulations insofar as they do not conflict with the policies of the Barren County Board of Education.
3. Rules and guidelines that are set forth by local school organizations shall be consistent with board policy.
4. Appeals process for a student expelled from membership in a school-sponsored student activity is as follows:
 - a. Conference with sponsor.
 - b. Conference with school's activity committee. (Committee to be composed of principal, assistant principal, sponsor, counselor, student, and parents.)
 - c. Conference with the superintendent of schools.
 - d. Hearing before the Barren County Board of Education whose decision shall be final.

Student and Parent Regulations, Rules, and Responsibilities for Students Riding School Buses

The privilege of any student to ride a school bus is conditioned upon his good behavior and observance of the following regulations and responsibilities. These relate to Kentucky Revised Statutes, Kentucky State Board of Education Administrative Regulations, and the Barren County Board of Education Policies. Any student who violates these regulations and rules will be reported to the principal of the school, which the student attends for necessary corrective action.

Any parent or individual who boards a bus to confront a driver or student will be subject to prosecution by the court system.

1. Students riding the school buses are under the direct supervision of the bus driver and shall obey the driver promptly.
2. Students shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus.
 - a. Students must be on time. Buses cannot wait beyond scheduled time.
 - b. During inclement weather, the driver will stop and blow the horn.
 - c. Parents are responsible for the safety of students who are going to and from the pick-up points and for their meeting the bus on schedule.
 - d. Students should never stand in the road while waiting for the bus.
3. When students must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver. Students should not run toward or across the roadway while the bus is moving.
4. For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, the roadway crossing shall be made in front of the bus. The students shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that the bus driver may see them.
5. When students enter the bus, they shall proceed promptly to a seat without disturbing other students.
 - a. Students shall sit three in a seat, if necessary, and no standing shall be allowed as long as seats are available.
 - b. Seats may be assigned by the driver to maintain order and for evacuation purposes.
 - c. The driver shall assign seats when there is a continuous discipline problem.
6. Students shall remain seated until the bus has come to a complete stop before leaving their seats to get off the bus.
7. Students shall not change from one seat to another while the bus is in motion unless given permission from the bus driver.
 - a. Buses will not leave school in the afternoon until all students are seated and quiet.
 - b. Bus drivers will strictly enforce this rule.
8. For safety reasons, students shall not extend their arms, legs, or heads out bus windows while bus is in motion.
9. Students shall not create excessive noise or engage in any activity which might divert the driver's attention from driving the bus and create a safety hazard or cause an accident such as:
 - a. Loud talking, laughing, or unnecessary confusion (boom boxes, radios, and any other music devices.)
 - b. Unnecessary conversation with the driver.
10. Students SHALL NOT:
 - a. Smoke, chew, dip, possess or use any tobacco-related products on the bus at any time.
 - b. Eat or drink on the bus at any time.
 - c. Throw paper or waste on the floor of the bus.
 - d. Throw articles on the bus or out the window.
 - e. Fight, push, or shove.
 - f. Use profane, vulgar, or abusive language.
 - g. Possess knives, sharp objects, or other lethal objects.
 - h. Bring animals on the bus.
 - i. Tamper with mechanical equipment, accessories, or control of bus.
 - j. Place musical instrument or other articles in door of bus.
 - k. Obstruct aisle in any manner.
 - l. Possess or take drugs.
 - m. Operate the entrance door handle or any other bus control except in case of emergency.
 - n. Occupy more space in a seat than required. Items belonging to the student must be held by the student and not placed in another seat or on the floor.
 - o. Track excessive mud and dirt on the bus.
 - p. Open and close windows without permission of driver.
 - q. Bring firearms, explosives or dangerous weapons on the bus at any time.
 - r. Interfere or intercede when a bus driver is disciplining a student even if it is a brother or sister.
 - s. Bring helium balloons, flagpoles, staffs or floral arrangements in glass containers on school buses.

11. Students shall ride the school bus to which he or she is assigned to and from school each day and shall get on and off the bus at the same stop each day unless written permission is granted by the principal of the school which the student attends.
 - a. Permission notes from parents, teacher or others will not be accepted by the bus driver unless signed by the principal or his designee.
 - b. Only those persons assigned to the bus shall be allowed to ride a bus. Persons not of school age, parents, or other persons will not be allowed to ride a school bus without permission from the transportation director or principal
12. When necessary, parents shall provide adequate bus turning areas that contain sufficient gravel and are free from other vehicles to assure continuous transportation for students.

The school bus driver has the authority to enforce the above regulations. Students shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible. The bus driver is required to report those students who violate bus regulations to the school principal who will take appropriate disciplinary action.

In extreme circumstances, where the safety and welfare of a student is endangered, the driver has the authority to remove a student from the bus. This should be done only when all else fails. The driver shall notify the principal immediately by radio.

Continued disorderly conduct or refusal to submit to the authority of the bus driver and obey these regulations shall be sufficient reason to refuse the student transportation service. When it becomes necessary to refuse a student this service due to misconduct, the school principal shall notify the parent in writing of the action taken. The bus driver then shall not permit the student to board the bus again until the parent has given assurance to the principal of future good conduct on the part of the student. The school principal shall then notify the bus driver to permit the student renewed riding privileges. Parents shall be responsible for providing transportation for their child who has been suspended from riding the school bus.

Students who damage any part of the school bus will be subject to disciplinary action by the school principal. Parents will be required to pay for the damage and students may not be allowed to ride the bus.

The Barren County Board of Education will not extend a bus route to furnish transportation to students who live less than one mile to existing routes unless there is a hazardous situation that endangers the safety or welfare of the child.

Express buses transporting Barren County High School students will not stop to pick up or let off any student unless there is an emergency that warrants letting a child off. The only other reason for letting a student off is if the bus can meet schedules at the other school and let off such students.

Buses will not travel on private roads. Students on private roads must meet the bus at the nearest state or county road.

Parents are required to read and then sign a copy of the Regulation for Pupils Riding School Buses and return such copy to the principal of the school the child attends. Parents are asked to read bus regulations to their child or children.

Medical Information

- Medication taken during school hours: Parents must obtain a permission form from their child's school in order to take any type of medication during school hours. There will be two (2) separate forms: one for over the counter and one for prescribed medications. These permission forms must be signed by the child's guardian and on file at the school. All medication must be in the original container.
- Although school authorities are required to report immediately all known or suspected cases of communicable disease to the local health department, diseases to be reported shall not include those considered confidential, such as HIV/AIDS.
- Provided the parent/guardian and physician file a written statement/authorization each year, a student under treatment for asthma shall be permitted to self-administer medication.
- Parents are required to notify the student's principal if the student has any medical condition that threatens the safety of the student or others in the school.
- Each student must pass an annual medical examination performed and signed by a medical practitioner as a prerequisite to eligibility for interscholastic athletics.

Alcohol and Other Drug Policy

Use, Receipt, Sale, Transfer, Possession, or Being Under the Influence of Alcohol, Drugs, Narcotics, Mood Altering Substances and Controlled Substances

Drugs, Narcotics, Controlled Substances, Alcohol, and Mood Altering Substances Prohibited

No pupil shall receive, possess, use, be under the influence of, sell or transfer alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances such as inhalants substances (including gases, solvents and solvent-based products, butane propane, adhesives and similar products), drug paraphernalia and/or assist another pupil in the receipt, sale or transfer of alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants) or drug paraphernalia on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or in route to or from school property or a school-sponsored or sanctioned activity or event.

Drugs, Narcotics and Controlled Substances Defined

Controlled substance means any substance or immediate precursor listed as a drug, narcotic or controlled substance in Chapter 218A of the Kentucky Revised Statutes or any regulations promulgated thereunder and/or any other provisions of the Kentucky Revised Statutes or Regulations promulgated thereunder and/or any Federal Laws or Regulations.

Counterfeit, Look-Alikes and Simulated Drugs, Narcotics and Controlled Substances

No pupil shall receive, use, sell, possess or transfer any counterfeit, look-alike or simulated narcotics, drugs, controlled substances and/or assist another pupil in the receipt, sale or transfer of any counterfeit, look-alike or simulated narcotics, drugs or controlled substances on school property, in any school vehicle, at any school-sponsored or sanctioned event or activity or in route to or from school property or a school-sponsored or sanctioned event or activity, with the representation or the creation of an impression that the substance which is received, used, possessed, sold, or transferred is a narcotic, drug or controlled substance.

Authorized Medication

Use of a drug, narcotic, or controlled substance prescribed and authorized for a pupil by a physician or dentist and administered in accordance with a prescription shall not be considered in violation of this policy.

Penalties

Violation of this policy shall constitute reason for disciplinary action, including, but not limited to, suspension and/or expulsion from school.

Penalty For Sale, Receipt or Transfer or Assistance in the Sale, Receipt or Transfer

For the sale, receipt or transfer of alcoholic beverages, narcotics, drugs, controlled substances or counterfeit, look-alike or simulated narcotics, drugs or controlled substances and/or assistance in the receipt, sale or transfer of alcoholic beverages, drugs, narcotics, controlled substances, drug paraphernalia, counterfeit, look-alike or simulated alcoholic beverages, narcotics, drugs or controlled substances, the student will immediately be suspended, and a recommendation for expulsion will be made.

Penalty for Possession, Use or Being Under the Influence

For a first offense for possession, use, or being under the influence of alcoholic beverages, narcotics, drugs or controlled substances or for the possession or use of counterfeit, look-alike or simulated narcotics, drugs or controlled substances for possession or use of drug paraphernalia (where the possession, use or being under the influence does not result from the sale, receipt or transfer on school property, in any school vehicle, at any school sponsored or sanctioned activity or event or in route to or from school property or a school sponsored or sanctioned activity or event) that student will receive an immediate suspension of no less than five (5) days and no more than ten (10) days (10 days for BCHS) at the discretion of the building principal based on individual circumstances and the Superintendent may recommend expulsion.

In the case of a first offense for possession, use, or being under the influence of alcoholic beverages, narcotics drugs, controlled substances or the possession of use of counterfeit, look-alike or simulated narcotics, drugs or controlled substances or drug paraphernalia under the terms of the preceding paragraph, a recommendation for expulsion, at the discretion of the Superintendent, may be waived if the student and his/her parent(s) or guardian(s) obtain, at their expense, an evaluation of the student's alcohol, drug, narcotic, or controlled substance use from a qualified chemical dependency counselor acceptable to the district and complete any and all counseling or other treatment recommended in the evaluation.

A second violation of such possession, use or being under the influence of alcoholic beverages, narcotics, drugs or controlled substances or counterfeit, look-alike or simulated narcotics, drugs or controlled substances during the student's enrollment will result in immediate suspension and a recommendation for expulsion. May be referred to a Pre-Board Expulsion Committee.

The Superintendent shall establish a drug-free/alcohol-free awareness program for all students, which may include:

Awareness Program

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

Dangerous Instrument/Deadly Weapons

Dangerous Weapons Prohibited

A student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds or within 1,000 yards of school grounds, in any school vehicle, or at any school-sponsored activity will be immediately reported to the Superintendent, who shall bring charges to the Pre-Board Expulsion Committee or to the Board for expulsion for the District schools. Expulsion shall be for a minimum of one calendar year. Modification may be made on a case-by-case basis.

Students participating in an authorized extracurricular activity or team involving the use of firearms are exempt.

Students are not to be in possession of pocket knives on school property.

Dangerous Weapons Defined

“Dangerous instrument” means any instrument, including parts of the human body when a serious physical injury is a direct result of the use of that part of the human body, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

“Deadly weapon” means any of the following:

- A weapon of mass destruction;
- Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
- Any knife other than an ordinary pocket knife or hunting knife;
- Billy, nightstick, or club;
- Blackjack or slapjack;
- Nunchaku karate sticks;
- Shuriken or death star; or
- Artificial knuckles made from metal, plastic, or other similar hard material.

Barren County School Counseling Services

The guidance department serves the student body by providing classroom guidance services, career information, college scholarship and financial aid information, testing information and maintains student academic records. The counseling staff are also available for group counseling (permission will be obtained), and individual counseling per referral or student(s) voluntarily seeking services or information.

The guidance department operates in the realm of confidentiality and informed consent. All student records/information are held in confidence. Custodial parents and students 18 years of age or older have legal access to these records. The school requires that a court order be provided to the school for those parents who have been legally excluded from the right to have access to their child’s school information. The guidance department staff will also ask for a student identification number from persons requesting information over the phone or by fax.

The counseling department encourages parent and community involvement. The staff looks forward to serving you and your child.

Barren County Student Assistance Program

The Barren County Board of Education employs school counselors along with a Deputy Sheriff stationed at the high school who provide assistance to students who are either using addictive substances or suspect using such substances. Referrals may be made by teachers, administrators, parents, peers, the Judicial System, any interested person or most importantly students may make self referrals. If the Counselors/Deputy feels that a student requires a professional assessment for alcohol or other drug use, she will refer the student to an outside agency for service.

ALL INFORMATION AND REFERRALS ARE CONFIDENTIAL.

When a student has an assessment by a professional provider, the School Counselor/Deputy will follow up with the student to provide support and prevention education.

Students may be referred to the Counselor/Deputy for reasons other than alcohol and drug use, which may include teen pregnancy, depression, family problems, or runaway. In today's society, our students are experiencing many stressful situations. Students may participate in support groups such as self esteem building, students affected by a divorce, students affected by another person's use of an addictive substance, grief and loss support groups or any other appropriate group. It is extremely important to provide our students with coping skills, which will make their lives less stressful.

Peer Mediation for Conflict Resolution is conducted at the middle school level. Students who wish to have mediation between him/herself and another student with whom they are experiencing a disagreement, may request peer mediation for the problem. Peers and a faculty sponsor conduct mediation for the students involved. This is a proven effective method of releasing stress and anger among students and provides for a peaceful alternative to fighting or arguing.

How Can I Tell If My Child Is Using Alcohol or Other Drugs?

- Personality Changes
- Unexplained periods of moodiness, depression, anxiety and continuing resentful behavior
- Change in friends
- Change in daily activities, such as hobbies
- Lack of motivation
- Decline in school work, skipping classes or school, increased discipline in school
- Lack of energy
- Noticeable change in personal grooming habits (sloppy, dirty)
- Wearing sunglasses at inappropriate times
- Loss of appetite
- Runny nose, hacking cough

Suicide Prevention

In accordance to KRS 156.095 passed by the Kentucky Legislature, The Barren County Board of Education has adopted policy 09.22 which mandates student instruction concerning suicide prevention. By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services.

REFERENCES:

¹KRS 156.501; KRS 156.502; 704 KAR 4:020

²[KRS 156.095](#)

KRS 156.160

702 KAR 5:030

Barren County Youth Service Center

Serves all Students and families at BCHS & BCMS, offices at BCHS & BCMS

555 Trojan Trail (BCMS).....651-1077

507 Trojan Trail (BCHS).....651-6587

Hiseville Family Resource Center

Serves all students and families of the Hiseville Community

Hiseville School.....453-4426

Western Barren County Family Resource Center

Serves all students and families of Park City and Red Cross Communities

Park City School.....749-2507

Red Cross School.....651-1319

Eastern Barren County Family Resource Center

Serves all students and families of Austin Tracy, Eastern, and Temple Hill Communities

Austin Tracy School.....646-4784

Eastern School.....678-4480

Temple Hill School.....427-2273

North Jackson Family Resource Center

Serves all students and families of North Jackson Communities

North Jackson School.....629-2300

Special Education Procedure

Discipline, Suspension and Expulsion

Student Behavior

The behavior of exceptional (special education) students and other students who have been referred for evaluation for possible special education placement and related services should be considered during Admissions and Release Committee (ARC) meetings. Behavior interventions, treatment, and consequences should become a part of any modifications attempted, and the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student program, which might result in more appropriate behaviors.

Since behaviors of an exceptional student may be related to or caused by the student's disability, the role of special education includes the instruction of appropriate behavior. When the Admissions and Release Committee determines that behavioral interventions that are implemented with non-disabled students would be unsuccessful, the committee should designate appropriate discipline strategies in the Individual Education Program (IEP) for that student.

It is the intent of the Barren County Public Schools that discipline management and instruction programs for special education students is designed to maximize the use of methods that enhance a sense of self-worth and competency. The following standards will be utilized in the implementation of disciplinary methods:

1. All behavior is an attempt to communicate. In order to understand the purpose of any behavior, it is necessary to review the events immediately before that behavior, and the results or consequences of the behavior (a functional analysis of behavior). Therefore, instances of undesirable or inappropriate behaviors will be recorded by school in a critical incidents log format, e.g., Antecedent/Behavior/Consequence.
2. Intervention techniques should focus not only on eliminating a certain undesirable behavior, but also upon determination of the purpose of that behavior, and the provision/instruction of a more acceptable behavior.
3. A variety of positive reinforcers and opportunities for the development of self-control shall be utilized prior to the consideration of negative interventions.

Negative Reinforcement

The use of negative reinforcement should be applied in accordance with a study of the behavior and in conjunction with positive reinforcement procedures. These standards will be followed in the implementation of negative reinforcement.

1. Disciplinary techniques used with regular education students may also be used as short-term disciplinary methods with exceptional students in conjunction with any modifications indicated in the IEP. "Short-term" is defined as any method, or combination of methods, that results in an interruption of the IEP for no more than a total of ten (10) school days.
2. Time-Out is time-out from positive reinforcement. Time-out deprives a student of social reinforcement and educational programming for longer periods of time than most behavior reduction procedures, yet time-out is less restrictive and more supportive than school exclusion. The ultimate goal of time-out is student self-control. Behaviors, which result in time-out, are identified by teachers and explained to students during the development of class rules. A brief, explicit warning signal is then provided that time-out is imminent unless the student changes his/her behavior. A one-sentence statement used by the teacher directly to the student enhances the learning process. (e.g., "Because you _____, you go to time-out for _____ minutes.")

The location for taking a time-out may vary as to the degree of negative behavior displayed by the student. Three types of time-out procedures, graduated as to location, educational priority and severity of behavior are as follows:

- a. Contingent observation- the student, upon direction of the teacher, removes himself/herself from the class activity. The teacher interacts with and devotes attention to the remaining students.
- b. Exclusion- the student is directed or removed from the activity area to another part of the room without access to visual observation, example: student sits or stands facing away from the classroom activity.
- c. Seclusion- the student is directed or removed from the activity area and placed in a specially designated "quiet room" within or outside the classroom. The student will be visually monitored while in time-out by school staff.

The duration of time-out and the conditions under which the student returns to classroom activities are predetermined. For example, "You (student) may return when ready to obey rules" or "Quietly remain in time-out for five (5) minutes, when the timer sounds you may return." Appropriate amounts of time will be used (approximately one (1) minute per each year of age of student). A time-out log will be maintained by the teacher indicating by student initials, the date, entry and exit time, the type of time-out used, and the reason for the time-out. If the amount of time a student is in time-out exceeds thirty (30) minutes (e.g., student unable to calm down), the teacher will consult with an administrator. This will be evidenced by the administrator's signature on the time-out log.

3. In-school alternative programs may be used as a short-term disciplinary method with exceptional students. Any change or combination of changes that occur that constitutes a change of placement and, therefore, requires due process procedures and ARC action to assure the continuous implementation of the specially designed instruction as stated in the IEP will be done.

4. Crisis intervention methods, including physical force/restraint, will be employed in the following circumstances:
 - a. When student is exhibiting destructive and/or disruptive out-of-control behavior.
 - b. When student's out-of-control violent behavior is presenting a clear and present danger to self, other students, and/or staff. All school staff involved will document any situation involving restraint. The teacher will inform/consult with the principal as evidenced by the documentation of the occurrence.

Suspension

Students who create a dangerous or disruptive situation may be suspended from school. The due process procedures for short-term suspensions are the same for all students and are outlined in the Student Discipline Code. For such suspension utilized as a disciplinary measure, when expulsion is not contemplated, the Admissions and Release Committee is not required to, but may convene. Students may be suspended from school for more than a total of ten (10) days per school year. However, when a student goes beyond 10 days of suspension from school per year, educational services may not cease. The Admissions and Release Committee must convene prior to the eleventh (11th) day of suspension to conduct a change of placement and determine method(s) of service delivery.

Expulsion

Students may be suspended from school for more than a total of (10) days per school year. Serial suspension and/or suspensions that constitute a pattern to extend the time the student is out of school are not acceptable. Parents will be given prior written notification of an Admissions and Release Committee (ARC) meeting to be held within three (3) days of the start of any suspensions when expulsion is contemplated. At this ARC meeting, a statement shall be included on the Conference Summary Report (signed by all present) that the parents have received a copy of and understand their rights, including the right to a due process hearing if they disagree with the committee's determination. All ARC actions are documented on the Conference Summary Report.

The ARC must consider current evaluation data and other pertinent information in order to determine:

- a. If the IEP and placement are responsive to evaluation data, appropriate, and being fully and correctly implemented, and
- b. whether or not the behavior or misconduct was related to or caused by the student's disability (manifestation determination).

IEP and Placement Review

If the ARC finds that the IEP and placement are not appropriate or not being fully and correctly implemented, appropriate modifications, should be determined at the ARC meeting and documented on the IEP and Conference Summary Report. No further disciplinary action beyond the suspension should occur.

If the ARC finds that the IEP and placement are appropriate and being fully and correctly implemented, they must then consider whether or not the misconduct was related to or caused by the student's disability.

Misconduct Related to Disability

If the ARC finds that the student's misconduct **was caused by or had a direct substantial relationship to the child's disability**, this should be documented on the Conference Summary Report and a copy will be transmitted by the principal directly to the Superintendent. If this determination is made, the Superintendent may not recommend expulsion to the board of education.

If the ARC finds that the student's misconduct **was not caused by or had a direct and substantial relationship to the child's disability**, an explanation will be documented on the Conference Summary Report and a copy will be transmitted directly to the Superintendent. If this determination is made, the Superintendent may recommend expulsion to the board of education. Even if the student is expelled, educational services may not cease. Therefore, the ARC will meet within three (3) days of the date of the expulsion to determine a plan to continue educational services; this plan will be documented on a new IEP and Conference Summary Report.

Due Process Hearing Request

If parents disagree with any ARC decision, they may request a due process hearing. If they do so, once the fixed term of the disciplinary suspension expires, the student returns to his previous educational placement unless parents agree to a different placement. Once the hearing decision is reached, the ARC resumes at that point in the process where the hearing was convened.

Temporary Court or Hearing Officer Exclusion

In instances of extremely serious misconduct in which it appears that maintaining a student in his/her current educational placement is substantially likely to result in injury to self or others, the school district may choose to pursue through the judicial system a temporary exclusion of the student from school. This action is initiated only when parents refuse a change of placement, and is designed to allow a "cooling off" period for planning purposes. In order to initiate this district court action, the principal will contact the Director of Special Education after the ARC has determined that the student's behavior is related to or caused by his/her disability, and after the parents have refused to accept a change in placement. While all ARC determinations must be made prior to the initiation of court proceedings, it would not be necessary to pursue due process hearing procedures first.

Barren County School's & Facility Directory

Barren County Board of Education	<i>202 West Washington St. Glasgow, KY 42141</i>	Mr. Bo Matthews - Superintendent -	P: (270) 651-3787 F: (270) 651-8836
Bus Garage	<i>590 Harry King Road Glasgow, KY 42141</i>	Mr. Dave Peters - Interim Transportation Director -	P: (270) 678-7335 F: (270) 678-7740
Austin Tracy Elementary	<i>2477 Austin Tracy Road Lucas, KY 42156</i>	Mr. Scott Harper - Principal -	P: (270) 646-2236 F: (270) 646-2291
Eastern Elementary	<i>4601 New Salem Road Glasgow, KY 42141</i>	Mr. Will Compton - Principal -	P: (270) 678-2722 F: (270) 678-5885
Hiseville Elementary	<i>P.O. Box 29- Cardinal Blvd. Hiseville, KY 42152</i>	Mr. Jeff Richey - Principal -	P: (270) 453-2611 F: (270) 453-2612
North Jackson Elementary	<i>2002 North Jackson Hwy. Glasgow, KY 42141</i>	Mr. Anthony Frazier - Principal -	P: (270) 629-2300 F: (270) 629-2301
Park City Elementary	<i>45 Indian Mill Road Park City, KY 42160</i>	Mr. Anthony Janes - Principal -	P: (270) 749-5665 F: (270) 749-5074
Red Cross Elementary	<i>215 Parkview Drive Glasgow, KY 42141</i>	Mr. Jeff Moore - Principal -	P: (270) 659-2400 F: (270) 659-0052
Temple Hill Elementary	<i>8788 Tompkinsville Road Glasgow, KY 42141</i>	Mr. Jon Hall - Principal -	P: (270) 427-2611 F: (270) 427-4176
Barren County Middle School	<i>555 Trojan Trail Glasgow, KY 42141</i>	Ms. Cortni Crews - Principal -	P: (270) 651-4909 F: (270) 651-5137
Trojan Academy High	<i>505 Trojan Trail Glasgow, KY 42141</i>	Mrs. Amy Allen - Principal -	P: (270) 629-5505 F: (270) 629-5504
Barren County High School	<i>507 Trojan Trail Glasgow, KY 42141</i>	Mr. Steve Riley - Principal -	P: (270) 651-6315 F: (270) 651-9211
Barren County ALC & Day Treatment	<i>304 College Street Glasgow, KY 42141</i>	Mr. Dan Belding - Director -	P: (270) 629-6554 F: (270) 629-2267
BAVEL Online School	<i>1309 Roseville Road Glasgow, KY 42141</i>	Ms. Amanda Wright - Director -	P: (270) 670-3739 F: (270) 678-4262
Area Technology Center	<i>491 Trojan Trail Glasgow, KY 42142</i>	Mr. Hal Toms - Director -	P: (270) 651-2196 F: (270) 651-2197

Barren County High School Extra Curricular Participation Alcohol and Drug Policy

Extra curricular participation is a privilege that carries with it the responsibility(ies) to the school, team members, and/or club members, to the student body and the community. When a student accepts this privilege, he/she shall also live up to the responsibility beyond that of the general student body, on and off school property, during the season and the off season. This is in addition to the Barren County Board of Education Alcohol and Drug Policy.

In accordance with the Barren County Board of Education Alcohol and other drug policy, no student participating in extra curricular activities shall receive, purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, prohibited drugs, and substances, mood altering substances (such as inhalants), drug paraphernalia, or counterfeit, look-alike, or simulated narcotics, drugs, or controlled substances on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event. Additionally, no student participating in extra curricular activities shall engage in such alcohol or drug-related behavior or conduct at any place or time, regardless of whether the student is at a school-sponsored event and regardless of whether school is in session.

First violation of the Extra Curricular Participation Policy shall result in a suspension from participation in interscholastic games and extra curricular activities for 10 days. Also, with the aid of the Student Assistance Coordinator, and at the expense of the student, an evaluation of the student's alcohol, drug, narcotic or controlled substance use from a qualified chemical dependency counselor acceptable to the district and complete counseling and/or other treatment recommended in the evaluation.

Failure to complete both the evaluation and the treatment as recommended by the chemical dependency counselor shall result in the student being suspended from extra curricular participation until the evaluation and treatment are completed.

Second violation will be suspension for 30 days from participation in interscholastic games and extra curricular activities. In addition, the student must complete with the aid of the student assistance coordinator, and at the expense of the student, an evaluation of the student's alcohol, drug, narcotic or controlled substance use from a qualified chemical dependency counselor acceptable to the district and complete counseling and/or other treatment recommended in the evaluation.

Third violation of the Extra Curricular Activities Participation Policy shall be a suspension from participation in extra curricular activities for the remainder of his/her school eligibility.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

Media Release Information and Opt Out Process
(No Form Required if previously submitted)

You are certifying that you are the parent or legal guardian of the child listed and that as such you have the authority to approve or deny the use of your child’s photograph and information about your child’s identity.

As parent or legal guardian, you are authorizing the Kentucky Department of Education (“the department”) and your child’s local school and the Barren County School District to use photographic or videotape images of your child for lawful purposes including those outlined below. This permission remains in effect while your child is a student in the Barren County School District.

Also, by signing the front cover of this handbook, you are giving permission for the use of your child’s image and identification information (full name, grade, and school name) in various education related print publications, television production, and on the Internet sites of the Kentucky Department of Education and/or your child’s local school or the Barren County School District. You are also authorizing these entities to submit your child’s image and identification information to other publications, medial outlets and educational organizations for publicity purposes.

If you choose to opt out of this media release, you must complete the statement below, sign it, and submit it to the principal of your child’s school. Once received by the principal, the staff of the appropriate schools and district will be notified.

Opt Out Statement:

I wish to opt out of the media release policy and do not permit the use of my child’s or children’s image(s) for use in ways checked below (check all that apply):

- Video Productions for media outlets
- Education Promotions in video or print media
- Digital Pictures for Internet Use or E-newsletters
- Yearbook

List Child’s Name: _____

School: _____

Parent/Guardian (print): _____

Home Address _____

City _____ Zip _____

District: Barren County Schools

Parent/Guardian Signature: _____

Note: This form is to remain on file at the local school district and is exempt from public disclosure in accordance with KRS 61.878(1)(a)(the Kentucky Open Records Law)

Barren County Schools
(Acceptable Use Policy) Signature Sheet

The Barren County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary for them to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive well-structured environment that will foster creative learning and teach skills that apply to real world problem solving.

INDIVIDUAL SIGNATURE

By signing on the spaces provided below you acknowledge that you have completely read and understand all of the District's Acceptable Use Policy (AUP) including the proper and expected usage of district technology resources as well as the possible disciplinary actions that may be taken in response to violations of this policy. Also by signing this document you understand that this document will be kept on file and is legal and binding and will cover the entire duration that you are a student or employee of the Barren County School District.

Please print and sign your name in the spaces provided below as well record the date signed.

Print Name: _____

Sign Name: _____

Date Signed: _____

PARENT OR GUARDIAN SIGNATURE

By signing on the spaces provided below you acknowledge that you have completely read and understand all of the District's Acceptable Use Policy (AUP) including the proper and expected usage of district technology resources as well as the possible disciplinary actions that may be taken in response to violations of this policy. Also by signing this document you understand that this document will be kept on file and is legal and binding and will cover the entire duration that your student enrolled in the Barren County School District.

Please print and sign your name in the spaces provided below as well record the date signed.

Print Name: _____

Sign Name: _____

Date Signed: _____

Student Directory Information Notification

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 Armed Forces recruiters, unless a parent or high school student, regardless of age, requests that this information *not* be disclosed.

Date

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for _____.

Student’s Name

Following is a list of items that the District considers student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released.

If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law.

Student Directory Information Listing	
<p>Section I Third Parties, Including Institutions of Higher Education & Potential Employers (Parent or student 18 or older may sign below to direct the District to withhold information in this section.)</p>	<p>Section II Armed Forces Recruiters (Parent or high school student, regardless of age, may sign below to direct the District to withhold information in this section.)</p>
<p><i>Choose one of the Options below:</i></p> <p><input type="checkbox"/> Option 1: The District MAY NOT RELEASE ANY information listed below.</p> <p><input type="checkbox"/> Option 2: The District MAY RELEASE ONLY the information checked below.</p>	
<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p>	
<p><input type="checkbox"/> Student’s name</p> <p><input type="checkbox"/> Student’s address</p> <p><input type="checkbox"/> Student’s telephone number</p> <p><input type="checkbox"/> Student’s date and place of birth</p> <p><input type="checkbox"/> Student’s major field of study</p> <p><input type="checkbox"/> Information about the student’s participation in officially recognized activities and sports</p>	<p><input type="checkbox"/> Student’s weight and height (if a member of an athletic team)</p> <p><input type="checkbox"/> Student’s dates of attendance</p> <p><input type="checkbox"/> Degrees and awards the student has received</p> <p><input type="checkbox"/> Student’s photograph/picture</p> <p><input type="checkbox"/> Most recent educational institution attended by the student</p> <p><input type="checkbox"/> Grade level</p>
<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p>	
<p><input type="checkbox"/> Student’s name</p> <p><input type="checkbox"/> Student’s address</p> <p><input type="checkbox"/> Student’s telephone number (if listed)</p>	

Parent/Eligible Student’s Signature

Date

Review/Revised: 7/12/07

I have received a copy of The Discipline Code Handbook for Barren County Schools, respective school rules, school bus regulations, and parent's inspection of child's records, media release/opt out process (page 35), student directory information notification (page 39) and attendance policy.

Student Signature

Social Security

Grade

Parent Signature

Date



Please fill out and sign form and send back to student's homeroom teacher.



