

# **STUDENT CODE OF BEHAVIORAL EXPECTATIONS**



**2011-2012  
SCHOOL YEAR**

Ballard County Schools  
3465 Paducah Road, Barlow, Kentucky 42024

## **SUPERINTENDENT'S MESSAGE**

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

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

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

Ed Adami  
Superintendent

### **BALLARD COUNTY SCHOOLS CALENDAR 2011-12**

Aug. 10	Opening day
Aug. 11	First day of classes for students
Sept. 5	Labor Day holiday; no school
Sept. 8	First quarter midterm
Oct. 3-7	Fall break
Oct. 10	Professional development day; no school
Oct. 14	End of first quarter
Nov. 8	Election Day; no school
Nov. 23	Professional development day; no school
Nov. 24	Thanksgiving holiday; no school
Nov. 25	No school
Dec. 16	End of second quarter/first semester; half-day of instruction (dismiss at 11:45 a.m.)
Dec. 19-30	Christmas break; no school
Jan. 2	New Year's holiday; no school
Jan. 3	Beginning of third quarter
Jan. 16	No school
Feb. 2	Third quarter midterm
Feb. 20	Professional development/No school
March 2	End of third quarter
March 16	Professional development day; no school
March 30	Fourth quarter midterm
April 2-6	Spring break; no school
May 18	End of fourth quarter/second semester; last day for students; half-day of instruction (dismiss at 11:45 a.m.)
May 21	Closing day

Designated weather make-up days: First weather day is covered; second weather day, May 18 (full day); then Feb. 20 (third weather day), March 16, May 21, May 23, May 24 and May 25 (eighth weather day).

# CHANGE NOTICE

You will find changes (additions, deletions or revisions) in these areas of the 2011-12 Code of Behavioral Expectations. We have made this list in order to properly notify and communicate with our families so that misunderstandings don't arise due to mistaken assumptions from past years' codes. Please read these areas carefully so your student understands these new expectations.

i. Absences/Tardies .....	Page 8
ii. Home Hospital .....	Page 10
iii. Student Representatives .....	Page 11
iv. After-School Detention .....	Page 25
v. Student Drug Testing Policy .....	Page 30
vi. Grievance Procedure .....	Page 31
vii. Assessment and Grading Policy .....	Page 35

## TABLE OF CONTENTS

1. Ballard County Board Of Education	
a. Code of Behavioral Expectations Committee	4
2. Purpose and Policy Statement	5
3. Supervision of Pupils' Conduct	5
4. Philosophy of Rights and Responsibilities	5
a. Students' Rights and Responsibilities	5
b. Staff Members' Rights and Responsibilities	6
c. Principal/Designated Administrators' Rights and Responsibilities	6
d. Families' Rights and Responsibilities	7
5. Board Policy on Civility	7
6. Attendance	8
a. Kentucky Compulsory Attendance Laws	8
b. Absences/Tardies	8
d. Home/Hospital	10
e. Assignment Policy And Securing Homework When Absent	11
7. Infinite Campus Portal	11
8. Student Representatives	11
9. Student Accident Insurance	11
10. Disciplinary Procedures	12
a. Level 1 Behavior and Consequences, Definitions of Behavior Violations	12
b. Level 2 Behavior and Consequences, Definitions of Behavior Violations	13
c. Level 3 Behavior and Consequences, Definitions of Behavior Violations	14
d. Level 4 Behavior and Consequences, Definitions of Behavior Violations	17
11. District Cell Phone/Electronic Device Policy and Discipline	19
12. Staff Dress Code	20
13. Student Dress Code	21
14. No-Nit Policy	21
15. Regulations for Students Riding School Buses	21
16. Disciplinary Procedures for Violation of Bus Regulations	23
17. Pupil Suspension and Expulsion	24
18. Due Process Rights and Procedures	24
19. Due Process - Special Education/504 Students	25
20. School Detention	25
21. Homework Policy/After-School Detention	25
22. After-school Detention Rules and Regulations	25
23. Alternative School/In-School Detention	26

24. Search and Seizure	27
25. Closed Campus	27
26. School Visitors	27
27. Library/Media Center Regulations	27
28. Electronic Resource Acceptable Use Policy	28
28. Additional District Network Rules	29
29. Student Drug Testing Policy	30
30. Grievance Procedure	31
31. Notification of Family Educational Rights and Privacy Act	32

## APPENDICES

A. Ballard County Schools Assessment and Grading Policy Diploma Level Requirements	35
B. Board Policy on Promotion and Retention	37
C. Kentucky's No Pass-No Drive Law Ballard Memorial High School Driving Policy	39
D. Important School Information and Required Forms	40-67

## BALLARD COUNTY STUDENT CODE OF BEHAVIORAL EXPECTATIONS COMMITTEE

Guy Johnson, Elementary/Middle School parent representative  
 Jay Middleton, High School student representative  
 Sarah Naas, High School student representative  
 Dillon Robinson, High School student representative  
 Mallie Myers, High School student representative  
 Tori Bertram, High School student representative  
 Katelyn Poloski, Middle School student representative  
 Matthew McDanel, Middle School student representative  
 Elizabeth Goodin, Middle School student representative  
 Lindsey Miller, Elementary School student representative  
 Ed Adami, Superintendent  
 Donald Shively, High School principal  
 Chad Jezik, High School assistant principal  
 Lorry Beth Wilson, High School guidance counselor  
 Dustin Roberts, Middle School assistant principal  
 Kim Grogan, Middle School guidance counselor  
 Amber Parker, Middle School teacher representative  
 Adam Solomon, Middle School teacher representative  
 Vicki Gough, Elementary School assistant principal  
 Vicki Fowler, Elementary School guidance counselor  
 Holly Allen, Elementary School speech therapist  
 Kerry Fulcher, Director of Transportation and Facilities  
 Fanetta Puckett, Director of Special Education  
 Reta Renfrow, Director of Technology  
 Julie Thomas, Community Education and PR director  
 Bob Wilson, Director of Pupil Personnel  
 Casey Allen, District Instructional Supervisor

The Ballard County Board of Education expresses appreciation to students, parents, teachers, principals and central office personnel for their efforts and contributions to the formulation of this **Student Code of Behavioral Expectations**.

## **PURPOSE AND POLICY STATEMENT**

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

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

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

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

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

## **SUPERVISION OF PUPILS' CONDUCT**

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

## **PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless they also exercise self-discipline to afford all others the same rights. In the public schools, students, families, teachers, administrators, and others in the educational process have the right and responsibility to know the basic standards of conduct and behavior which are expected. The school environment is a community of individuals who live and interact based upon commonly shared rules, rights and responsibilities, expectations, and common sense.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

#### **A. STUDENTS HAVE THE RIGHT:**

1. to an appropriate public education which maintains high educational standards
2. to notification of information pertaining to regulations and policies which pertain to their public schooling experiences
3. to reasonable physical protection and safety of their personal property
4. to consultation with teachers, counselors, administrators, and other school personnel
5. to examination of their own personal, cumulative school records
6. to permit parents/guardians or their authorized representatives to examine personal school records
7. to involvement in school activities without being subjected to any form of discrimination
8. to participation in school activities which require competition on an equal basis
9. to expect respect from other students and school personnel
10. to presentation of complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances

#### **STUDENTS HAVE THE RESPONSIBILITY:**

1. to maintain acceptable conduct at all times
2. to display consideration for the rights and property of others
3. to dress in a manner that is not a detriment to the normal school process and orderly operation of the school

4. to maintain proper hygiene at all times
5. to abstain from the possession and/or use of illegal substances, including alcohol
6. to abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices
7. to abstain from physically attacking or harassing any school employee
8. to refrain from physically attacking classmates
9. to refrain from persistent violation of school regulations
10. to be in attendance at all regularly-scheduled classes
11. to refrain from acts of truancy such as being absent without permission from school and/or class
12. to show respect for school authority by avoiding all acts of defiance
13. to abstain from gambling, extortion, theft, or any other unlawful activity
14. to abstain from use or possession of tobacco products during school day
15. to complete all homework and class work in accordance with the teachers' instructions
16. to be truthful in all school matters
17. to refrain from cheating on all academic and/or athletic activities
18. to avoid the use of verbal abuse with all persons within the school setting
19. to exhibit respect for other opinions by refraining from rudeness or inappropriate or obscene language
20. to abstain from willful disobedience by open rebellion to school regulations and/or school personnel
21. to practice proper safety procedures while using the building facilities
22. to show respect for the educational process by taking advantage of every opportunity to further their education
23. to refrain from habitual tardiness
24. to practice self-control of voice and limbs
25. to refrain from leaving school grounds prior to dismissal for the day
26. to abstain from any form of disruptive classroom behavior

## **STAFF MEMBERS' RIGHTS AND RESPONSIBILITIES**

### **B. SCHOOL STAFF MEMBERS HAVE THE RIGHT:**

1. to work in a positive school climate with a minimum of disruptions
2. to expect all student assignments to be completed as requested
3. to remove and temporarily transfer responsibility for any student whose behavior **significantly** disrupts the positive school climate
4. to reasonable physical protection and safety of their personal property
5. to be free from verbal abuse
6. to provide input to committees designed with the responsibility of drafting school procedures that relate to their relationships with students and school personnel

### **SCHOOL STAFF MEMBERS HAVE THE RESPONSIBILITY:**

1. to present the educational materials and experiences appropriate to their course or grade level
2. to inform students and families of achievement and progress
3. to plan a flexible course of study which meets the needs of all students
4. to maintain high standards for student academic achievement
5. to administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate
6. to provide feedback on students assignments as soon as possible
7. to exhibit exemplary behavior in terms of dress, action, and voice at school (see district staff dress code, pg. 20)
8. to inform families of their student's successes, problems, and failures
9. to reward exemplary student work and/or classroom behavior
10. to exhibit respect for all students
11. to maintain a classroom atmosphere conducive to good behavior
12. to follow the rules and regulations of the Board of Education and the local school

## **PRINCIPAL/DESIGNATED ADMINISTRATORS' RIGHTS AND RESPONSIBILITIES**

### **C. PRINCIPALS/DESIGNATED ADMINISTRATORS HAVE THE RIGHT:**

1. to expect all participants in the educational process to comply with school and Board of Education policy
2. to discipline any student who disrupts the educational environment
3. to expect respect from students, parents/guardians, and the school staff

### **PRINCIPALS/DESIGNATED ADMINISTRATORS HAVE THE RESPONSIBILITY:**

1. to help create and maintain an atmosphere which respects the rights of all participants in the educational process
2. to administer discipline measures fairly and equally in accordance with this behavior code
3. to exhibit exemplary behavior in terms of action, dress, and speech

4. to direct the school staff in developing a program which communicates the **Student Code of Behavioral Expectations** to the school community
5. to demonstrate respect for all school personnel at school and related activities

## **FAMILIES' RIGHTS AND RESPONSIBILITIES**

### **D. FAMILIES HAVE THE RIGHT:**

1. to send their student to a school with a positive educational climate
2. to expect all disruptive behavior to be dealt with fairly, firmly, and quickly
3. to enroll their student in regularly scheduled classes
4. to expect their school to maintain high academic and accreditation standards
5. to examine their student's personal school records
6. to meet/confer with teachers and administrators concerning the educational progress of their student
7. to address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances

### **FAMILIES HAVE THE RESPONSIBILITY:**

1. to instill in their student the need for an education
2. to instill in their student a sense of responsibility
3. to assist their student in understanding the need for a positive school-learning environment
4. to become familiar with the educational policies and programs of the Ballard County Board of Education
5. to aid their student in understanding the disciplinary procedures of their school
6. to encourage their student to follow all school policies
7. to see that their student is regular in attendance
8. to inform the school officials of any long-term illness affecting their student
9. to demonstrate respect for all school personnel at school and related activities
10. to inform school officials of concern pertaining to disciplinary procedures
11. to instill in their student the need for proper and appropriate student attire and hygiene
12. to exhibit concern for the progress and grades of their student

## **BOARD POLICY ON CIVILITY**

### **BALLARD COUNTY BOARD OF EDUCATION POLICY 10.21**

#### **BOARD INTENT**

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

#### **PREPARATION OF EMPLOYEES**

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

#### **BEHAVIOR STANDARDS**

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property.
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

## **EMPLOYEE OPTIONS**

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

## **REFERENCES**

KRS 161.190, KRS 503.110

## **RELATED POLICIES**

03.1325, 03.2325, 09.425, 10.2, 10.5

Adopted/Amended: 09/13/1999

Order #: 3624

# **ATTENDANCE**

All students are expected to attend class every day that school is in session.

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

## **KENTUCKY COMPULSORY SCHOOL ATTENDANCE LAW**

1. Each parent, guardian, or other person residing in the state and having in custody or charge of any child between the ages of 6 and 18 shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend. A child's age is between 6 and 18 when the child has reached his 6<sup>th</sup> birthday and has not passed his 18<sup>th</sup> birthday. Every student between the ages of 18 and not yet reached their 21<sup>st</sup> birthday is accountable if he or she fails to comply with school truancy laws. Refer to 7a, b, and c below (**KRS 159.150, 159.990, KRS 600.020**).
2. An unmarried child between the ages of 16 and 18 who wishes to terminate his/her public or nonpublic education prior to graduating from high school shall do so only after a conference with the principal or his designee, and the principal shall request a conference with the parent, guardian, or other custodian. Written notification of withdrawal must be received from the parent, guardian, or other person residing in the state and having custody or charge of the student prior to withdrawal. The written notification shall be dated and the signature witnessed by the principal of the school, or his designee, where the child is in attendance.

**The parent(s) and student shall be required to complete a Student Dropout Questionnaire and attend a one-hour counseling session.**

## **ABSENCES/TARDIES**

### **DEFINITIONS**

1. **Absent** is the missing of more than 120 minutes of the school day. This includes being absent from any scheduled activities such as homeroom, classes, assemblies, pep rallies, etc.

2. **Tardy** is being absent for 120 minutes or less. This includes being late or leaving early. Any amount of time over 120 minutes is considered an absence for the actual percentage of the school day missed. Example: If a student misses the first two hours of school, but comes in after that, he or she is still counted present for the rest of that day.
3. Students are not absent when participating in school activities which have been authorized by the Ballard County Board of Education and which are a definite part of the instructional program of the school.
4. Excused absences and tardies include parent notes (six absences and four tardies for the school year) and the following:
  - a. death in the immediate family (the immediate family is defined as parents, siblings, grandparents, sister/brother-in-law, aunt/uncle, niece/nephew without reference to the location or residence of said relative, and other blood relatives who reside in the student's home)
  - b. authorized school activities. Per Kentucky High School Athletic Association rules, students are allowed two absences to compete in state-sanctioned sports events. All-A events are not considered sanctioned by KHSAA.
  - c. religious holidays
  - d. court appearance - accompanied by a note from the Circuit Court Clerk
  - e. driver's permit or license - one time for each test
  - f. medical appointment - accompanied by a doctor's note. **After 10 doctors' excuses**, students may be required to have their physician complete a Ballard County Schools Medical Excuse Form (available from each school's attendance clerk or the district director of pupil personnel).
  - g. college day - one day (must be pre-approved by teachers and guidance counselor at least one week in advance)
  - i. Armed forces leave: One day when a parent/guardian is deployed to and/or returns from to active military duty. (Additional days may be available if parent/guardian is stationed out of the country and is on leave; please contact the director of pupil personnel prior to scheduled leave.)
  - j. Educational Enhancement Opportunity - In order for such a request to be approved, the experience must have significant educational value and be composed of an intensive program related to the core curriculum. Parents must contact or come in to speak with the Director of Pupil Personnel for complete details. An Educational Enhancement Opportunity **form must be requested from, completed and presented to the DPP 10 days prior to the requested date of absence**. All agreed-upon requirements must be met within a week of the student's return. This type of absence cannot occur during the school's CATS testing or district-wide assessments, unless there are extenuating circumstances that are approved by the Director of Pupil Personnel.

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

5. **A student may be excused for the above reasons, upon written request from the parent or guardian. All notes must be received within three school days of the absence in order to be considered excused. (Elementary school will send one courtesy reminder; late excuses will be accepted within 48 hours of receipt of that reminder.) All absences and tardies over six per year that do not meet the criteria of b. through i. above will be unexcused. Parents of students with numerous absences, whether excused or unexcused, may be required to meet with the district's Director of Pupil Personnel before additional absences may be excused.**

**Any discrepancy must be resolved within three days following the absence in question. For additional resources, please see the *Infinite Campus* Portal section of this Code on page 11.**

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

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

@ @ @	Skipping
AFD	Armed forces day
AFR	Armed forces leave
ALT	Alternative school
ATA	Athlete - tournament attendance
CA	Court absence
CD	College day
CT	Court tardy

DA	Doctor absence
DT	Doctor tardy
EA	Excused absence
EHO	Educational enhancement opportunity
ET	Excused tardy
FA	Family emergency
FT	Field trip
HH	Home hospital
ILID	Influenza-like illness, excused with doctor note
ILIE	Influenza-like illness, excused
ILIP	Influenza-like illness, excused with parent note
ILIU	Influenza-like illness, unexcused
ISD	In-school detention
LA	License test absence
LT	License test tardy
S	Suspended
SR	School-related
UA	Unexcused absence
UT	Unexcused tardy
UTS	Unexcused tardy to school
XA	Exempt absence

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

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

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

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

### **HOME/HOSPITAL INSTRUCTION (704 KAR 7:120)**

The local board of education will operate a program of home/hospital instruction for children of school age whose physical or mental condition prevents attendance at school **for five or more consecutive days**. An application for home/hospital instruction must be completed for a student for whom there is an expectation of such an absence. The KAR referenced above states that students on home/hospital may not work or participate in athletic activities.

## **ASSIGNMENT POLICY AND SECURING HOMEWORK WHEN ABSENT**

When a student is absent one day, parents may call the school office before 10 a.m. and request homework assignments to be given. This homework may be picked up between 2 and 3 p.m. that day in the office. However, it is ultimately the responsibility of the absent student to obtain assignments from each individual teacher; **All assignments must be completed and turned in within two school days of a student's return to school.** If a student needs additional assistance with assignments, he or she should first speak with the teacher, and may attend tutoring before or after school.

All assignments at every school must be turned in within the above time frame. Failure to do so will result in middle and high school students being sent to Success Lab until assignments are complete. All assignments at every school must be completed and turned in; however, unexcused absences will result in student homework for the days of the absences not being counted for credit.

## **Infinite Campus PORTAL**

Infinite Campus is a web-based program that will provide real-time data to parents who access the parent portal. Both students and parents will be given access to this portal. Parents/guardians will have one log-in name and password to access all students in their household's data. All students within a household will be displayed in a single browser. A few of the many options that can be viewed include attendance, grades, homework/assignments, schedules, etc.

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

## **STUDENT REPRESENTATIVES**

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

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

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

## **ACCIDENT INSURANCE PROVIDED FOR ALL STUDENTS**

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

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

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

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

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

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

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

**Accidents must be reported to the school within 20 days.** Proof of loss must be submitted to Scholastic Insurers, Inc., P.O. Box 3194, Johnson City, TN 37602-3194, or by phone toll-free at 1-800-872-1953, or by fax at 423-928-2761. Additional 24-hour coverage may be purchased for a fee.

If you are interested in this additional insurance, please contact Superintendent Ed Adami at 665-8400, ext. 2001.

## **DISCIPLINARY PROCEDURES**

This **Student Code of Behavioral Expectations** contains the recommended procedures to use in applying disciplinary action to specific conduct offenses. There are four levels of misconduct, which are progressive, ranging from Level 1 as the least severe to Level 4 as the most severe. The level of severity is dependent upon variables such as the circumstance of the offense, the type of offense, the degree of seriousness and the frequency of the offense.

**Consequences in each level are in no particular order.**

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

### **LEVEL 1 BEHAVIOR AND CONSEQUENCES**

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

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

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

### **DEFINITIONS OF BEHAVIOR VIOLATIONS - Level 1**

#### **1.0 Minor violations of classroom, hallway, restroom and campus behavior**

1.1 **Defamation** - Defamation includes harming another person's character or reputation by saying things which are intended to bring harm.

1.2 **Dress code violations** - The wearing of clothing and/or apparel that is not permitted.

1.3 **Violations deemed appropriate by the principal/designee for this level** (KRS 158.150)

## LEVEL 2 BEHAVIOR AND CONSEQUENCES

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

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

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

### DEFINITIONS OF BEHAVIOR VIOLATIONS - Level 2

#### 2.0 Repeated violations of Level 1 offenses

- 2.1 **Malicious remarks** - This misconduct includes remarks which intimidate, insult or in other manner abuse verbally or in writing any member of the school staff or student body.
- 2.2 **Disorderly conduct or classroom disturbance** (including pornography and obscene behavior) - This misconduct includes conduct and/or behavior which is disruptive to the orderly educational procedure of the school. Scuffling and horseplay may lead to more serious conflicts, therefore, these are not allowed in halls, classrooms, on campus, buses or on the way to or from school. This would include lack of control of voice and limbs.
- 2.3. **Misrepresenting facts** - This misconduct includes knowingly deceiving or attempting to deceive teachers and/or school administrators.
- 2.4 **Forgery** - This misconduct includes falsely using the name of another person or falsifying documents or correspondence such as absence or tardy excuses, or schoolwork.
- 2.5 **Excessive school/classroom tardiness**
- 2.6 **Skipping school or truancy** - This misconduct includes purposefully missing a day or a portion of a school day when school is in session. It also includes invalid absences and unauthorized leaving of school grounds.
- 2.7 **Gambling** - This misconduct includes any participation in games of chance for the express purpose of exchanging money or items of monetary value.
- 2.8 **Profanity/vulgarity** - This misconduct includes any verbal or visual display of improper communications.
- 2.9 **No public display of affection** - Ballard County schools have a "hands-off" policy.
- 2.10 **Tobacco use or possession** - This misconduct includes use or possession of tobacco in any form by any student at any school. This rule also applies to any student who is a participant in a school-sponsored activity.
- 2.11 **Written or verbal propositions to engage in sexual acts**
- 2.12 **Consequence violation** - This misconduct includes not following proper rules of any behavioral consequence received.
- 2.13 **Unnecessary roughness** - This misconduct includes pushing, shoving, roughhousing, etc.
- 2.14 **Possession of a pocket knife or ammunition (without intent to harm)** - This misconduct includes possessing a pocket knife of less than 4 inches (includes case and clip) without exposure of a blade, without intent to harm one's self or others, and without the thought of a threat to one's self or others, or possession of ammunition without a firing device.

- 2.15 **Inappropriate touching of another person**
- 2.16 **Cheating** - This misconduct includes all forms of academic dishonesty.
- 2.17 **Possession of cell phones, pagers, electronic devices** - This misconduct includes *all* possession of electronic devices, cell phones and pagers during regular school hours. The items will be confiscated by the principal and returned per district policy (see pg. 19). (KRS 158.165).
- 2.18 **Intimidation of witness** - This misconduct includes any physical or verbal intimidation of any witness to any school violation. (Level 2 or 3)
- 2.19 **Vandalism** - This misconduct includes the unprovoked or willful destruction, defacing or marring of property located on school premises of less than \$100 value. The student or student's parent/guardian will be responsible for restitution.
- 2.20 **Theft and related offenses** (KRS 514:040) - This misconduct includes the taking of property of others (students, teachers, visitors, etc.) without their consent; possession of stolen property, or possession without the owner's permission; or selling school property worth less than \$100.
- 2.21 **Violations deemed appropriate by the principal/designee for this level** (KRS 158.150)

### **LEVEL 3 BEHAVIOR AND CONSEQUENCES**

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

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

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

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

### **DEFINITIONS OF BEHAVIOR VIOLATIONS - Level 3**

- 3.0 **Repeated violations of Level 2 offenses**
- 3.1 **Bullying, threatening and/or intimidation; harassment/discrimination** - This misconduct occurs when a person, with intent to harass, annoy, or alarm another person:
- a. Uses lewd, profane or vulgar language; or
  - b. Engages in behaviors such as hazing, menacing, taunting, intimidating, verbal or physical abuse; or
  - c. Other threatening behavior.
  - d. Harassment/discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive or objectively offensive that it adversely affects a students' education or creates a hostile or abusive educational environment.

This policy extends to any/all student language or behavior, including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational opportunities offered.

The provisions of this policy shall not be interpreted to prohibit civil exchange of opinions or debate as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially

or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Bullying/Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

Students who believe they have been victims of bullying/harassment/discrimination or who have observed incidents involving other students that they believe to be acts of bullying/harassment/discrimination shall report them to the building principal as soon as possible. Such reports also may be made directly to the district superintendent. If sexual discrimination or harassment is being alleged, reports may be made directly to the district Title IX coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation.

Students will be provided with the proper reporting forms and applicable board policies/procedures upon reporting of the incident. Without a verbal or written report being made to the building principal, district superintendent or Title IX coordinator, the district shall not be deemed to have received a complaint of bullying/harassment/ discrimination.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the building principal or their immediate supervisors, who shall immediately forward the information to the district superintendent.

The superintendent shall provide for the following:

1. Investigation of allegations of bullying/harassment/discrimination to commence as soon as circumstances allow, but not later than three school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within 30 calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the bullying/harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
  - such other measures as determined by the superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the district's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the district's Title IX coordinator, Dustin Roberts, shall be notified.

- 3.2 **Loitering by unauthorized student** - This misconduct occurs when students who have been placed in the Alternative Center, suspended or expelled are on school grounds, in the school building, or at any extracurricular activity, home or away. A designated waiting area is assigned in the school building(s) for students attending the Alternative Center. ***A petition/warrant will be signed.***
- 3.3 **Defiance of school staff members' authority** - This misconduct includes the refusal to comply with reasonable requests of school personnel or refusal to comply with school rules.
- 3.4 **False fire alarm** - This misconduct includes falsely alerting the fire department or school of a non-existent fire. (Level 3 or 4)
- 3.5 **Intimidation of witness** - This misconduct includes any physical or verbal intimidation of any witness to any school violation. (Level 2 or 3)
- 3.6 **Fighting** - This misconduct includes the willful engagement of physical contact for the purpose of inflicting harm on another person(s). (Level 3 or 4)

- 3.7 **Vandalism** - This misconduct includes the unprovoked or willful destruction, defacing or marring of property located on school premises worth more than \$100. The student or student's parent/guardian will be responsible for restitution.
- 3.8 **Theft** (KRS 514:040) - This misconduct includes taking the property of others (students, teachers, visitors, etc.) without their consent; the possession of stolen property, or possession without the owner's permission; or selling school property worth more than \$100.
- 3.9 **Sale or transfer of tobacco** - This misconduct includes the sale or transfer of any form of tobacco.
- 3.10 **Gang activity** - This misconduct includes the association of students for the purpose of an illegal or immoral activity. The wearing of apparel, accessories or utilization of any means of identification of a student's membership in, or association with, a group having an illegal purpose shall be considered a violation of this section of the Code.
- 3.11 **Attempted extortion** - This misconduct includes the solicitation of money or anything of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm. (Level 3 or 4)
- 3.12 **Inappropriate use of technology material or equipment** (may pose threat to persons or property)
- 3.13 **Sexual harassment** - This misconduct occurs when a person subjects another person to sexual contact without consent of the other person. This also includes sexual remarks. Please refer to entry 3.1 above for a more complete description. (Level 3 or 4)
- 3.14 **Physical assault** (KRS 568:020 - 30) - This misconduct includes the physical attack of one 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. The victim of any assault has the right to defend himself or herself against the attack and use such force in defense as to be reasonably necessary. (Level 3 or 4)
- 3.15 **Criminal trespass** - This misconduct occurs when:
- a. a person knowingly enters or remains unlawfully in a dwelling.
  - b. a person knowingly enters or remains unlawfully in a building or upon premises on which notice against trespass is given by fencing or other enclosure.
  - c. a person knowingly enters or remains unlawfully in or upon premises.
- 3.16 **Possession of weapons or dangerous instruments** (KRS 527:020) -This misconduct includes the possession of any instrument, such as fireworks, explosives, mace, knives, clubs, guns, chains, laser pointers/lights or the like, that can be used to inflict injury to another person. Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air or spring gun, slingshot, bludgeon, booby trap device, brass knuckles or artificial knuckles of any kind, a knife of any kind, or any other object that is carried for the purpose of inflicting injury on another. (Level 3 or 4)
- 3.17 **Unlawful assembly** (KRS 525.050) - This misconduct occurs when:
- a. a person assembles with other persons for the purpose of engaging or preparing to engage with them in disorderly behavior; or
  - b. a person is present at an assembly which either has or develops such a purpose and he or she remains there with the intent to advance that purpose. (Level 3 or 4)
- 3.18 **Criminal use of noxious substance** (KRS 512.050) – This misconduct occurs when a person deposits on school premises or vehicle of another, any stink bomb, device or irritant with the intent to interfere with another's use of the premises or vehicle. (Level 3 or 4)
- 3.19 **Menacing** (KRS 508.050) - This misconduct occurs when a person intentionally places another person in reasonable apprehension of imminent physical injury. (Level 3 or 4)
- 3.20 **Terroristic threatening** (KRS 513.010) - This misconduct occurs when a person threatens to commit any crime likely to result in death or serious physical injury to another person, or likely to result in substantial property damage to another person. (Level 3 or 4)
- 3.21 **Wanton endangerment** (KRS 508:060) - This misconduct occurs when a person wantonly engages in conduct which creates a substantial danger of physical injury to another person. (Level 3 or 4)

- 3.22 **Possession of contraband** - This misconduct includes possession of any items, articles or equipment such as a gun, knife or drug paraphernalia, stolen property or any other items considered to be contraband, the possession or ownership of which is prohibited by law. (Level 3 or 4)
- 3.23 **Aggressive misbehavior** - This misconduct includes any physical contact or threat of physical contact with the intent of bodily harm by a student or group of students against any school employee. (Level 3 or 4)
- 3.24 **Possession, use, or being under the influence of alcoholic beverages, controlled substances or non-prescribed "look-alike" substances** - Articles included in this misconduct include any alcoholic beverages, any controlled substances, or any "look-alike" drugs or substances which the student may claim or imply to be a controlled substance. They also may include over-the-counter drugs. Any student who delivers a substance IMMEDIATELY after receiving it to a teacher or school administrator will not be charged in the court system with possession. (Level 3 or 4)
- 3.25 **Use of or being under the influence of harmful materials** - This misconduct includes the misuse or abuse of any material having a harmful or unnatural effect on the person using it. (Level 3 or 4)
- 3.26 **Sale or transfer of alcoholic beverages, controlled substances or non-prescribed "look-alike" substances** - This misconduct refers to the **sale or transfer** of any of the items listed in number 3.24. (Level 3 or 4)
- 3.27 **Unauthorized possession of school property** - This misconduct occurs when a student is in possession of school property without authorization from an administrator or supervisor. (Level 3 or 4)
- 3.28 **Violations deemed appropriate by the principal/designee for this level** (KRS 158.150)

## **LEVEL 4 BEHAVIOR AND CONSEQUENCES**

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

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

- a. Long-term placement of 45-90 days (alternative placement)
- b. Expulsion with services of 90-177 days (alternative placement)
- c. Expulsion without services (student poses threat to the safety of himself or others)

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

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

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

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

## **DEFINITIONS OF BEHAVIOR VIOLATIONS - Level 4**

- 4.0 **Repeated violations of Level 3 offenses**

- 4.1 **Possession of weapons or dangerous Instruments** (KRS 527:020) -This misconduct includes the POSSESSION of any instrument, such as fireworks, explosives, mace, knives, clubs, guns, chains, laser pointers/lights or the like, that can be used to inflict injury to another person. Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air or spring gun, slingshot, bludgeon, booby trap device, brass knuckles or artificial knuckles of any kind, a knife of any kind, or any other object that is carried for the purpose of inflicting injury on another. (Level 3 or 4)

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

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

- 4.2 **Use of weapons or dangerous instruments** - This misconduct includes the USE of any such items as those listed in 4.1 above to inflict bodily injury to another person.
- 4.3 **Unlawful assembly** (KRS 525.050) - This misconduct occurs when:
- a person assembles with other persons for the purpose of engaging or preparing to engage with them in disorderly behavior; or
  - a person is present at an assembly which either has or develops such a purpose and he or she remains there with the intent to advance that purpose. (Level 3 or 4)
- 4.4 **Criminal use of noxious substance** (KRS 512.050) – This misconduct occurs when a person deposits on school premises or vehicle of another, any stink bomb, device or irritant with the intent to interfere with another's use of the premises or vehicle. (Level 3 or 4)
- 4.5 **Extortion** - This misconduct includes the receipt of money or anything of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm. (Level 3 or 4)
- 4.6 **Bomb threat** - This misconduct includes any threat that an explosive device has been placed or is about to explode in a school.
- 4.7 **Arson or attempted arson** - This misconduct includes the starting or attempted starting of a fire within the school or on the school grounds for any purpose that results in either destruction or disruption.
- 4.8 **Menacing** (KRS 508.050) – This misconduct occurs when a person intentionally places another person in reasonable apprehension of imminent physical injury. (Level 3 or 4)
- 4.9 **Terroristic threatening** (KRS 513.010) - This misconduct occurs when a person threatens to commit any crime likely to result in death or serious physical injury to another person, or likely to result in substantial property damage to another person. (Level 3 or 4)
- 4.10 **Wanton endangerment** (KRS 508:060) - This misconduct occurs when a person wantonly engages in conduct which creates a substantial danger of physical injury to another person. (Level 3 or 4)
- 4.11 **Physical assault** (KRS 568:020 - 30) - This misconduct includes the physical attack of one 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. The victim of any assault has the right to defend himself or herself against the attack and use such force in defense as to be reasonably necessary. (Level 3 or 4)
- 4.12 **Vandalism** - This misconduct includes the unprovoked or willful destruction, defacing or marring of property located on school premises worth more than \$100. The student or student's parent/guardian will be responsible for restitution.
- 4.13 **Theft** (KRS 514:040) - This misconduct includes taking the property of others (students, teachers, visitors, etc.) without their consent; the possession of stolen property, or possession without the owner's permission; or selling school property worth more than \$100.
- 4.14 **Burglary** (KRS 434B: 1 - 020) - This misconduct occurs when a person:
- knowingly enters or remains unlawfully with the intent to commit a crime:
    1. in a dwelling

2. in a building, and when in effecting entry or while in the building or in the immediate flight therefrom, or another participates in the crime:
- a.) is armed with explosives or a deadly weapon; or
  - b.) causes physical injury to any person who is not a participant in the crime; or
  - c.) uses or threatens the use of a dangerous instrument against any person who is not a participant in the crime.
- b. knowingly enters or remains unlawfully in an inhabited or uninhabited building with the intent to commit crime.
- 4.15 **Robbery** (KRS 515:020) - This misconduct occurs when a person uses or threatens the immediate use of physical force upon another person in the course of committing theft, with intent to accomplish the theft.
- 4.16 **Possession of contraband** - This misconduct includes possession of any items, articles or equipment such as a gun, knife or drug paraphernalia, stolen property or any other items considered to be contraband, the possession or ownership of which is prohibited by law. (Level 3 or 4)
- 4.17 **Aggressive misbehavior** - This misconduct includes any physical contact or threat of physical contact with the intent of bodily harm by a student or group of students against any school employee. (Level 3 or 4)
- 4.18 **Possession, use, or being under the influence of alcoholic beverages, controlled substances or non-prescribed "look-alike" substances** - Articles included in this misconduct include any alcoholic beverages, any controlled substances, or any "look-alike" drugs or substances which the student may claim or imply to be a controlled substance. They may also include over-the-counter drugs. Any student who delivers a substance IMMEDIATELY after receiving it to a teacher or school administrator will not be charged in the court system with possession. (Level 3 or 4)
- 4.19 **Sale or transfer of alcoholic beverages, controlled substances or non-prescribed "look-alike" substances** - This misconduct refers to the **sale or transfer** of any of the items listed in number 4.18. (Level 3 or 4)
- 4.20 **Use of or being under the influence of harmful materials** - This misconduct includes the misuse or abuse of any material having a harmful or unnatural effect on the person using it. (Level 3 or 4)
- 4.21 **Sexual abuse** - This misconduct includes acts of a sexual nature which are committed against the will of another. (Level 3 or 4)  
(Please see Appendix A for Harassment/Discrimination forms.)
- 4.22 **Fighting** - This misconduct includes the willful engagement of physical contact for the purpose of inflicting harm on another person(s). (Level 3 or 4)
- 4.23 **Unauthorized possession of school property** - This misconduct occurs when a student is in possession of school property without authorization from an administrator or supervisor. (Level 3 or 4)
- 4.24 **Violations deemed appropriate by the principal/designee for this level** (KRS 158.150)

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

## **DISTRICT STUDENT CELL PHONE/ELECTRONIC DEVICE POLICY AND DISCIPLINE**

Students are not allowed to have a cell phone/electronic device in their possession during the instructional day. Students will turn off and put away their cell phones immediately upon entering the building, and must keep their cell phones in their lockers, turned off, until the last bell of the instructional day.

### First discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for five school days.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the fifth school day between 12 and 3:30 p.m.

- c. Student will serve one session of after-school detention.

Second discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for 10 school days.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the 10th school day between 12 and 3:30 p.m.
- c. Student will serve one session of after-school detention.

Third discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for 30 school days.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the 30th school day between 12 and 3:30 p.m.
- c. Student will serve a minimum of three days of in-school detention.

Fourth discipline referral:

- a. Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for the remainder of the school year.
- b. Cell phone/electronic device and all contents will be released only to the parent or guardian on the last day of school between 12 and 3:30 p.m.
- c. Student will serve a minimum of five days of in-school detention.

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

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

## **STAFF DRESS CODE**

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

**Inappropriate/Unacceptable attire:**

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

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

## **STUDENT DRESS CODE**

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

Logos, graphics and text:

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

Apparel

- a. All tops must be long enough to cover the midriff, and necklines must be high enough to prevent any display of cleavage at all times.
- b. All lower-body apparel must be worn at the waist; no sagging pants are allowed.
- c. Appropriate footwear must be worn at all times.
- d. Proper undergarments must be worn but must not be visible.
- e. Dresses, skirts (including slit), skorts and shorts must be worn no shorter than mid-thigh.
- f. No jeans with any holes above the knee may be worn.
- g. No see-through mesh clothing, tube tops, or sleeveless tops with less than 3-inch straps may be worn.
- h. Hats, caps or other headwear must be kept in the student's locker during the instructional day.
- i. No chains other than jewelry may be worn.
- j. No pajamas or other sleepwear may be worn.
- k. Any aspect of personal appearance that is a distraction to the orderly educational environment is not permitted.

## **BALLARD COUNTY SCHOOLS NO-NIT POLICY**

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

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

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

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

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

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

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

## **REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES**

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

Temporary bus assignments must have a guardian signature, a working phone number, and the correct 911 address for the alternate pick up/drop off location. Parents and/or guardians must inform the student's school, **in writing**, about any alternate transportation requests. These requests shall be in the form of a signed letter from the primary guardian which may be delivered to the school with the student or as a printed form that may be completed at the school by a listed guardian. Call-in transportation adjustments will no longer be accepted, except in the case of an emergency. Emergency call-ins shall be directed to the Transportation Director or a designee.

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

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

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

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

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

1. The driver is in full charge of the bus and the students, as long as students are on the bus. Students shall obey the driver promptly.
2. Students shall occupy the space designated for them by the driver.
3. Students shall be on time; the bus cannot wait for those who are not on time.
4. Students are never to stand in the road while waiting for the bus.
5. Students are not to throw waste paper or other rubbish on the floor of the bus.
6. Students are not to mar or otherwise deface the bus.
7. Students are not allowed to carry a knife or any sharp instrument on the school bus. If this occurs, the driver is to take the knife or instrument to the principal's office.
8. Students are not to start to school when sick or when any member of the family has a contagious disease.
9. The following activities are prohibited at all times:
  - a. improper behavior, including insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving or similar offensive acts
  - b. eating or drinking on the bus – this includes candy, drinks, etc., from machines at school
  - c. throwing articles or objects in or from the bus
  - d. tampering with mechanical equipment, accessories or controls of the bus
  - e. placing musical instruments or other articles at the door by the driver
  - f. obstructing the aisle in any manner
  - g. occupying more space in a seat than required
  - h. opening or closing windows without permission of driver
  - i. bringing toys, glass, etc., on the bus
  - j. bringing animals, reptiles, rodents, etc., on the bus
  - k. spitting on the floor of the bus
10. Possession of cell phones and other electronic devices will follow the district policy on pg. 19. Phones/Devices must be kept in backpacks, bags, purses, or otherwise put away, turned off, during transportation on the bus. Whether or not a student may use a different kind of electronic device (game/music player only, excluding cell phones) on a bus to play games or listen to music with ear/headphones is up to the discretion of the individual driver. These rules should be made clear by the driver at the beginning of the year; however, it is the student's responsibility to ask if he or she is unsure of the driver's policy.
11. Students are to avoid unnecessary conversation with the driver.
12. Students are to keep arms and heads inside the bus windows at all times.
13. Students are not to leave the bus without the driver's consent at home or at school.
14. Students are not to leave their seats unless getting on or off the bus or unless authorized by the driver.

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

## **DISCIPLINARY PROCEDURES FOR VIOLATION OF BUS REGULATIONS**

Bus drivers will deal with small or low-level discipline concerns (i.e., minor disturbances, horseplay, excessive noise, unruliness, etc.) on the bus (in-house). Bus drivers will use verbal warnings, seating assignments, written assignments and parent notifications as a means to promote safety, order, and the rights of others on Ballard County school buses. Possession of cell phones will follow the district policy on pg. 19. Phones not kept in backpacks, bags, purses, or otherwise put away, turned off, during transportation on the bus, will be confiscated and turned in to the student's school office per that policy. When a passenger commits an offense of serious enough nature, a written report will be issued on a Bus Misconduct Report form describing the offense or incident. The completed form will be submitted to the student's building principal. Each school administrator who is responsible for student discipline will use the following guidelines for discipline:

1. First offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary response options:
  - a. Written assignment
  - b. In-school detention
  - c. After-school detention
  - d. after-school detention
2. Second offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary response options:  
There will be a letter of notification sent by the school principal or designated school administrator to parents/guardians warning them of the consequences for a third offense by their child while riding the bus, **and** one of the following:
  - a. Written assignment
  - b. In-school detention
  - c. After-school detention
3. Third offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary action:
  - a. A letter of notification to parents/guardians informing them that their child's bus riding privileges have been suspended for a minimum of three days, or up to a maximum of 10 days.
4. Fourth offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary action:
  - a. A letter of notification to parents/guardians informing them that their child's bus riding privileges have been suspended for a minimum of 30 days, or up to a maximum of 45 days.
5. Fifth offense - The driver reports the student's misconduct to the principal/designated administrator in writing on the Bus Misconduct Report form. Disciplinary action:
  - a. A letter of notification to parent/guardians informing them that their child's bus riding privileges have been suspended for the remainder of the semester or year.

6. When a driver requests a student to move to the front of the bus to stop a problem or discuss consequences of their actions, and/or to begin a write-up procedure, and the child refuses, this act of insubordination is an **automatic Level 3 offense**.

## **PUPIL SUSPENSION AND EXPULSION**

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

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

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

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

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

## **DUE PROCESS RIGHTS AND PROCEDURES**

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

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

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

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

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

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

To view these policies and procedures, please contact the Board office at 3465 Paducah Road, Barlow, during normal business hours (phone 665-8400, ext. 2000), or visit the district's website at [www.ballard.kyschools.us/New](http://www.ballard.kyschools.us/New). Click the "District" tab at the top of the home page, then the "Online School Board Policies" link at the bottom of the district information page.

## **SCHOOL DETENTION**

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

### **Procedures:**

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

### **HOMWORK POLICY/AFTER-SCHOOL DETENTION**

An after-school detention will be held every afternoon as needed. Students may be assigned to after-school detention for two reasons: incomplete work or discipline issues. Only the principal/dean of students may assign students to the detention room for discipline reasons. If a student has incomplete work, at the teacher's discretion, that student may be assigned detention. A homework policy must be communicated to students/parents and administered by teachers.

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

## **AFTER-SCHOOL DETENTION RULES AND REGULATIONS**

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

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

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

**Procedure** - Students must bring class assignments in order to be admitted, and are personally responsible for securing these assignments from their classroom teachers. Self-help packets will be assigned to each individual. The packets must be returned to the monitor, who will forward them to the principal/designee for reference in working with the student.

Failure to complete the self-help packets in a conscientious manner will result in additional time being assigned to after-school detention.

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

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

**Examples of misbehavior while attending after-school detention:**

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

**Transportation** - Transportation currently is provided on the 21<sup>st</sup> Century Community Learning Center bus to designated pick-up points in the community. Any other arrangements for transportation following after-school detention are the responsibility of the student and his/her parents.

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

**Valid reasons for absence from assigned after-school detention:**

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

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

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

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

## **ALTERNATIVE SCHOOL/IN-SCHOOL DETENTION**

Alternative school/in-school detention are self-contained classrooms for students whose behavior and/or attendance has placed them in a position of possible suspension or expulsion from school.

Referral of a student shall be made by the principal and/or designee. His/her decision shall be based on information received from teachers, counselors, administrators, other supervisory staff, the student himself or herself, or the judicial system. Subject to laws governing services to students with disabilities, the principal has the authority to refer a student to alternative school for violations of numerous policies or discipline codes relating to students, or for repetitive minor infractions that are disruptive to the learning environment that could result in suspension or expulsion from school.

**Students assigned to alternative school for the first time should be accompanied by a parent/guardian for the initial intake process or the student may be sent home and accrue an unexcused absence for that day.** Students shall be closely supervised, with emphasis placed upon developing academic progress, positive attitude and positive behavior.

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

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

## **SEARCH AND SEIZURE**

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

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

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

## **CLOSED CAMPUS**

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

## **SCHOOL VISITORS**

The Ballard County Board of Education encourages citizens to visit the schools as often as practicable. Each visitor should report to the principal's office to get authorization and a sticker or some other form of temporary identification for his/her presence in the building, so as not to disrupt school programs. Students are not allowed to bring a friend/guest to visit their school for a day or any part of a day.

## **LIBRARY/MEDIA CENTER REGULATIONS**

### **1. Overdue books/materials fines**

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

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

### **2. Loss of or damage to books/materials**

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

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

### **3. Printing in the middle/high school library.**

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

## **ELECTRONIC RESOURCE ACCEPTABLE USE POLICY AND PROCEDURES**

### **Rights and responsibilities**

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

All students using school computers in Ballard County will:

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

### **Usage guidelines**

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

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

### **Internet policy**

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

### **Electronic mail policy**

- Do not send or attach pornographic, obscene or sexually explicit messages or pictures.
- Do not use or transmit obscene, abusive or sexually explicit language.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your name or any personal information to anyone.
- Do not establish relationships with strangers on the network, unless a parent or teacher has coordinated communication.
- Do not harass, insult or attack others.
- Do not access, copy or transmit another's messages without permission.

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

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

## **ADDITIONAL DISTRICT NETWORK RULES**

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

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

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

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

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

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

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

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

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

1. To request (in writing) from the district technology coordinator a written statement justifying the actions.
2. To submit a written appeal to the superintendent.
3. Pending the decision of the committee, a user can make a final appeal to the board of education. The decision of the board of education is final.
4. Reliability - Ballard County Board of Education will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or user errors or omissions.
5. Security on all systems is a high priority, especially when the system involves many users. If any user can identify a security problem on the network, he/she must notify a system administrator or send e-mail to mike.howle@ballard.kyschools.us or the school network administrator. Do not demonstrate the problem to other users.
6. Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating systems or applications of another user, Ballard County School network, or any file server or other

network that is connected to the KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

## **STUDENT DRUG TESTING POLICY**

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

### **I. RATIONALE STATEMENT**

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

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

### **II. DEFINITION OF TERMS**

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

### **III. TESTING PROCEDURE:**

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

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

- a. Completion of a drug resistance program acceptable to the district and suspension for one week from practice/participation/driving, including a minimum of one athletic contest/club meeting. He/She will continue to be suspended from further participation until a weekly drug test sampling produces a negative result. The cost of the assistance program and the weekly drug testing will be paid by the student's family; or
- b. Suspension from participation in all athletics/extracurricular activities/driving for a period of one year from the date of the first test that yielded positive results.

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

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

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

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

## **GRIEVANCE PROCEDURE**

Parents/guardians wishing to question actions taken by school personnel may follow this procedure:

1. If the problem is related to the classroom, the parents/guardians will contact the principal to arrange a conference with the classroom teacher as soon as possible to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parents/guardians will arrange a conference with the principal or his/her designee with a minimum of delay.
3. If the problem is not directly related to the classroom, the parents/guardians will contact the principal directly.
4. If none of the above procedures result in a satisfactory solution to the problem, the parents/guardians shall state their complaint in writing and may request a conference with the superintendent or his/her designee.
5. During this conference either party may have present individuals having knowledge relative to factors involved. The other party shall be notified in advance if such persons are to be present.
6. The superintendent or his/her designee will advise the parents/guardians in writing of the disposition within fourteen (14) days after the conference.
7. If the parents/guardians are not satisfied with the decision of the superintendent or his/her designee, they may appeal decisions regarding Level 3 or Level 4 offenses only, in writing, to the superintendent. The superintendent then will see that the matter is placed on the agenda of the next regular meeting of the Board of Education. The decision of the Board will be final.

### **Procedure for Reporting Grievances**

Student → Teacher → Building Principal → Superintendent → Ballard Board of Education

# **NOTIFICATION OF FERPA RIGHTS**

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

1. ***The right to review the student's education records within 45 days of the day the district receives a request for access.***

Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. ***The right to request amendment of student education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy or other rights.***

Parents or eligible students may ask the district to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate, misleading or in violation of their privacy or other rights.

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 he or she needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.*** The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave., SW  
Washington, DC 20202-4605

## **VIEWING OF STUDENT RECORDS PURSUANT TO FERPA**

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

1. The district annually shall notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under FERPA. The notification also shall be furnished to parents of all new students and to all newly-eligible students by the principal at the time of enrollment.
2. Parents or eligible students who wish to review educational records shall make a request on the appropriate form. Forms are available at each school and in the central office. The request shall be reviewed and responded to within three working days of receipt by the district, and a date assigned to view the records.

3. When student records are to be transferred to an authorized person or organization as specified in statute, a transfer of records form is required. In this case, the parent's or eligible student's signature is not required. However, school authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs disclosure of information concerning the student.
4. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not listed in statute.
5. A *Log of Inspection of Records* shall be completed on student records that are accessed (i.e., viewed, copied or inspected).
6. The superintendent/designee shall, within 15 working days from receipt of the request for a hearing, arrange for the hearing and notify the challenger in writing, giving the time, place and date for the hearing. The hearing shall be before the superintendent/designee and the findings of the hearing shall be disclosed within 15 working days.
7. The decision and findings from the hearing may be appealed to the board of education. The decision of the board shall be final.



# APPENDIX

## - A -

### ASSESSMENT AND GRADING POLICY

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

1. Formal and informal teacher evaluation of the pupil
2. Acceptable ability-related achievement of the pupil on a standardized test
3. Pupil progression in the district's continuous assessment program.
4. Pursuant to 703 KAR 5:200, grades earned on required high-school end-of-course exams (biology, U.S. history English 10 and algebra II) will count as a percentage of a student's final grade in those courses. The exams will count as 10 percent of the final grade in 2011-12, 15 percent in 2012-13, and 20 percent in 2013-14.

Report cards are sent to parents/guardians four times per year in grades kindergarten through 12, at the end of each nine-week grading period. Progress reports are sent to parents/guardians of all students in grades 3 through 12 after the fifth week of each nine-week grading period. Students in grades 6 through 12 are responsible for picking up weekly progress reports for parents to review.

The following grading scale is used for students in grades 3 through 12:

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

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

**A = 90-100 percent      B = 80-90                      C = 70-80                      D = 60-70                      F = 0-60**

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

### DIPLOMA LEVEL REQUIREMENTS

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

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

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

1. **Standard Diploma:** Minimum required by the state of Kentucky to graduate. Recommended as enrichment to basic areas and to acquaint student with new areas of interest.

English	4 credits	(English 9, 10, 11 and 12)
Science	3 credits	(Earth/space science, biology, and either introduction to chemistry and physics or chemistry)
Math	4 credits	(Algebra I, geometry, algebra II and one math elective course)
Social Studies	3 credits	(Government/economics, world civilization/geography, and U.S. history)
Health/PE	1 credit	
Arts/Humanities	1 credit	
Computer applications	1 credit	
Electives*	<u>12 credits</u>	*Class of 2011 and beyond need 12 electives
	<b>29</b>	<b>TOTAL CREDITS MINIMUM</b>

2. **Honors/Pre-College Diploma:** Recommended for those students planning to attend college.

English	4 credits	(Honors classes at all levels - Seniors must take AP English)
Science	4 credits	(Earth/space science, biology, chemistry and a choice of AP biology or AP chemistry or anatomy and physiology)
Math	4 credits	(Honors algebra I, honors geometry, honors algebra II, and pre-calculus, AP calculus or college algebra)
Social Studies	4 credits	(Government/economics, honors world civilization/geography, honors U.S. and either AP U.S. history or AP world civilization)

(Honors diploma requirements continued on pg. 36.)

Foreign Language	2 credits
Health/PE	1 credit
Arts/Humanities	1 credit
Computer applications	1 credit
Electives	<u>10 credits</u>
<b>31</b>	<b>TOTAL CREDITS MINIMUM</b>

3. **Commonwealth Diploma:** Awarded by the Kentucky Department of Education

- Successful completion of all minimum requirements of the Honors Diploma curriculum
- Successful completion of at least four AP courses (English, math or science, foreign language, and one elective). Students must maintain a grade of C or higher in each of the four classes.
- Completion of AP examinations in at least three of the four required AP course areas.

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

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

### **ACADEMIC HONORS**

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

# APPENDIX -B-

## **BOARD POLICY ON PROMOTION AND RETENTION**

### **BALLARD COUNTY BOARD OF EDUCATION POLICY 8.22**

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

#### **TRANSFERS**

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

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

#### **HIGH SCHOOL GRADUATION**

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

#### **VOCATIONAL CERTIFICATE**

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

#### **STUDENT PROGRESS**

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

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

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

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

#### **BASIS FOR DECISION**

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

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

#### **PARENTAL REQUEST TO RETAIN**

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

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

#### **APPEALS PROCEDURE**

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

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

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

## **STUDENTS WITH DISABILITIES**

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

### **REFERENCES**

<sup>1</sup>KRS 158.140

<sup>2</sup>704 KAR 003:307

<sup>3</sup>P. L. 105-17

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

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

### **RELATED POLICIES:**

08.113, 08.222, 08.5, 09.121

Adopted/Amended: 04/13/2009

Order #: 5321

# APPENDIX

## -C-

### KENTUCKY'S NO PASS-NO DRIVE LAW

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

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

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

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

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

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

### BALLARD MEMORIAL HIGH SCHOOL DRIVING POLICY

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

Basic requirements of the driving policy include:

1. No more than two unexcused tardies.
2. Safe driving within school zones.
3. Following all state driving laws.
4. Driving only a vehicle with a valid driving sticker.
5. Passing 75 percent (six of eight) of classes **each grading period**.
6. Not repeating driving infractions.
7. Parents must sign consent form for possible drug testing of student drivers (see pg. 29).

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

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

# APPENDIX

-D-

## **IMPORTANT SCHOOL INFORMATION AND REQUIRED FORMS**

### **NOTICES TO PARENTS:**

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

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

# **INFORMED PARENT STATEMENT**

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

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

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

\_\_\_\_\_  
(Student name, grade level – please print)

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Date received by Ballard County Schools



# **AUTHORIZATION/PARENTAL CONSENT FOR ADMINISTERING PRESCRIBED MEDICATION**

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

Date: \_\_\_\_\_

Name of student: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Condition for which the drug is needed: \_\_\_\_\_

Drug name and method of administration: \_\_\_\_\_

Time of administration: \_\_\_\_\_

Medication start date: \_\_\_\_\_ Medication end date: \_\_\_\_\_

Special storage requirements: \_\_\_\_\_

Restrictions and/or side effects: \_\_\_\_\_

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

No \_\_\_\_\_ Yes-Supervised \_\_\_\_\_ Yes-Unsupervised \_\_\_\_\_

Physician's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

### **To be completed by parent/guardian:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2011-12 STUDENT MEDICATION LOG

Name \_\_\_\_\_ Parent \_\_\_\_\_ Home/Cell/Work \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_ Allergies \_\_\_\_\_

**Medication** \_\_\_\_\_ Route \_\_\_\_\_ Dosage \_\_\_\_\_ Time to be given \_\_\_\_\_

Discontinued medication \_\_\_\_\_ Parent/Guardian notified to pick-up meds \_\_\_\_\_

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

Subs: Name \_\_\_\_\_  
 Name \_\_\_\_\_  
 Name \_\_\_\_\_  
 Name \_\_\_\_\_  
 Name \_\_\_\_\_

Initials \_\_\_\_\_  
 Initials \_\_\_\_\_  
 Initials \_\_\_\_\_  
 Initials \_\_\_\_\_  
 Initials \_\_\_\_\_

**CODES:**

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

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

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

Student's name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Allergies:** \_\_\_\_\_

Reason student is receiving medication:

Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Date to DC: \_\_\_\_\_

Possible reactions: \_\_\_\_\_

Form of medication: Tablet \_\_\_\_\_ Pill \_\_\_\_\_ Capsule \_\_\_\_\_ Liquid \_\_\_\_\_ Inhalant \_\_\_\_\_ Other: \_\_\_\_\_

Feedback required: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, frequency of feedback: \_\_\_\_\_

### **To be completed by parent or guardian:**

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

X \_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

Daytime phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

## 2011-12 STUDENT MEDICATION LOG

Name \_\_\_\_\_ Parent \_\_\_\_\_ Home/Cell/Work \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_ Allergies \_\_\_\_\_

**Medication** \_\_\_\_\_ Route \_\_\_\_\_ Dosage \_\_\_\_\_ Time to be given \_\_\_\_\_

Discontinued medication \_\_\_\_\_ Parent/Guardian notified to pick-up meds \_\_\_\_\_

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

Subs:      Name \_\_\_\_\_      Initials \_\_\_\_\_

              Name \_\_\_\_\_      Initials \_\_\_\_\_

              Name \_\_\_\_\_      Initials \_\_\_\_\_

              Name \_\_\_\_\_      Initials \_\_\_\_\_

              Name \_\_\_\_\_      Initials \_\_\_\_\_

**CODES:**

A = Absent                      D = Early dismissal

N = None available          F = Field trip

W = Dose withheld          X = No school

O = No-show

# PARENTAL INFORMATION AND CONSENT FORM

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

According to FERPA (see ppg. 31-32), "directory information" is information in a student's educational record that generally would not be considered harmful or an invasion of the student's privacy if it were disclosed. The information, such as name, grade level and a visual image, may be used in items such as newspaper, video and web page stories about student accomplishments or classroom events, and in printed athletic programs.

Directory information includes the following:

1. Student's name
2. Address
3. Telephone number
4. E-mail address
5. Photograph/video image
6. Date and place of birth
7. Dates of attendance
8. Grade level
9. Enrollment status
10. Participation in activities and sports
11. Weight and height of members of athletic teams
12. Honors and awards received
13. Most recent educational institution attended
14. Degrees received

Typically, only a student's name, photo/video image and grade level are used in stories about honors, awards, or participation in other school-related events. The weight and height of student athletes may appear in athletic programs or stories.

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

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

I **DO NOT** want my child's picture or any other information released to local news outlets or used in any other medium to be viewed by the public (**no newspaper, no radio, no television, no web page, no athletic programs, no yearbook**).

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Date received by Ballard County Schools



# 2011-12 BREAKFAST AND LUNCH INFORMATION

## FOR BALLARD COUNTY ELEMENTARY SCHOOL

BCES cafeteria manager Leigh Ann Green: 665-8400, ext. 2208

### Elementary meal prices:

**Student breakfast** – Full price: .60; reduced price: .25. **Student lunch** – Full price: \$1.40; reduced price: .40.  
**Adults/visitors** – Breakfast: \$1; lunch: \$2.25. **Visitors for lunch at Thanksgiving, Christmas** – \$3.

### FREE/REDUCED-PRICE MEALS:

Every student is provided an application at the beginning of school. Students are encouraged to apply for free or reduced-price meals by completing and returning the application. Only one application per family is necessary, even if you have students in different Ballard County Schools, but **you must fill out a new application each school year**. After returning the application, you will be mailed a letter stating whether you qualify for free, reduced- or full-price meals. *If you recently received a letter from the school stating that you already have been approved for free meals for this school year, please do not fill out an application.*

**Please note:** Students may eat for up to 30 days on last year's eligibility until we process new applications. After 30 days, we will change any student to full-price-paid status until we receive a new application for *this* school year.

### PAYMENT PROCEDURE AT MEAL TIME:

Every student in Ballard County Elementary School has a meal account number with food service. At mealtime, students will key in their number (upper grades) or have their card scanned (lower grades), and then either pay cash or have the correct price of the meal deducted from their account balance. **No student is identified as being on free or reduced-price status.** Purchases of extras, such as extra milk, juice or food items, also will be deducted from this account balance. **Students may purchase these extras only if they have cash or money in their account. They may not "charge" extras.**

**PARENTS, PLEASE NOTE:** If you wish to place **restrictions** on your student's account, such as "no extra food purchases," or if you do not want your child to charge a meal if he/she has no money in the account, please notify cafeteria manager Leigh Ann Green in writing of the restrictions you want on the account.

Parents may deposit money at any time into their student's account by sending cash or check and clearly identifying the student by **first and last name** to whose account the money is to be applied. You may make one check for several children, as long as you tell us how much is to be deposited in each account.

**Milk breaks are cash-only sales** – there are **no** free milks or drinks. **All** drinks at break must be paid for **daily**.

### CHARGING MEALS (Board of Education policy):

Cashiers shall remind students when their account balances are getting low. Cashiers shall give elementary students a meal money envelope to take home. Charge limits shall be \$10 for all students\* and cashiers shall remind students daily to bring money for any charges owed.

Once a student reaches the \$5 amount in charges, the parents/guardians shall be sent a note reminding them of their child's charges. If the charge amount reaches \$10, and the school has not received a response from parents/guardians concerning the charges, a call shall be made to the parent/guardian. **Students may be provided an alternate meal (sandwich and milk) until the charges are paid.**

\* Parents/Guardians who cannot pay for meals should contact the school's cafeteria manager or the school nutrition director. Parents/Guardians may be advised about and/or sent a free/reduced meal application if charging occurs frequently. Extra food/drink items cannot be charged.

### MENU AND CHOICES AT MEALTIMES:

**Students have four choices of entrees at lunch and two at breakfast, as well as other choices of fruits and vegetables.** Menus are planned and sent home monthly. They also are available on our school district website at [www.ballard.kyschools.us/new](http://www.ballard.kyschools.us/new). Click on the "Food Service" tab on the left of the home page, and then on "Ballard County Elementary School Menu" to view the current month's menu.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

# 2011-12 BREAKFAST AND LUNCH INFORMATION

For Ballard County Middle and Ballard Memorial High schools  
BCMS/BMHS Cafeteria Manager Rita Crabtree: 665-8400, ext. 2536

## Middle and high school meal prices:

**Student breakfast** – Full price: \$ .75; reduced price: \$ .25. **Student lunch** – Full price \$1.65; reduced price \$ .40.  
**Adults/visitors** – Breakfast \$1; lunch \$2.25.

### FREE/REDUCED-PRICE MEALS:

Every student is provided an application at the beginning of school. Parents are encouraged to apply for free or reduced-price meals by completing and returning the application. Only one application per family is necessary, even if you have students in different Ballard County Schools, but **you must fill out a new application each school year**. After returning the application, you will be mailed a letter stating whether you qualify for free, reduced- or full-price meals. *If you recently received a letter from the school stating that you already have been approved for free meals for this school year, please do not fill out an application.*

**Please note:** Students may eat for up to 30 days on last year's eligibility until we process new applications. After 30 days, we will change any student to full-price-paid status if we do not have an approved application on file for *this* school year.

### PAYMENT PROCEDURE AT MEAL TIME:

Every student has a meal account and account number with food service, which he or she will keep until graduation. Students may put money in their accounts during breakfast or lunch. At mealtime, students key in their account numbers and then either pay cash or have the correct price of the meal deducted from their account balance. **No student is ever identified as being on free or reduced-price status.** Not even the cashiers know this information; it is programmed into the cash register computer.

Sixth-graders will keep the same meal number they had at the elementary school. If you had outstanding money or charges at the elementary, they will transfer to middle school.

**Extras:** Any available funds, whether cash or money in the account, first go toward the meal. After that, students may purchase extra food if they have additional cash or money in their accounts. *We do not* allow students to charge extras.

**Please note:** Checks are accepted for meal accounts and the *entire amount* is deposited in the student's meal account. Cash *will not* be given for part of the funds. **We reserve the right to refuse checks from households whose checks previously have been returned due to insufficient funds.** Cash *will not* be given to students from their meal accounts.

**Questions about your student's balance or restrictions?** If you have a question about your child's balance, or you want to put restrictions or limits on your student's account, please call cafeteria manager **Rita Crabtree at 665-8400, ext. 2536.**

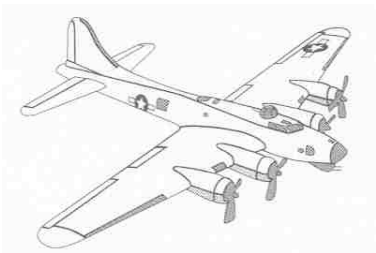
### CHARGING MEALS (Board of Education policy):

After a student reaches \$5 in charges, parents/guardians will be sent a post card reminding them of their child's charges. When the charged amount reaches \$10, parents/guardians will be contacted again. When a middle- or high-school student's charges reach \$10, the student *will not be allowed to charge again* unless prior arrangements have been made with the manager or school nutrition director. The student will be offered an alternate lunch (sandwich and milk) until the charges are paid. **Students may not charge a la carte items or extra food.**

### MENUS:

Menus are available monthly at school. They also are available on our school district website at [www.ballard.kyschools.us/new](http://www.ballard.kyschools.us/new). Click on the "Food Service" tab on the left of the home page, and then on "Ballard County Middle/Ballard Memorial High School" lunch or breakfast menu to view the current month's choices.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.



# Ballard County Schools

3465 PADUCAH ROAD, BARLOW, KENTUCKY 42024  
PHONE: (270) 665-8400. FAX: (270) 665-9844  
ED ADAMI, SUPERINTENDENT

Dear Parent/Guardian:

Children need healthy meals to learn. Ballard County Schools offers healthy meals every school day. Breakfast costs 50 cents at the preschool, 60 cents at the elementary school and 75 cents at the middle and high school. Lunch costs \$1.15 at the preschool, \$1.40 at the elementary school and \$1.65 at the middle and high school. Your children may qualify for free meals or for reduced-price meals. Reduced price is 25 cents for breakfast and 40 cents for lunch.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Please complete only ONE Free and Reduced-Price School Meals Application* for all students in your household. We cannot approve an application that is not complete, so please be sure to fill out *all required information*. Please return the completed application to Amber Hayes, School Nutrition Director, 3565 Paducah Road, Barlow, KY 42024. For more information, please call Ms. Hayes at 665-8400, ext. 2530, or email [amber.hayes@ballard.kyschools.us](mailto:amber.hayes@ballard.kyschools.us).
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from SNAP (food stamps) or KTAP (cash assistance) can get free meals regardless of income. Also, children can get free meals if the household's gross income is within the free limits on the federal income eligibility guidelines.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children who are the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals, regardless of income.
4. **CAN HOMELESS, RUNAWAY AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the official definition of homeless, runaway or migrant qualify for free meals. If you haven't been notified that your children will get free meals, please call Bob Wilson at 665-8400, ext. 2014, or email [bob.wilson@ballard.kyschools.us](mailto:bob.wilson@ballard.kyschools.us) to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low-cost meals if your household income is within the reduced-price limits on the Federal Eligibility Income chart (please see pg. 56).
6. **SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please carefully read the letter you received and follow the instructions. Please call the school nutrition director at 665-8400, ext. 2530, if you have any questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is good only for that school year and for the first few days of this school year. You must submit a new application unless the school has notified you that your child is eligible for the new school year.
8. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes, and we also may ask you to send written proof of information in the application.
10. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced-price meals if household income drops below the income limit.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by contacting Superintendent Ed Adami, Ballard County Board of Education, 665-8400, ext. 2001, or emailing [ed.adami@ballard.kyschools.us](mailto:ed.adami@ballard.kyschools.us).
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. Neither you nor your child(ren) have to be U.S. citizens to qualify for free or reduced-price meals.

13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not, who share income and expenses (such as grandparents, other relatives or friends). You must include yourself and all children living with you. If you live with other people who are economically independent, do not include them (for example, people you do not support, who do not share income with you or your children, and who pay a pro-rated share of the expenses).
14. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, please put down that you make \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, please use your current income.
15. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HIS/HER COMBAT PAY COUNTED AS INCOME?** No. If combat pay is received in addition to basic pay because of deployment, and it wasn't received before he/she was deployed, combat pay is not counted as income. Please contact your school for more information.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS FOR WHICH WE MIGHT APPLY?** To find out how to apply for SNAP (food stamps), KTAP (cash assistance) or other assistance benefits, please contact your local assistance office. A table of telephone numbers for local agencies is listed in the back of this Code of Behavior.

If you have other questions or need help, please call:

*Si necesita ayuda, por favor llame al teléfono:*

*Si vous voudriez d'aide, contactez nous au numero:*

Amber Hayes, school nutrition director, at 665-8400, ext. 2530.

Sincerely,

Amber Hayes  
School Nutrition Director

# 2011-2012 FREE/REDUCED-PRICE MEAL APPLICATION INSTRUCTIONS

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

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

**Part 1:** Please list all household members and the school name for each child.

**Part 2:** Please list the case number for any household member (including adults) receiving SNAP or KTAP.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. The last four digits of a Social Security number are not necessary.

**Part 6:** Answer this question if you choose to do so.

***If no one in your household receives SNAP or KTAP benefits, and if any child in your household is homeless, a migrant or runaway, please follow these instructions:***

**Part 1:** Please list all household members and the school name for each child.

**Part 2:** Skip this part.

**Part 3:** If any child for whom you are applying is homeless, a migrant or runaway, please check the appropriate box and contact Bob Wilson at 665-8400, ext. 2014.

**Part 4:** Complete only if a child in your household is not eligible under Part 3. Please see instructions for "All Other Households" below.

**Part 5:** Sign the form. The last four digits of a Social Security number are not necessary if you didn't need to fill in Part 4.

**Part 6:** Answer this question if you choose to do so.

***If you are applying for a foster child, please follow these instructions:***

**If all of the children in the household are foster children:**

**Part 1:** Please list all foster children and the school name for each child. Please check the box indicating that the child is a foster child.

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. The last four digits of a Social Security number are not necessary.

**Part 6:** Answer this question if you choose to do so.

**If some of the children in the household are foster children, please follow the instructions for "All Other Households" below.**

***All other households, including WIC households, please follow these instructions:***

**Part 1:** List all household members and the school name for each child. For any person with no income, including children, you must check the "No Income" box. Please check the appropriate box for any child who is a foster child.

**Part 2:** If the household does not have a case number, please skip this part.

**Part 3:** If any child for whom you are applying is homeless, a migrant or runaway, please check the appropriate box and contact Bob Wilson at 665-8400, ext. 2014. If not, please skip this part.

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

**Box 1 – Name:** Please list all household members with income.

**Box 2 – Gross income and how often it was received:** For each household member, please list each type of income received for the month. You must tell us how often the money is received (weekly, every other week, twice a month, or monthly). For earnings, be sure to list gross income, not take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub, or your boss can tell you.

For other income, please list the amount each person received for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security (SSI), veteran's (VA), and/or disability benefits.

Under "All other income," please list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits and foster payments received by the family from the placing agency.

For only the self-employed, under "Earnings from work," report income after expenses. This is for your business, farm or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

**Part 5:** An adult household member must sign the form and list the last four digits of his/her Social Security number (or mark the box indicating that he/she does not have an SSN).

**Part 6:** Answer this question if you choose to do so.

# BALLARD COUNTY SCHOOLS 2011-12 FREE AND REDUCED-PRICE SCHOOL MEALS APPLICATION

**Part 1. All household members:**

Names of <u>all</u> household members (first, middle initial, last):	Grade for each child enrolled in our schools, or NA if child is not in school:	Check if this person has NO income	Check if this is a foster child (legal responsibility of welfare agency or court). If all children listed below are foster children, please skip to Part 5.
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>

**Part 2. Benefits**

If any member of your household receives SNAP (food stamps) or KTAP (cash assistance), please provide the name and case number for the person who receives benefits and skip to Part 5. If no one receives these benefits, please go to Part 3.

**Name:** \_\_\_\_\_ **Case number:** \_\_\_\_\_

**(Please DO NOT put medical card, Medicaid or KCHIP insurance care number here.)**

**Part 3. IF ANY CHILD FOR WHOM YOU ARE APPLYING IS HOMELESS, MIGRANT OR A RUNAWAY, please check the appropriate box and call Bob Wilson, at 665-8400, ext. 2014.** Homeless  Migrant  Runaway

**Part 4. Household income.**

1. Name (Please list <u>ONLY</u> household members with income)	2. Please list gross income and how often it is received: for example, weekly, every other week, twice monthly, monthly			
	Earnings from work before deductions/how often it is received	Welfare, child support, alimony/how often it is received	Pensions, retirement, Social Security, SSI, VA benefits/how often they are received	All other income/how often it is received
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____

**Part 5. Signature and last four digits of Social Security number (adult must sign).** An adult household member must sign the application. **If Part 4 is completed, the adult signing the form also must list the last four digits of his or her Social Security number or mark the "I do not have a Social Security number" box.** (Please see Privacy Act statement on the back of this page.)

*I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.*

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

Last four digits of Social Security number: \*\*\*\* - \*\* - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_  I do not have a Social Security number

**Part 6. Children's ethnic and racial identities (optional)**

<p><i>Choose one ethnicity:</i></p> <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	<p><i>Choose one or more (regardless of ethnicity):</i></p> <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Black or African American
--	---

**DO NOT COMPLETE this part. This is for school use only.**

Annual Income conversion: Weekly x 52; every two weeks x 26; twice a month x 24; monthly x 12

Total Income: \_\_\_\_\_ per  week  every two weeks  twice a month  month  year Household size: \_\_\_\_\_

Categorical Eligibility: \_\_\_\_ Eligibility: Free \_\_\_\_ Reduced \_\_\_\_ Denied \_\_\_\_

Reason: \_\_\_\_\_

Temporary: Free \_\_\_\_ Reduced \_\_\_\_ Expires on: \_\_\_\_\_ (expires after \_\_\_\_\_ days)

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verifying Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date withdrawn: \_\_\_\_\_

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Household size	Yearly	Monthly	Weekly
1	20,147	1,679	388
2	27,214	2,268	524
3	34,281	2,857	660
4	41,348	3,446	796
5	48,415	4,035	932
6	55,482	4,624	1,067
7	62,549	5,213	1,203
8	69,616	5,802	1,339
Each additional person:	7,067	589	136

**Privacy Act statement: This explains how we use the information you give us.** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the Social Security number of the adult household member who signs the application. The last four digits of the Social Security number are not required when you apply on behalf of a foster child or if you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child, or when you indicate that the adult household member signing the application does not have a Social Security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of lunch and breakfast programs. We MAY share your eligibility information with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**Non-discrimination statement: This explains what to do if you believe you have been treated unfairly.** "In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

# SHARING INFORMATION WITH MEDICAID/KCHIP

Dear Parent/Guardian:

If your children get free or reduced-price school meals, they also may be able to get free or low-cost health insurance through Medicaid or the Kentucky Children's Health Insurance Program (KCHIP). Children with health insurance are more likely to get regular health care and less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, *the law allows us to tell Medicaid and KCHIP that your children are eligible for free or reduced-price meals **unless you tell us not to give them this information.*** Medicaid and KCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Completing the Free and Reduced-Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or KCHIP, please complete the form below and return it to us. (Returning this form will not change whether your children get free or reduced-price meals). Please return this form to Amber Hayes, 3561 Paducah Road, Barlow, KY 42024.

---

**No! I DO NOT** want information from my Free and Reduced-Price School Meals Application to be shared with Medicaid or the Kentucky Children's Health Insurance Program.

**If you checked no, please complete the form below.**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

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For more information, please call Amber Hayes at 665-8400, ext. 2530, or e-mail [amber.hayes@ballard.kyschools.us](mailto:amber.hayes@ballard.kyschools.us).



# APPLICATION FOR WAIVER/REDUCTION OF FEES

Student's name _____	<i>Last</i>	<i>First</i>	<i>Middle initial</i>
Student's age _____	Date of birth _____	Sex _____	
School _____	Grade _____	Homeroom/classroom _____	

Name of parent/guardian \_\_\_\_\_

Address of parent/guardian \_\_\_\_\_

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

Please complete the chart below for **all other** children in the home:

Name	Birth date	Grade	School attending

Employment status of parent/guardian(s):

Mother:       Employed       Unemployed

Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

Father:       Employed       Unemployed

Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

Does your family qualify for free or reduced-price lunches?       Yes       No

Are you financially able to pay part of the instructional resources fee now and continue to make payments until fully paid?  
 YES       NO

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian's signature* *Date*

Application       approved       denied \_\_\_\_\_  
*Principal's signature* *Date*

***A copy of this form should be given to the parent/guardian after final approval/denial.***







# **BALLARD COUNTY SCHOOLS 2011-12** **APPROPRIATE USE OF TECHNOLOGY APPLICATION**

## **Student Requesting Access:**

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

**Student's Signature** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Teacher:**

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

Teacher's Signature \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

## **Parent:**

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

An Outlook Live e-mail account may be provided to your child by the district as part of *Live@edu* service from Microsoft. By signing this form, you accept and agree that your child's rights to use the Outlook Live e-mail service, and other internet services that the Kentucky Department of Education may provide over time, are subject to the terms and conditions outlined in this Code of Behavior and that the data stored in such Live@edu services, including the Outlook Live e-mail service, 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 these Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in these 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.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ (please print) School: \_\_\_\_\_ (please print)

## **Learning at home:**

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

Do you have Internet access at home? \_\_\_\_ Yes \_\_\_\_ No

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

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



# **INVITE OTHERS TO VIEW MY ILP**

## **For Ballard Memorial High School students**

### **About the “Invite Others to View My ILP” Feature**

Any students in grades 9 through 12 can invite other individuals to view selected sections of his or her Individual Learning Plan. This feature can be used to share the ILP with college admissions officers, organizations offering scholarships, and potential employers. (Parents or guardians may choose to have this feature disabled for their child.)

Students can access this option from the Quick Links section of the Ballard County Schools home page on the web at [www.ballard.kyschools.us/new](http://www.ballard.kyschools.us/new). Invitees receive an email invitation with a web link and a personal password that is active for 14 days. The recipient clicks on the link and enters his or her password to view a printer-friendly version of the student’s ILP. Visitors can enter comments about the ILP, which students can see in the Guest Views section. Parents and guardians can access the Guest View log from the Parent/Guardian ILP Tool.

For more information, please contact ILP administrator Renee McDermott at 665-8400, ext. 2402, or email [renee.mcdermott@ballard.kyschools.us](mailto:renee.mcdermott@ballard.kyschools.us).

**Please complete and return this form to your child’s school by Aug. 26, 2011.**

### **Individual Learning Plan Web Release**

I am the parent or guardian of \_\_\_\_\_, a student under the age of 18 who is enrolled in grades 9-12 at Ballard Memorial High School. I hereby authorize the school district to enable a feature of web-based Individual Learning Plan software, which will permit my student to invite third parties to have access to his/her ILP information or portions of such information via the web (internet).

The purpose of this feature is to help my student with career and college plans by permitting him/her to share ILP information with persons or organizations such as college admissions officers, organizations offering scholarships, and potential employers. However, I understand this feature could permit my student to release ILP information to other third parties.

I agree that the school district, its employees and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software feature. The Family Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties. I understand that the above software feature is not itself a disclosure of education records, but it will enable my student to disclose confidential educational records information. I specifically authorize and give my consent to the disclosure of ILP educational records information to third parties by my student through the use of the software feature as described above.

I understand that once this signed form is returned to the school, it will stay in effect as long as my child is enrolled in Ballard County Schools, unless I or my child (on turning 18) requests a change. I also understand that the sharing feature will not be enabled for my child unless this completed form is returned to the school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



## COMMUNITY SERVICE AGENCIES

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

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

Agency	Phone Number	Child Care	Counseling	Educational	General Needs	Legal	Medical	Shelter	Food/Clothing
ASK (elementary school day care)	665-8400, ext. 2265	•							
Ballard County KY-ASAP (drug prevention)	665-8400, ext. 2400		•	•					
Ballard County Adult Learning Center	665-8412, ext. 223			•					
Ballard County Extension Services	665-9118			•					
Ballard County Health Department	665-5432						•		
Ballard County Schools Tutoring/ESS	665-8400, ext. 2539			•					
Ballard County Senior Citizens' Center	334-3115				•				
Ballard County Sheriff's Department	335-3561				•				
Child Care Resource and Referral	1-877-352-5183	•							
Child Support Enforcement	335-3588					•			
Community-Based Services/Family Support	335-5518				•				
Domestic Violence Shelter Crisis Line	800-585-2686		•					•	
Family Focus FRYSC	665-8412, ext. 226				•		•		
First Steps (early childhood interventions)	1-800-648-6599			•					
Four Rivers Behavioral Health	866-442-7121		•						
His House	665-9696				•				•
HOPE Unlimited	270-442-1166				•				•
Kentucky Homeplace	335-3358						•		
Kids Kare	462-4411	•							
Legal Services	1-800-467-2218					•			
Necco (foster care and other services)	270-898-1293		•	•					
Protection and Permanency	335-5173					•			
Purchase Area Sexual Assault Center	800-928-7273		•	•					
Red Cross of Ballard County	665-9335/748-7779						•		
River's Edge Mission	270-442-7921							•	•
St. Mary Catholic Church Food Pantry	665-5551								•
St. Nicholas Family Clinic	270-575-3247						•		
St. Vincent de Paul Society	270-575-1008				•				•
Salvation Army	335-5201				•				•
Shriners	334-3601				•		•		
Stop-N-Go Daycare (preschool day care)	665-8400, ext. 2107	•							
West Kentucky Allied Services	335-5201				•				



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

**Ballard County Schools contact information:**

**MAIN LINE:** 270-665-8400

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

**Website:** [www.ballard.kyschools.us](http://www.ballard.kyschools.us)

**Ballard County Board of Education** Ext. 2000 Fax: 270-665-9844  
3465 Paducah Road, Barlow, KY 42024

**Ballard County Preschool/Headstart** Ext. 2100 Fax: 270-665-9228  
455 Olive St.; P.O. Box 120; LaCenter, KY 42056

**Ballard County Elementary School** Ext. 2200 Fax: 270-665-9168  
3383 Paducah Road, Barlow, KY 42024

**Ballard County Middle School** Ext. 2300 Fax: 270-665-5153  
3565 Paducah Road, Barlow, KY 42024

**Ballard County Career and Technical Center** Ext. 2400 Fax: 270-665-5006  
11 Vocational School Road, Barlow, KY 42024

**Ballard Memorial High School** Ext. 2500 Fax: 270-665-5312  
3561 Paducah Road, Barlow, KY 42024

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

**MAIN LINE:** 270-665-8412

**Ballard County Adult Education/Family Literacy** Ext. 223/224  
**Family Focus** (Family Resource and Youth Service Center) Ext. 226 or 227 Fax: 270-665-9228

**The following is located at the Career and Technical Center, 11 Vocational School Road, Barlow, KY 42024**

**Ballard County KY-ASAP Coordinator** Ext. 2400

**The following is located at the preschool/Headstart building, 455 Olive St., LaCenter, KY 42056:**

**MAIN LINE:** 270-665-8400

**Stop 'n' Go Child Care** (for preschool students) Ext. 2107

**The following is located at the elementary school building, 3383 Paducah Road, Barlow, KY 42024:**

**ASK** (After School Kids, K-6 child care) Ext. 2265