

Boone County Schools

ACKNOWLEDGEMENT OF REVIEW OF THE CODE OF CONDUCT AND ACCEPTABLE TECHNOLOGY USE PROCEDURES

Student's Name: _____

Teacher: _____

Please review the *Code of Conduct* with your child. His/her teacher has discussed it in class. The policies and regulations it references are an integral part of the daily student life, supporting a safe, responsible, respectful, and secure learning environment. For each student to be successful in school, it is important to note that there will be periodic review of important sections of the *Code of Conduct* during the school year, in particular sections related to:

- *Student Expectations (page 13)*
- *Student Rights (page 22)*
- *Acceptable Technology Use (page 27)*

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the *Code of Conduct*. This enables students to succeed in school and the community. Your support is vital to this process.

After you have read the *Code of Conduct* with your child, please sign and return the signed form to school within one month of enrollment.

As the parent(s) or guardians(s) of: _____ (Student name), we have read and discussed the *Code of Conduct and the Acceptable Technology Use procedures* with our child. We understand that the policies and regulations referenced in these documents apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all schools, school-related, or Board-sponsored activities, including but not limited to, school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

We understand the expectations, rights, responsibilities, and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of meeting them and using the technology resources responsibly. We also agree to abide and support these rules including our use of the Infinite Campus Parent/Guardian Portal.

Boone County Schools' network communications are not private, and may be viewed by Boone County School personnel, or by someone appointed by them, to ensure that all guidelines are followed.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

The Code of Conduct can be found on the district website at: www.boone.kyschools.us

PLEASE DETACH THIS FORM AND RETURN TO YOUR CHILD'S TEACHER.

Expected Behaviors

We believe every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

I will show RESPECT for....

MYSELF BY:

- Attending school regularly and being on time.
- Following rules and directions of adults.
- Doing my schoolwork and homework neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Accepting consequences for my own behavior.
- Learning from consequences of my behavior.
- Choosing not to bring tobacco, alcohol, other drugs, or weapons to school.
- Dressing in a way that is appropriate for the learning environment.

I will show RESPECT for....

Others BY:

- Being understanding of other's feelings.
- Using positive words with others (no put downs).
- Treating others like I want to be treated.
- Not bullying or threatening.
- Being honest by telling the truth, and admitting to things that I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when speaking to others.
- Listening to others when they are speaking to me.

I will show RESPECT for....

Learning BY:

- Following school rules and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities, projects, and discussions.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and test.



I will show RESPECT for....

Property BY:

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc.
- Using materials or a classmate's materials for their intended purpose.
- Using technology as directed by adults.
- Following rules about safety.
- Refraining from touching a fire alarm unless there is an emergency.
- Using playground equipment in a safe manner.
- Keeping technology devices off and out of sight during school hours and while on the school bus except with permission from school staff.

When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.



Transportation and Bus Behavior Expectations

The privilege of riding a school bus will depend upon students following expectations, rules, and procedures in accordance with Boone County Schools Board Policy and 708 KAR 5:080:

We believe every student deserves a safe, supportive, and orderly bus ride to/from school. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to have a safe bus ride experience.

I WILL SHOW RESPECT:

At the bus stop by...

- Arriving at the bus stop five (5) minutes before bus pickup.
- Waiting in a quiet and orderly manner.
- Being respectful of traffic.
- Respecting private property.
- Not using Tobacco products and e-cigarettes.

When the bus arrives by...

- Remaining at the waiting area until the bus comes to a complete stop.
- Checking traffic from all directions, then check again.
- Walking from the waiting area to the entrance of the bus making certain all traffic in all directions has stopped.
- Boarding the bus promptly.
- Making sure I can see the bus driver's eyes when in the vicinity of the school bus.
- Crossing in front of the bus only when the driver signals it is safe.
- Proceeding directly to an available or assigned seat, upon entering the bus.

On the bus by...

- Respecting all people.
- Keeping the bus neat and clean.
- Not eating or drinking on the bus.
- Talking quietly and politely.
- Sitting in assigned seat, if one has been assigned to you by bus or school personnel and not interfering with the vision of the driver.
- Staying in my seat; keeping aisles and exits clear.
- Limiting carry-ons to those that can be held in my lap (including musical instruments).
- Not bringing hazardous materials, or animals on the bus except for personal service animals.
- Not extending head, arms, or objects out of bus windows.
- Using technology as outlined in the district's Acceptable Use Policy.



- Remembering that school rules and expectations apply to the school bus.
- Avoiding unnecessary conversations with the bus personnel.
- Not damaging the bus and reporting any damage to the bus personnel.

Exiting the bus...

- Remaining seated until the bus comes to a complete stop.
- Exiting the bus at the bus stop area in an orderly manner and at my assigned stop.
- Making certain that all traffic in all directions has stopped before exiting the bus.
- Exiting when it is safe.
- Crossing the street promptly after checking that all traffic in all directions has stopped.
- Crossing in front of the bus only after the driver signals it is safe.



Expectations Related to Medication, Drugs, Alcohol, and Tobacco

We believe every student deserves a safe, supportive, and orderly environment

I. Alcohol, Drugs, and other Prohibited Substances

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or on the way to or from school or a school-sponsored activity.

1. Alcoholic beverage
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia (including liquid THC for vapor smoking devices).
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.
(See Board Policy 09.423)

II. Tobacco

In accordance with Kentucky Statute, all school properties are smoke free. Students shall not be permitted to use or possess any tobacco product on school property, inside Board-owned, leased or operated vehicles, on the way to and from school, or during school-sponsored trips and activities. This includes alternative nicotine products or vapor products. (i.e. juuls, dab pens, and any vapor smoking device).
(See Board Policy 09.4232)

III. Use of Medication at School

The use of medication at school by students must conform to all state and federal laws as well as local school board policies and procedures.

No more than one (1) week's supply of prescription medication shall be brought to school in its original container with the label intact and given to school personnel. Only prescription medication and dietary supplements authorized by a physician and parent/guardian will be dispensed. Over-the-counter medication will be accepted when sent to school in the original container and a Medication Administration Consent form has been completed by the parent/guardian.

**NOTE THAT NO MEDICATIONS WILL BE RETURNED TO STUDENTS TO TAKE HOME;
PARENTS/GUARDIANS WILL BE NOTIFIED BY THE SCHOOL NURSE WHEN MEDICATIONS NEED TO BE PICKED UP IN THE OFFICE.**

Students may be permitted to carry medications for certain conditions (such as an inhaler for asthma or an Epi-pen for allergic reaction) provided there is a prior physician/parent or guardian authorization and school personnel are aware the student is carrying it.
(See Board Policy 09.2241)

STUDENTS WHO VIOLATE THESE POLICIES ARE SUBJECT TO DISCIPLINARY ACTION PER THE CODE OF CONDUCT



Rights and Responsibilities

This handbook is a guide to the rights and responsibilities of students in the Boone County Schools.

This section includes only a summary of laws, policies, and regulations that affect students.

It is not a definitive state of student rights in any particular situation.

Student Rights

We believe every student must be afforded the rights given to them under state and federal laws and district policy and to promote a safe, supportive, and orderly learning environment.

Students in Boone County Schools have the right to:

1. A free public education until they have successfully completed a twelve-year educational program or have reached the age of twenty-one (21) years.
2. A learning environment appropriate to their needs and that encourages learning.
3. A learning environment that is safe.
4. Examine their school records if they have reached the age of eighteen (18) years.
5. Equitable access and to participate in school activities and programs, to organize and have memberships without being subject to discrimination on the basis of gender, race, religion, marital status, or disability, as long as this does not disrupt the orderly educational process.
6. Freedom of expression as related to speech, assembly, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the orderly educational process.
7. Procedural due process and appeal related to disciplinary actions.
8. Be treated in a fair and equitable manner.
9. Consultation with teachers, counselors, and administrators.
10. Protection of property and physical well-being.
11. Protection from verbal and physical abuse, bullying, intimidation, and hazing behaviors.
12. Be given reasonable and timely notice of all expectations, rules, regulations, notices, and penalties to which they may be subject.
13. Receive academic grades based only upon academic performance.
14. Make up work missed from excused absence(s).



Student Rights and Responsibilities

Attendance

Students are required to attend school regularly and punctually.

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

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

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

Chronic absenteeism can negatively impact academic performance, personal, and social well being.

Truants shall be reported to the principal and then to the Director of Pupil Personnel both of whom shall take appropriate action up to and including referral to the court in accordance with Boone County Schools Attendance Guidelines.

Beginning with the 2010-2011 school year, attendance calculations changed from Full Time Equivalency (FTE) to whole-day/half-day. Daily attendance is now represented a 0%, 50%, or 100%. If a tardy exceeds 35% absent, it is then considered a half-day absence.

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

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil.
3. Religious holidays and practices.
4. One (1) day for attendance at the Kentucky State Fair.
5. Documented military leave.
6. One (1) day prior to departure of parent/guardian called to active military duty.
7. One (1) day upon the return of parent/guardian from active military duty.
8. Other valid reason as determined by the principal.

The parent /guardian shall notify the school stating the reason for the student's absence. Without prior notification, an absence shall be designated unexcused. After a student has been declared truant, the principal may require a doctor's statement to excuse the absence in accordance with school guidelines and SBDM Policy.

Make up work shall be permitted for excused absences only and must be completed within the time specified by the principal in accordance with school guidelines and SBDM Policy. It is the student's responsibility to contact the teacher for make-up work.



Days missed due to suspension shall be considered unexcused absences for which no make-up of daily work shall be allowed.

Parent/Guardian Rights

We believe every parent/guardian is integral to his/her student's ability to make effective choices to reach their potential for college, career, and life readiness. We also believe that it is integral for the school district to partner with parent and the community for student success.

Parent's/guardians of students in the Boone County Schools have the right to:

1. Expect that their children are sent to a valued learning environment.
2. Expect that unacceptable behavior will be dealt with quickly and effectively.
3. Expect effective instruction conducted with minimal interruption.
4. Expect a safe, respectful, and healthy environment free from harassment and physical harm.
5. Examine personal school records in accordance with Family Education Rights and Privacy Act (FERPA).
6. High academic and accreditation standards for all schools.
7. Address questions or grievances to the proper school authority and expect a reply.
8. Expect students to be treated in a respectful, responsible, fair, and equitable manner.

Parent/Guardian Responsibility

Parent/guardians in Boone County Schools have the responsibility to:

1. Instill a respect for education and academic pursuit.
2. Instill a sense of respect for fellow students and school personnel.
3. Become familiar with educational programs, policies, and procedures.
4. Help their children understand expectations, disciplinary procedures and the importance of following these procedures.
5. Ensure their children attend school and class regularly, facilitate getting their children to the bus stop on time, arrangement of alternative transportation for their children in the event of denied bus privileges due to disciplinary reasons.
6. Demonstrate respect for school personnel.
7. Ensure that their children complete assignments and establish good work habits.
8. Develop good rapport with their children's teachers.
9. Discuss issues needing clarification with school officials.



Teacher Rights

We believe each teacher must encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur.

Teachers in Boone County Schools have the right to:

1. Be involved in formulation of expectations, procedures, and policies relating to student behavior.
2. Expect that students comply with reasonable directives and assignments.
3. Expect that all assignments be completed.
4. Freedom from verbal abuse and physical harm.
5. The support and cooperation of fellow teachers and administrators.
6. Expect cooperation from parents in dealing with students.
7. Carry out appropriate disciplinary action when behavior is disruptive.
8. Work in a positive learning environment.
9. Take prudent action in emergencies to protect students or property.
10. Expect a safe, respectful and orderly environment.
11. Use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

Teacher Responsibilities

Teachers in Boone County Schools have the responsibility to:

1. Present content using research-based strategies to engage students in learning.
2. Lead students to achieve College Readiness Standards through the KY Core Academic Standards.
3. Develop 21st Century Skills using Marzano's 41 strategies.
4. Assist students to demonstrate learning through a balanced assessment system.
5. Engage students in extension/intervention based on individual needs.
6. Plan instruction that meets the diverse needs of students.
7. Maintain high academic and behavior expectations.
8. Recognize appropriate behavior and good work ethic.
9. Teach and reteach behavior expectations.
10. Maintain a safe, respectful, responsible, and orderly classroom.
11. Exhibit respect for the individual rights of students and parents.
12. Cooperate and collaborate with school personnel and parents.
13. Treat each student in a respectful, fair, and equitable manner.
14. Enforce rules and regulations of the Board of Education.
15. Maintain accurate records.
16. Follow the professional code of ethics.
17. Maintain confidentiality of student and family personal and sensitive information.



Principal/Administrator Rights

We believe everyone deserves a safe, supportive, and orderly learning environment.

Principals in Boone County Schools have the right to:

1. Expect all students, teachers, and other personnel to comply with school expectations, procedures and policy.
2. The support and respect of students, parents, and teachers in implementing procedures and policies of the Board of Education.
3. Take necessary action to protect their own person or property or the persons or property of those in their care.
4. Remove any person whose conduct disrupts the educational process.
5. Provide input into expectations, procedures, policies, and regulations that relate to the school.
6. Safety from physical harm and verbal abuse.
7. Use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

Principal/Administrator Responsibilities

Principals in Boone County Schools have the responsibility to:

1. Administer the school in a manner which fosters a safe, respectful, and responsible learning environment.
2. Administer discipline fairly and respectfully following guidelines in the code of conduct.
3. Follow Board of Education policy and procedures.
4. Distribute the Code of Conduct to school and community.
5. Evaluate and revise the educational program to ensure instruction that is research-based and meets the diverse needs of students.
6. Lead school to achieve College Readiness Standards through the KY Core Academic Standards, develop 21st Century Skills through Marzano's 41 strategies, demonstrate learning through a balanced assessment system and engage students in extension/intervention based on individual needs.
7. Use good judgment and prudence in dealing with problems in the school.
8. Be knowledgeable of regulations from federal, state, and local agencies.
9. Treat all school personnel, parents, and students in a respectful, fair, and equitable manner.
10. Respond to concerns of students, parents, and staff.
11. Follow the professional code of ethics.
12. Maintain confidentiality of student and family personal and sensitive information.



Acceptable Technology Use, Procedures, Rights, and Responsibilities

We believe everyone deserves a safe, supportive, and orderly learning environment.

Boone County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century skills. We provide access to technologies for students, staff, and parents for educational purposes. While the District will make every effort to prevent inappropriate use, it is impossible to filter all inappropriate content. Students, staff, and parents are expected to adhere to the procedures and guidelines outlined in this Acceptable Technology Use document and the Boone County Board of Education Acceptable Use Policy (08.2323) when using district/school provided technology, *district provided credentials* or personally-owned technology (on district property).

Roles and Responsibilities of Students

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data, and files stored or transmitted via the district resources may be reviewed and/or removed.

Roles and Responsibilities of Staff

The use of technology requires all users to be safe and responsible digital citizens. The schools and District utilize the following strategies to help keep users safe:

- Schools provide Internet safety and digital citizenship instruction each year.
- Teachers and staff actively monitor technology use in the classroom.
- Internet access will be filtered as required by state and federal regulations and school policies. Internet activity may be monitored and recorded at any time.
- Network and school administration may review files and communications to ensure appropriate use.

Roles and Responsibilities of Parents/Guardians

- Partner with the District to teach students to use technology safely and appropriately.
- Model appropriate use of technology resources and accounts, including maintaining data privacy.

Examples of Acceptable Use Include (but are not limited to):

- Use the provided school network/email account in an ethical, responsible, and legal manner for school related tasks that are consistent with the educational objectives of the Boone County Schools.
- Maintain the privacy of personal information such as name, address, phone number, account passwords, social security numbers, and respect the privacy of others.
- Use online/network resources (including email) as instructed and for educational purposes.
- Store and share only appropriate student work and instructional media in provided storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.



Examples of Unacceptable Use Include (but are not limited to):

- Access, send, and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully waste limited resources or use them for non-academic purposes - (file storage, printing, bandwidth).
- Use or share another person's username or password, or share your username and password with others.
- Compromise the network and its settings in any way - (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion, or activities unrelated to school.
- Violate copyright laws or commit plagiarism including the copying of software, music, or other copyright protected files.
- Intentionally damage or steal district or personal technology-related property.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.
- Teachers friending and/or following students on social media used for personal purposes.
- Obtain network/Internet/program access using another user's personal login credentials.

Personally-Owned Devices Connected to the District Network

Students meeting building requirements and having a signed Acceptable Use Form (page 1) may be allowed to connect their personally-owned devices to the district provided Internet. Internet access via the district network will be filtered, monitored, and will require students to log in using their district credentials. Parents/Guardians are responsible for what students may access through any non-district wi-fi or cellular connections. The District is not responsible for service, support, damage to, or loss of personal devices. Students are expected to use devices for educational purposes and only with consent of school staff.

Online Activity

Internet-based resources that can enhance educational activities are growing in number each day. The District may provide access to sites or tools that support communication and collaboration with others in addition to general productivity. Students are reminded to communicate appropriately and safely via these resources and that communication may be monitored. **Use of any website outside of the district's control is subject to their terms of use and may require specific permission in addition to the Acceptable Use Form (page 1).**

Online activity is filtered using Lightspeed Systems Web Filter. When students are logged into Chrome using their school credentials, all online activity is filtered using Lightspeed Systems Web Filter. This applies to all devices whether school owned or otherwise that a student may log into: district device, home device, device at the public library, etc.

Violations of the Acceptable Use Policy

Upon enrollment, all students will have access to a user account, where they will be given network access, an email account, and network storage space. Students who violate the Acceptable Use Policy (08.2323) or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.



Consent for Use

By signing the form, Acceptable Use Form (page 1), you hereby accept and agree that your child's rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Violation of the Acceptable Use Policy

Upon enrollment, all students will have access to a user account, where they will be given network access, an email account, and network storage space. Students who violate the Acceptable Use Policy (08.2323) or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.

