



# **BRACKEN COUNTY SCHOOLS DISCIPLINE CODE 2021-2022**

## **MISSION STATEMENT**

**The Bracken County Schools will provide a challenging academic environment which recognizes students as diverse individuals expected to achieve at proficient and distinguished levels.**

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**SECTION I: RIGHTS AND RESPONSIBILITIES**

*It is the responsibility of the school system to make this information public. It is the responsibility of the parents and students to be familiar with the rules so that all consequences are understood.*

**A. STUDENTS**

**STUDENTS HAVE THE RIGHT TO:**

- a. A system of public education which meets the needs of individual students.
- b. Reasonable and timely notice of all rules, regulations, policies, and penalties to which students may be subject.
- c. Physical safety and protection of their personal property.
- d. Consultation with teachers, counselors, administrators, and other school personnel.
- e. Free election of their peers in student organizations in which students have the right to seek and hold offices.
- f. Involvement in school activities without being subject to discrimination on the basis of race, sex, or religion.
- g. Respect from other students and school personnel.
- h. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

**STUDENTS HAVE THE RESPONSIBILITY TO:**

- a. Be accountable for their own conduct for showing consideration for rights and property of others.
- b. Exhibit neatness and cleanliness of personal dress and hygiene.
- c. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- d. Refrain from using tobacco or using or possessing, or transmitting any alcoholic beverage or illegal or controlled substance.
- e. Refrain from gambling, extortion, theft, or any other unlawful activity.
- f. Show respect for the education process by taking advantage of every opportunity to further his/her education.
- g. Show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absence.
- h. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
- i. Follow the rules and regulations of the Board of Education and/or the school administration.
- j. Report any threatening situation to school authorities immediately.

**B. PARENTS AND GUARDIANS**

**PARENTS/GUARDIANS HAVE THE RIGHT TO:**

- a. Send their child to school in an environment where learning is valued.
- b. Expect that classroom disruption will be dealt with fairly and quickly.
- c. Enroll students in the Bracken County School District where they shall attend classes regularly and promptly with minimal interruptions.
- d. Expect the school to maintain high academic standards.
- e. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
- f. Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

### **C. TEACHERS**

#### **TEACHERS HAVE THE RIGHT TO:**

- a. The support of co-workers, administrators, and parents.
- b. Work in an educational environment with a minimum of disruptions.
- c. Expect all assignments, including homework, to be completed and turned in as assigned.
- d. Safety from physical harm and freedom from verbal abuse.
- e. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- f. Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

#### **TEACHERS HAVE THE RESPONSIBILITY TO:**

- a. Present subject matter and experience to students and to inform students and parents or guardians of achievement and/or problems.
- b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- d. Evaluate students' assignments and return them as soon as possible.
- e. Exhibit neatness and cleanliness of personal dress and hygiene.
- f. Reward exemplary behavior or work of students.
- g. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- h. Recommend for retention in a class any student who fails to meet the basic standards of achievement.
- i. Maintain necessary records of students' progress and attendance as accurately as possible.
- j. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- k. Care for the equipment and physical facilities of the school.

### **D. PRINCIPALS**

#### **PRINCIPALS HAVE THE RIGHT TO:**

- a. The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- b. Provide input for the establishment of procedure and regulations that relate to the school.
- c. Safety from physical harm and verbal abuse.
- d. Take necessary action in emergencies and to protect their own personal property and personal property of those in their care.
- e. Suspend any student whose conduct violates any of the disciplinary rules outlined in this manual in accordance with the rules set out in this code.
- f. Administer the school environment to provide the proper learning atmosphere.
- g. Exhibit neatness and cleanliness of personal dress and hygiene.
- h. Reward exemplary behavior or work of students.
- i. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- j. Recommend for retention in a class any student who fails to meet the basic standards of achievement.
- k. Maintain necessary records of students' progress and attendance as accurately as possible.
- l. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- m. Care for the equipment and physical facilities of the school.

**PRINCIPALS HAVE THE RESPONSIBILITY TO:**

- a. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- b. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her best judgment.
- c. Exhibit exemplary behavior in action, dress and speech.
- d. Implement and evaluate all aspects of the educational program to improve learning and comply with the District, State, and Nation.

**SECTION II: DISCIPLINE**

**A. RATIONALE AND PHILOSOPHY**

The educational achievement of any school system or individual school depends upon a number of factors. Certainly one of the main factors concerns itself with the type of discipline that exists. Discipline, when present, produces an atmosphere in which learning can take place. Lack of discipline disrupts the education of a student and creates an atmosphere in which learning cannot take place.

This section will thus address itself to those who would disrupt the education of, not only themselves, but of others. It will explain and establish all the disciplinary measures available at the discretion of the principal in restoring the PROPER learning atmosphere.

**B. DISCIPLINARY ACTIONS: Probation, Suspension, or Expulsion**

**PROBATION:** A probation period may be established for students when a school administrator determines either that it would better benefit the student to remain in the classroom than to incur a suspension or after a suspension to establish a level of behavior which will prevent additional problems.

**SUSPENSION:** Suspension shall mean a denial of attendance at any single subject or class or any full schedule of subjects of classes, or at any other type of activity conducted by or on behalf of Bracken County Schools for the stated period of time. The suspension shall not exceed ten (10) school days for any one offense.

All suspensions will be unexcused absences. Any work or tests made up as a result of suspension shall be credited at no more than 50 percent of original value. A suspended student will not represent the school or participate in any extra-curricular activities sponsored by the school nor be on school board property during the time of suspension. Person administering the suspension shall clearly state the exact beginning and ending times of the suspension. Any/all restrictions of school activities during suspension period shall be clarified with student and his/her parents/guardians.

For a suspension of ten (10) days or less, constitutional due process requires the following procedures prior to the suspension:

- Oral or written notice of the charges to the student.
- An explanation of the evidence if the student denies the charges.
- The rule broken must be defensible.
- An opportunity for the student to present his/her own version of the facts relating to the charge.
- Immediate written notification of the action taken shall be reported to the parent or guardian, and the superintendent.

**EXPULSION:** Expulsion shall mean a denial of attendance at any single subject or class, any full schedule of subject or classes, a denial of attendance at any other type of activity conducted by or in behalf of the Bracken County Schools, and any combination of the foregoing for a period of time not to exceed one calendar year. An expulsion may include a denial of admission to or entry upon real or personal property owned, leased, or controlled by Bracken County Board of Education.

KRS 158.150 states that each local board of education shall require the expulsion from school for a period not to exceed one (1) year for a student who determined to have brought a weapon to school under

its jurisdiction. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of “unlawful possession of a weapon on school property” stated in KRS 527.070.

The board shall also have a policy requiring disciplinary actions, up to and including expulsion, for a student who is determined by the board to have possessed prescription drugs, controlled substances, or lookalikes thereof for the purpose of sale or distribution at a school under the board’s jurisdiction, or to have physically assaulted or battered or abused educational personnel or other students at a school or school function. The board may modify the requirements for students on a case-by-case basis.

A board that has expelled a student from the student’s regular school setting shall provide or assure that educational services are provided to the student in an appropriate alternative program or setting, unless the board has made a determination, on the record, supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed into a state-funded agency program. Other intervention services as indicated for each student may be provided by the board or by agreement with the appropriate state or community agency. A state agency that provides the service shall be responsible for the cost.

**C. DISCIPLINARY PROCEDURES:**

This section of the *CODE OF CONDUCT* contains the recommended procedures to use in applying disciplinary actions to specific conduct offenses. These procedures are progressive in severity from conferencing with students to expulsion depending upon the circumstances of the offenses, the type of offense, the degree of seriousness of the offense, and the number of times the offense has occurred.

It should be noted that the Bracken County School System recognizes also the necessity of maintaining guidance and counseling services through the school system and outside agencies for assisting students with their behavior or social problems to help remedy inappropriate conduct.

**DUE PROCESS:** Before being punished at the school level for violation of school regulations, a student shall have the right of the following due process procedures:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. If the student denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

In cases which involve exceptional students, the procedures mandated by federal and state law shall be followed. \*\*

**\*\*NOTE:** *Clubs, organizations, and School-Based Councils may have rules, which extend beyond this document that are enforceable by such clubs, schools, and organizations.*

In case of expulsions in addition to the due process procedures noted under suspension the following procedural due process guidelines shall be followed:

- a. **Adequate Notice:** A student who faces an expulsion must be informed of the accusations and apprised of them within one (1) school day of the principal’s decision to recommend expulsion to the superintendent outlying specific details so that an adequate defense can be prepared. Records of improper conduct should be maintained.
- b. **Copy of Procedures:** The involved student and his/her parents or guardians should be informed of the board’s procedures in order to insure that they know all their rights.
- c. **Timely Notice:** A minimum of two (2) days notice shall be granted to the student in order to provide time for the student to prepare adequate defense.
- d. **Inspection of Documents:** The involved student or his/her legal counsel shall be entitled to inspect in advance any affidavits or other exhibits to be used against him/her by the school officials at the hearing.
- e. **Legal Counsel:** The student may appear at the hearing with legal counsel of his/her choice. All legal counsel fees will be at the expense of the student.

- f. **Cross-examination:** To insure a thorough examination of the facts, the student or his/her counsel may cross-examine those witnesses who have primary knowledge of the facts.
- g. **Student's Story:** The student may present witnesses or affidavits or any documents desired to insure adequacy of the presentation of his/her defense.
- h. **Impartial Board:** The Board of Education must preserve neutrality until all sides have been presented. Unfounded assertions must not be considered.
- i. **Limit the Decision:** The decision shall be based on the information presented.
- j. **Written Decision:** The Board of Education shall provide the student with a written copy of the decision including a finding of the facts and action to be taken no later than three (3) school days subsequent to the decision. Right of appeal should be explained.
- k. **Record:** The Board of Education shall provide a copy of the audiotape to the student if requested at the time of the hearing.

**DISCIPLINE: The following disciplinary measures may be used at the discretion of the principal when disciplining students. These measures may be used in any order:**

1. Conference with the student
2. Deny recess/break/other privileges
3. Conference or personal contact with students and/or parents
4. Detention—before school, break, or after school
5. In school alternative setting (with instruction)
6. Intervention services through FRYSC centers, counseling, medical, community, etc.
7. Beyond school control petition filing from court designated worker.
8. School community service.
9. Suspension from school
10. Involvement of law officials if warranted
11. Expulsion (Indefinite time requiring action from board of education)
12. Loss of privileges
13. Forfeiture of awards, offices for the current school year (ONLY)
14. Any other measure deemed appropriate by principal/designee at his/her discretion

**STUDENT CONDUCT ON SCHOOL BUSES**

**Students riding the buses are under the direct supervision and direction of the bus driver, who will direct the students in matters of conduct and safety. He/she will report any student's misbehavior to the student's principal in writing.**

The privilege of riding a school bus will depend upon students obeying the following rules and procedures.

**PLEASE KEEP IN MIND THAT RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.**

1. Students should arrive at the bus stop 5 minutes prior to the bus's scheduled arrival time.
2. Students are to sit in the seat assigned by the bus driver. If no seat has been assigned, student should sit in the first available seat.
3. Students are to obey the driver and bus monitor (if assigned) promptly.
4. Students are to help keep the bus clean by cleaning their feet before entering the bus, and keeping wastepaper and rubbish off the floor and seats.
5. Students are not to possess any firearm(s), knife, deadly weapon or dangerous instrument on the school bus.
6. Students are to avoid unnecessary conversations with the bus driver.
7. Students are not to use loud, abusive or profane language, or gestures while on the bus.
8. Students are not to lean out of the bus windows. They must keep their arms, legs, head and property inside the bus.
9. Students are to enter and leave the bus only after it has come to a complete stop.

10. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
11. Students are to ride only their assigned bus and leave the bus only at their regular stop or at school. Exceptions will be made only with permission from the principal/designee in writing.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs to anyone the bus passes along the road.
13. Students are not to damage the bus and should report any *damage to* the driver. If they do cause damage, their parents or guardians will be held responsible for restitution.
14. Students are not to interfere with the vision of the driver.
15. At no time are students permitted to eat, drink, be in possession or use tobacco products (including matches and lighters) on the bus.
16. Students are not to block the aisle of the bus or place any carry-on objects in the aisle.
17. Live animals may never be transported on the bus. No preserved specimens are allowed on the bus.
18. Cell phones or paging devices shall not be visible or turned on and operated while on buses to and from school or other events.
19. Students may not bring any carry-on objects on the bus that:
  - a. cannot be held on the lap without taking more seat room than the student in the seat. Object must be lower than the student's neck.
  - b. if placed on the floor between the legs, the height of the object must be below the student's neck.

The bus driver will assist the Principal in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the driver shall notify the Principal. The Principal may suspend bus-riding privileges. Students who lose bus-riding privileges shall not be eligible to transfer to another bus while the privilege is suspended.

If the safety or well being of other students are in jeopardy, students who break the discipline code may be suspended from riding the bus for an indefinite period of time. Transportation will be determined on case by case basis.

In case of repeated failure to cooperate or serious misbehavior, the student will be excluded from riding any bus for whatever period of time deemed necessary by the principal, in accordance with administrative regulations. The transportation to and from school becomes the responsibility of the parents/guardians.

**\*A section of KRS Chapter 158 states when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, school property means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.**

**STUDENT CONDUCT OCCURRING ON SCHOOL PROPERTY OR AT SCHOOLSPONSORED FUNCTIONS WARRANTING DISCIPLINARY ACTION**

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



2. **AGGRESSIVE MISBEHAVIOR TOWARDS ANY SCHOOL EMPLOYEE:** Physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.
3. **ALCOHOL, DRUGS, AND/OR “LOOK ALIKE” SUBSTANCES:**
  - a. Use of, in any manner or to any extent, sale of, possession of, or under the influence of alcoholic beverages. Alcoholic beverages include any beverage with alcoholic content. Possession of includes items found in the locker assigned to the student, in vehicles and any other place where deposited by the student.
  - b. Use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs, illegal, controlled, dangerous substances, or lookalikes. A controlled/prescribed substance for a student’s current medication is not a violation of this regulation. Illegal substances include glue, dangerous drugs, narcotics, marijuana, amphetamines, synthetic compounds/substances, and any other material that has a harmful or unnatural effect on the person using them.
  - c. Use of, in any manner or to any extent, sale of, or possession of vanilla flavorings, vitamin, saccharine, caffeine or other pills or substances appearing or represented to be controlled or the drug substances such as “speed” or any other commonly used name to designate a controlled or other drug substance.
  - d. Possession of paraphernalia as related to the use of a controlled or illegal substance (paper, clips, etc.).
4. **ARSON (or attempted arson):** Starting a fire within the school, on buses, or on school grounds, for any purpose that results in destruction or disruption.
5. **ASSAULT:** Physical attack of one person or a group of persons upon one or more persons who do not wish to engage in the conflict. Any provocation (verbal or physical) may be considered a mitigation of the charge. A person who finds himself the victim of an assault has the right to defend himself against the attack and use such force in defense as to be reasonably necessary.
6. **BOMB THREAT:** Making a threat that a bomb has been placed or is about to explode, on any school property.
7. **BURGLARY:** A student is guilty of burglary when:
  - a. With the intent to commit a crime, he/she knowingly enters or remains lawfully in a building.
  - b. With the intent to commit a crime, he/she knowingly enters or remains in an uninhabited building.
8. **CRIMINAL MISCHIEF:** A person is guilty of criminal mischief when: Having neither the right to do so, nor reasonable grounds to believe that he/she has such right; he/she intentionally or wantonly defaces, destroys, or damages any property of another. Student and/or parents shall be held liable for financial restitution for willful destruction or loss of school property.
9. **CRIMINAL TRESPASS:** A person is guilty of criminal trespass when:
  - a. He/she knowingly enters or remains unlawfully in a school building.
  - b. He/she knowingly enters or remains unlawfully in a school building or upon premises to which notice against trespassing is given by fencing or other enclosure.
  - c. He/she knowingly enters or remains unlawfully in or upon school premises.
10. **CRIMINAL USE OF NOXIOUS SUBSTANCE:** A person is guilty of criminal use of noxious substance when he/she unlawfully deposits it on land, or in the building, or vehicle of another, any stink bomb, device, or irritant with intent to interfere with another’s use of land, building, or vehicle.
11. **DEFAMATION:** Harming another person’s character or reputation by saying things which aren’t true and which are intended to bring harm.
12. **DEFIANCE OF AUTHORITY:** Refusal to comply with reasonable request of school personnel.
13. **DISCRIMINATORY/PREJUDICIAL REMARKS:** Socially unacceptable remarks, comments, gestures, actions, (verbal, non-verbal, or written) as determined by the best judgment of the school officials.
14. **DISORDERLY CONDUCT:**(including profanity, pornography, and obscene behavior) Conduct and/or behavior which is destructive or disruptive to the orderly educational procedure of school, such as, horseplay, which may lead to more serious conflicts, is not allowed on the school property

or on the way to and from school. The act of throwing an object or shooting objects or liquids on school property, including but not limited to, water balloons, water guns &/or paintball guns, may result in a 3 day suspension & loss of any school privileges during that suspension. This includes, but is not limited to, graduation exercises.

15. **DRUG RELATED PARAPHERNALIA:** Possession of hardware pertaining to controlled or illegal substances. Some of the items that can be considered paraphernalia, but not limited to, are: pipes, roach clips, hemostats, lighters, matches, etc.
16. **EXTORTION:** The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.
17. **FALSE FIRE ALARM OR TAMPERING WITH SYSTEM:**
18. **FORGERY:** The act of falsely using the name of another person, or falsifying documents or correspondence (absences—excuses, from or to the school).
19. **GAMBLING:** Participating in games of chance for the express purpose of exchanging money.
20. **HABITUAL BEHAVIOR INFRACTION (REPEATED VIOLATIONS):** The student shall be considered “Habitual” after accumulating multiple behavior infractions, which have been referred to the office. This also includes bus referrals. SBDM council at each school shall determine the number of infractions considered to be habitual.
21. **HARASSMENT:** A person is guilty of harassment when with the intent to harass, annoy, or alarm another person he/she:
  - a. Strikes, shoves, kicks, or otherwise subjects him/her to physical contact or attempts or threatens to do the same; or
  - b. In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
  - c. Follows a person in or about a public place or places; or
  - d. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other persons and which serve no legitimate purpose.
22. **INTIMIDATION OF WITNESS:** Any physical or verbal intimidation of any witness to any school violation.
23. **LOITERING BY UNAUTHORIZED STUDENTS:** Being on school grounds or in the school, or at any extra-curricular activity, home or away, without authority or permission of school personnel. This would include students on shortened programs, suspended students, and students that have been expelled.
24. **MALICIOUS REMARKS:** To willfully intimidate, insult, or in other manner abuse verbally or in writing (such as name-calling, making fun of) any member of the school staff or student body.
25. **MISCHIEF:** A person is guilty of criminal mischief when having neither the right to do so, nor reasonable ground to believe that he/she had a right, he/she intentionally or wantonly defaces, damages, or destroys any school property, or the property of another, so as to knowingly endanger the person or property.
26. **MENACING:** A student is guilty of menacing when he/she intentionally places another person in reasonable apprehension of imminent physical injury.
27. **NON-SCHOOL TIME VIOLATION:** Students will be subject to school discipline for any violation of this code at school related functions or on the way to or from the same. This includes both extra-curricular and co-curricular activities at both home and away.
28. **PHYSICAL ASSAULT:** Physical attack by one student or group of students, upon another or others.
29. **POSSESSION OF WEAPONS:** The possession of any instrument on the school property, such as, fireworks, explosives, mace, knives, clubs, guns, chains, and the like that can be used to inflict injury to another person. Instruments of this type observed in the student’s possession will be confiscated. Possession includes, but is not limited to, one the student’s person, in his/her locker, and or in the vehicle he/she drives to school. Automatic suspension of non-IDEA students followed by recommended expulsion for possession of weapons,
30. **ROBBERY:** A student is guilty of robbery when, in the course of committing theft, he/she uses or threatens the immediate use of physical force upon another student with the intent to accomplish the theft.

31. **SKIPPING:** Skipping school or class, leaving school without permission, or in an unauthorized area.
32. **POSSESSION/USE OF TOBACCO PRODUCTS:** The possession or use of tobacco or illegal products, on school grounds or bus is prohibited during normal school hours.
33. **SEXUAL HARASSMENT:** A person is guilty of “sexual harassment” when he/she subjects another person(s) to “unwanted” touching, sexual advances, requests for sexual favors, spreading sexual rumors, etc. While under school supervision.
34. **SEXUAL MISCONDUCT/INAPPROPRIATE SEXUAL BEHAVIOR:** A person is guilty of “sexual misconduct” when he/she engages in any act of sexual activity while under school supervision. Possession, development, and/or use of pornographic material.
35. **TELECOMMUNICATION DEVICE.** Telecommunication devices should not be turned on during the instructional day. Telecommunication devices include pagers, cellular phones, and other telecommunication devices as defined by KRS 158.165. This offense will be treated as defiance of authority under the Discipline Code.  
The device may be visible and used after the end of the instructional day as designated by each individual school SBDM council/administration.
36. **TERRORISTIC THREATENING:** A student is guilty of terroristic threatening when: he/she threatens to commit any crime likely to result in death or serious physical injury to another student or likely to result in substantial property damage to another student; or he/she intentionally makes false statements for the purpose of causing evacuation of the building, place or assembly, or facility transportation.
37. **THEFT AND RELATED OFFENSES:** The taking of property of others, (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner’s permission, selling of school property.
38. **UNAUTHORIZED AREAS:** A student is guilty of being in an unauthorized area (i.e. faculty work room, lounge, maintenance areas, boiler room, parking lots, etc.) without legitimate reason or permission.
39. **UNLAWFUL ASSEMBLY:** A person is guilty of unlawful assembly when: he/she assembles with five (5) or more persons for the purpose of engaging, or preparing to engage with them, in disorderly behavior. Being present at an assembly which either has or develops such a purpose, he/she remains there with intent to advance that purpose.
40. **USE OR POSSESSION OF, OR SELLING OR ILLEGAL OR HARMFUL SUBSTANCES:** Illegal substances include dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, synthetic compounds/substances, and any other material that has a harmful or unnatural effect on the person using them or their lookalikes. Possession includes items found in the locker assigned to the student, in vehicles, and any other place where deposited by the student.
41. **USE OR POSSESSION OF, SELLING OF NON-PRESCRIBED OR “LOOK-ALIKE” SUBSTANCES OR ALCOHOLIC BEVERAGES:** Non-prescribed substances are those substances, which a student may have in his/her possession not prescribed for him/her, but for someone else, or sold over-the-counter and are being used or sold to create an unnatural effect or sold for profit. “Look-alike” substances are those substances used, sold, or possessed by an individual, which proposes to be a controlled or illegal substance.
42. **USE OF, POSSESSION OF, OR UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES:** Alcoholic beverages include any beverage with alcoholic content. Possession includes items found in the locker assigned to the student, in vehicles and any other place where deposited by the student.
43. **USE OF WEAPONS:** The use of any instrument, which is used to inflict bodily injury to another person. Possession of any weapon (knives, etc.) will not be allowed.
44. **VANDALISM:** The defacing of school property at any school sponsored activity.
45. **WANTON ENDANGERMENT:** A student is guilty of wanton endangerment when he/she wantonly engages in conduct which creates a substantial danger of physical injury to another student.
46. **RELATED AND/OR REPEATED VIOLATION:** Additional disciplinary offenses, either the same or different, in which the available procedures are not sufficient.
47. **MISUSE OF TECHNOLOGY:** Misuse of Internet, e-mail, or network according to school

- district's students' Acceptance Use Policy.
48. **SCHOOL EMPLOYEE ABUSE:** When a student directs speech or behavior towards a school employee that could result in disruption or interference with normal school activities or undermine the order and discipline of the school, that student can be punished and may be legally charged for this offense. (KRS.161.190)
  49. **BULLYING/HAZING:** The use of lewd, profane or vulgar language, behavior such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others or other threatening behavior. Including, but not limited to, the use of electronic or online methods.
  50. **ANY OTHER BEHAVIOR:** Any conduct not specified in the items above may be disciplined at the principal's discretion.

### **Bullying Prevention**

#### **What is Bullying?**

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

- a. Verbal bullying includes- teasing; name calling; inappropriate sexual comments; taunting; threatening to cause harm
- b. Social bullying includes- leaving someone out on purpose; telling other students not to be friends with someone; spreading rumors about someone; embarrassing someone in public
- c. Physical bullying includes-hitting, kicking, or pinching; spitting; tripping or pushing; taking or breaking someone's things; making mean or rude hand gestures

#### **Bullying is prohibited:**

- a. on school grounds
- b. at a school-sponsored or school-related activity, function, or program, whether it takes place on or of school grounds or on the way to or from the same.
- c. at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district or an individual school
- d. through the use of technology or an electronic device that is owned, leased or used by the school district or an individual school
- e. that creates a hostile environment at school and materially and substantially disrupts the education process or the orderly operation of a school

The Bracken County School District believes everyone should be treated with respect and common courtesy to ensure a safe learning environment. Our prevention efforts include training that is on-going with all staff and students regarding bullying education/recognition, prevention and intervention. Anyone within the school environment that has witnessed or been a victim of bullying behavior can report it to school or district officials verbally or in writing so that appropriate action may be taken to prevent such behavior.

### **Cyber-bullying and Cyber-conduct**

#### **Definitions**

a) Appropriate **cyber-conduct** involves a set of rules for behaving properly online. In an educational setting, examples of appropriate cyber-conduct include:

- Maintaining professional standards when communicating with teachers, students, parents, and administrators
- Maintaining the confidentiality of information about students, parents, teachers or administrators

- Respecting the rights of all members of the online community and acting in a manner that facilitates the orderly functioning of that community
- Ensuring that appropriate safeguards and protection measures are in place prior to posting personal or professional data

b) **Cyber-bullying:** The use of information and communication technology to bully, embarrass, threaten or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.

If cyber-bullying occurs through the school district's internet system or from the school which ultimately has a negative impact on the school climate and/or culture, warrants immediate and decisive action by the school/district, including the imposition of sanctions, when appropriate, on the offenders. Allowing others to utilize your personal or assigned equipment (cell phones, computers, pagers etc) and/or passwords may also result in consequences for both parties.

If cyber-bullying occurs off-campus, school officials may take the following actions:

- Notify parents of victims and parents of cyber-bullies of known or suspected cyber bullying.
- Notify the police if the known or suspected cyber bullying involves a threat.
- Closely monitor the behavior of the affected students at school for possible bullying.
- Investigate to see if the victim(s) of cyber-bullying could use some support from a school counselor or school-based mental health professional.
- Police will be contacted immediately if known or suspected cyber-bullying involves acts such as: Threats of Violence, Extortion, Obscene or harassing phone calls or text messages, Harassment, stalking, or hate crimes, child pornography

**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. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable suspicions exist to believe that evidence of a violation of the law or a school rule is contained therein. Vehicles parked on school property may be searched in order to protect the health and safety of the students and staff of the school, pursuant to the agreement between the student and the school administration based on driving privileges.

No student's outer clothing, pockets, or his/her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there is reasonable suspicion to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law. Search of the student's person shall be conducted only with the express authority of the principal. However, nothing herein will preclude a student from being subjected to a fixed or hand held electronic screening detector and an affirmative signal or response will serve as reasonable suspicion for a more intrusive search. No strip searches of students shall be permitted. The required removal of shoes, socks, or a hat or the removal or arrangement of outerwear does not constitute a strip search.

- a. Searches of a student's person or his/her personal effects shall only be conducted by a certified person directly responsible for the conduct of the student or the principal of the school which the student attends.
- b. Subject to the following conditions, the principal may authorize the use of trained dogs to locate controlled substances on school grounds:
  - The principal or the principal's designee shall be present.
  - Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers being searched.

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the student's safety or to others' safety and security may be seized by school officials. A staff member may temporarily remove items that may be used to disrupt or interfere with the educational process from the student's possession. Such items may be returned to the student by the staff member or through the principal's office. The school will not be responsible for confiscated, lost, stolen, or damaged items.

**VIDEO SURVEILLANCE:** The Board authorizes the use of video surveillance on school property and in school buses. Evidence provided by video surveillance may be considered in student disciplinary proceedings. Video Cameras will be utilized on school grounds and on buses as recommended by building administration or the Superintendent. The District shall notify students, staff, parents, and the public that video surveillance may occur on school property. Notification will occur through incorporation in the school parent/student discipline code handbooks and through written signs displayed near the main campus entrance of each school. Video equipment shall not be installed where the students, staff, and public have a reasonable expectation of privacy, such as locker rooms and restrooms. Video recording equipment will be in operation 24 hours per day.

#### **SUSPENSION/EXPULSION PROCEDURES FOR IDEA-ELIGIBLE STUDENTS**

In a case where disciplinary action involves exceptional students and students who have been referred for evaluation for possible special education services the Bracken County Special Education Procedures shall be followed (see Bracken County Special Education Policy & Procedure Manual).

**GUN-FREE SCHOOL ACT**—It is the policy of the Bracken County School System to report any student who is determined to have brought a weapon or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior related to their disabilities, as long as the procedural safeguards required by (IDEA and KRS 158.150) are followed. Non-IDEA eligible students will be expelled for not less than one calendar year from their regular school setting in our school system for violation of this policy.

**ANY STUDENT FROM ONE SCHOOL WHO VIOLATES THE SCHOOL DISCIPLINE CODE WHILE AT ANOTHER SCHOOL OR ON ANY SCHOOL PROPERTY WILL BE DISCIPLINED. THE TWO PRINCIPALS WILL DECIDE THE DISCIPLINARY ACTION.**

#### **ATTENDANCE POLICY**

**Absences and tardies for all students in Kentucky will be calculated based on the following guidelines:**

1. A full day of attendance shall be recorded for a pupil who is in attendance at least seventy (70) 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 two (2) hours or less 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 fifty (50) 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 four (4) hours of the regularly-scheduled school day for the pupil's grade level. (Daily Tardy is NOT the same as a tardy to class)

All pupils are expected to attend school regularly and punctually in the school in which they are enrolled and to be on time for classes in order to gain the most benefit from the instructional program and to develop desirable traits of punctuality, self-discipline, and responsibility. Therefore, the Board has adopted the following attendance provisions:

### **COMPULSORY SCHOOL ATTENDANCE**

Each parent or guardian having custody or control of any student who has enrolled in kindergarten and any student between the ages of six (6) and sixteen (16) shall send the student to school for the full term that the school district is in session. Students age sixteen-seventeen (16-17) are subject to this law, unless written parental permission for withdrawal has been received by the school after the parent and student have attended a one (1) hour counseling session with the school counselor on potential problems of non-graduates. Any student, aged eighteen through twenty-one (18-21) enrolled in public schools is subject to truancy laws. Beginning with the 2015-16 School Year the compulsory attendance age will be raised from 16 to 18 years old.

Every student shall attend school every day that school is in session unless that student is absent or tardy with a valid, excused reason. Accumulation of unexcused absences and unexcused tardies is a violation of the law (see Truancy Defined below). Each school district in Kentucky is authorized to set its own attendance policy to determine when an absence or tardy is excused or unexcused. Violations of this law are subject to legal action.

### **INDIVIDUAL SCHOOLS' ATTENDANCE REQUIREMENTS:**

The SBDM Council for each school may develop specific attendance requirements consistent with the general Board of Education policy.

### **MAKE-UP WORK/LOSS OF CREDIT:**

It is a student's responsibility to arrange for make-up work within 3 days after returning to school after an excused absence event. Students shall have the same number of days excused to make up the missed work. If a student requests assignments during an unexcused absence event, the work shall be given to them and shall be credited at no more than fifty percent (50%) of the original value.

### **SUSPENSION:**

When a student is absent due to a suspension, any assignments or tests made up that were originally missed due to the suspension shall be credited at no more than fifty percent (50%) of the original value. Arrangements for this make-up work must be made within 3 days after returning to school after the suspension. Students who are suspended the day a midterm or final exam is given may schedule to take the exam within three (3) days following the end of the suspension. Students who have been suspended may not participate in extra- or co- curricular activities during the suspension days. Example: If a student is to be suspended from school on Monday and Tuesday, then that student may not participate in any extra or co-curricular activities until Wednesday morning.

**Absences and Excuses:** Pupils are required to attend regularly and punctually the school in which they are enrolled. When a student must be absent from school, arrive late, or leave early, it is the responsibility of the parent/guardian to write a note to the school to inform the principal of the reason for the absence. Anytime a student misses any part of the school day, a note or other valid documentation must be submitted in order to determine if the absence is excused or unexcused within five (5) school days of the absence(s). If such documentation is not submitted within five (5) days of the absence(s) then the absence(s) will remain unexcused. Faxed excuses will not be accepted, without prior permission from the building principal.

**Truancy Defined:** According to KRS 159.150, any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy three (3) days or more is a truant. A pupil who has been absent without valid excuse or tardy six (6) times or more during a one (1) year period is a habitual truant. One year is defined by any consecutive twelve month period.

**Absence and Tardy Defined:** A pupil absent up to 120 minutes of the day by arriving late, leaving early, or a combination of the two is considered tardy. If a student misses more than 120 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. **Students may be referred to the court upon the sixth (6) unexcused absence/tardy to school.**

**Excused Absences:** An excused absence or tardiness is one of the following, for which work may be made up *if proper documentation* is received upon the immediate return to school.

1. Court appearance (only the portion of the day required and with documentation from the Court)
2. Medical or Dental appointments (only the portion of the day required and with documentation from physician/dentist office). Doctor's statements will be accepted for up to ten (10) full day's absences and up to five (5) tardy events per school year. After that no further absences will be excused without the submission of a Bracken County Medical Excuse Form. Those forms are available at the Board of Education or at each school.
3. Driver's permit or license tests (only the portion of the day required and with documentation from the examiner)
4. One (1) day for attendance at the Kentucky State Fair
5. Other valid reasons as determined by the principal

**Parent notes, for up to 7 days absent/tardy, presented upon immediate return to school, will be accepted for the following:**

1. Illness of the pupil
2. Death or severe illness in the pupil's immediate family
3. Religious Holidays
4. Family trips - One-week advance notice to the faculty and administration is requested for family trips. Parents must accept the responsibility for helping the student make up missed work. (Parent/students should remember that any/all missed days will count against the 7 days absent and should plan family trips accordingly.)

**Other Absences:**

1. **4-H Activities** Participation of a pupil in 4-H activities, which are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be, considered school attendance.
2. **Participation in School – Related Activities** Attendance should be counted for all field trips, club trips, athletic trips, etc., sponsored and approved by the school and/or school district.
3. **Military deployment/returning of parent/guardian only.** One day for each activity.
4. **Treatment for Lice** The day students are sent home for contracting lice will be considered excused. Students will be inspected by the nurse upon return to school to assure they are "nit-free" no later than the second day following being notified of the problem. Any days missed after the initial day the student is sent home will result in unexcused absences.
5. **Suspensions** House Bill 43 states that suspensions are unexcused absences.
6. **Students Sent Home by School Personnel** If the school nurse/health aide or principal determines that a student should not be in school for health reasons, this will be considered an excused absence for the remainder of the day and will not be counted against the parent and/or guardian absence notes.
7. **Educational Enhancement Opportunity** A student can receive an excused absence up to ten days to pursue an educational enhancement opportunity of significant and intensive program related to the core curriculum. Must have education connections that are tied to core content 75% of the trip days. CANNOT be a family vacation. Must submit documentation, in writing, following the trip to support significant EEO. **Application forms (available from the principal) for an excused absence must be completed 5 days prior to the absence.** This absence CANNOT take place during state testing and



the decision for approval of a trip will be made by the school principal; Students shall be responsible to make arrangements with their teachers for all missed assignments; A student with three (3) or more unexcused absences will not be granted an EEO. Decisions may be appealed to the Superintendent and then to the Board of Education.

**Attendance Awards** To receive a district perfect attendance award, a student must not be absent during the school year. There are three (3) levels of district attendance awards: (1) neither absent nor tardy; (2) perfect attendance with Educational Enhancement Opportunity; and (3) perfect attendance with at least one tardy.

**Special Circumstances:** It is understood that principals will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illnesses and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into consideration. Upon the request of the principal, the D.P.P. will appoint an attendance committee to review any possible misuse/abuse of the attendance policy.

**21 year old and older students:** Students who are 21 years old or older who have reached nine (9) or more unexcused absences and who have had due process, as determined by the Superintendent, may be removed from the attendance rolls of the Bracken County Schools.

**Administration:** the Director of Pupil Personnel will refer students to the Court system (D.P.P.) after nine (9) unexcused absences. At each school, the principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation prior to the ninth unexcused absence, which is sent to the D.P.P. at his or her request.

1. **First Step – First Contact** will occur after the third unexcused absence and shall be made by the secretary, teacher, guidance counselor, principal, or principal designee, through a letter or phone call. \* (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)
2. **Second Step – Second Contact** will occur after the fifth unexcused absence and shall be made by the secretary, teacher, guidance counselor, principal, or principal designee, through a letter or phone call. \* (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)
3. **Third Step – Third Contact** will occur after the seventh unexcused absence and completion of steps 1 and 2 above. The principal and/or the D.P.P. shall make a home visit after the seventh unexcused absence and before starting the court referral. \* (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)

**Contact Record Form** shall be completed for each student contact and shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student. \*The Guidance Counselor, principal, and/or the D.P.P. may request the Family Resource/Youth Service Center to make a parent contact if it is suspected that the services and resources of the center may be needed to solve the underlying problems causing lack of good attendance and student success in school.

**Drivers License Revocation Law**

Students sixteen and seventeen years of age who are found to be academically deficient by the Bracken County Schools or who have accumulated nine (9) unexcused absences per semester may have their names submitted to the Department of Transportation for possible revocation of their driver's license or their right to obtain a driver's license.

**HOMEBOUND SERVICES FOR EXTENDED MEDICAL REASONS:**

Parents/guardians of students for whom it is anticipated that they will be absent five (5) days or more due to a medical condition shall arrange for homebound instruction through the principal or attendance clerk at the school. Parents/guardians must contact the school immediately upon a doctor's recommendation that a student be absent from school at least five days. State approved homebound applications that include a physician's statement must be presented to the school requesting homebound services prior to service beginning. These forms are available at the schools and at local physicians' offices. A committee will approve or deny the request based on state criteria. Once placed on homebound, the student is not counted absent and class work continues with a certified teacher. There is no cost for this service.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
NOTICE FOR DIRECTORY INFORMATION**

*The Family Education Rights and Privacy Act (FERPA)*, a Federal law, requires that Bracken County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, Bracken County School District may disclose appropriately designated "directory information" without written consent, unless you have provided written notice to the Superintendent to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bracken County School District to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of players directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Bracken County School District to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing upon registration. Bracken County School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Telephone listings
- Degrees, honors, and awards received
- Electronic mail address
- The most recent educational agency or institution attended
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

**When a student attains the age of 18 years old and/or is enrolled in an institution of post-secondary education, his/her parents/guardians no longer have the right to grant review, inspection, or copies of**

**the student's records. The student has acquired the sole right to review or grant reviews and inspections of the records. Parents of students 18 years or older may be provided access to view educational records if the student is dependent under federal tax laws. Therefore, all written permission must come from the student for review, inspection, and transfer of copies of information in the student's folders. Officials of schools, in which a student enrolls, may request and receive records without parents/guardians or eligible student permission. A formal written request to have access to a student's records or a valid court order must be received in all other cases. For persons authorized by the parents/guardians to examine the records, the request must be written consent from the student's parents/guardians or eligible student specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents/guardians and the student if so desired. School personnel, principals, assistant principals, counselors, current teachers, Director of Pupil Personnel, superintendent, attendance clerks, may review, inspect or receive copies of student's records without permission from parents/guardians and 18 year olds or older students.**

## **BRACKEN COUNTY ACCEPTABLE USE POLICY**

### **Access to Electronic Media**

#### **TECHNOLOGY RESOURCES**

The setup of the network entails every student having a password to log in to access anything on the computer. Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.

Every student (4th grade and above) has a folder on the server where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or a faulty disk. That work will always be there until they leave the District or graduate. Please make sure your child supplies a strong password on the form. Any violations of the following will result in a student's account being turned off (length of time determined by the Principal of the school):

#### **ELECTRONIC MAIL REGULATIONS**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

When using e-mail, follow these guidelines:

- Be polite. Do not write or send abusive messages to others.
- Do not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- Do not use electronic mail for communications that are not through school account. Do not use electronic mail, for instance, from a source other than Bracken County Schools.
- Do not swear, use vulgarities or any other inappropriate languages.
- Do not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Do not access, copy or transmit another user's messages without permission.

- Do not reveal personal addresses, phone numbers or the identity of other students unless a parent or a teacher has coordinated the communication.
- Do not send electronic messages using another person's name or account.
- Do not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

#### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

#### **RULES AND REGULATIONS**

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

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

**Passwords** All users shall have passwords on file with District Director of Technology/Chief Information Officer. Users in grades K-3 shall have "strong" passwords of six to eight (6-8) characters. Users in grades four (4) on, including staff shall have passwords that meet the following requirements:

- Must be 6 to 8 characters in length with no dictionary or foreign words (forwards or backwards)
- Must include upper case -AND- lower case letters
- Must include at least 2 numbers
- Must include at least one special character such as: ! # \$ % &
- Must have at least 3 different characters than previous passwords (when applicable)

#### **NO PRIVACY GUARANTEE**

The network administrator/District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers to be private.

#### **NETWORK AND INTERNET REGULATIONS**

The use of your account must be in support of education and research and consistent with the educational objectives of the District's Schools. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a proxy. If a student tries to access an inappropriate site, the student name is flagged and the Principal of his/her school receives a referral of the site and time of use. A student who does not have a signed AUP on file may not share access with another student.

Generally, behavior including, but not limited to, the following is not permitted:

- Users may not use or alter anyone else's Internet account.
- Users may not give their password to anyone

#### **NETWORK AND INTERNET REGULATIONS (CONTINUED)**

- Users may not share personally identifying information without prior authorization. Employees of the District may not reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
- Users may not use Anonymous Proxy sites to access web sites that are blocked by the District Network.
- Users may not transmit obscene, abusive or sexually explicit language
- Users may not offer Internet access to any individual via their District account.
- Users may not create or share computer viruses.
- Users may not destroy another person's data.
- Users may not use the network for commercial purposes.
- Users may not monopolize the resources of the District Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Users may not break or attempt to break into other computer networks. This is considered Hacking and violates Federal Laws (it is a Federal offense).
- Users may not use MUD (multi-user games) via the network.
- Users are not permitted to get from or put into the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Users may not download inappropriate data onto the network. This includes, but is not limited to, MP3's, video, games, etc unless it is for educational purposes and adheres to all other requirements.
- Purposefully annoying other Internet users, on or off the District system, is prohibited. This includes such things as continuous talk requests. A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.
- Users should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.

Students may also use the Internet as a medium for taking online assessment in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

#### **BRACKEN COUNTY SCHOOL DISTRICT NONDISCRIMINATORY POLICY STATEMENT**

Students, their parents, employees and potential employees of the Bracken County Schools are hereby notified that the Bracken County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, vocational programs, or activities, set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title IX, ADA, and Section 504. Any person having inquiries concerning Bracken County Schools' compliance with the Office of Civil Rights Law, Title VI, Title VIII, Title IX, ADA, and section 504 is directed to contact:

**Jeff Aulick**  
**Bracken County Board of Education**  
**348 West Miami Street**  
**Brooksville, KY 41004**  
**(606) 735-2523**