



# **Student Discipline Guidelines**

**Revised June 2017**

The Bowling Green Independent School District  
Provides equal educational and employment opportunities.





*"Excellence is Worth  
the Effort"*

The Bowling Green Independent Board of Education does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the Educational Amendments of 1972 (P.L. 92-318), not to discriminate in such a manner. Further, the Board of Education does not discriminate on the basis of disability, in treatment, admission or access, to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504, nor does the Board of Education discriminate on the basis of race, color, national origin, as required by Title VI of the Civil Rights Act of 1964, nor does the Board of Education discriminate on the basis of age, religion, or marital status, in the educational programs or activities it operates.

Any person having inquiries concerning the Bowling Green Independent School District's compliance with any of the above may contact the following persons who have been designated to coordinate efforts to comply with these laws:

Gary Fields, Superintendent  
D. G. Sherrill, Director of Pupil Personnel  
Bowling Green Board of Education  
1211 Center Street  
Bowling Green, KY 42101  
Telephone: (270) 746-2200

Inquiries about these laws may also be made to the Department of Education, Office for Civil Rights, 61Forsyth St., Atlanta, GA 30303.

*Bowling Green Independent School District*

**STUDENT DISCIPLINE GUIDELINES**

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To the Students and Parents of the Bowling Green Independent Schools:

As we begin another outstanding school year in the Bowling Green Independent School District, we are looking forward to establishing an important partnership between the staff, students, and parents. That partnership begins with a clear understanding of the expectations we have as a school district for each of our students. You will find those expectations clearly outlined in this document. I encourage students and parents to take time to review this very important information.

The Student Discipline Guidelines govern all aspects of student conduct. A few important themes are:

- Maintaining an atmosphere for learning which is protected from interruption and harassment.
- Providing you and other students, along with your parents, with written regulations of the school with additional information concerning the possible penalties for violations of these regulations.
- Providing uniformity of approach and due process procedures.

We appreciate your continued support of our schools and your commitment to creating a safe and secure learning environment for all students. Everyone in the Bowling Green Independent School District is looking forward to an outstanding school year.

Sincerely,



Gary Fields  
Superintendent

# **BOWLING GREEN CITY SCHOOLS GOALS & EXPECTATIONS**

## **Building Relationships**

- I will get to know my students.
- I will give and earn respect among students, parents, and peers.
- I will be a “Fred” every day.
- I am proud to be part of the Purple Family.

## **Engaging Students**

- I will actively involve students in their learning.
- I will provide “stretch learning” for all students.
- I will help students monitor their own learning.

## **Teaching 21<sup>st</sup> Century Skills**

I will help my students develop the following:

- Global Awareness
- Innovation
- Critical Thinking Skills
- Communication Skills
- Collaboration Skills
- Technology Skills

## **Personal and Professional Growth**

- I will participate in professional dialogue.
- I will stay current with best practices.
- I will balance my personal and work time.
- I believe that excellence is worth the effort!

## **Daily Reflection**

What did I do today to build relationships with students?

What did I do to become a better professional?

What did I do today to help a colleague?

What will I do better tomorrow?

## **MISSION**

Building on a tradition of excellence, Bowling Green Schools lead the way in education for all.

## **PROCEDURES FOLLOWED IN DEVELOPING DISCIPLINE GUIDELINES**

In order to ensure that the discipline guide represents the needs of the Bowling Green Independent District, the following procedural steps were used in the development of the guidelines:

1. The local Superintendent appointed a Discipline Guidelines Committee for the purpose of developing discipline (Broad Base Committee).
2. A review was conducted regarding the Kentucky Department of Education Guidelines, to study existing discipline policies and examples from other school districts and states.
3. Discipline Guidelines Committee developed the discipline guidelines and submitted to the Superintendent for review.
4. After review and corrections, the Superintendent submitted to the Board of Education for approval.
5. After approval by the Board of Education, the guidelines were sent to the Kentucky Department of Education for review.
6. Upon completion of the review by the Kentucky Department of Education, the local Superintendent was notified of approval or changes that need to be made in the guidelines.
7. The approved discipline guidelines are distributed to all students and parents.
8. The discipline guidelines shall undergo an annual review by the Board of Education.

## **PROCEDURES FOR ANNUAL ORIENTATION (STUDENTS, PARENTS AND TEACHERS)**

In order for students, parents and teachers to be aware of the Student Discipline Guidelines, the following is recommended:

1. The Principal shall acquaint all teachers under his/her charge with the entire Discipline Guidelines on the first Professional Day of the new school year.
2. Within the first week of school, preferably the first day, that the student is present, the Discipline Guidelines shall be discussed in detail with the students. This should be accomplished in a manner appropriate to the age group (elementary classrooms on the elementary level and homerooms at the Jr. High and High School).
3. A copy of the Discipline Guidelines shall be available at the first P.T.O./P.T.A. meeting.

## **PROCEDURES FOR ANNUAL REVIEW**

The Board of Education requires that all schools review the Student Discipline Guidelines on an annual basis.

The following form is recommended:

1. The principal of each school after consulting with parents, teachers and others as appropriate may review and submit recommendations during the month of April. These recommendations for changes are to be submitted to the Director of Pupil Personnel for compilation no later than May 1, of each school year.
2. The Director of Pupil Personnel shall compile the results of these reports and submit to the Superintendent for review during the month of May.
3. The Superintendent shall review the summary of actual recommendations and where applicable recommend the Board of Education to implement the changes at the regular meeting of the Board of Education in June.

### **APPLICATION OF STUDENT DISCIPLINE GUIDELINES**

The Student Discipline Guidelines provides for consistent treatment for all pupils, fairness as required by Constitutional due process and clearly understood rules, and which encourages behavior that will enable the pupils to develop to their fullest potential. Students will be responsible for the Student Discipline Guidelines in school, on the way to or from school, and at activities sponsored by or related to school and on school buses.

A primary responsibility of the teacher shall be to promote desirable discipline through creative and engaging teaching.

It is expected that sound, fair, and equitable judgement should be considered by pupils, teachers, principals, parents/guardians, and others in applying the principles of these Student Discipline Guidelines. These policies apply to all students in the Bowling Green City School District.

### **PERSONNEL AUTHORIZED TO ADMINISTER**

School Board Policy states that pupils, parents and/or legal guardians shall be informed by appropriate means of rules, regulations and procedures which govern their behavior in the Bowling Green Independent School District.

In compliance with the School Laws of Kentucky, all pupils admitted to attend schools in the Bowling Green Independent School District shall comply with the rules and regulations for the government of the schools. The teachers, administrators and other school personnel have control over pupils whether in school or on the way to or from school. Pupils may be suspended from attending school and may be expelled by the Board of Education.

KRS 161.180, which pertains to the supervision of pupils' conduct, states:

- (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 pursuant to KRS 160.290 for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, on school sponsored trips and activities, and off school property if the conduct has a significant connection with school.
- (2) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may use teacher's aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties, including, but not limited to recreational activities and athletic events relating to the supervision and control of the conduct of the pupils. While so engaged, such teacher's aides shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

## MECHANISM FOR ADMINISTRATION

1. Any certified employee of the Bowling Green Board of Education is authorized to administer the Student Discipline Guidelines in situations where the students involved are under their supervision.
2. Corporal punishment as a penalty or punishment for student misbehavior is prohibited.
3. For infractions involving suspension or expulsion, the incident shall be reported to the building principal for investigation and follow-up.
4. If a student exhibits behavior that endangers self or others, supervised seclusionary time out and/or safe physical management strategies may be employed. District policy and related procedures addressing physical restraint and seclusion may be accessed by contacting the Dir. of Pupil Personnel and/or Special Education Director at the Bowling Green Board of Education.

## RIGHTS AND RESPONSIBILITIES

The Bowling Green Board of Education believes each student should accept corresponding responsibility with each student right appropriate to the rules and regulations of the Board. This includes the responsibilities of following rules and respecting the authority of adults whose jobs are to ensure a successful education for many and not just one individual.

In light of this concept it follows that students at different ages and grade levels will exercise their rights differently; the younger the child, the greater the need for adult guidance and protection.

### Students' Rights

STUDENTS HAVE THE RIGHT TO:

1. An appropriate public education which maintains high educational standards and meets the need of individual pupils.
2. Notification of information pertaining to regulations and policies which pertain to their public school experiences.
3. Reasonable physical protection and safety of their personal property.
4. Consultation with teachers, counselors, administrators, and other school personnel.
5. Participate in state organizations and seek and hold office in those organizations at the local, state, and national levels.
6. The examination of their own personal school records. Students under the age of eighteen (18) are required to obtain parental/guardian approval for this examination.
7. Involvement in school activities without being subject to any form of discrimination.
8. Respect from other students and school personnel.
9. Presentation of suggestions and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their suggestions and grievances.

### Students' Responsibilities

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Exhibit responsible behavior and to practice self-control.
2. Show courtesy and respect for the rights and property of others.
3. Exhibit neatness, cleanliness, and appropriate dress.
4. Refrain from any activity that is disruptive to the educational process.
5. Refrain from any illegal activity.
6. Refrain from any activity that could cause injury to another person.
7. Be punctual and regular in school attendance.
8. Give attention to classroom instruction, to complete assigned work, and to perform to the best of his/her ability.
9. Refrain from the use of tobacco.
10. Show respect for all school property.
11. Adhere to school regulations and board policies and to show respect for all school personnel.
12. Adhere to District Transportation policies; with the understanding **that riding the bus is a privilege that can be withdrawn.**
  - a. Observe same conduct as in the classroom.
  - b. Be courteous and respectful; use no profane language.
  - c. Not eat, drink or chew gum on the bus, except when expressly permitted on out of town trips.
  - d. Keep the bus clean and stay in their seat.
  - e. Cooperate with and follow rules established by the driver.
  - f. Not smoke, or possess tobacco products.

- g. Not be destructive.
  - h. Keep head, hands and feet inside the bus.
  - i. Sit in seats assigned by the bus driver if requested.
  - j. Not carry or use weapons or dangerous instruments.
  - k. Not possess illegal substances or paraphernalia.
  - l. No pets or animals of any kind.
  - m. No balloons or glass containers.
  - n. Can only bring items that can be held in a student's lap.
  - o. No cell phone use on the bus *unless* permitted by driver.
  - p. music and games can be used with one earphone and low volume.
13. All students must be aware of the importance of responding immediately to threats of violence or statements of violent intent by fellow students. If any student tells you they intend to engage in an act of violence toward another individual, or if you overhear a threat of violence, it is your duty to immediately report that threat to a teacher, counselor or school administrator. **Your prompt action could prevent a tragedy, and protect the lives of your friends, classmates, or teachers.**
14. Follow procedures for emergency drills or actual emergencies.

### Parents/Guardians' Rights

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

1. Send their child to a school where learning is valued.
2. Expect that disruptive behavior in the classroom will be handled fairly, firmly, and quickly.
3. Enroll their child in regularly scheduled classes with minimal interruptions.
4. Expect the school to maintain high academic and accreditation standards.
5. Examine their child's personal school record.
6. Address grievances concerning their child to the proper school authorities and to receive a prompt reply.  
Generally the building principal or assistant principal is the proper school authority.

### Parents/Guardians' Responsibilities

#### PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

1. Instill in their child the value and necessity of an education.
2. Instill in their child a sense of responsibility.
3. Assist their child in understanding the need for a positive school learning environment free from unnecessary interruptions.
4. Become familiar with the educational programs, policies (e.g., confidentiality), and procedures of the Board of Education.
5. Inform their child about the disciplinary procedures of the school and to emphasize the importance of obeying them.
6. See that their child is prompt and regular in attendance, and to report absences to proper school officials.
7. See that their child arrives and is picked up from school on time.
8. Inform proper school officials of concerns pertaining to disciplinary procedures.
9. Demonstrate respect for all school personnel at school and school-related activities.
10. See that their child is clean and appropriate in personal hygiene and attire.
11. Be concerned for the overall progress of their child and have all immunizations, health requirements up-to-date.

### Teachers' Rights

#### TEACHERS HAVE THE RIGHT TO:

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

## Teachers' Responsibilities

### TEACHERS HAVE THE RESPONSIBILITY TO:

1. Present subject matter and experiences to students and to inform students and parents/guardians of achievement and/or problems.
2. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
3. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
4. Evaluate student's assignments and return them as soon as possible.
5. Exhibit exemplary behavior in action and speech.
6. Exhibit neatness and cleanliness of personal dress and hygiene.
7. Reward exemplary behavior or work of students.
8. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
9. Recommend for retention in a class any student who fails to meet the basic standards for such class.
10. Maintain necessary records of student progress and attendance as accurately as possible.
11. Follow and enforce rules and regulations of the Board of Education and/or school administration.

## Principals' Rights

### PRINCIPALS HAVE THE RIGHT TO:

1. The support of the students, parents and teachers in carrying out the educational programs and policies established by the school system.
2. Provide input for the establishment of procedures and regulations that relate to the school.
3. Safety from physical harm and verbal abuse.
4. Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
5. Suspend any student whose conduct disrupts the educational process.
6. Administer the school environment to provide the proper learning atmosphere.

## Principals' Responsibilities

### PRINCIPALS HAVE THE RESPONSIBILITY TO:

1. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
2. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so, use his/her own best judgement.
3. Exhibit exemplary behavior in action, dress, and speech.
4. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, State, and Nation.
5. Direct a program of dissemination of information explaining the Student Discipline Guidelines to the school community.

## STUDENT ASSISTANCE PROGRAM

1. Principals may refer students for individual or group sessions to the District Psychologists; or Lifeskills Referral or similar agency.
2. Principals may refer students to the school's Family Resource Center for assistance.

## **ATTENDANCE**

Attendance is essential to school success. Students and parents should make every effort to ensure prompt and regular student attendance to maximize learning opportunities.

## EXCUSED ABSENCES AND TARDIES

An excused absence or tardy for which tests and assignments may be made up includes the following:

1. Death or severe illness in the student's immediate family
2. Illness of the student
3. Documented military leave
4. One (1) day prior to departure of a parent/guardian called to active military duty
5. One (1) day upon the return of a parent/guardian from active military duty
6. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
7. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Note: Students may be allowed up to 10 excused absences/tardies per year for qualifying reasons with a written parent or medical provider note. After 10 absences or tardies in any school year, whether excused or unexcused, the student must provide a medical provider note in order for the absence/tardy to be excused. All parent and medical provider notes must be presented the next day the student is present. In addition to a medical provider note, the student may be required to present the Bowling Green City School's Medical Excuse Form completed by the student's medical provider before any absence/tardy beyond 10 will be excused. This form is available at each school or the Central Office.

### UNEXCUSED ABSENCES AND TARDIES

Skipping school, suspension from school and absence from school for an unauthorized reason will be considered an unexcused absence/tardy. Tests and assignments missed during an unexcused absence/tardy cannot be made up.

### TRUANCY

A student who has been absent or tardy from school without a valid excuse for three or more days is considered a truant. A student who has been reported as a truant two or more times is a habitual truant. Students reaching the status of a habitual truant can expect a home visit from a school district official. Continuing absences or tardies will result in referral to the court system.

## **BOWLING GREEN INDEPENDENT SCHOOL DISTRICT DISCIPLINARY RULES AND REGULATIONS**

In compliance with the School Laws of Kentucky, all pupils admitted to attend schools in the Bowling Green Independent School District shall comply with the rules and regulations for the government of the schools. These rules apply to student conduct whether in school, on the way to or from school, or while in attendance at school-sponsored functions. School personnel are permitted to use their discretion within the guidelines set out below in implementing and enforcing these rules.

### LEVEL I MISBEHAVIOR

Examples:

1. Inattentiveness; whispering while teacher is instructing, passing notes in class; out of seat while teacher is instructing; talking in class as teacher is instructing;
2. Utilizing personal technology devices without teacher/administrator approval;
3. Talking back to teacher or other school personnel; being disrespectful, rude, or discourteous;
4. Not completing homework assignment; failure to carry out instructions of the teacher;
5. Tardiness to school or class; (classified LEVEL II –BGJrH and BGHS)
6. Absenteeism; (classified LEVEL II –BGJrH and BGHS)
7. Misrepresenting facts;
8. Throwing objects in class or on school premises; littering; running in halls during class break or change of class; yelling or making other loud noises in hall or class;
9. Gum chewing and candy not allowed; selling of gum, candy, etc.;...(This shall be a School Council decision);
10. Loitering;
11. Violations of Transportation policies;
12. Violation of school dress code; (In some instances this could be considered a Level II Offense)

13. Violation of Acceptable Use Policy (AUP) pertaining to technology. (In some instances this could be considered a Level II or Level III Offense)

#### PROCEDURES IN HANDLING VIOLATIONS OF LEVEL I CATEGORY

Discipline problems which are of a relatively minor nature are handled by the classroom teacher or building administrator who may use a variety of methods including the following:

1. Verbal warning/reprimand;
2. Individual conference;
3. Notifying parents; (telephone or letter)
4. Temporary isolation within the classroom;
5. Referral to counselor;
6. Temporary withdrawal of privileges (including suspension from the bus);
7. Assigning work;
8. Detention;
9. Alternate Learning Center (ALC) Placement.

#### LEVEL II MISBEHAVIOR

Examples:

1. Repeated Level I misbehavior;
2. Smoking;
3. Use of profanity, vulgarity or obscene gestures (can also be Level III offense);
4. Fighting; (can also be a Level III offense depending on severity).
5. Gambling;
6. Excessive tardiness or absenteeism;
7. Skipping Class;
8. Possession and/or use of tobacco products or electronic cigarettes;
9. Violations of Transportation policies;
10. Leaving class without permission;
11. Scuffling, horseplay or name-calling;
12. Cheating;
13. Bullying (can also be Level III offense);
14. Not complying with emergency drill procedures (can also be Level III offense);
15. Improper displays of affection.

#### PROCEDURES IN HANDLING VIOLATIONS OF LEVEL II CATEGORY

Staff members make referral to administrator. The administrator may make suggestions to the staff member or decide to take corrective intervention, which may include one or more of the following options:

1. Student conference;
2. Parent conference;
3. Detention;
4. Alternate Learning Classroom (ALC) Placement;
5. Referral to Alternatives to Suspension Program, (Grades 4-9);
6. Short-term suspension; 1-5 days (including suspension from the bus);
7. Referral to alternate school governance council for placement in an alternative school program;
8. Notify proper law enforcement agency.

#### LEVEL III MISBEHAVIOR

Examples:

1. Repeated Levels I or II misconduct;
2. Willful disobedience or defiance of the authority of the teachers, administrators or other school personnel;
3. Assault or battery or abuse of other students or school personnel;
4. The threat of force or violence **or statements of violent intent**; including gang or gang like activities;
5. Furnishing, selling, possession, or being under the influence of alcohol, drugs or unauthorized substance, possession of drug paraphernalia, "look alike drugs" or synthetic drugs;
6. Furnishing or selling prescription or over-the-counter drugs to other students;
7. Any misuse of prescription drugs;
8. Stealing or destruction or defacing of school property or personal property;

9. The carrying or use of weapons, simulated or look alike weapons or dangerous instruments;
10. Leaving school campus without permission; (Level III for Elementary Schools if notification of law enforcement agency is necessary);
11. Bomb threats;
12. Exposing oneself indecently;
13. Harassment based on sex, race, color, national origin, sexual orientation, disability, religion, or age; This includes but is not limited to offensive language and/or inappropriate touching;
14. Arson;
15. False fire alarm;
16. Other incorrigible conduct;
17. Prohibited possession and/or use of cell phones and/or other electronic devices without express permission of the principal; Prohibited use includes but is not limited to audio and video recording.
18. Possession or use of fireworks.

#### PROCEDURES IN HANDLING VIOLATIONS OF LEVEL III CATEGORY

The student is referred to the administrator for disciplinary action. The administrator must meet with the student and conduct an investigation. Parents are to be notified of the infraction and consequence. Generally these infractions are so serious that they will result in immediate removal of junior high or senior high students from school. Due to age and maturity as well as other mitigating circumstances, administrators at the elementary level may choose appropriate options stated in Level II category.

Administrator may choose one or more of the following options:

1. Appropriate options stated in Levels I or II;
2. Referral to Alternatives to Suspension Program (ASP) (Grades 4-9);
3. Suspension: 1-10 days;
4. Notify proper law enforcement agency;
5. Referral to alternate school governance council for placement;
6. Suspension or withdrawal of bus privileges;
7. Initiate expulsion proceedings.

#### SCHOOL BUS RULES & EXPECTATIONS

All students are expected to adhere to the District Transportation policies with the understanding that ***riding the bus is a privilege that can be withdrawn.***

Rules for riding the bus include but are not limited to:

1. Observe same conduct as in the classroom, including the dress code;
2. Be courteous and respectful, no profane language;
3. Do not eat, drink or chew gum on the bus, except when expressly permitted on out of town trips;
4. Keep the bus clean;
5. Cooperate with and follow rules established by the bus driver;
6. No smoking or possession of any tobacco (including electronic cigarettes);
7. Do not damage or vandalize seats or any other part of bus;
8. Stay seated;
9. Keep head, hands, and feet inside the bus;
10. Sit in seats assigned by the bus driver if required;
11. Weapons or dangerous instruments are not allowed on bus;
12. Do not possess illegal substances or paraphernalia;
13. No pets or animals of any kind;
14. No balloons or glass containers;
15. If an allowed item is brought on the bus, it must be held in the student's lap;
16. No cell phone use on bus unless permitted by driver;
17. Music and games can be used with one earphone and low volume.

## **ASSURANCES**

1. Non-discrimination; (See non-discrimination page at the beginning of this handbook.)
2. Due Process;

Due process shall include the appropriate hearings and reviews and, in all cases, the rights of individuals will be ensured and protected.

3. Appeal Procedures:

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

- a. If the problem is related to the classroom/school, the parent/guardian will contact the principal to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
- b. If this conference does not resolve the situation, the teacher and/or parent will arrange for a conference with the principal or his/her designee with a minimum of delay.
- c. If the problem is not related to the classroom the parent will contact the principal directly.
- d. If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with the Superintendent or his/her designee.
- e. The parent may appeal in writing to the Superintendent.
- f. The Board shall have the option to hear or not to hear the complaint. The complaint may be written or oral.

## **DISTRICT POLICIES ON SPECIAL ISSUES**

### **DISCIPLINARY PROCEDURE PERTAINING TO SPECIAL EDUCATION STUDENTS**

The behavior of students with disabilities and students who have been referred for evaluation for possible special education and related services should be considered during Admissions and Release Committee (ARC) meetings. Special considerations may need to be given when dealing with disciplinary problems of students with disabilities.

The due process procedures for suspensions are the same for all students and are outlined in the Student Discipline Guidelines. Suspensions of less than ten (10) days in length, which are utilized as temporary discipline measures (if the suspension is for a minor infraction and no further disciplinary action is planned), do not require an ARC meeting unless requested by the parent or principal or other service providers. Furthermore if a child with a disability is suspended more than 10 days or expelled, education services shall not cease completely. In situations where expulsion is recommended, all ARC procedures must be followed, and it must be clearly documented that the behavior problem was not related to the student's disability. (See *Policies and Procedures for the Implementation of Programs for Children and Youth with Disabilities*.)

### **CORPORAL PUNISHMENT**

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

### **SAFE PHYSICAL MANAGEMENT**

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous objects under the control of a student; or to protect property from serious harm. District policy and related procedures addressing physical restraint and seclusion may be accessed by contacting the Dir. of Special Education or Dir. of Pupil Personnel at the Bowling Green Board of Education.

References: KRS 160.290 KRS 160.340 KRS 161.180 KRS 503.110

### **SUSPENSION AND EXPULSION**

All pupils admitted to the Bowling Green Independent School District shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the 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, drugs, drug paraphernalia, or "look-alike" drugs; stealing or destruction or defacing of school property or personal property; the carrying or use of weapons, look alike weapons, or dangerous instruments, or other incorrigible conduct on school property as well as off school property, at school sponsored

activities, and off school property if the conduct has a significant connection with the school constitutes cause for suspension or expulsion from school.

1. Suspension

- a. A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:
  - (1) The pupil has been given oral or written notice of the charge or charges against him which constitute cause for suspension;
  - (2) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
  - (3) The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.
- b. These due process procedures shall precede any suspension from the common 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 practicable, but no later than three (3) school days after the suspension.
- c. The superintendent, principal, assistant principal, or head teacher of any school may suspend a pupil but 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.

2. Expulsion

- a. The 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 an opportunity to have a hearing before the board. The decision of the board shall be final.
- b. Expulsion proceedings:
  - (1) The principal shall notify the superintendent, through the director of pupil personnel of the necessity for a disciplinary hearing with the Board in writing.
  - (2) The Board shall mandate that a specific, complete and detailed, written report be presented to the director of pupil personnel by the school principal concerning the violation of the regulations for pupil behavior.
  - (3) The superintendent, through the director of pupil personnel, shall cause notice to be given to the parent or legal guardian of the scheduled date, time and place of the hearing, specific charges against the pupil, names of witnesses, who may testify against the pupil, and other relevant data.
  - (4) The pupil and/or parents, legal guardian and others on the pupil's behalf shall also be given the opportunity to present oral or written testimony at the hearing.
  - (5) In a disciplinary hearing before the Board, the following procedures shall be observed:
    - a) The hearing shall be taped and all witnesses shall be sworn.
    - b) The director of pupil personnel shall introduce or present the pupil and/or parents, legal guardian or others on the pupil's behalf to the Chair of the Board.
    - c) The Board Chair shall open the hearing by citing reasons for the hearing.
    - d) The Board attorney shall summarize the statute involved, the evidence and investigation compiled and informal proceeding to be followed.
    - e) The staff shall be given an opportunity to present information pertaining to the case.
    - f) The pupil and/or parents, legal guardian or attorney shall be given an opportunity to state their case and to present pertinent information on the pupil's behalf.
    - g) The Board Chair or presiding officer may open the meeting for discussion in a question and answer exchange.
    - h) The Board shall caucus in private to consider the case and reach a decision.
    - i) The Board Chair shall report the decision to participants in the hearing process which may include expulsion, or expulsion with educational services, return to regular school, ASP, or referral to The Academy at Eleventh St.
    - j) A written copy of the decision of the Board shall be mailed to the pupil and his/her parents.
    - k) Members of the press and public shall be barred from these hearings, unless an open hearing is requested by the parents and/or legal guardian.
    - l) Upon written request a hearing may be held by the Board for readmission of an expelled student. After such hearing the Board may grant the expellee re-admission into the Bowling Green City Schools.

## SEARCH AND SEIZURE

1. A student's person or property may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or a school violation.
2. A general inspection of school properties or items on school property such as lockers and desks may be conducted on a regular basis. Drug-sniffing dogs and hand held metal detectors may be used to locate evidence of an illegal act or a school violation.
3. Factors limiting the reasonableness of a search:
  - a. The nature of the place to be searched.
  - b. The age of the student.
  - c. The purpose of the search.
4. Contraband seized may be destroyed or turned over to law enforcement.

## ADMINISTRATION OF MEDICATIONS

All prescription medications and over-the-counter medications must be turned in to the office for dispensing by authorized personnel in their original packaging. Students are not permitted to transport medicines to school or to carry medications of any type on their person while at school or during any school-sponsored activity. Medication shall be delivered to the school by a parent/guardian and proper documentation signed at the school in order for the medication to be administered. If medical documentation is provided by the parent/guardian supporting the need for a student to carry a medical device and/or medication on their person, the principal or assistant principal may grant permission.

## CRIMINAL VIOLATIONS

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

## TELECOMMUNICATION DEVICES / CELL PHONES

The school council in each school shall establish school policy concerning the possession and use by students of telecommunication devices/cell phones on school property or while attending school sponsored or school-related activities whether on or off school property.

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Cell phone usage-Students will not be allowed to use a cell phone to access 3/4 G Internet access while on school campus. No use of "Mi-Fi" personal hotspot "Wi-Fi" on school property to set up personal Wi-Fi networks over 3/4 G cell telephone networks for direct internet access.

Students shall not utilize a telecommunication device/cell phone or similar electronic devices in a manner that would violate the District's Acceptable Use Policy (AUP) or procedures or the District's Student Discipline Guidelines.

## COMPLAINT PROCEDURE FOR DISCRIMINATION, HARASSMENT AND BULLYING

Everyone in the Bowling Green Independent School District has a right to feel respected and safe. Consequently, the Bowling Green Independent School District prohibits discrimination and harassment because of sex, race, color, national origin, sexual orientation, disability, religion, or age. Bullying is also prohibited.

A harasser may be a student or an adult. Harassment may include, but is not limited to, the following when related to sex, race, color, national origin, sexual orientation, disability, religion, or age:

- name calling
- pulling on clothing
- notes or cartoons
- offensive or graphic posters or book covers
- violent acts
- graffiti
- unwelcome touching of a person or clothing

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

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

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

Examples of bullying include/but are not limited to:

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl
- Spreading rumors about someone
- Gesturing or communicating orally, in writing, or electronically (by telephone, Internet or other electronic means) in a manner that causes the victim to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication
- Leaving someone out on purpose or trying to get other students not to play with someone

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

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

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

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

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

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

The School District's Coordinators for Title VI, Title IX, and Section 504 are:  
Patty McDougal, Dir. of Special Programs and D. G. Sherrill, Dir. of Pupil Personnel  
Bowling Green Board of Education  
1211 Center Street  
Bowling Green, KY 42101  
Ph. (270) 746-2200

## Notification of FERPA Rights and Child Find for Children with Disabilities in Need of Special Education Services

Distribute this notice annually to parents and students.

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

- 1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

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

- 2) ***The right to request the amendment of the student’s 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 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 them of their right to a hearing regarding the request for amendment. Additional information regarding the 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 disclosure 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 special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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 or to other entities authorized by law.

- 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  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## DIRECTORY INFORMATION

The Superintendent/designee is authorized to release Board-approved student directory information.

Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before August 30 of each school year or within 30 days of enrolling in the school district if enrollment is after the first day of school.

The Bowling Green Independent School District keeps educational records in a secure location in each school and Board office.

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

## CHILD FIND

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

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

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

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

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

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

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

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

If you know of a child who lives within the boundaries of the Bowling Green Independent School District, who may have a disability, and may need but is not receiving Special Education services, please send the information to:

**Director of Special Education  
Bowling Green Independent Schools  
1211 Center Street  
Bowling Green, KY 42101  
Ph. 270-746-2200**

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

Written *Policies and Procedures* have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “*Child Find*” activities. There are copies in the Principal’s office of each school, and in the Board of Education Office. Copies of these *Policies and Procedures* may be obtained by contacting:

**Director of Pupil Personnel  
Bowling Green Independent Schools  
1211 Center Street  
Bowling Green, KY 42101  
Ph. 270-746-2200**

The District office is open Monday through Thursday, from 8:00 a.m. to 4:30 p.m., when school is in session.  
Fridays 8:00 a.m. to 4:00 p.m., and when school is not in session.

The Bowling Green Independent School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel* or the *Director of Special Education* or the Section 504 Coordinator at the address or phone number listed above for the Bowling Green Independent Schools.

#### ALTERNATE SCHOOL PLACEMENT

The Eleventh Street Academy School exists for those students who have demonstrated maladaptive behavior in the regular school program. It is expected that prior to referral the school has exhausted all remedies and strategies outlined in the district’s Code of Conduct or policies for all students. In cases of extreme misconduct, poor attendance, poor academic performance, or suspension, students may be hastened into the program.

To be considered for referral and placement the following criteria must be evaluated:

1. Whether or not the problem that exists is situational or chronic in nature.
2. Investigation of the incidents that led to the considered action of referral.
3. The attitude of the student toward school and others.
4. The home environment of the student and its impact on student’s behavior.
5. The predicted impact of placement as it would relate to preventing the student from dropping out of school.

Essentially the Alternative School Program will be considered an appropriate placement for students who exhibit, through the collection of the previous mentioned data, that they will not be successful in their current placement, and who demonstrate problems to such an extent that they are disruptive to the educational process of their peers. Only through a complete assessment of these various components can this determination be made. Prior to admission to the Alternative School Program, the following information must be presented:

1. A written account of the past behavior of the student, with documentation.

2. A written report of educational intervention actions and their results.
3. Complete academic and attendance records.
4. A list of strengths and weaknesses of the referred student.
5. A summary of the Eleventh Street Academy School Referral.

For Special Education Students this data must be collected for all referrals to the Admissions and Release Committee. Determination of placement into the Alternative School Program shall be made on the basis of the merit of individual referrals.

\*\*Special Education students admitted to the Alternative School Program must come through the SBARC Committee since this would be a change of placement for that student.

## **ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY: PROCEDURES AND GUIDELINES**

In accordance with Board Policy 08.2323, the following procedures and guidelines shall apply to the use of electronic resources by students, staff and guest users within the Bowling Green School District. Electronic resources are defined as computers, networks, INTERNET, electronic mail (email), audio equipment, VCR's laserdiscs players, televisions, telephones, etc. Independent access to any of these electronic resources by students will not be granted until a permission/agreement form, a copy of which is attached hereto, is signed by the student. If the student is under 18 years of age, the permission/agreement form must also be signed by the student's parent or legal guardian.

### Student Use

Access to electronic resources is to enhance the curriculum and is granted for educational purposes only. It is a privilege, not a right. Any use of electronic resources will be monitored for proper use and for achieving the academic objective. Teachers will supervise the use of electronic resources while they are utilized at school.

#### A. Internet Access

Student online activities may include research, online learning, or web 2.0 tools. These activities are monitored and filtered utilizing state provided technology to block as many inappropriate sites as possible. However, parents must understand that their child may encounter sexually explicit or other objectionable material. The student is responsible for not pursuing material that could be considered offensive. The school system has taken efforts to provide safe search sites to provide students with safe and educational material, such as: Microsoft Office 365 & One Drive, Google Apps for Education (GAFE minus email) and others now allow for student collaboration inside and outside of the school building. Parents/Guardians should also be aware the District will not be responsible or liable for student actions via personal devices during or beyond schools hours and should monitor their students accordingly.

#### B. Email Access

Email access will consist of individual student accounts except at the primary level and Grade 4. At the primary level and Grade 4, group email will be available. To extend learning time and opportunity, student access to email will be available outside the normal school day and away from school. However, parents must understand that email provides the ability to contact unknown people all over the world and that the school district cannot supervise their child's conduct regarding the use of email away from school. Students may encounter sexually explicit or other objectionable material. The student is responsible for constructing and sending email containing appropriate language and pertaining to appropriate subjects and for immediately reporting any inappropriate email received from another person. Student email access will expire when no longer needed at the District's discretion. Parents are encouraged to monitor their child's email usage.

#### C. Consent for Use

By signing the acknowledgement on page 23, 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.

#### D. Publication of Student Works

Prior to the publication of any student work, video, or images, a Parent/Guardian Permission Form must be signed by both the student and parent/guardian.

#### E. Internet Safety

The school district recognizes an increase in 21<sup>st</sup> Century Skills is vital to success of our students; schools are now using the Web 2.0 tools available on the Internet in a more exponential manner. The increased freedom online requires a more vital and active partnership between, parents, teachers, administrators, and community leaders to teach our students safe internet usage. Below are a few Internet Safety links that may be valuable to students and teachers:

[www.netsmartz.org](http://www.netsmartz.org)  
[www.staysafeonline.org](http://www.staysafeonline.org)

[www.common sense media.org/educators/curriculum](http://www.common sense media.org/educators/curriculum)  
[www.kycss.org/internetsaf.php](http://www.kycss.org/internetsaf.php)  
<http://www.bgky.org/police/Cyber-Safe-program>

#### F. Digital Storage

Network electronic (digital) storage is provided by the district in the form of home directories (H: drive) for all students and faculty/staff. However, this storage space is limited, and individuals using this storage space must be careful about recognizing the storage quota limitations. This online network storage is provided for school work, not personal photos or music. Media files for classroom use can be stored on SchoolPointe or Google Drive. Alternatives might be the use of portable flash (thumb) drives, cloud storage, or other portable electronic devices to hold personal or school related files.

Students and all faculty/staff who need 24/7/365 access to their digital files, or need access from multiple platforms (e.g. PC, Mac) are encouraged to use internet online storage resources (e.g. Microsoft Office 365 & One Drive or Google Apps for Education). Both of these resources are associated with their school network and email accounts for anytime/anywhere access to their documents.

#### Staff and Volunteer Use

The Board expects that all employees will learn to use administrative software, electronic mail, collaborative software, and telecommunications tools and apply them daily in appropriate ways in the performance of tasks associated with their positions and assignments. Toward that end, district employees are obligated to protect:

- the integrity of network security
- the accuracy of data on the network
- the confidentiality of student information residing on the network

Staff and volunteers are expected to use electronic resources in a professional manner. Any electronic use may be monitored for proper use. Accessing sexually explicit or other objectionable materials is expressly prohibited.

#### Prohibited Conduct for All Users

- Sending or displaying offensive messages or pictures
- Accessing or sending sexually explicit or other objectionable material
- Using electronic resources for prohibited or illegal activities
- Intentionally spreading embedded messages
- Using other programs with the potential of damaging or destroying programs or data
- Using obscene language
- Harassing, insulting or threatening others (Cyber bullying)

- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Sharing passwords or using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting storage resources and bandwidth or targeting network
- Employing the network for financial gain or political or commercial activity
- Using electronic resources to establish Internet email accounts through third party providers or any other nonstandard electronic mail system
- Attempting to or sending anonymous messages of any kind
- Obtaining and/or revealing personal information about any person for any unauthorized purpose
- Use of personal electronic equipment to access the Internet directly via commercial 3G/4G telephone service
- Use of personal electronic equipment to set up personal hotspot Wi Fi (Mi Fi) network to access the Internet directly via commercial 3G/4G telephone service

### Monitoring

The school district maintains the right to limit access to electronic resources by technical or human barriers. Network Administrators may review files and communications, including without limitation Internet and email communications, to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on local computers or school/district file servers, or district-sponsored web storage will be private. The content of certain files may additionally be subject to inspection by the public under open records laws.

### Sanctions

- Violations may result in a loss of privilege to use electronic resources.
- Violations may additionally result in disciplinary action at the building or the district level, including but not limited to employment termination or student expulsion, depending on the seriousness of the offense.
- When applicable, law enforcement agencies may be involved.



# 2017 - 2018 Calendar Preview



August 9	Opening Day for Students	February 19	President's Day
September 4	Labor Day Holiday	March 15-16	Mini Break
October 2-6	Fall Break	April 2-6	Spring Break
November 22-24	Thanksgiving Break	May 22	Primary Election Day
Dec. 18-Jan. 1	Winter Break	May 24	Last Day for Students
January 15	Martin Luther King, Jr. Day	May 25	Closing Day Staff

*If school is dismissed due to inclement weather, Feb. 19, March 15, 16, and/or May 24, 25, 2018 may be used as a make-up day.*

## School Directory

**T.C. Cherry**  
 1001 Liberty Avenue  
 Kory Twyman, Principal  
 (270) 746-2230  
 Fax (270) 746-2235  
 Family Resource Center  
 (270) 746-2234  
 Grades K-5  
 Preschool Program

**Dishman-McGinnis**  
 375 Glen Lily Rd.  
 Michael Wix, Principal  
 (270) 746-2250  
 Fax (270) 746-2255  
 Family Resource Center  
 (270) 746-2254  
 Grades K-5  
 Preschool Program

**W.R. McNeill**  
 1800 Creason Drive  
 Kelli Brooks, Principal  
 (270) 746-2260  
 Fax (270) 746-2265  
 Family Resource Center-  
 (270) 746-2264  
 Grades K-5

**Parker-Bennett Curry**  
 165 Webb Drive  
 Delvagus Jackson, Principal  
 (270) 746-2270  
 Fax (270) 746-2275  
 Family Resource Center-  
 (270) 746-2274  
 Grades K-5  
 Preschool Program

**Potter-Gray**  
 610 Wakefield Drive  
 Byron Darnall, Principal  
 (270) 746-2280  
 Fax (270) 746-2285  
 Family Resource Center  
 (270) 746-2284  
 Grades K-5

Gary Fields, Superintendent  
 Central Office, 1211 Center Street  
 (270) 746-2200 Fax (270)746-2205  
[www.bgreen.kyschools.us](http://www.bgreen.kyschools.us)

**Bowling Green Junior High**  
 900 Campbell Lane  
 Cynthia West, Principal  
 (270) 746-2290  
 Fax (270) 746-2295  
 Family Resource Center  
 (270) 746-2294  
 Grades 6-8

**Bowling Green High School**  
 1801 Rockingham Lane  
 Will King, Principal  
 (270) 746-2300  
 Fax (270) 746-2305  
 Family Resource Center  
 (270) 746-2304  
 Grades 9-12

**The Academy at Eleventh St.**  
 877 E. 11<sup>th</sup> Street  
 Marisa Duarte, Director  
 (270) 746-2321  
 Fax (270) 746-2325

The Bowling Green Independent School District provides equal educational and employment opportunities.









