

# Burkin Independent Schools

Since 1895



## STUDENT HANDBOOK

2018-2019

440 East Main Street  
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[www.burkin.kyschools.us](http://www.burkin.kyschools.us)

*Our Mission is to engage, enable, and empower students to become growing leaders for tomorrow.*

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## WELCOME FROM THE ADMINISTRATION

We would like to take this opportunity to welcome you to the Burgin School System. We hope that your years of association with Burgin School will be rewarding.

The information compiled in this handbook was prepared with the intention of helping all students and parents understand the educational opportunities available throughout the Burgin Independent Schools. This handbook will present you the rights and responsibilities of the parents, students and teachers in the Burgin Schools.

Students and parents should read this handbook carefully. It contains answers to many questions that parents and students may ask and should enable both students and parents to have a better understanding of this school.

We look forward to an exciting and productive year.

### THE ADMINISTRATION

Will Begley

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Superintendent

Chris LeMonds

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Principal

### NONDISCRIMINATION POLICY STATEMENT

Students, parents and employees of the Burgin Independent Board of Education are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disabilities in employment, educational programs, or activities as set forth in Title IX, Title VI, TITLE VII and Section 504. Any person having inquiries concerning the Burgin Board of Education nondiscrimination policy should write Phyllis Brown, P.O. Box B, Burgin, KY 40310 or call the Board of Education Office at (859) 748-4000.

ROBERT CLARK, Board Chairman

WILL BEGLEY, Superintendent

## BURGIN INDEPENDENT SCHOOLS 2018-2019 SCHOOL CALENDAR

Jul-18				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jan-19				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### First Nine Weeks

July 30 Teacher Professional Development Day  
July 31 Teacher Professional Development Day

Aug-18				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 1 Teacher Opening Day  
August 2 First Day for Students

August 29 Early Release-Dismissal at 1:30  
September 3 No School-Labor Day  
September 26 Early Release-Dismissal at 1:30  
October 1-12 Fall Break

Feb-19				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

### Second Nine Weeks

November 6 No School-General Election Day  
November 21-23 No School-Thanksgiving Break  
November 28 Early Release-Dismissal at 1:30  
December 19 Early Release-Dismissal at 11:15  
December 20-January 1 Christmas Break

Sep-18				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mar-19				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### Third Nine Weeks

January 21 No School-MLK Jr. Day  
January 30 Early Release-Dismissal at 1:30  
February 18 No School-President's Day  
February 27 Early Release-Dismissal at 1:30  
March 20 Early Release-Dismissal at 1:30  
March 25-April 5 Spring Break

18-Oct				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19-Apr				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### Fourth Nine Weeks

March 25-April 5 Spring Break  
April 24 Early Release-Dismissal at 1:30  
May 21 No School-Primary Election Day  
May 24 Early Release-Dismissal at 11:15  
May 28 Teacher Closing Day  
May 29 Teacher Professional Development Day  
May 30 Teacher Professional Development Day

Nov-18				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May-19				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec-18				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

19-Jun				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### **Administrators**

Principal	Chris LeMonds
Assistant Principal	Matt Grimes
Special Education Director	Angie Bragg
Athletic Director	Matt Vonderbrink

### **Administrative Support Staff**

Secretary	Erica Sexton
Bookkeeper	Mary Harlow

### **Burgin School's Site Based Decision Making Council**

Chair	Chris LeMonds
Elementary Teacher Representative	Tiffany Wilson
Middle School Teacher Representative	Stephanie Moulton
High School Teacher Representative	Theresa Brooks
Specials Teacher Representative	Nicole Short
Parent Representative	Scott Elder
Parent Representative	Amy Hart

### **Student Support Staff**

Guidance Counselor	Sarah Steele
Guidance Counselor	Travis Kern
FRYSC Coordinator	Sharon Perkins
Director of Pupil Personnel	Matt Grimes

### **Library Media Center**

Library Media Specialist	Emily Dartt
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### **Technology**

District Technology Coordinator School	Robbie Manning
Technology Resource Teacher	Emily Dartt

**BURGIN SCHOOL'S MISSION  
STATEMENT**

*“Engage, enable, and empower  
students to become growing leaders for tomorrow”*

**BURGIN SCHOOL'S VISION  
STATEMENT**

*“... to be a school where each student can develop to their fullest potential,  
teachers can teach to their potential, and expand learning opportunities for all”*

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## **RIGHTS AND RESPONSIBILITIES**

The United States Constitution provides for the protection and safeguard of all people. In this same vein there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following paragraphs outline both the rights and responsibilities of all participants.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

Students have the rights to the opportunity for:

1. An appropriate public education which maintains high educational standards and meets the needs of individual students.
2. Reasonable and timely notification of information pertaining to regulations and policies which pertain to their public schooling experiences.
3. Reasonable physical protection and safety of their personal property.
4. Consultation with teachers, counselors, administrators and other school personnel.
5. Free student elections for organizations within the school or their counterparts within the state and nation.
6. Examination of their personal school records in accordance with applicable law.
7. Involvement in all authorized school activities without being subject to discrimination on any basis.
8. Respect from other students and school personnel.
9. Presentation of complaints or grievances to school authorities and receipt of authoritative replies from school officials.
10. An orderly educational atmosphere conducive to learning where the discipline code is applied consistently.

Each student shall:

1. Be responsible for his or her personal conduct and for showing consideration for the rights and property of others.
2. Immediately report student threats to harm others to a teacher, counselor or school administrator.
3. Exhibit neatness and cleanliness of personal attire and hygiene.
4. Refrain from fighting, creating disturbances, excessive noise, denying others the use of school facilities or buildings, using or carrying any weapon on school premises, intentionally injuring another person or exposing others to harm or using threats or intimidation against any other person.
5. Refrain from using tobacco or using, possessing or transmitting any alcoholic beverages or illegal substance.
6. Refrain from gambling, extortion, theft or any other unlawful activity.
7. Show respect for the educational process by taking advantage of every opportunity to further his/her education.
8. Show respect for the educational environment by refraining from intentional or habitual tardiness or unexcused absences.
9. Practice self-control and control of voice and limbs.
10. Meet the requirements as set by District and/or school policies in order to participate in co-curricular and extracurricular activities.
11. Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.

## **PARENTS/GUARDIANS' RIGHTS AND RESPONSIBILITIES**

Parents/Guardians have the rights:

1. To send their student to a school with a positive educational environment.
2. To expect all disruptive behavior to be dealt with fairly, firmly and quickly.
3. To enroll their students in regularly scheduled classes with minimal interruptions.
4. To expect the school to maintain high academic and accreditation standards.
5. To review their child's academic progress and other pertinent information which may be contained in the student's personal school record.
6. To address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances.
7. In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information.

Parents/Guardians have the responsibility:

1. To provide for the physical needs of their children and to inform the school staff of any significant physical or emotional problems, chronic illnesses or concerns of their children which might affect the children's behavior and/or performance. In accordance with House Bill 530, parents should notify the school principal if their child has any medical condition which is considered a threat to the safety of the student or others in the school.
2. To prepare their children emotionally and socially to make them receptive to learning and discipline.
3. To encourage their children to develop proper study habits at home.
4. To understand and support school requirements, rules and policies, and to be knowledgeable to the consequences of violations by students.
5. To maintain contacts with the school staff through conferences, messages or appointments made through the school office.
6. To cooperate with, show respect for and lend support to the teachers, administrators and other school personnel.
7. To develop in their children positive self-concepts, self-reliance and self-discipline.
8. To communicate with their children about academic performance and behavior.
9. To see that children attend school regularly and promptly and to assure that assignments are completed.
10. To notify the school of any change in guardianship immediately by providing court-authorized documentation.
11. To pay all school fees by the end of the current school year.

## **TEACHER AND ADMINISTRATOR RIGHTS AND RESPONSIBILITIES**

Teachers have the right:

1. To expect support of their fellow teachers and administrators.
2. To work in a positive school environment with a minimum of disruption.
3. To expect all assignments, including homework, to be completed and turned in as assigned.
4. To provide safety from physical harm and freedom from verbal abuse.
5. To provide input to aid in the formation of policies that relate to their relationships with students and school personnel.
6. To take action necessary in emergencies to protect their own person or property and of those in their care.

Teachers have the responsibility:

1. To present the educational materials and experience appropriate to their course or grade level and to inform students and parents/guardians of achievement and progress.
2. To aid in planning a flexible curriculum which meets the needs of all students and maintains high standards of academic achievement.
3. To assist in the administration of such discipline as is necessary to maintain a positive learning environment throughout the school without discrimination on any basis.
4. To provide feedback on student assignments as soon as possible.
5. To exhibit exemplary behavior in action and speech.
6. To exhibit neatness, personal hygiene and professional dress.
7. To reward exemplary student work and/or classroom behavior.
8. To maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for all students.
9. To discipline any student who is misbehaving.
10. To recommend for retention in a class any student who fails to meet the basic standards in accordance with the Board of Education retention policy.
11. To maintain the necessary records of student progress and attendance as accurately as possible.
12. To follow and enforce rules and regulations of the Board of Education and/or school administration.
13. To diligently protect and care for the equipment and physical facilities of the school system.
14. To follow the Professional Code of Ethics for Kentucky School Personnel 704 KAR 20:680.

Principals have the right:

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

Principals have the responsibility:

1. To create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
2. To administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
3. To exhibit exemplary behavior in action, dress and speech.
4. To implement and evaluate all aspects of the education program to improve learning and comply with the policies, regulations, procedures and laws of the district, state and union.
5. When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency in accordance with KRS Chapter 158.150.
6. Notice of adjudication to the school principal shall be released by the principal to employees of the school having responsibility for classroom instruction of the child and may be released to other school personnel, but the information shall otherwise be confidential and shall not be shared by school personnel with any other person or agency except as may otherwise be required by law. The notification in writing of the nature of the offense committed by the child and any probation requirements shall not become a part of the child's student record. This is in accordance with KRS 610.345.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sport activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Burgin Independent School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup>. Burgin Independent School has designated the following information as directory information:

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

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<sup>1</sup> These laws are: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **Child Find for Children with Disabilities in Need of Special Education or 504 Services**

2018-2019 **Coordinator**

### **Child Find**

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

The Burgin Independent School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Burgin Independent School District may destroy the educational records of a child without parent request three (3) 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 Burgin 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.

Children 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 150%. 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 Burgin 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 Burgin Independent School District will make sure any child enrolled in its district who qualifies for Special Education 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 Burgin Independent School District find any child who may have a disability and need Special Education 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(s) of the parents 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 Burgin 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 Burgin Independent School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 748-5282 Ext. 111 or send the information to:

**Director of Special Education or Section 504 Coordinator  
Burgin Independent Schools  
440 East Main Street  
Burgin, KY 40310**

If you know of a child who attends a private or home school within the boundaries of the Burgin Independent School District, who may have a disability, and may need but is not receiving Special Education services, please call 748-5282 ext. 111 or send the information to:

**Director of Special Education  
Burgin Independent Schools  
440 East Main Street  
Burgin, KY 40310**

*“Child Find”* activities will continue throughout the school year. As part of these efforts the Burgin 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 and in the Board of Education office.

Copies of these *Policies and Procedures* may be obtained by contacting:

**Director of Pupil Personnel  
Burgin Independent Schools  
440 East Main Street  
Burgin, KY 40310**

The District office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

The Burgin 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, the

Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Burgin Independent Schools.

**\*\*Special education records will be destroyed five (5) years after a student graduates from high school.**

## IMPORTANT STUDENT POLICIES AND PROCEDURES

### ATTENDANCE POLICY

There is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

It should be emphasized that students are required by STATE LAW to attend school every day school is in session unless they have a justifiable excuse for their absence. Students attending high school are under Kentucky compulsory attendance law (KRS 159.150 - Any child who has been absent from school without valid excuse for more than six days is a habitual truant. Any child who has been reported as truant more than three times is a habitual truant).

1. If a student misses thirty or more minutes of a class period, he/she will be counted absent.
2. After an absence the student must present written parental verification of the reason for the absence to the office. At the discretion of the principal, oral verification may be required. During the school year, a maximum of six (6) attendance events may be excused by parent notes. A parent note may cover only one day's absence. Students have five (5) school days after the absence to turn in a parent note. All other attendance events will require a doctor's statement, court appearance verification, or funeral home documentation in order to be excused. Students have five (5) days to turn in doctor, court or funeral excuses. After the 10<sup>th</sup> absence excused by a doctor's statement, a medical excuse form must be completed for each additional absence in order for that absence to be excused. This form should be requested from the Director of Pupil Personnel or Guidance Counselor. Students have 20 school days following the initial absence to turn in a medical excuse form.
3. It is the student's responsibility to make up all work missed. If an absence is unexcused, the student shall receive a zero (0) for any and all grades recorded in each class on the date(s) of the unexcused absence. These zeroes will be added with other grades to determine the overall average for the course(s).
4. The parent/guardian will receive an attendance letter after the student has used six (6) parent notes to excuse absences. He/she will also receive an attendance letter after the student has accumulated the 4<sup>th</sup> unexcused attendance event, and a home visit to complete an at-risk survey will be conducted. On the 6<sup>th</sup> unexcused attendance event in a class, the parent/guardian will receive a final notice.
5. After six (6) UNEXCUSED attendance events, truancy charges/and or unlawful transaction with a minor may be filed with the Court.
6. The six (6) day provision described is not a license for students to miss a class up to 6 days.
7. Justifiable reasons for absences will include:
  - a. Illness that is verified by a written doctor's statement for total days missed. The statement must verify that the student was unable to attend school.
  - b. Death or severe illness in the immediate family verified by a written statement by parent or guardian.
  - c. Summons to court.
  - d. Failure of bus transportation. Missing the bus is no excuse.
  - e. School activities approved by the principal.
  - f. Emergency circumstances in the home will be considered by the Appeals Committee.

Leaving the school for personal business is **not** an excused absence.

8. It is extremely important that students and parents/guardians realize and understand that the six (6) days of attendance events per year, built into the attendance policy are not to be considered as approved days to skip classes, but rather they should be used only as indicated by this policy. Violation of the compulsory school attendance laws will still be handled by the normal channels and will not be affected by this policy.

### **Educational Enhancement Opportunity (EHO)**

Kentucky law specified that a student may be considered for an excused absence if the absence is deemed as an Educational Enhancement Opportunity. The following procedures will be followed to request approval:

1. Requests shall be submitted to the building Principal within five (5) days of the absence for consideration,
2. The proposed activity must have significant educational value, be intensive in nature and be directly related to the core subjects of English, Science, Mathematics, Social Studies, Foreign Language and/or Fine Arts,
3. A student may be approved up to ten (10) days per school year,
4. A student with three (3) or more unexcused absences will not be granted an Educational Enhancement Opportunity,
5. The building Principal shall use his/her judgment whether the request meets the criteria for approval,
6. Students will not be penalized academically for days approved as Educational Enhancement Opportunity,
7. Students shall be responsible to make arrangements with their teachers for all missed assignments,
8. Requests will not be approved during the state assessment window and/or the district-wide assessment window, and
9. A principal decision may be appealed to the Superintendent and then to the Board.

### **ABSENT FROM SCHOOL**

Whenever a student is absent or tardy to school (either excused or unexcused), he/she must report to the School Office to turn in a written excuse. This should be done before the first block the following day after a student is absent or as soon as the student gets to school if he/she is tardy.

### **VACATIONS**

Students are permitted to take vacations during school time provided they accompany their parents, and notification is given to the principal before the trip is taken. In such cases, they should take the following steps:

1. Complete a pre-excused absence form and submit it to the principal indicating the dates they will be absent. This form must be completed by the parent/guardian.
2. All school work must be made up as soon as possible after the student returns to school. The student will be given a "0" if the work is not made up.
3. Semester examinations may not be made up if missed due to vacations unless approved by the principal

Note: Days missed because of vacations do count toward the six (6) day attendance policy.

### **MAKE UP WORK**

When a student misses school, he/she can make up all work missed due to excused absences. It is the student's responsibility to make arrangements with his/her teachers for all make-up work on the day

he/she returns to school. Students have three (3) school days to make up work. All work not made up will be recorded as a "0". Furthermore, students should not be excused from classes to make up work. ESS is to be used for this purpose.

Work must be completed by the end of the grading period unless arrangements are made in advance with teacher approval. IEP's and 504 plans will supersede.

Any student who has been suspended from school will not be allowed to make up his/her work for the days he/she was suspended.

### **TARDY POLICY**

School begins at 8:00 a.m. If a student is not in the classroom and seated at 8:00 a.m., he/she is tardy. Students are given ample time to change classes. Students are expected to be in their room and seated by the time the tardy bell rings for each class. If they do not do so, they are tardy. Each student who is tardy will report directly to the room in which he/she has class. Students tardy to school must report to the office. See Discipline Code Handbook for penalties.

### **WITHDRAWAL**

Any student, who is withdrawing from school before graduation, must provide to the school written notification from their parent/guardian 60 days before withdrawal. During the 60 day period the parent and child must attend a one hour counseling session at the school and sign the Student Withdrawal Form.

Any student, who is transferring to another school, must notify the guidance counselor in order to obtain a proper release. All fees and debts must be paid before a proper release can be given.

### **DISMISSAL FROM SCHOOL**

#### **RELEASE OF STUDENTS**

Our highest priority for all students must be safety. We want parents to know the staff at Burgin School will do our best to ensure students are supervised and accounted for at all times. With this in mind we must follow a clearly defined policy for students entering or leaving the building during the day.

Students may leave the school only with a parent or guardian listed on the emergency cards in the office or with another person if verified permission is granted by the parent or guardian. The emergency card, which shall be filled out at the time the student registers/enrolls, shall include a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. There will also be no check outs allowed after 2:50 unless it is an emergency.

#### **NON-DRIVING STUDENTS**

Students who are requesting to check out during school hours will need documentation for a valid excused check out (doctor/dentist/court/funeral/parent note). In order to check out a parent or guardian must come pick up their children at school. The parent or guardian must come in the building and sign them out at the office. If someone other than the parent or guardian is to check out the student they must be on the emergency card.

#### **STUDENT SICKNESS WHILE AT SCHOOL**

If a student becomes sick while at school they will need to see the school nurse. If a school nurse feels they are unable to remain at school, the nurse will provide documentation for an excused check-out for that day only and call the parent. In this case, the student will remain in the nurse/office area until the

parent/guardian comes to pick their child up from school. The parent/guardian or someone designated by them on the enrollment card must come in the building and sign their child out at the office. If parents/guardians cannot be notified, the student will remain at school. Remember when the nurse sends a student home, that valid excuse is for that day only. In the event of the nurse's absence in the building, students must get approval from the principal/designee for a check out for illness.

## **SCHOOL ACTIVITIES**

Any student absent from school may not attend afternoon or evening school activities on the same day unless approved by the principal. Students must be checked into school by 10:45 for it to count as a attendance day. Students suspended or expelled from regular school attendance, in or on social probation are prohibited from attending unless authorized to do so by the principal. All school rules are in effect on or off school property at any school-sponsored event.

## **SEVERE WEATHER - SCHOOL CLOSING**

In the event of severe weather (snow, low temperatures, ice, etc.) the official announcement for school closing will be announced over WHBN, Radio Station in Harrodsburg (1420 AM and 99.3 FM). Announcement will also be made the following television stations: WKYT Channel 27, WLEX Channel 18 and WTVQ Channel 36. These will be the only official stations to receive school closing information. Please listen to these stations and do not call the school or school personnel for this information.

## **COLD WEATHER**

During the winter months several factors come into play that could delay the start of school or cause school to be closed. One such factor is the wind chill on a given day. On particularly cold mornings we continuously monitor the National Weather Service and closely monitor the weather conditions. There are two possible scenarios that come from the National Weather Service: a Wind Chill Advisory and a Wind Chill Warning. The National Weather Service defines the two as the following:

**Wind Chill Advisory:** Wind Chills between -20 and -34 degrees and at least a 4 mph wind for 3 hours or more.

**Wind Chill Warning:** Wind Chills -35 degrees and below with at least a 4 mph wind for 3 hours or more.

When the National Weather Service issues a Wind Chill Warning for Burgin for the time the school day begins, we will make a decision to close school. It is quite likely we will make this type of decision on the morning of the day in question as it is hard to predict what the wind chill will be the night before. If there is a Wind Chill Advisory for the area, school will likely be open unless there are operational problems with the bus fleet or mechanical problems in the school buildings. Our reasoning for this is that we are a door to door bus service (98%); therefore the cold temperature does not affect us the way it will other school systems. Buildings and the bus fleet are assessed in the morning prior to school by 6:45 am.

As a parent if you determine that the weather conditions are too dangerous for your child to be out we respect your decision. You are free to contact the school to request an excused absence for the day. If your child misses school because your car will not start or other issues related to extreme cold temperatures, those reasons will be counted as an excused absence. Please make sure you contact the attendance office at school to report the absence.

Understand that the safety of our staff and students is our top priority when making the decision to delay or close school. We can assure you that our school buildings are warm, safe and an ideal place for students to be when it is extremely cold outside. Parents should make sure their child is dressed appropriately for the cold weather. The district urges students to wear winter hats, gloves, heavy coats and boots.

To get more information on how the wind chill is calculated see the wind chill conversion chart from the National Weather Service.

## **STUDENTS LEAVING SCHOOL GROUNDS DURING SCHOOL DAY**

Students are not allowed to leave school grounds during the school day unless it is part of their scheduled day of instruction, such as college class, career practicum or vocational school. This is considered skipping and will result in disciplinary action.

## **NO PASS/NO DRIVE**

The “No Pass/No Drive” statute (KRS 159.051) applies to every public and private school district across Kentucky and results in the denial or revocation of a student driver’s license for any of the following:

- Academic deficiency
- Dropping out of school
- Nine or more unexcused absences in one semester

Academic deficiency is defined as a student who does not have passing grades in at least four (4) of six (6) courses or the equivalent in the preceding semester. A student deemed to have dropped out of school when he/she has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension are unexcused.

## **IMMUNIZATION**

In order for Burgin Independent Schools to be in compliance with Kentucky State Health Laws and Regulations, students must have the following health records up-to-date:

1. Immunization certificate including most recent requirement of Hepatitis A Vaccination
2. Physical examination (K and 6<sup>th</sup> grade)
3. All students entering sixth grade must have a second MMR and a second physical examination.
4. Vision examination

According to Kentucky laws and regulations, no student is permitted to enroll unless all health records are up-to-date. If immunization requirements are not fulfilled within a reasonable period of time, Kentucky law states that the student must be dropped from school rolls and the County Attorney notified.

## **STUDENT WELFARE AND WELLNESS**

Burgin Independent Schools is committed to providing a school environment that promotes and protects children’s health, well-being and ability to learn by supporting healthy eating and physical activity. The District supports the school’s efforts to implement the following:

- All students will have opportunities, support, and encouragement to be physically active on a regular basis as provided by school/council policy.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, schools will participate in available federal school meal programs (including the School Breakfast Program and National School Lunch Program); and
- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs and related community services.

## **REPORTING CHILD ABUSE**

Burgin Independent School policy requires any teacher, school administrator, or other school personnel who knows or has reason to believe that a child under age eighteen (18) is dependent, abused (physically, emotionally, sexually), or neglected to immediately make a report to one of the following: a local law enforcement agency, the Kentucky State Police, the Cabinet for Families & Children or its designated representative, the Commonwealth's Attorney or the County Attorney (KRS 620.030). The names of all reporting individuals are confidential and cannot be revealed without a court order. Reports of abuse, neglect, or dependency may be made anonymously by calling the Cabinet for Families and Children or local law enforcement.

## **STUDENT MEDICATION GUIDELINES**

### **Recommendation for Distribution of Medication to Students:**

School Personnel may keep a child's medication in a safe place and call the child to take the medication at the proper time providing there is signed, notarized authorization to give medication form on file from the child's parent or guardian. The form **MUST** be completed before any school personnel administer the medication to the student. The information **REQUIRED** on the Medication Authorization Form includes (1) name of child, (2) name, address, and phone number of physician, (3) type of medication, (4) dosage, (5) time of day for dosage, (6) reason medication is to be given, (7) possible reactions or side effects of the medicine, (8) release of liability, and (9) parent's telephone number at home, work and emergency. Students will be supervised while taking any medication. Additionally, the school **MUST** have on file a **LETTER** from the physician stating methods and times to administer the medication. The medication is required to be sent to the school in its **ORIGINAL CONTAINER** with the prescription label attached. Medication received not in its original container will be held in the office until a parent/guardian is contacted to pick up. Medication **NOT** in its original container **WILL NOT** be administered to the student. KRS 218A.210 states "A person to whom or for whose use any controlled substance has been presented, sold or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

### **Prescription Medications:**

Prescription medications will be accepted on an individual prescription basis and administered **ONLY** as prescribed on the physician's or dentist's written authorization. The prescription must be provided by the **PARENT/GUARDIAN** and contain the student's name, date, medication, dosage, strength, and directions for use which includes frequency, duration and mode of administration, prescriber name and pharmacy name and address.

### **Non-Prescription Medications:**

Non-prescription (over-the-counter) medications will be accepted on an individual basis as provided by the parent/guardian with written permission.

### **Emergency Medication:**

Emergency medication will be administered as per written protocol approved and signed by a physician or local health officer.

**Storage of Medication:**

All medications will be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.

**Documentation of Administration:**

All medication given will be documented on a medication log. The person designated as responsible for administration will monitor the log periodically to identify students too frequently or inappropriately using medication. Date, time of day and dosage will be noted upon administration of medication into the log. Staff member administering medication MUST initial log upon giving the student the medication and make the above noted notations each time the medication is given.

## **EMERGENCY PLANS**

### **FIRE DRILLS**

Fire drills will be held at least monthly. Teachers should expect an unannounced drill at any time. In the event of a fire drill, teachers should:

1. Have appointed students close all the windows.
2. Have students walk orderly out of the door and to their assigned exits. Exit maps are placed in each room. Place a mature student in front of the line.
3. The teacher should exit last. Hall doors should be closed when all students have exited. Stress shall be laid upon the execution of each drill in a brisk, quiet, and orderly manner.
4. In the event there are students incapable of holding their place in a line moving at a reasonable speed, provisions shall be made to have them taken care of by more sturdy pupils or persons moving independently of the regular line of march.
5. Have students gather a safe distance from the building.
6. Call roll from the book that you have brought from your classroom.
7. Since all drills represent actual fire conditions, students shall not be allowed to obtain books or clothing or loiter for any reason after the alarm has sounded.
8. Often explosions and fire can block doors and cause confusion. In the event of locked doors, teachers should:
  - a. Have the student who discovered the blocked door immediately turn around and raise both hands above his/her head.
  - b. Lead your students out the nearest unblocked exit, being careful not to move towards a door that is already crowded with students.
9. In the event students are unable to reenter the building, they shall be escorted across the road to the Burgin Baptist Church for shelter until buses arrive to take students home.
10. The Principal and/or Assistant Principal shall have the responsibility to check all halls, the cafeteria, restrooms, etc. to make certain that all students are safely out of the building.
11. Cafeteria, custodial, clerical and teacher aide staff members shall be appointed to guard all doors so that no unauthorized persons will enter the building after evacuation.

### **TORNADO PLAN**

When severe weather is eminent the school will be warned by Civil Defense Officials and Radio Station WHBN. This school shall conduct Tornado Drills each semester. In the event of a Tornado Drill teachers should:

1. All students will be escorted to the assigned area by their teacher.
2. The teacher will leave the hall door open.
3. In the event that there are students incapable of holding their place in a line moving at a reasonable speed, provisions shall be made to have them taken care of by more sturdy students or persons moving independently of the regular line of march.
4. Call roll from the book that you have brought from the classroom.
5. Since all drills represent actual severe weather, the teacher should exert leadership to prevent panic. At all times students should be instructed to remain quiet and orderly.
6. In case of actual tornado danger, students should assume the following positions:
  - a. Sit down.
  - b. Double up the knees.
  - c. Place any nearby object overhead.
7. Remain in place until the all clear signal is given over the inter-com.
8. The Principal and/or Assistant Principal shall check all halls, restrooms, etc. to make certain that all students are in their assigned area.

The signal for a Tornado Drill shall be by the Principal or Assistant Principal over the school inter-com system.

## EARTHQUAKE PLAN

1. Two Earthquake drills will be held each school year. These will be announced.
2. Each teacher is to identify potential Earthquake hazards in their classroom.
3. Staff meetings will be held to discuss Earthquake dangers and Earthquake response actions.
4. Teachers are encouraged to include student participation as a means of increasing student awareness of Earthquake hazards.
5. Teachers will instruct students in how to react immediately and appropriately at the first indication of ground shaking.
6. Teachers will become familiar with and instruct the students in proper building evacuation routes. These routes are the same as fire evacuation routes and will be posted at the exit of each classroom. Keep them updated and readable.

## PHONE POLICY

No student will be allowed to use the school phone(s) for personal business. Emergency calls will be placed by the principal or their designee when required.

## Lunch Times

10:50-11:17	Boyd
10:54-11:21	Sexton
10:58-11:25	Jackson
11:02-11:28	Renner
11:06-11:32	Williams
11:10-11:36	Harmon
11:14-11:40	Bottom
11:18-11:42	Wilson
11:22-11:48	Hudgins
11:26-11:52	Tackett
11:30-11:56	Booker
11:34-12:00	Henson
12:05-12:31	11th/12th
12:08-12:34	10th
12:11-12:37	9th
12:35-1:01	8th
12:38-1:04	7th
12:41-1:07	6th

## MEAL PRICES

Burgin school offers a "Class A" breakfast & lunch program for all students at a very reasonable cost:

**Breakfast Costs** - \$ 1.75 K-12, \$0.30 Reduced, and \$2.75 Staff/Adults; **Lunch Costs** - \$2.70 K-5, \$2.80 6-12, \$3.75 Staff/Adults, and \$0.40 Reduced. Extra milk is \$0.60.

## LUNCH CHARGE POLICY

In order for a student to charge lunch he/she must check with the cashier before getting a lunch. Student charges will not exceed \$10. A student will not be allowed any further charges until the charges are paid off.

### **CLOSED LUNCH PERIOD**

We have a closed lunch period, which means students are supervised and cannot leave the school grounds to go to local restaurants and stores. If a student wishes to bring his/her lunch, he/she may do so and eat in the cafeteria with classmates. Any student leaving the school during the lunch period must be picked up and returned by their parent or guardian, regardless of age or grade. Only parents or guardians may bring food to a student.

## **INSTRUCTION AND CURRICULUM**

### **ACADEMIC REQUIREMENTS**

#### **MIDDLE SCHOOL AND HIGH SCHOOL GRADING POLICY**

Grading will be determined according to the following scale:

A+	98-100%
A	93-97%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Each nine (9) weeks grade will count 20% of the final grade. The midterm and final exams will be averaged together and count at 20% of the final grade.

The following are the Weighted Grading Scales used to calculate students GPA's (grade point averages) for Honors and Advanced Placement Classes:

Grade	Advanced Placement	Honors	All Other Classes
A =	5	4.5	4
B =	4	3.5	3
C =	3	2.5	2
D =	1	1	1
F =	0	0	0

#### **ELEMENTARY GRADING POLICY**

Grading will be determined according to the following scale:

A+	98-100%
A	93-97%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%

C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

## **GRADING PERIODS AND REPORT CARDS**

The school year is divided into two semesters. Two nine week grading periods constitute a semester.

Report cards will be issued each nine weeks by the homeroom teachers. The purpose of report cards is to inform students and parents of the progress that the students have made during the past grading period.

## **MID-TERM REPORTS**

A Mid-Term Progress Report will be given to all students at mid-term. The student will be required to take the Mid-Term Progress Report home. This is an effort to alert both students and parents of the student's grade. It is hoped that this procedure will enable students to improve their course grade so any failures can be eliminated.

## **HOMEWORK (Pertaining to Board Policy 08.211)**

Homework consists of assigned activities students complete outside the classroom to reinforce, extend or apply newly learned skills and knowledge. Homework can provide the following:

- Additional practice, increasing the amount of time students are actively engaged in learning and extending academic learning time and movement through the curriculum;
- An opportunity to increase personal responsibility and accountability among students;
- A valuable tool for teachers to use when monitoring students' progress and diagnosing students' learning problems;
- Communication to parents and parent awareness of student progress and the kinds of work being done in school; and
- Support for high expectations.

## **Parental Support for Homework**

Parents are urged to actively involve themselves with their children's school work. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

1. Showing interest in the schoolwork their children bring home.
2. Providing a suitable place to study, free from disturbances.
3. Supplying needed materials for completing homework.
4. Offering to clarify instructions and answer questions.
5. Checking to see that work is complete.
6. Encouraging their children to do their best work and praising a job well done.
7. Assisting in use of time and monitoring the amount and type of television programming their children watch.
8. Staying in close communication with teachers.
9. Rewarding their children in appropriate ways for completed work.

## **Student Responsibility for Homework**

Students are responsible for completing their homework and, with support from their parents, may want to follow some of the following practical suggestions:

1. Write down assignments and due dates, ask questions and select necessary books and supplies before leaving school.
2. Keep homework in the same place at home each day and take books and materials directly to this study area.
3. Plan the best time to complete the work.
4. Complete work so that it is neat and legible.

## WRITING AND COMMUNICATIONS POLICY

A literate student is one who knows how to use reading, writing, listening and viewing, speaking and presenting and critical thinking skills to learn content; who can use those skills to learn content; who can use those skills to communicate what he or she learned; and who can transfer that learning to new situations. The school's writing and communications program will provide developmentally-appropriate opportunities for students to develop literacy skills, and students shall:

- actively engage in using communication skills regularly in every class, across all grades and content areas;
- apply what they are learning in authentic text types for authentic audiences and purposes;
- write and use communication skills regularly in all classes utilizing 21<sup>st</sup> century technologies to support their learning;
- be responsible for maintaining an instructional portfolio; and
- self-assess and provide feedback on the work of others.

## HOMEBOUND

A program of studies is offered for students who are unable to attend school and have a statement from a doctor, health nurse or psychiatrist verifying the student should not attend school. Forms may be requested in the Director of Pupil Personnel's office.

Only those students who will be absent more than two weeks will be placed in the program. If the student will be absent less than a nine week period the assignments will be brought from his/her classes and help given to keep the student from getting behind. If the student will be absent more than nine weeks the homebound teacher will teach three subjects and give the necessary tests.

## FEES

Because of changes in state laws, school systems now have to charge fees for certain consumable items.

The students will be informed each year as to how much their fees will be. A receipt will be given to each student when they pay their fees. **Failure to pay school fee by the end of the current school year shall result in holding the final report card or diploma.**

If a student moves from the district, he/she will be refunded part of the fees collected under the following schedule:

First Quarter	75%
Second Quarter	50%
Third Quarter	25%
Fourth Quarter	0%

If a student moves into this district, fees shall be collected on a pro-rated basis.

Workbooks and Chromebooks are an exception and all incoming students would be expected to pay the full price of the workbook. There will be no refund for workbooks.

Field trips shall be separate from the fee schedule. Fee charges for field trips shall reflect only the actual expenses of the trip. That is, the driver's salary and use of the school bus.

**FEE SCHEDULE** (revised 7/1/14)

The following fee schedule was adopted by the Burgin Board of Education: Elementary

(K-5)	\$35.00 (\$5.00 applies to Art & Humanities and \$5.00 for Technology Fee)
Elementary (K-5)	\$17.50 (students qualifying for Reduced Lunch will pay half of student fees)
Middle School (6-8)	\$60.00
Middle School (6-8)	\$30.00 (students qualifying for Reduced Lunch will pay half of student fees)
Secondary (9-12)	\$99.00
Secondary (9-12)	\$49.50 (students qualifying for Reduced Lunch will pay half of student fees)

\*Students who purchase a Chromebook will have their school fees waived for the remainder of the time that they are in HS. Chromebooks can be purchased for \$230. Students receiving Free/Reduced Lunch still have to pay the \$230 when purchasing to out right own. Students are responsible for maintaining their chromebooks during this time.

Exceptions:

Lock Fee	10.00
Parking Sticker	15.00
(Required by all students that drive)	

\*Waiver or partial waiver of fees will be determined upon completion of the Application for Waiver of Fees form (available in the Principal's Office).

**UNPAID FEES AND FINES**

Report cards, diplomas and transcripts will be held until students pay all fines or fees. Students will not be allowed to purchase a parking pass or participate in other school activities such as prom until all fines and fees are paid. **All Unpaid fees will accumulate each year and will be carried over to the next year.**

**TEXTBOOKS**

State textbook and instructional materials are issued to all Kentucky students enrolled in grades K-8 at no charge to students. The textbooks are issued by number, and students are responsible for returning the books at the end of the school year.

Textbooks for grades 9-12 are purchased by the Burgin Board of Education.

It is the students' responsibility to care for all textbooks entrusted to them and return the books in the best possible condition. Students must pay for textbooks that are lost or damaged. Students who lose or damage (torn pages, marked up pages, etc.) books will be expected to pay for the textbooks according to the following schedule:

New books -1 year old books	100%
2-3 year old books	75%
4 years or older	50%



Algebra II		Algebra II	
Math Elective		Pre-Calculus or Higher Math	
<b>(2) Vocational/Career</b>		-----	-
Vocational		<b>(2) Foreign Language</b>	
-Or- Career Practicum			
<hr/> <p><b>In order to proceed to next grade you must earn the following by the end of each school year</b>  <b>To become a: Sophomore, 6      Junior, 12      Senior, 18</b></p>			

### ALTERNATIVE CREDIT OPTIONS

Those students who need to make up credits, or take additional courses not offered by this school may take correspondence courses and/or virtual/online courses.

### CORRESPONDENCE COURSES

High school students may earn, through correspondence, academic credit to be applied toward graduation requirements. Only courses offered by agencies and institutions recognized by the Board will be accepted. Any senior enrolled in an independent study course or correspondence course needs to complete their final exam by May 15, 2019.

### VIRTUAL/ONLINE COURSES

High school students may also earn academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board, such as the JCPSeSchool or Oddyseyware courseware. Any senior enrolled in a virtual/online course needs to complete their final exam by May 15, 2019.

The following procedures must be followed when earning credit by the aforementioned methods:

1. The student must seek the approval of the school counselor.
2. Students must assume responsibility for completing the course and transferring credit back to Burgin.

3. If the student is to graduate, he/she must have an official transcript of credits in the counselor's office at least two weeks before the graduation date. To participate in the graduation exercises, all requirements for graduation must be met by date of exercise.
4. No course may be taken unless the course is not offered in this school, the student has already attempted the course, or the student is attempting to make up a credit in order to be promoted to the next grade.

Not more than three credits may be earned in any one or a combination of the above mentioned options.

Credit must be earned and a grade recorded with the guidance counselor before school starts in the fall if a student wishes to advance to a higher homeroom.

### **DUAL-CREDIT PROGRAM**

Eleventh- and twelfth-grade students will be provided the opportunity to participate in a dual-credit program between Burgin High School and local post-secondary institutions. During the school day, a qualifying student may enroll for up to six (6) hours of college course work per semester and be awarded both credit(s) at the high school and college hours at the post-secondary institution.

### **HONOR STATUS FOR GRADUATING SENIORS**

- To graduate as "Cum Laude", a senior must have a 3.5 to a 3.79 average on a scale of 4.0. This average may not be rounded upward to achieve this honor.
- To graduate as "Magna Cum Laude", a senior must attain a **minimum** of 3.8 to a 3.99 average on a scale. This may not be rounded up to achieve this honor.
- To graduate as "Summa Cum Laude", a senior must attain a 4.0 average or higher on a 4.0 scale. This may not be rounded upward to achieve this honor.

Cum Laude 3.5-3.79	Magna Cum Laude-3.8-3.99	Summa Cum Laude-4.0 or Higher
Red Cord	Silver Cord	Gold Cord

### **SENIORS-FINAL EXAMS**

In order to be exempt from final exams, seniors must have no more than three (3) absences (excused or unexcused), and a minimum of a "B" average in that particular class. No exemption is granted for EOC classes, and exemption from exams in advanced placement classes is at the discretion of the teacher.

### **CLASS LOAD**

Burgin High School provides a four year program leading to graduation. All students of Burgin High School are registered and attend on a full time basis. Any scheduling problems will be dealt with on an individual basis.

### **SCHEDULE CHANGES**

The number of textbooks purchased by the school will be determined by the students when they complete their subject choice sheets each spring. Students are urged to be very careful about registering for classes, since massive schedule changes will leave many students without books. For this reason, only those schedules absolutely necessary will be changed.

Should a student wish to change or drop a course, he/she should see the counselor during the first week of school. **NO SCHEDULE MAY BE CHANGED AFTER AUGUST 19, 2018** If a class is dropped after August 29, he/she will receive a failing grade in that class.

## BELL SCHEDULE

### High School

7:55	ALL students dismissed from concourse to class
8:00-9:30	1 <sup>st</sup> Block
9:30-9:40	Morning Break
9:40-10:45	2 <sup>nd</sup> Period
10:50-11:55	3 <sup>rd</sup> Period
12:00-1:55	4 <sup>th</sup> Block and Lunch
	<ul style="list-style-type: none"><li>• 12:05-12:31 11th/12th</li><li>• 12:08-12:34 10th</li><li>• 12:11-12:37 9th</li></ul>
1:55-2:05	Afternoon Break
2:05-3:10	5 <sup>th</sup> Period
3:30	Teachers Dismissed

### Middle School

7:55	ALL students dismissed from concourse to class
8:00-9:30	1 <sup>st</sup> Block
9:30-9:40	Morning Break
9:40-10:45	2 <sup>nd</sup> Period
10:50-11:55	3 <sup>rd</sup> Period
12:00-1:55	4 <sup>th</sup> Block and Lunch
	<ul style="list-style-type: none"><li>• 12:35-1:01 8th</li><li>• 12:38-1:04 7th</li><li>• 12:41-1:07 6th</li></ul>
1:55-2:05	Afternoon Break
2:05-3:10	5 <sup>th</sup> Period
3:30	Teachers Dismissed

The school building will be open at **7:30** each morning. Any student who arrives at school before 7:50 a.m. should report to the:

- Cafeteria (Elementary students);

- Middle School Hallway (Grades 6-8); or
- Concourse (Grades 9-12).

The bell will ring at 7:50 a.m. to dismiss students to go to their lockers.

School begins at 8:00 a.m. and every student is expected to be seated in class.

**Supervision by early morning teachers will begin at 7:30 a.m.**

## **OFF-LIMIT AREAS**

The following areas are off-limits for students:

1. Middle and high school students should not go upstairs (without pass/permission)
2. Hallways (without pass/permission)
3. Restrooms (without pass/permission)
4. All areas except concourse, library, gymnasium and cafeteria before 7:45
5. Teacher's Workroom/Faculty Restrooms

Students are to stay in the building. High school students should stay out of the middle school area and middle school students should stay out of the high school area, except where class may interfere with this policy.

Do not get in or drive automobiles during break. Do not go in the gymnasium unless supervised by a teacher. Do not leave the school grounds unless you have permission from the Principal.

## **AFTER SCHOOL POLICY**

General: In order to promote school safety, students staying after school must be involved in a faculty supervised activity. Students **cannot** stay after school for any reason unless supervised by school personnel. Students are expected to leave the building and school grounds within 15 minutes of conclusion of their class/school day unless they have approval of the Principal. Students who loiter at school without specific need or supervision will be subject to disciplinary action that can include charges of trespassing. Transportation home after school-supervised activities must be arranged by student/parents in advance. Students who are specifically asked to leave property and fail to do so will be charged with trespassing.

### **Athletics:**

1. Practice time shall be a decision of the coaches. No practice may begin before 3:30 p.m.
2. After practice, students should leave the building through the gym doors. To facilitate control in the building, books and clothing items should be carried to practice. No student is to be in the main section of the building unless directly supervised by the coach.

### **Evening:**

1. Any student or group of students working in the building must be supervised by ADULT FACULTY PERSONNEL.
2. Any school group should finish work and clear the building by 11:00 p.m. There will be no exception without special permission from the Principal.

3. The supervisor should be the LAST TO LEAVE, making sure that all students are out, lights are turned out, and all the doors are locked.
4. Rooms used should be cleaned and placed in their proper order before the group leaves the building.

## **SCHOOL BUILDING**

### **CLEANLINESS OF THE SCHOOL**

Always be mindful of keeping the school clean. Students are responsible to clean up their messes in the hall, cafeteria, locker and classroom.

### **LOCKERS**

Lockers are furnished to all students for the safe-keeping of their books and personal belongings. Students will purchase a lock from the school only. Locks purchased from the school may be used for their tenure at Burgin School. No other locks are permissible. **ALL LOCKERS SHOULD BE KEPT CLOSED AND LOCKED.** Money should never be left in an unlocked locker.

Students may not trade lockers or locker mates once they have been assigned. Students do not have preferences to an upper or lower locker. Again, do not ask to change lockers.

### **VENDING MACHINES**

Vending machines are placed in the Concourse area for the convenience of the students. We ask that you place waste paper and drink containers in the baskets/recycling containers provided.

### **LOST AND FOUND**

The Lost and Found Department is located in the Middle School Hallway. Students should check the Lost and Found box if items are lost in the building. Of course, if it is known that the item is lost while still in the classroom, the student should report the loss to the teacher in charge immediately. Students who find any article on school property should turn it in to the office.

## **OTHER POLICIES AND SERVICES**

### **DISTRICT ESS PROGRAM BASE**

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### **Student Selection Policy**

#### **All Students (K-12):**

1. Students in danger of being retained in the present grade or class.
2. Students who are behind or in danger of falling behind in the core classes or subjects who are scoring either a D or a F.

### **Referral Procedures**

#### **All Students (K-12):**

1. Students may be referred by any regular classroom teacher.
2. Parents will be notified of a student referral.
3. The parent and the referred student must sign a contract that outlines the expectations and consequences if the student does not meet expectations.

4. Students may be referred at any time during the school year.
5. Students are required to attend Burgin Academy or ESS 2 or more days a week until grades in core classes or subjects are C or higher.
6. Students may exit Burgin Academy or ESS program at any time if goals of the referral are met.
7. Students not attending Burgin Academy or ESS once referred will be put on social probation.
8. Parents may request that their child receive ESS services, but student selection is contingent on meeting selection criteria.

### **Staff Selection Process**

#### **Guidelines for Selection:**

1. Any staff person employed by ESS must have the specific expertise to meet the needs of the students being serviced.
2. Teachers, teacher aides, bus drivers and student tutors employment will be on a voluntary basis only.
3. Counselors and other administrators will be employed at the discretion of the school principal.
4. The school principal has the option of going outside the district to hire qualified staff if there is not sufficient staff available within the district or school.

### **Student Participation**

#### **Guidelines for Participation**

1. Mandatory attendance in ESS is required for any high school student who is in danger of failing a core academic class or is not meeting performance standards on state content standards as measured by interim and classroom assessments.
2. Optional attendance in ESS is offered to any student who requests additional help in a core academic class.

#### **ADVISOR/ADVISEE**

Advisor/Advisee meets weekly for approximately 30 minutes for high school students. Students work on career majors/cluster, ILPs, citizenship, suicide information/prevention, community service and character development.

Students will also be able to participate in clubs during this time.

#### **VOCATIONAL SCHOOL**

Burgin High School is one of three area high schools allotted a limited number of student positions in the Hughes Jones Harrodsburg Area Technology Center. Due to the large number of students desiring this type of career training, the vocational school must be very selective in their choice of students. Generally, students with good attendance records and an interest in school will be given priority over students who have not made a good record in the first two years of high school.

During the spring, all sophomore students will visit the vocational school for orientation. Should they decide to enroll in vocational courses, they may sign up on the Burgin High School subject choice sheet.

Courses offered at the vocational school include: Auto Technology, Electricity, Carpentry, Health Sciences, LPN, Welding, PC Repair/Networking, Web Design and Business.

Vocational students will be transported to/from vocational school on the school bus. Any exception to this requirement must be requested in writing by the parents and approved by the Principal. Vocational students will be required to read and follow all school bus regulations. Students violating bus regulations will be suspended from the bus and withdrawn from vocational school. Students missing the Vocational bus will be given a job to do by the Principal, Maintenance Director, or other administrative staff.

## **STUDENT ORGANIZATIONS**

### **GUIDELINES FOR CLUBS AND STUDENT ORGANIZATIONS**

1. The major purpose for all school-sponsored clubs and organizations is to promote a greater degree of learning and knowledge among the associated students and to provide the opportunity for students to learn how to organize and properly handle situations as they relate to the well-being of the group and school.
2. Only those clubs and organizations expressly sanctioned by the school system can meet, organize or conduct business on school property.
3. Clubs and student organizations that are sanctioned by the school system are responsible to the same set of school and school system regulations as the regular classes and are to follow the same line of authority in the conduct of their business.
4. All student clubs and student organizations must have a sponsor who is a member of the school faculty or approved by the Principal before they will be permitted to function.
5. Club and student organization sponsors have the responsibility and authority in controlling the behavior and activities of the club or organization they sponsor.
6. The sponsor or sponsors of the club or organization are held responsible for the safety, conduct and actions of the club or organization. They cannot delegate this responsibility to the students or to any other person.

7. On the day of an athletic event or club meeting, students must be counted present in all classes as defined by the student handbook or have an excuse from a licensed healthcare provider (physician, dentist, etc.), or an excuse from court or funeral. Any student who misses school (excused or unexcused) the day of a ballgame or extra-curricular activity will NOT be allowed to participate in that activity. Also, any student who reports to school tardy the morning after a ballgame or extra-curricular activity will be counted as an unexcused tardy or absence unless they have a doctor's, funeral or court excuse.
8. Any student who wishes to participate in any extra-curricular activity, including sports, must meet the following criteria:
  - A. A student must have a passing grade in four out of five subjects per semester.
  - B. A student who fails two or more subjects in a semester will be ineligible to participate in any extracurricular activity for the following semester (18 weeks).
  - C. A student must meet any requirements set by a sponsoring organization the school has chosen to join. A student must also meet the established requirements set by the sponsor or head coach.
9. Extra-curricular activities include but are not limited to: athletics, clubs or student organizations.
10. It is the responsibility of the sponsor or coach to verify if a student is eligible to participate each week.

## CLUBS

Middle school clubs meet monthly on Early Release days. All middle school students will participate in clubs as part of their regularly scheduled school day.

High school clubs also meet on a rotation basis during A/A. High school students are encouraged to participate in clubs; however, they should monitor their commitments. Some club meetings will be outside the school day. Any student can join a club if they meet the club requirements and have good attendance and academic standing in their classes. Clubs will meet once a month during Advisor time.

## SCHOOL PARTIES

Parties will not be conducted on school time unless approved by the Principal.

## DANCES AND SOCIAL AFFAIRS

All dances and other social events held for the student body are to be scheduled on the master schedule in the Assistant Principal's office at least two weeks in advance of the time the event will be held. You may pick up a permission form for the social event from the office. No school social function can be held until the sponsor organization secures TEACHERS AND PARENTS as chaperones for the event. The names of the chaperones must be given at the time the event is scheduled on the master schedule.

## SCHOOL DANCE REGULATIONS

### Ticket Sales:

- a. Tickets are sold to Burgin School students and their guests only.
- b. A list of tickets sold with number will be provided to the Principal prior to the dance.
- c. Tickets cannot be exchanged among students unless approved by the sponsors of the dance prior to the dance.
- d. **The following will prevent students from attending dances: 3 or more unexcused absences, 6 or more class tardies, 6 or more unexcused school tardies, any suspensions at anytime throughout the year, or any outstanding school fees. No drop-outs are permitted to attend any dances at BIS**

## REGULATIONS FOR SCHOOL DANCES

- a. All dances will end by 11:00 p.m., with the exception of prom which will end at 12:00 a.m. unless approved by the Principal.

- b. No one will be re-admitted to the dance once they leave.
- c. There will be faculty members posted at the entrance and exit.
- d. Every student is expected to conduct himself/herself in an appropriate manner. Dance moves or conduct deemed inappropriate by school chaperones will receive a warning. Students will be asked to leave on 2<sup>nd</sup> offense.
- e. Use/possession of controlled substances is not permitted and will lead to arrest, suspension and/or expulsion.
- f. Entertainment should be approved by the Principal and sponsors one week in advance.
- g. Decorations for the room should be approved by the sponsors and Principal prior to the dance.
- h. All school rules will apply at school functions.
- i. Students must be in attendance at school all day the day of the event.

#### Homecoming

- a. Only students in grades 6-12 and alumni may attend this dance!
- b. School dress code (no shorts).

#### Prom

- a. Only juniors and seniors and their dates may attend!
- b. Formal (NO JEANS OF ANY KIND)

#### Spring Fling

- a. Only students in grades 6-8 may attend this dance!
- b. Semi-formal (NO JEANS OF ANY KIND)

### **SCHOOL - SPONSORED SALES**

School sponsored sales which offer items or services to the general public through door-to-door canvasses or other selling methods designed to reach all segments of the general population are SUBJECT TO APPROVAL BY THE ASSISTANT PRINCIPAL.

## **LIBRARY/MEDIA CENTER EXPECTATIONS AND POLICIES**

The library is an excellent resource that provides both written and digital materials to our students. It is designed to allow for multiple activities in a clean and inviting setting. Those that visit the center are expected to help us ensure that the area is kept clean and functional.

The library opens at 7:45 a.m. and remains open until 3:30 p.m. The library will be closed during the librarian's lunch time and other reserved times for testing.

Any student who does not return overdue library materials will lose library privileges. Students will be charged for lost books.

### **Be Responsible**

- Be responsible for any materials you check out from the library and return them when they are due.
- Use time effectively
- Follow the expectations
- Bring a hall pass if coming to the library without the teacher.
- Have a reason to be in the library

### **Be Respectful**

- Use appropriate voice and language
- Respect the space and property of school and others
- Keep feet on the floor and not on furniture
- Be patient while waiting for assistance
- Treat computers with care and log off when finished

### **Be Positive**

- Be polite
- Be patient with others
- Help others when needed

### **Be Honest**

- Act with integrity and truthfulness
- Pay fines promptly
- Don't take materials without checking them out first.

### **Be Your Best**

- Follow school code of conduct
- Be models for others
- Maintain a bully and harassment free zone

## **HALLWAY/CONCOURSE EXPECTATIONS**

**GOAL:** Burgin School's hallways will be safe and clean settings where people interact with courtesy and respect.

### **EXPECTATIONS:**

1. Walk on the right side of the hall.
2. Use appropriate voice level.
3. Use the correct doors.
4. Open and close lockers correctly.
5. Clean up any messes.
6. Follow directions from adults.
7. Go directly to designated areas.
8. No HORSEPLAY

### **Be Responsible**

- Be responsible for your locker and your materials
- Use time effectively
- Plan ahead for long stops and restroom
- Follow the expectations
- Carry hall pass during class time

### **Be Respectful**

- Maintain traffic flow
- No PDA (Public Display of Affection)
- Use appropriate voice and language
- Respect the space and property of others
- Keep hands and feet to self
- Maintain a bully/harassment free zone

### **Be Positive**

- Be polite
- Be patient with others
- Help others when needed

### **Be Honest**

- Act with integrity and truthfulness

### **Be Your Best**

- Follow school code of conduct
- Be models for others

## **CAFETERIA EXPECTATIONS (ALL STUDENTS EXPECTED TO EAT IN CAFETERIA)**

**GOAL:** The cafeteria at Burgin Independent School will be a safe and clean environment where all people interact with courtesy and respect.

### **Be Responsible**

- Follow cafeteria expectations
- Keep your hands and feet to yourself
- Enter the kitchen in a single line
- Get all necessary materials as you move through the line
- Walk at all times
- Find an empty seat at your assigned table
- Pick up litter when you see it

### **Be Respectful**

- Follow directions
- Use proper table manners
- Be courteous with staff and peers
- Stand in line in an orderly manner
- Clean up after yourself after lunch and place all trash in proper receptacle

### **Be Positive**

- Be polite
- Be patient with others
- Help others when needed

### **Be Honest**

- Act with integrity and truthfulness
- Pay for all items

### **Be Your Best**

- Take care of yourself and your personal area.
- Maintain a bully and harassment free zone

## **RESTROOM EXPECTATIONS**

**GOAL:** The restrooms at Burgin Independent School will be safe and clean environments to be used appropriately.

### **EXPECTATIONS:**

1. Use restroom at designated times
2. Use appropriate voice level
3. Keep restrooms clean
4. Use the restroom in a timely manner

#### **Be Responsible**

- Dispose of trash appropriately
- Notify staff of paper needs
- Use time effectively
- Use good hygiene

#### **Be Respectful**

- Be considerate of other's privacy
- Respectful of school property
- Maintain a bully/harassment free zone
- Follow restroom expectations

#### **Be Honest**

- Report incidents truthfully

#### **Be Positive**

- Follow directions
- Be considerate of others

#### **Be Your Best**

- Go to restroom/return in a timely manner
- Remind others around you to clean up
- Use good hygiene

## **BUS EXPECTATIONS**

**GOAL:** The buses at Burgin Independent School will provide students a safe and civil environment in which to be transported to and from school.

### **Be Responsible**

- Have all your belongings with you
- Load and unload the bus quickly and orderly
- Be at your bus stop when the bus arrives

### **Be Respectful**

- Be kind to others
- Show respect to the driver and monitor

### **Be Positive**

- Follow the driver's or monitor's requests
- Follow bus expectations

### **Be Honest**

- Always tell the truth

### **Be Your Best**

- Follow bus expectations loading, riding, and unloading the bus
- Take care of yourself and your personal belongings

## **TRANSPORTATION**

### **STUDENTS DRIVING AND PARKING REGULATIONS**

Parking privileges will be extended to students who hold a Kentucky Driver's License. Parking privileges will be temporarily or permanently denied any student violating any of the following regulations:

1. All student drivers shall operate their cars, while in an area of school jurisdiction, in an alert and courteous manner to safeguard the person and property of others.
2. All students' cars shall be parked in the area designated for student parking and in a manner indicated by the parking guidelines.
3. All student cars, after being parked upon the student's arrival at school, shall remain in the parking lot until school is dismissed for the day or the student is given permission by the office to leave early. Students should leave cars immediately after arriving at school.
4. All students, after leaving the parking lot upon their arrival at school, shall remain away from the parking lot and out of all cars until school is dismissed for the day or the student is given permission by the office to go to his/her car.
5. Parking spaces will be assigned to eligible drivers. Seniors will be given priority. **PERMITS MUST BE PICKED UP, COMPLETED, AND RETURNED TO THE ASSISTANT PRINCIPAL'S OFFICE BEFORE A STUDENT MAY DRIVE TO SCHOOL.** The cost of a permit is \$15.00. **In addition, no parking permit will be issued until school fees and all school information forms are returned to the office.**
6. Students with parking privileges will have the responsibility of maintaining the cleanliness of the student parking area. Failure to maintain his/her assigned parking space will result in littering penalty (see Discipline Code) and revocation of parking privileges.

For safety of the car and its contents, we ask that all student drivers lock their doors after a car is parked on the lot.

### **ARRIVAL PROCEDURES**

#### **Student Drop Off**

Student drop off by parents should always be at the side doors for safety reasons due to bus arrivals and supervision concerns.

#### **Bus Arrivals**

Students should calmly walk into school from the bus and enter through the front doors of the school. They should proceed to appropriate area and wait quietly until 7:55 when they will be dismissed to their classroom.

### **DISMISSAL PROCEDURES**

#### **Loading of Cars**

All walkers and car riders are dismissed at 3:10 and shall leave from the west side doors on the parking lot side of the building.

Student drivers and their passengers will be dismissed at 3:10 and shall leave the building from the same side doors walkers and car riders use. We are very concerned for the safety of those students who walk. Driving students are asked to be extra careful of their driving habits when leaving the school campus.

Unless drivers have official business after school, they should leave the parking lot as soon as their dismissal bell is rung.

## REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

The privilege of any student to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. Any student who violates any of these rules or regulations will be reported to the Assistant Principal.

1. The driver is in charge of the bus and students. Obey the driver promptly and cheerfully.
2. Be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to pay the full cost of repairs before riding privileges are restored.
4. Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver. Cross only on the driver's signal. Do not run toward or run across the road in front of a school bus while it is in motion.
5. Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street.
6. Students shall board the bus and immediately take a seat without disturbing other passengers; ride three in a seat (if necessary) and do not exchange seats unless given permission by the driver.
7. Students should not try to get off the bus or move about while the bus is in motion.
8. Students shall not engage in any activity which might divert the driver's attention away from driving the bus and cause an accident, such as:
  - a. Loud talking, or laughing, or unnecessary confusion.
  - b. Unnecessary conversation with the driver.
  - c. Sticking heads or arms out of the bus windows or doors.
9. Students shall not engage in any activity which might damage or causes excessive wear to the bus.
10. The following activities are prohibited at all times:
  - a. Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving and similar offensive acts.
  - b. Smoking on the bus.
  - c. Eating or drinking on the bus.
  - d. Bringing animals on the bus.
  - e. Throwing articles from the bus.
  - f. Tampering with mechanical equipment, accessories or controls of the bus.
  - g. Obstructing the door for any reason.
  - h. Littering on the bus.
  - i. Opening or closing windows without permission of the driver.

Students who attend the Harrodsburg Area Technology Center are expected to abide by the same rules and regulations (see above). Should a student lose riding privileges, he/she will be withdrawn from vocational school unless parent's personally transport the student.

**BUS ROUTE/SNOW PLAN**

<b>BUS #</b>	<b>AREA/ROAD</b>	<b>SNOW PLAN PICK-UP POINT</b>
#2204	Robinson Roe Road	Regular Pick-up Point
	Ashley Camp	Woodard's Boat Shop
	Chimney Rock	Woodard's Boat Shop
	Old Orchard Inn	Woodard's Boat Shop
	Herrington Woods	Woodard's Boat Shop
	Carmichael Lane	Woodard's Boat Shop
	From Pandora to Woodard's on both sides of Rt.152	Woodard's Boat Shop
	Cane Run	End of Road

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<b>BUS #</b>	<b>AREA/ROAD</b>	<b>SNOW PLAN PICK-UP POINT</b>
#2214	Danville Road Hwy. 33	Regular Pick-up Point
	Hughley Lane	Regular Pick-up Point
	South Cedar Woods Lane	Either End of Road
	Sunrise Shores & Lakeview Pt.	Top of Sunrise Shores & Hughley Lane
	Paradise Camp from 33 to Hughley	Regular Pick-up Point
	Paradise Camp from Hughley to end of Paradise Camp Rd.	Intersection of Paradise Camp Rd.& Hughley Ln.

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<b>BUS #</b>	<b>AREA/ROAD</b>	<b>SNOW PLAN PICK-UP POINT</b>
#2211	Inside City Limits	Every Main Street Intersection
	Buster Pike	Regular Pick-up Point
	Bellows Mill Rd.	End of Bellows Mill& Buster Pike
	Spring Street	Corner of Spring and 152
	Mulberry Street	Corner of Mulberry and 152
	Moore's Lane	
	Handy Pike	Regular Pick-up Point
	Bonta Lane	End of High St. or First St.

PLEASE NOTE: Students living in Burgin City limits will be picked up at every street intersecting with Main Street

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<b>BUS #</b>	<b>AREA/ROAD</b>	<b>SNOW PLAN PICK-UP POINT</b>
#2207	Curdsville Rd.	Regular Pick-up Point
	Norman's Camp Rd.	End of Norman's Camp & Curdsville Rd.
	Curds Creek	End of Curds Creek & Curdsville Rd.
	Mallard Cove	End of Mallard Cove & Curdsville Rd.
	Hardin Heights	End of Hardin Heights & Curdsville Rd.
	Dix Dam Road	Regular Pick-up Point
	Ison Lane	Intersection of Ison Ln. and Hogue Ln.
	Hogue Lane	
	Lake Village Drive	Intersection of Lake Village & Hogue

# **STUDENT DISCIPLINE CODE**

## **BURGIN INDEPENDENT SCHOOLS**

**2018-19**

Revised/Adopted by Burgin Board of Education July 2016

### **ELEMENTARY DISCIPLINE CODE**

#### **DISCIPLINE**

Students are expected to conduct themselves in a proper and orderly manner at all times. If a student chooses to misbehave, we will discipline that student in a firm, fair and consistent manner in accordance with the school board policy and state law.

#### **DISCIPLINE LAW**

KRS 161.180 states "each teacher in the public schools shall hold pupils to a strict account for their conduct in school..."

Any disciplinary matter not addressed in this section of the Elementary Discipline Code will follow the rules stated in the Middle School and High School Discipline Code.

### **GENERAL RULES OF CONDUCT**

1. We will walk in the halls, rooms, or when going to catch the bus.
2. We will respect school and personal property.

### **BUS BEHAVIOR**

1. Follow instructions of your bus driver.
2. Sit quietly in assigned seat.
3. Do not distract the driver's attention.
4. Keep all objects inside the bus.
5. Keep hands/feet to yourself.
6. Use appropriate language.
7. Keep the bus clean.
8. Eating or drinking is not permitted.
9. Keep all carry-on items in your lap.
10. Report to the driver any damage to the bus.

### **CAFETERIA RULES**

1. Students may talk to the persons seated close to them at their table using a Level 1 voice.
2. Stay seated. Raise your hand.
3. Remain seated and eat your meal.
4. When finished eating, empty your trash.
5. Keep your eating area clean.

### **HALLWAY RULES**

1. Walk.
2. Move quietly in the hallway.
3. Keep hands and feet to yourself.
4. No fighting.
5. Spills and messes must be cleaned up.
6. Doors should be used appropriately.

### **PLAYGROUND RULES**

1. Use kind hands, feet, etc.
2. Use equipment appropriately.
3. Stay in the sight of the teacher.
4. Use appropriate language.

### **RESTROOM RULES**

1. No playing or socializing in the restroom.
2. All paper must be placed in the trash cans.
3. Turn water off after use.
4. Only put toilet tissue in toilet.
5. Flush toilet after use.
6. Wash hands before leaving.

## **DISCIPLINE CODE**

**Kentucky Revised Statutes and KDE regulations supersede this discipline code.**

1. The following procedures will be used for yearly review of the discipline code.
  - a. The school discipline committee will review state codes and local needs.
  - b. Any changes shall be approved by the Burgin Board of Education and kept on file for review.
  - c. Any changes shall be attached to or deleted from the disciplinary code.
2. Procedures for orientation to the discipline code by the student, parent/guardian and teacher.

- a. Teachers will be required to discuss the code with students during the first days of school.
  - b. Each student will receive a copy of the discipline code with a parent signature slip enclosed.
  - c. Each student will have the parent signature slip signed to show that the parents and the student have reviewed the discipline code together. Failure of a parent to return the signed slip is not sufficient excuse that the parent did not know.
3. The discipline code will be enforced by the classroom teacher during Level I with counseling provided by the Principal, Assistant Principal and/or Guidance Counselor. Information pertaining to Levels II and III will be forwarded to the Assistant Principal. The Assistant Principal will collect and keep a record of the information and use this information to determine the response option which will best remedy the situation.
  4. The discipline code will be enforced when the student arrives on the school campus, during the morning and afternoon, while at school or on the bus, and at any school function (field trip, dance, ball game, etc.).
  5. Each classroom teacher is required to administer fairly any disciplinary action which is needed to maintain an atmosphere for learning. Any flagrant misbehavior will be dealt with by the Principal and/or Assistant Principal. The student is allowed a hearing in which the staff member and the student can present facts to help determine what level, if any, of misbehavior occurred and the response options available for disciplinary action.
  6. The Burgin School District does not discriminate against persons because of race, color, sex, religion, national origin, handicap or familial status.
  7. Interscholastic athletics is a privilege and not a right. Coaches will have their own discipline rules for their teams that are in addition to the school discipline code. Team rules will be reviewed by the principal and the site base council. Team discipline is the ultimate responsibility of the coach. Grievances are to be addressed to the coach in question.

### **APPEAL/GRIEVANCE PROCEDURE**

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

1. If the problem is related to the classroom, the parent/guardian will contact the principal within three (3) school days after the incident to arrange a conference with the classroom teacher, and another school official, as soon as possible, to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal or his/her designee with a minimum of delay, not to exceed five (5) school days.
3. If the problem is not related to the classroom, the parent will contact the principal directly within three (3) school days after the incident.

### **STUDENT SUSPENSION/EXPULSION**

Serious or repeated misbehavior or violations of school rules may result in the suspension or expulsion of a pupil. Kentucky Statutes declare that willful disobedience or defiance of authority, profanity or vulgarity, assault, battery or abuse of other persons, threat or force of violence (terroristic threatening), use or possession of alcohol or drugs, stealing, destruction or defacing of property, carrying or use of dangerous weapons, or encouraging bad conduct on school property, or off school property at school sponsored activities, constitutes cause for suspension or expulsion of students. (Senate Bill 13)

Suspension is exclusion of a pupil from school for a specified brief period of time, usually not to exceed ten (10) days. The Superintendent or Principal is empowered to suspend pupils. A report, in writing, must be sent

immediately to the Superintendent and to the parent or guardian. No suspension may be made unless the due process procedures described below are followed:

- A. Oral or written notice, of the charges which constitute the cause for suspension must be given the pupil;
- B. The evidence supporting the charges must be explained to the pupil if he/she denies the charges;
- C. The pupil must be given the opportunity to respond to the charges.

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

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

Suspension from school for a period longer than ten (10) days is usually considered to be expulsion; only the board may expel. A student may be brought before the Board of Education for expulsion only after a reasonable effort on the part of the school to cope with the situation has failed. This effort should include principal, teacher, parent and student conferences, with the use of guidance and social agencies that are available.

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

1. A written statement, setting forth the specific charges and grounds which if proven would justify expulsion under the law, will be presented to the pupil and his/her parents, or guardians. The statement will be of sufficient clarity and adequately in advance of the hearing to allow the pupil to prepare a reasonable defense. The action of the board will be based on those charges – no others.
2. During the hearing, the pupil and his/her parents or guardians, will be afforded the opportunity to present the board with a defense to the charges or oral or written testimony.
3. Should the pupil and his/her parents or guardians desire, they may be accompanied by a lay advisor and represented by legal counsel.
4. The pupil is entitled to an expeditious handling of his/her case and prompt decisions after the hearing consistent with requirements of mature and careful reflection by the board.
5. The pupil will be given the board's decision in writing.
6. This decision of the board is final, except that the pupil and his/her parents or guardians have recourse to the courts if the pupil is denied due process, or if the expulsion is believed to be for illegal or unconstitutional reasons.

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

If a pupil is expelled for a period less than the full school year, a conference should be held with the board, or its designee, prior to readmission (KRS158.150).

## **DETENTION**

Students may be assigned after school detention by the Principal or Assistant Principal. Detention is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems as outlined in the discipline code.

One copy of the after school detention notice will be sent home with the student and one will be kept by the issuing staff member. Afternoon detentions will be held on Thursdays immediately after school from 3:30 p.m. to 4:30 p.m. A two (2) day notice will be given to parents. Each student is to have sufficient materials and books to study for the duration of the detention. There will be no talking during detention. Failure to serve a detention is addressed on the discipline matrix.

## **TARDY POLICY**

Students are expected to attend school regularly and to be on time for classes. Each student has the right to a good education and can receive his/her full share of this right only through regular attendance. Students are allowed two (2) tardies per semester. Any student tardy more than this will be assigned a consequence according to the discipline matrix. See student handbook for entire attendance policy.

## **SKIPPING CLASS/SCHOOL**

No teacher shall send a student home or grant permission for the student to leave school property during the teaching day without permission from the office.

Students will not be excused from school grounds to any assignment without written or verbal permission from the parent or legal guardian. Teachers are not to submit requests for students to leave the school grounds or run errands or do any special assignment unless approved by the principal. No blanket permissions will be accepted.

Every student leaving the school grounds at any time must have permission from the Principal or his/her designee. Students may not leave the grounds to go to the store before school. Students wishing to go to the store are to be dropped off at the store by his/her parents or guardian. Any student seen leaving the grounds without permission or skipping school, will be assigned the appropriate consequence according to the discipline matrix

## **BURGIN SCHOOL TOBACCO POLICY**

From the time a student boards a school bus or enters the school campus until he/she leaves the school bus or campus, the use or possession of tobacco products including Vape products shall be prohibited. Any student violating this policy shall be subject to disciplinary action. (THIS INCLUDES ALL SCHOOL RELATED ACTIVITIES.)

The administration reserves the right to make judgment on any questionable cases. Any student in the judgment of the administration who is attempting to circumvent the policy shall be subject to disciplinary action. Repeated offenses of this policy could lead to suspension or expulsion. (702 KAR 5:080) (KRS 160, 290) AND (KRS 438.050)

## **ALCOHOL/DRUG ABUSE POLICY**

A student who has been drinking or has used a controlled substance prior to coming to school or to a school activity or found to be using, possessing, distributing an alcoholic beverage, or distributing drugs-illegal substances (including "look-alikes" = using or possessing a non-drug or non-alcoholic beverage in such a manner as to suggest that it is a controlled substance) while on the school campus or at a school-related activity shall be suspended from school. In addition, a student violating this policy shall be brought before the Burgin Board of Education to show cause why he/she should not be expelled from school. KRS 158.150.

NOTE: A controlled/prescribed substance that is current medication of the possessor does not constitute a violation of this policy, if kept in the office under the provisions of the school's medication policy.

## **SCHOOL PRANKS/ON SCHOOL GROUNDS/TRESSPASSING**

With each class trying to out-do the previous class in regards to school pranks and vandalism, BHS has had to take a firm stance and has created the following strict policy:

\* Any student (9-12) on campus attempting to, caught in the act, or found to have been associated with the act of trespassing, vandalism, or carrying out a prank, WILL NOT WALK AT THEIR SENIOR GRADUATION.  
\* Said students will clean up any and all messes, will pay for all vandalism to school property and will be criminally charged with the Mercer County Sherriff's Office. Furthermore, THEY WILL NOT WALK AT GRADUATION.

### **HAZING AND HARASSMENT**

Hazing is prohibited on school grounds and is considered a serious infringement upon a student's person and will be dealt with severely. Burgin High School does not approve of hazing on or off school property and will cooperate with parents of hazed students if they wish to bring legal action against those who did the hazing. Anyone caught hazing another student on school property will be subject to suspension or expulsion. The above applies to male/female students. THERE WILL BE NO CLUB INITIATIONS.

Harassment is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice. Harassment will be looked upon as a most serious violation of student conduct at Burgin High School. Harassment by a student(s) upon another student or students will result in in-school suspension, out-of-school suspension, and if continued, expulsion or placement in the alternative program. Section 5 (KRS 525.080) Harassing Communications states: A person is guilty of harassing communications if "he/she communicates while enrolled as a student in a local school district with another student in any manner that would cause the other student to suffer from fear of physical harm, intimidation, humiliation, or embarrassment..." This could also include any harassing communication that takes place away from school property.

### **BULLYING**

As used in this section, "bullying", means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

Bullying will not be tolerated. Any student, parent, or teacher shall report any instance of bullying to the administration. Failure to report by any party shall result in disciplinary action. The administration will investigate the reported matter and will assign a resolution according to the discipline hierarchy. Students that are identified as persistent "bullies" will be referred to the court designated worker and charges may be filed.

### **WEAPONS OR DANGEROUS INSTRUMENTS**

The carrying or use of weapons, or dangerous instruments, or "look-alikes" (incl. squirt guns, etc.), is prohibited by law and the Burgin Board of Education.

### **PERSONAL SEARCH**

When the Principal or his/her designee has evidence available or reason of probable cause to believe that a student is in possession of an illegal substance, a dangerous weapon or any other item which threatens the health, safety and welfare of such student and/or other students, the student shall be informed of his constitutional rights prior to any type of personal search by the principal or his designee of the same sex. If the student refuses to reveal that item in question or refuses to be personally searched, the principal or his/her designee is to notify the student's parents and seek assistance from the appropriate law enforcement agency. Personal searches are not to be used as harassment, but are for the purpose of allowing the Principal or person in charge to carry out his or her obligation to protect the health, safety and welfare of all students.

## **SEARCH AND SEIZURE**

Lockers are property of the school and are subject to the board's regulation and supervision. Locker inspection or searches are not carried out as a harassment technique, but as a duty when the health, safety or welfare of students is involved.

In a search and seizure situation, the following procedures shall be followed:

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

## **EXTRACURRICULAR ACTIVITIES**

All students are expected to conform to all school policies and regulations while participating in any extracurricular activity; this includes both home and away events. Extracurricular is defined as any school sponsored function outside the classroom. Violations will result in discipline consistent with school discipline policies.

## **SPECIAL EDUCATION**

In cases where disciplinary action involves exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services, the following procedures should be followed:

If suspension is essential to protect persons or property or to avoid disruption of the ongoing educational process, then:

- A. The student must first be granted an informal hearing and then may be suspended;
- B. Schools should report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is suggested that these persons press charges. The district should encourage this practice and give full support to the aggrieved individual in the legal pursuit of this matter.
- C. A student charged with LEVEL IV misconduct should be given a full due process hearing before the board, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute "double jeopardy", the board need not await the disposition of the hearing of trial.

## **ACADEMICALLY DEFICIENT**

A high school student shall be deemed academically deficient when he/she has not received passing grades in at least four (4) courses taken in the preceding semester.

A middle school student shall be deemed academically deficient when he/she has not received passing grades in at least four (4) of six (6) courses in the areas of mathematics, language arts, social studies, science, and applied/fine arts taken in the preceding semester.

### **DEFICIENT IN ATTENDANCE**

A student shall be deemed deficient in attendance when he/she has nine (9) unexcused absences in the preceding semester. Suspensions shall be considered unexcused absences.

If a high school student has nine (9) unexcused absences, he/she will be reported to the Transportation Cabinet for driver's license revocation or denial.

A student is a school dropout when he/she leaves school without transferring to another school.

### **PROGRAMS TO HELP STUDENTS WITH ACADEMIC PROBLEMS**

The Burgin School will offer EXTENDED SCHOOL TUTORING to students who need help with their studies. Students or parents would talk with your teacher, counselor or Principal for information about these programs. DO NOT WAIT UNTIL YOU HAVE FAILED A COURSE. GET HELP NOW!

## Elementary, Middle and High School Discipline Matrix

All students shall be disciplined for committing behavioral violations as identified in this section. A student's actions may require action by both school and legal authorities. Students are accountable to their school in their role as students, as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy.

Minor violations will be handled through informal or in-school disciplinary measures. More serious offenses may also result in suspension or expulsion from school as well as the reporting to legal authorities with charges being filed. Students will be responsible for the restitution of damaged or destroyed property.

The following leveling system of discipline is based upon a need by Burgin School administrators to administer discipline in a firm, fair and consistent manner. Students are hereby notified that the level of discipline will be based upon the infraction and chosen at the discretion of the administrative staff.

### **DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

Following current research for best practice in discipline, BIS has categorized behavior into four levels of severity and developed a menu of consequences. Similarly, a basic structure for dealing with student behavior was developed within the four levels of consequences.

<b>LEVEL I MISBEHAVIORS - TEACHER INTERVENTION</b>
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- 101. violation of established rules/procedures
- 102. Failure to dress for P.E. (1<sup>st</sup> & 2<sup>nd</sup> offense)
- 103. horseplay/scuffling/running
- 104. minor defacement of school property
- 105. public display of affection
- 106. refusal to work
- 107. bus misconduct
- 108. throwing objects
- 109. unprepared for class
- 110. disrespect
- 111. disruptive behavior
- 112. dress code violation
- 113. chewing gum
- 114. other minor behavior problems

#### **LEVEL I CONSEQUENCES**

- 151. student conference
- 152. student-teacher contract
- 153. change seating
- 154. withdrawal of privileges
- 155. after school detention
- 156. area clean-up
- 157. teacher contact parent
- 158. parent/teacher conference
- 159. restitution of damages
- 160. writing assignment
- 161. cooling-off or time-out
- 162. temporary confiscation of items that disrupt the educational process
- 163. refer to counselor
- 164. conference with teachers, special services, or administrative personnel
- 165. loss of privileges

After 3 offenses, all Level I offenses will fall under misbehavior #201 under Level II misbehaviors.

<b>LEVEL II MISBEHAVIORS - ADMINISTRATOR INTERVENTION</b>
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- 201. persistent Level I misbehaviors
- 202. cell phone violation
- 203. insubordination
- 204. out of assigned area
- 205. skip a class
- 206. left class without permission
- 207. loitering in unauthorized areas
- 208. skip a school day
- 209. leave building without permission
- 210. leave before bell
- 211. out of class unauthorized
- 212. dress code violation for 2 & above
- 213. \* profane/inappropriate language
- 214. \* defiance of authority/insubordination
- 215. class tardies 3 & above
- 216. missed detention
- 217. failure to attend Friday school
- 218. \*\* possession of tobacco products
- 219. \*\* use of tobacco products
- 220. possession of lighter/matches
- 221. inappropriate use of school computer technology
- 222. inciting violence/fight
- 223. careless driving
- 224. no student parking tag
- 225. use of tobacco products
- 226. Cheating/plagiarism
- 227. other persistent/serious misbehaviors

**LEVEL II CONSEQUENCES**

- 251. loss of privileges
- 252. after-school detention
- 253. restitution of damages
- 254. Friday school
- 255. bus suspension/assign seat
- 256. out of school suspension (1 day)
- 257. out of school suspension (2 days)
- 258. out of school suspension (3 days)
- 259. banned from campus except for classes
- 260. charges filed with Court Designated Worker

After 10 offenses, all Level I and II offenses will fall under misbehavior #301 under Level III misbehaviors.

**LEVEL III MISBEHAVIORS - ADMINISTRATOR INTERVENTION**

**(requires session with counselor)**

- 301. persistent Level I and Level II misbehaviors
- 302. \* fighting
- 303. assault
- 304. \*\* possession/use of fake/look-alike weapons
- 305. possession/sale/use/delivery of look-alike substance/drugs
- 306. \*\* vandalism/defacement of school property
- 307. \* threats/intimidation
- 308. \* disrupting school environment
- 309. \* profane / inappropriate language, verbal or written
- 310. false fire alarm/tampering with equipment
- 311. \* sexual harassment
- 312. gang-related activities
- 313. harassment/discrimination
- 314. damage to property of others
- 315. \*\* stealing/theft/possession/sale of another's property
- 316. \*\* stolen property (buy/receipt/possession)
- 317. \*\* fraud/forgery/falsification of documents
- 318. injury to others or self
- 319. \*\* disorderly conduct/disruptive behavior
- 320. obscene literature
- 321. \*\* sells / delivers / possesses look-alike drugs
- 322. other very serious misbehaviors

**LEVEL III CONSEQUENCES**

- 351. restitution of damages
- 352. contacted law enforcement agency
- 353. Friday school
- 354. after-school detention
- 355. temporary/emergency removal
- 356. out of school suspension (1 day)
- 357. out of school suspension (2 days)
- 358. out of school suspension (3 days)
- 359. out of school suspension (4 days)
- 360. out of school suspension (5 days)
- 361. out of school suspension (6 days)
- 362. out of school suspension (7 days)
- 363. out of school suspension (8 days)
- 364. out of school suspension (9 days)
- 365. out of school suspension (10 days)
- 366. suspension from school bus transportation
- 367. Placement in alternative school
- 368. recommendation for expulsion

After 5 offenses, all Level I, II, and III offenses will fall under misbehavior #401 under Level IV misbehaviors.

**LEVEL IV MISBEHAVIORS - CENTRAL OFFICE INTERVENTION**

- 401. persistent Level I, II, and III misbehaviors
- 402. aggression towards teachers/employees/others
- 403. assault/aggravated assault
- 404. \*\* sell/deliver/possess/use dangerous/illegal drugs/controlled substances
- 405. \*\* drug paraphernalia
- 406. \*\* misuse of prescription/non-prescription drugs
- 407. \*\* sells/possesses/delivers alcoholic beverages
- 408. \*\* under the influence of drugs or alcohol
- 409. \*\* possession/use of a weapon and/or dangerous instrument
- 410. offense related to abusable glue or aerosol paint

- 411. \*\* arson
- 412. \*\* criminal mischief (felony)
- 413. \*\* breaking and entering any Boyle County School property, building, facility or a vehicle
- 414. \*\* criminal trespass
- 415. \*\* robbery/larceny-theft
- 416. \*\* bomb threat
- 417. \*\* possession/use of minor fireworks/explosives
- 418. endangering the safety and welfare of others
- 419. \*\* criminal homicide
- 420. \*\* forcible rape
- 421. possession use/sale of harmful substances
- 422. other extremely serious misbehavior

**LEVEL IV CONSEQUENCES**

- 451. restitution of damages
- 452. contacted law enforcement agency
- 453. out of school suspension (10 days)
- 454. Placement in alternative school
- 455. recommendation for expulsion

**\* Denotes Board Violation \*\* Denotes Law Violation**

In-school disciplinary measures may include the following: detention (after school), parent conference, assigned writing, short period of isolation; other measures deemed appropriate by the administration is Friday School.

NOTE: When a student is on out-of-school suspension, the student *may not participate* in any school activities or extracurricular activities or events. This is all-inclusive to dance, clubs, athletics, etc. The student is not to come to the school during this time.

**DUE PROCESS**

Burgin Independent School adheres to the concept of due process for all students. if you are accused of an infraction of school rules, you will be given the opportunity to present your interpretation of the accusation. This does not mean that you will be allowed to judge if you are right or wrong, but that you will be given an opportunity to explain your actions. We contact parents through mailings and/or phone calls for any consequences resulting in a Friday School of higher.

**FINAL AUTHORITY**

Concerning the aforementioned student violations of school policies, the administration of Burgin Independent School reserves the right to change or reassign the disciplinary measure judged appropriated by the school Principal or Assistant Principal

Some infractions may result in increased disciplinary consequences at administrator’s discretion. Suspension of primary students shall be considered only in exceptional cases where there are safety issues for the child or others.

## **BUS CONDUCT**

These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following list of student actions constitutes violations of the established rules and regulations.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders must look in both directions before crossing the road. Always cross at least ten (10) feet in front of the bus and never cross behind the bus.
4. Riders may wait until the bus comes to a complete stop before attempting to enter the bus. They shall enter the bus in an orderly manner and go directly to their seats.
5. Riders shall remain seated while the bus is in motion and shall not willfully obstruct the aisle with their legs, feet or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
6. Riders should be courteous to the driver and to fellow passengers. Students shall not bully or harass other students, use vulgar or obscene language, or incite fighting by words or actions.
7. Serious safety hazards can result from excessive noise or behavior that distracts the driver. Yelling, whistling, scuffling, throwing objects, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
8. Absolutely no smoking will be tolerated a school bus.
9. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus.
10. Emergency doors are to be used only in case of an emergency.
11. Riders shall help keep the bus and area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment. Any student damaging seats, windows, etc. will be held responsible for payment. A student held responsible for damage will be subject to disciplinary action.
12. No animals shall be allowed on the bus.
13. No glass containers shall be allowed on the bus for any reason.
14. Riders should be alert for traffic when leaving the bus.
15. Items not permitted on campus may not be transported on the bus.

Extreme Behavior: Any behavior that endangers the life or safety of students and drivers riding a school bus (Same as 6<sup>th</sup> offense).

## **PERSONAL TELECOMMUNICATION/ELECTRONIC DEVICE POLICY**

Personal telecommunications devices are devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor, including, but not limited to: a smartwatch, cellular telephone, personal digital assistant, iPod and MP3 player with/without phone capabilities. While on school property during the instructional day, students shall be permitted to possess personal communication devices/electronic devices given the following guidelines:

1. The device must be completely out of sight and powered off.
2. Devices may only be used before and after the instructional day (before 8:00 a.m. and after 3:15 p.m.)
3. Students in violation of this policy shall be subject to disciplinary action per the student discipline code. Any cell phone left after June 30<sup>th</sup> will be donated to charity.

4. Confiscated telecommunication devices must be handed over with the device's battery and SIM card intact. Failure to hand over telecommunication devices will constitute defiance/disrespect/non-compliance.
5. Burgin School faculty and staff are not responsible for personal telecommunication and/or electronic devices brought to school. Students and parents assume all liability for these items if lost, stolen or damaged on campus.

## **DIGITAL CITIZENSHIP**

All students will be trained in proper digital citizenship. Students are expected to display good digital citizenship on both school and personal electronic devices. The taking and/or posting of student or faculty photographs on social media sites; as well as the posting of comments about students and faculty on such sites, is prohibited. Such actions will result in disciplinary consequences.

## **DRESS AND APPEARANCE**

The Burgin Board of Education believes that the appearance of students is important to the educational environment and should create a positive school climate and enhance school safety. Appropriate clothing is expected for all students Burgin School remains committed in developing individuals who are well-prepared for the demands of the future.

Responsibility for the dress and appearance of students enrolled in Burgin Independent School rests primarily with parents/guardians and the students themselves. Some student apparel, however, may not be appropriate to wear to school or school-sponsored events even though that same apparel may be appropriate to wear in other settings.

## **STANDARD DRESS CODE**

### **General**

- Apparel that advertises/displays alcohol, tobacco products, drugs, illegal substances, etc. is prohibited.
- Apparel which promotes or suggests abusive, profane, inappropriate language or themes shall not be worn.
- Apparel referring to a particular gender, race or religious group in a demeaning manner is not permitted.

### **Shirts**

- Any shirt, top, blouse, sweater, etc. must be long enough to be tucked into the lower garment and stay tucked in during movement (although does not have to be tucked in).
- Shirts, tops and blouses must have a measureable underarm seam with less than 3 inch clearance.
- No strapless tops, halters, spaghetti straps, backless dresses, backless tops or tube tops are to be worn.
- Cleavage and torso may not be exposed.
- Midriff should remain covered at all times.
- Undergarments (bra, underwear, boxer, briefs) may not show.

### **Pants, Shorts, Skorts**

- Must be free of any rips, tears, or holes above the knee.
- Undergarments (underwear, boxers or briefs) must not show regardless of movement.
- Skorts, skirts and shorts must be longer than the fingertips when arms are extended to the side.
- Students wearing leggings must have a long tunic or shirt covering past the fingertips..

### **Shoes**

- Tennis shoes and socks are required for physical education classes.
- Shoes and/or other footwear are to be worn at all times. However, shoes with wheels are prohibited.

**Other**

- Waist length jackets that accompany an outfit may be worn in class.
- Heavy, lined jackets/coats may not be worn during the school day and should be stored in the student's locker
- Hats, visors, hoods, bandannas, sunglasses or other pieces of cloth worn as head coverings, as well as sunglasses, are not allowed to be worn during the school day and should be stored in the student's locker.
- Dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, etc. is not permitted.
- Blankets are not permitted.
- Pajamas can only be worn on special designated pajama days.

**DRESS CODE ENFORCEMENT**

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. School administrators shall also have the right to make an interpretation on the decency and appropriateness of any apparel. Parents are responsible for sending their child to school dressed appropriately. Administrators, teachers and other certified support personnel are responsible for enforcing the dress code once the student arrives on campus.

**Elementary, Middle and High School Discipline Matrix**

All students shall be disciplined for committing behavioral violations as identified in this section. A student's actions may require action by both school and legal authorities. Students are accountable to their school in their role as students, as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy.

Minor violations will be handled through informal or in-school disciplinary measures. More serious offenses may also result in suspension or expulsion from school as well as the reporting to legal authorities with charges being filed. Students will be responsible for the restitution of damaged or destroyed property.

The following leveling system of discipline is based upon a need by Burgin School administrators to administer discipline in a firm, fair and consistent manner. Students are hereby notified that the level of discipline will be based upon the infraction and chosen at the discretion of the administrative staff.

**Level I Behaviors:** Behavior may be described as minor problems when they occur the first time and should be handled within the classroom.

Level I Behaviors	Corrections/Responses
<p>Level I infractions include but are not limited to the following types of behavior:</p> <ul style="list-style-type: none"> <li>• Disruption</li> <li>• Not completing assignments or homework</li> <li>• Teasing</li> <li>• Minor disrespect</li> <li>• Running in the hall</li> <li>• Inappropriate verbal language</li> <li>• Other rule infractions in a common area</li> </ul>	<p>Level I infractions can be adequately corrected at the time they occur by the observing staff member. Level I infractions require the following types of corrections/responses:</p> <ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Proximity correction</li> <li>• A record of behavior</li> <li>• Time out</li> <li>• Assign the student to walk or stay with the classroom teacher</li> <li>• Prepare a written report to classroom teacher</li> <li>• Have student fill out a 'Behavior Improvement Form'</li> <li>• Other</li> </ul>

LEVEL II	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<p>Abusive, Profane or Inappropriate Language or Gestures (either open or insinuated)</p> <p><b>KRS 158.150</b></p>	<p>Conference with Assistant Principal and/or Principal</p> <p>Afternoon Detention</p>	<p>Conference with Assistant Principal and/or Principal</p> <p>Friday Night School</p>	<p>Administrative Conference with Parent/Guardian</p> <p>Friday School</p> <p>Social Probation for One Week</p> <p>Loss of Driving Privileges for One Week</p>	<p>Administrative Conference with Parent/Guardian</p> <p>1-3 Days of Out of School Suspension <b>KRS 158.150 (1)(a)</b></p> <p>Social Probation for Two Weeks</p> <p>Loss of Driving Privileges for Two Weeks</p>
<p>Bullying</p> <p><b>KRS 158.150</b></p> <p>Cyberbullying</p>	<p>Conference with Assistant Principal and/or Principal</p> <p>Afternoon Detention</p>	<p>Conference with Assistant Principal and/or Principal</p> <p>Friday Night School</p> <p>Parent/Teacher Conference</p>	<p>Administrative Conference with Parent/Guardian</p> <p>Friday School</p> <p>Loss of Driving Privileges for One Week</p> <p>Social Probation for One</p>	<p>Administrative Conference with Parent/Guardian</p> <p>1-3 Days of Out of School Suspension <b>KRS 158.150 (1)(a)</b></p> <p>Loss of Driving Privileges for Three</p>

			Week	Weeks
Bus Misbehavior	Conference with Assistant Principal and/or Principal  May Suspend from Bus for 1 Day	Conference with Assistant Principal and/or Principal  1-3 Day Bus Suspension	Administrative Conference with Parent/Guardian  3-5 Day Bus Suspension	Administrative Conference with Parent/Guardian  5-10 Day Bus Suspension
Defiance/Disrespect/ Non-Compliance  <b>KRS 158.150</b>	Conference with Assistant Principal and/or Principal  Afternoon Detention	Conference with Assistant Principal and/or Principal  Friday Night School  Loss of Driving Privileges for One Week  Parent/Teacher Conference	Administrative Conference with Parent/Guardian  Friday School  Social Probation for One Week  Loss of Driving Privileges for Two Weeks	Administrative Conference with Parent/Guardian  1-3 Days of Out of School Suspension  Loss of Driving Privileges for Three Weeks  Beyond Control, Disorderly Conduct or Abuse of a Teacher Charges May be Filed or Referral for Anger Management Counseling May be Made
Disruption  <b>KRS 158.150</b>	Conference with Assistant Principal and/or Principal  Afternoon Detention	Conference with Assistant Principal and/or Principal  Friday Night School  Parent/Teacher Conference	Administrative Conference with Parent/Guardian  Friday School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  1-3 Days of Out of School Suspension <b>KRS 158.150 (1)(a)</b>  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks
Dress Code Violation  <b>KRS 160.295 (6)(a)</b>	Conference with Assistant Principal and/or Principal  Change of Clothing	Conference with Assistant Principal and/or Principal  Change of Clothing	Conference with Assistant Principal and/or Principal  Change of Clothing  Afternoon Detention	Administrative Conference with Parent/Guardian  Change of Clothing  Friday Night School
Failure to Serve Afternoon Detention  <b>KRS 158.150</b>	Conference with Assistant Principal and/or Principal  Friday Night School	Administrative Conference with Parent/Guardian  Friday School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  1-3 Days of Out of School Suspension <b>KRS 158.150 (1)(a)</b>  Social Probation for Two Weeks  Loss of Driving	Administrative Conference with Parent/Guardian  3-5 Days of ISAP <b>KRS 158.150 (1)(a)</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four

			Privileges for Two Weeks	Weeks
Failure to Serve Friday Night School  <b>KRS 158.150</b>	Conference with Assistant Principal and/or Principal  Friday School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  1 Day of Out of School Suspension <b>KRS 158.150 (1)(a)</b>  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks	Administrative Conference with Parent/Guardian  1-3 Days of Out of School Suspension <b>KRS 158.150 (1)(a)</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks	Administrative Conference with Parent/Guardian  1-3 Days of OSS <b>KRS 158.150 (1)(a)</b>  Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year
Inappropriate Use of Computer or Internet	Conference with Assistant Principal and/or Principal  Probation of Computer Use (7-30 days)	Conference with Assistant Principal and/or Principal  Probation of Computer Use for Remainder of Semester	Conference with Assistant Principal and/or Principal  Complete Withdrawal of Computer Use for Remainder of Year	N/A
Inappropriate Use of Personal Telecommunications Device or Electronic Device During School  <b>KRS 158.165</b>	Conference with Assistant Principal and/or Principal  Confiscate and Return at the End of the Day by paying \$5.00 fee <b>or</b> Device can be returned at the end of the next school day	Conference with Assistant Principal and/or Principal  Confiscate and Return at the End of the Day by paying \$10.00 fee <b>or</b> Device can be returned at the end of the 3 <sup>rd</sup> school day after device is taken.	Administrative Conference with Parent/Guardian  Confiscate and Return at the End of the Day by paying \$15.00 fee <b>or</b> Device can be returned after 30 school days with parent pickup.	Conference with Assistant Principal and/or Principal  Confiscate and Return at End of School Year.
Lying/Cheating	Conference with Assistant Principal and/or Principal	Conference with Assistant Principal and/or Principal  Afternoon Detention  Parent/Teacher Conference	Administrative Conference with Parent/Guardian  Friday Night School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  Friday School  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks
Out of Assigned Area/In Hallways Without a Pass	Conference with Assistant Principal and/or Principal  Afternoon Detention	Conference with Assistant Principal and/or Principal  Friday Night School	Administrative Conference with Parent/Guardian  Friday School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  1 Day of Out of School Suspension  Social Probation for Two Weeks  Loss of Driving

				Privileges for Two Weeks
Parking Lot Disturbance	Conference with Assistant Principal and/or Principal  Possible Loss of Driving Privileges	Conference with Assistant Principal and/or Principal  Loss of Driving Privileges for One - Nine Weeks	Administrative Conference with Parent/Guardian  Loss of Driving Privileges for 9 Weeks – End of Semester	Administrative Conference with Parent/Guardian  Loss of Driving Privileges for Remainder of the Year
Possession/Use of Combustible Items (Lighter, Matches, Lighter Fluid, Fireworks, etc.)	Conference with Assistant Principal and/or Principal	Conference with Assistant Principal and/or Principal  Afternoon Detention	Administrative Conference with Parent/Guardian  Friday Night School	Administrative Conference with Parent/Guardian  Saturday School  Social Probation for One Week  Loss of Driving Privileges for One Week
Possession/Use of Pornographic Material	Conference with Assistant Principal and/or Principal  Afternoon Detention	Conference with Assistant Principal and/or Principal  Friday Night School	Administrative Conference with Parent/Guardian  Saturday School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  1-3 Days of Out of School Suspension  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks
Possession/Use of Tobacco Products/E-Cigarettes/Electronic Vapes	Conference with Assistant Principal and/or Principal  Friday Night School  Tobacco or Items will be confiscated and not returned	Administrative Conference with Parent/Guardian  Friday School  Social Probation for One Week  Tobacco or Items will be confiscated and not returned  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  1 Day of Out of School Suspension  Tobacco or Items will be confiscated and not returned  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks	Administrative Conference with Parent/Guardian  1-3 Days of Out of School Suspension  Tobacco or Items will be confiscated and not returned  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks
Property Damage or Vandalism of Student and/or School (Less than \$500)  <b>KRS 158.150</b>  Criminal Mischief  <b>KRS 512.040</b>	Administrative Conference with Parent/Guardian  Friday School  May Report to Law Enforcement <b>KRS 158.154</b>  Restitution	Administrative Conference with Parent/Guardian  Friday School  Report to Law Enforcement <b>KRS 158.154</b>  Restitution	Administrative Conference with Parent/Guardian  1-3 Days of OSS <b>KRS 158.150 (1)(a)</b>  Report to Law Enforcement <b>KRS 158.154</b>  Restitution	Administrative Conference with Parent/Guardian  3-5 Days of OSS <b>KRS 158.150 (1)(a)</b>  Report to Law Enforcement <b>KRS 158.154</b>  Restitution

	Social Probation for One Week  Loss of Driving Privileges for One Week	Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks	May Recommend Expulsion  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks	Recommend Expulsion  Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year
Public Display of Affection	Conference with Assistant Principal and/or Principal	Conference with Assistant Principal and/or Principal  Afternoon Detention	Conference With Assistant Principal and/or Principal  Friday Night School	Administrative Conference with Parent/Guardian  Friday School  Social Probation for One Week  Loss of Driving Privileges for One Week
Skipping Class and/or School	Conference with Assistant Principal and/or Principal  Friday Night School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  Friday School or 1 Day of OSS  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks	Administrative Conference with Parent/Guardian  1-3 Days of OSS <b>KRS 158.150 (1)(a)</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks	Administrative Conference with Parent/Guardian  3-5 Days of OSS <b>KRS 158.150 (1)(a)</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks
Tardy to Class and/or School for Semester  <b>KRS 159.150</b>	Warning From Teacher	Warning From Teacher	Conference with Assistant Principal and/or Principal  Afternoon Detention	Conference with Assistant Principal and/or Principal  Referral to Truancy Diversion Program  Friday Night School
Threatening of Force or Violence  <b>KRS 158.150 (1)(a)</b>	Conference with Assistant Principal and/or Principal  Immediate Removal from class for Remainder of Day <b>KRS 158.150 (1)(a)</b>  Friday Night School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  Immediate Removal from class for Remainder of Day <b>KRS 158.150 (1)(a)</b>  Friday School or 1 day OSS  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks  May Report to Law Enforcement	Administrative Conference with Parent/Guardian  Out-of-School Suspension for Remainder of Day <b>KRS 158.150 (1)(a)</b>  1-3 Days of OSS  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks  May Report to Law Enforcement <b>KRS 158.150 (3)</b>	Administrative Conference with Parent/Guardian  Out-of-School Suspension for Remainder of Day <b>KRS 158.150 (1)(a)</b>  3-5 Days of OSS  Social Probation for One Semester  Loss of Driving Privileges for One Semester  May Report to Law Enforcement

		<b>KRS 158.150 (3)</b>		<b>KRS 158.150 (3)</b>
Uninvited Physical Contact <b>KRS 158.150</b>	Conference with Assistant Principal and/or Principal	Conference with Assistant Principal and/or Principal  Afternoon Detention  Parent/Teacher Conference	Administrative Conference with Parent/Guardian  Friday Night School  Social Probation for One Week  Loss of Driving Privileges for One Week	Administrative Conference with Parent/Guardian  Friday School  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks
Continuation of Level I Behaviors	Conference with Assistant Principal and/or Principal  Afternoon Detention	Conference with Assistant Principal and/or Principal  Friday Night School  Parent/Teacher Conference	Administrative Conference with Parent/Guardian  Friday School  Social Probation for One Week  Loss of Driving Privileges for Two Weeks	Administrative Conference with Parent/Guardian 1-3 Days of OSS <b>KRS 158.150 (1)(a)</b> Social Probation for Two Weeks Loss of Driving Privileges for Two Weeks
<b>LEVEL III</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>
Arson <b>KRS 158.150 (1)(a)(b)</b>	Administrative Conference with Parent/Guardian  Restitution  10 Days of OSS <b>KRS 158.150 (3)</b>  Recommend Expulsion  Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year	N/A	N/A	N/A
Assault or Battery <b>KRS 158.150 (1)(a)(b)</b>	Administrative Conference with Parent/Guardian  10 Days of OSS <b>KRS 158.150 (3)</b>  Recommend Expulsion  Report to Law Enforcement <b>KRS 158.154</b>  Social Probation For	N/A	N/A	N/A

	Remainder of School Year  Loss of Driving Privileges for Remainder of School Year			
Bomb Threat/False Alarm Including But Not Limited to False Fire Alarms or 911 Calls  <b>KRS 158.150 (1)(a)</b>	Administrative Conference with Parent/Guardian  10 Days of OSS <b>KRS 158.150 (3)</b>  May Recommend Expulsion Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year	Administrative Conference with Parent/Guardian  Recommend Expulsion  Report to Law Enforcement <b>KRS 158.154</b>	N/A	N/A
Bus Suspension (Continuation of Level II Behaviors)	Administrative Conference with Parent/Guardian  Four Week Bus Suspension	Administrative Conference with Parent/Guardian  Eight Week Bus Suspension	Administrative Conference with Parent/Guardian  Bus Suspension for Remainder of School Year	N/A
Fighting/Physical Aggression  <b>KRS 158.150 (1)(a)</b>	Administrative Conference with Parent/Guardian  Immediate Removal to OSS for Aggressor(s) for Remainder of Day and/or 1-3 Days of OSS <b>KRS 158.150 (3)</b>  May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Two Weeks  Loss of Driving Privileges for Two Weeks	Administrative Conference with Parent/Guardian  3-5 Days of OSS for Aggressor(s) <b>KRS 158.150 (3)</b>  May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks	Administrative Conference with Parent/Guardian  5-10 Days of OSS for Aggressor(s) <b>KRS 158.150 (3)</b>  Report to Law Enforcement <b>KRS 158.154</b>  May Recommend Expulsion  Social Probation for Eight Weeks  Loss of Driving Privileges for Eight Weeks	Administrative Conference with Parent/Guardian  10 Days of OSS for Aggressor(s) <b>KRS 158.150 (3)</b>  Report to Law Enforcement <b>KRS 158.154</b>  Recommend Expulsion Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year
Harassment/Discrimination  <b>KRS 158.150 (1)(a)</b>	Administrative Conference with Parent/Guardian  1-3 Days of OSS <b>KRS 158.150 (3)</b>  May Report to Law Enforcement	Administrative Conference with Parent/Guardian  3-5 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement	Administrative Conference with Parent/Guardian  5-10 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement	Administrative Conference with Parent/Guardian  10 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement

	<b>KRS 158.154</b> Social Probation for Two Weeks Loss of Driving Privileges for Two Weeks	<b>KRS 158.154</b> Social Probation for Four Weeks Loss of Driving Privileges for Four Weeks	<b>KRS 158.154</b> May Recommend Expulsion Social Probation for Eight Weeks  Loss of Driving Privileges for Eight Weeks	<b>KRS 158.154</b> Recommend Expulsion Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year
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Major Abusive, Profane or Inappropriate Language or Gestures  <b>KRS 158.150 (1)(a)</b>	Administrative Conference with Parent/Guardian  1-3 Days of OSS <b>KRS 158.150 (3)</b>  May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks	Administrative Conference with Parent/Guardian  3-5 Days of OSS <b>KRS 158.150 (3)</b>  May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Eight Weeks  Loss of Driving Privileges for Eight Weeks	Administrative Conference with Parent/Guardian  5-10 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement <b>KRS 158.154</b>  May Recommend Expulsion  Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year	Administrative Conference with Parent/Guardian  10 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement <b>KRS 158.154</b>  Recommend Expulsion
Major Defiance/Disrespect/ Non-Compliance  <b>KRS 158.150 (1)(a)</b>	Administrative Conference with Parent/Guardian  1-3 Days of OSS <b>KRS 158.150 (3)</b>  May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks	Administrative Conference with Parent/Guardian  3-5 Days of OSS <b>KRS 158.150 (3)</b>  May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Eight Weeks  Loss of Driving Privileges for Eight Weeks	Administrative Conference with Parent/Guardian  5-10 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement <b>KRS 158.154</b>  May Recommend Expulsion  Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year  May Recommend Expulsion	Administrative Conference with Parent/Guardian  10 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement <b>KRS 158.154</b>  Recommend Expulsion
Major Disruption  <b>KRS 158.154 (1)(a)</b>	Administrative Conference with Parent/Guardian  1-3 Days of OSS <b>KRS 158.150 (3)</b>	Administrative Conference with Parent/Guardian  3-5 Days of OSS <b>KRS 158.150 (3)</b>	Administrative Conference with Parent/Guardian  5-10 Days of OSS <b>KRS 158.150 (3)</b>	Administrative Conference with Parent/Guardian  10 Days of OSS <b>KRS 158.150 (3)</b>

	May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Four Weeks  Loss of Driving Privileges for Four Weeks	May Report to Law Enforcement <b>KRS 158.154</b>  Social Probation for Eight Weeks  Loss of Driving Privileges for Eight Weeks	Report to Law Enforcement <b>KRS 158.154</b>  May Recommend Expulsion  Social Probation for Remainder of School Year  Loss of Driving Privileges for Remainder of School Year	Report to Law Enforcement <b>KRS 158.154</b>  Recommend Expulsion
Major Property Damage or Vandalism of Student and/or School (Over \$500)  <b>KRS 158.150 (1)(a)(b)</b>	Administrative Conference with Parent/Guardian  5-10 Days of OSS <b>KRS 158.150 (3)</b>  May Report to Law Enforcement <b>KRS 158.154</b>  May Recommend Expulsion  Restitution  Social Probation for Remainder of the Semester (Up to 9 Weeks)  Loss of Driving Privileges for Remainder of the Semester (Up to 9 Weeks)	Administrative Conference with Parent/Guardian  10 Days of OSS <b>KRS 158.150 (3)</b>  Report to Law Enforcement <b>KRS 158.154</b>  Recommend Expulsion  Restitution  Social Probation for Remainder of the School Year  Social Probation for Remainder of the School Year	N/A	N/A
Possession/Use of Alcohol  <b>KRS 158.150 (1)(a)</b>	Administrative Conference with Parent/Guardian  10 Days of OSS  Report to Law Enforcement <b>KRS 158.154</b>  Recommend Expulsion	N/A	N/A	N/A
Possession/Use of Drugs and/or Paraphernalia  <b>KRS 158.150 (1)(a) and (2)</b>	Administrative Conference with Parent/Guardian  10 Days of OSS  Recommend Expulsion  Report to Law Enforcement <b>KRS 158.154</b>	N/A	N/A	N/A
Possession/Use of Weapons or Look Alike Weapons	Administrative Conference with Parent/Guardian	Administrative Conference with Parent/Guardian	N/A	N/A

<p><b>KRS 158.150 (1)(a) and (2)</b></p>	<p>1-5 Days of OSS <b>KRS 158.150 (3)</b></p> <p>May Recommend Expulsion</p> <p>Report to Law Enforcement <b>KRS 158.154</b></p> <p>Social Probation for Remainder of School Year</p> <p>Loss of Driving Privileges for Remainder of School Year</p>	<p>5-10 Days of OSS <b>KRS 158.150 (3)</b></p> <p>Recommend Expulsion</p> <p>Report to Law Enforcement <b>KRS 158.154</b></p>		
<p>Terroristic Threatening</p> <p><b>KRS 158.150 (1)(a)</b></p>	<p>Administrative Conference with Parent/Guardian</p> <p>1-5 Days of OSS <b>KRS 158.150 (3)</b></p> <p>May Recommend Expulsion</p> <p>May Report to Law Enforcement <b>KRS 158.154</b></p> <p>Social Probation for Remainder of School Year</p> <p>Loss of Driving Privileges for Remainder of School Year</p>	<p>Administrative Conference with Parent/Guardian</p> <p>5-10 Days of OSS <b>KRS 158.150 (3)</b></p> <p>Recommend Expulsion</p> <p>May Report to Law Enforcement <b>KRS 158.154</b></p>	<p>N/A</p>	<p>N/A</p>
<p>Theft</p> <p><b>KRS 158.150 (1)(a)</b></p>	<p>Administrative Conference with Parent/Guardian</p> <p>1-5 Days of OSS <b>KRS 158.150 (3)</b></p> <p>May Recommend Expulsion</p> <p>May Report to Law Enforcement</p> <p>Social Probation for Remainder of School Year</p> <p>Loss of Driving Privileges for Remainder of School Year</p>	<p>Administrative Conference with Parent/Guardian</p> <p>5-10 Days of OSS <b>KRS 158.150 (3)</b></p> <p>Recommend Expulsion</p> <p>Report to Law Enforcement</p>	<p>N/A</p>	<p>N/A</p>
<p>Continuation of Level II Behaviors</p>	<p>Administrative Conference with Parent/Guardian</p>	<p>Administrative Conference with Parent/Guardian</p>	<p>Administrative Conference with Parent/Guardian</p>	<p>Administrative Conference with Parent/Guardian</p>

	1-3 Days of OSS	3-5 Days of OSS	5-10 Days of OSS	10 Days of OSS
	Social Probation for Two Weeks	Social Probation for Four Weeks	May Recommend Expulsion	Recommend Expulsion
	Loss of Driving Privileges for Two Weeks	Loss of Driving Privileges for Four Weeks	Social Probation for Eight Weeks	Social Probation for Remainder of School Year
			Loss of Driving Privileges for Eight Weeks	Loss of Driving Privileges for Remainder of School Year

Some infractions may result in increased disciplinary consequences at administrator’s discretion. Suspension of primary students shall be considered only in exceptional cases where there are safety issues for the child or others.

## **DISCIPLINE DEFINITIONS**

**Abusive, Profane or Inappropriate Language or Gestures**—Offensive language, behavior or gestures that may directed to a teacher, school district employee, student, volunteer or guest.

**Afternoon Detention**—Discipline program that is assigned to a student by the Principal and/or Assistant Principal. Afternoon detention takes place on specifically assigned school days from 3:30-4:30 p.m. Failure to attend afternoon detention results in assignment to Friday Night School.

**Arson**—By means of fire, cause harm to property or any person or participates in or enables the burning of property of any person.

**Assault or Battery**—Physical attack of one person or a group of persons on another with the intent to injure. Use of force causing bodily harm to another person.

**Bomb Threat/False Alarm**—Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property. Unless emergency exists, willfully sounding a fire alarm to be sounded. Destroying, damaging or otherwise tampering with a fire alarm system in a school building. Includes misuse of fire extinguishers on school property/school vehicles.

**Bullying**—Intentional, repeated hurtful acts, words or other behaviors that involve an imbalance of power. These may include name calling, teasing, threatening, social exclusion, cyber bullying, etc.

**Bus Misbehavior**—Any behavior that may create a safety issue on a bus.

**Continuation of Level I Behaviors**—Student has continued to commit Level I offenses despite warnings and/or punishment. Consequences now move to Level II consequences on the discipline matrix.

**Continuation of Level II Behaviors**—Student has continued to commit Level II offenses despite warnings and/or punishment. Consequences now move to Level III consequences on the discipline matrix.

**Defiance/Disrespect/Non-Compliance**—Refusal or failure to comply with a direction or instruction of a teacher, administrator or staff member. Excessive disrespect or disobedience directed to a teacher, school district employee, student, volunteer or guest.

**Destruction of Students/School Property**—Causing damage to or defacing school property or property of others on school grounds valued under \$50.00.

**Disruption**—Any disruption to the learning environment.

**Dress Code Violation**—Refusal or failure to comply with school dress code. See separate description for school dress code.

**Failure to Attend or Complete an Assigned Discipline Program**—Refusal or failure to attend or complete a discipline program such as: Afternoon Detention, Friday Night School, Saturday School or the In-School Alternative Program (ISAP).

**Fighting**—The exchange of physical contact, constituting mutual combat, with or without physical injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties may be disciplined.

**Friday Night School**—Discipline program that is assigned to a student by the Principal and/or Assistant Principal. Friday Night School takes place on specifically assigned Fridays from 3:30-5:30 p.m. Failure to attend Friday Night School results in assignment to Saturday School.

**Harassment/Discrimination**—To repeatedly annoy, impede or otherwise negatively interfere with another student, including the wearing or possession of items depicting or implying hatred of or prejudice toward identified groups. Use of words, pictures, objects, gestures or other actions demeaning to any religious, handicapped, ethnic or racial individual or group.

**Inappropriate Display of Affection**—Inappropriate or simulated actions and/or sexual contact with another student or self that is physical, verbal, written or audible. (Acceptable display – ex. holding hands; unacceptable display – ex. kissing).

**Inappropriate Use of Internet-***Student willfully accesses inappropriate and/or restricted sites, checks or sends personal e-mail, and/or visits social networking sites without the consent of teacher, use of another student's password/access or other violation of the school's acceptable use policy.*

**Inappropriate Telecommunications Use** – *Using the telephone(s)/cell phones/pagers without permission, for inappropriate reasons or physical abuse of the telephone.*

**Inappropriate Use of Computer** – *Using a computer in an inappropriate way to include, but not limited to minor vandalism/abuse inappropriate typing of message and/or displays.*

**In-School Alternative Program (ISAP)** - *Discipline program that is assigned to a student by the Principal and/or Assistant Principal. ISAP takes place on specifically assigned days from 8:00 a.m.-3:15 p.m.*

**Lying/Cheating-** *A student acting deceptively or dishonestly; including a student copying another student's work and using it as their own.*

**Major Abusive, Profane or Inappropriate Language or Gestures-** *Major offensive language, behavior or gestures that may be directed to a teacher, school district employee, student, volunteer or guest.*

**Major Defiance/Disrespect/Non-Compliance-** *Major refusal or failure to comply with a direction or instruction of a teacher, administrator or staff member. Excessive disrespect or disobedience directed to a teacher, school district employee, student, volunteer or guest.*

**Major Disruption-** *Major disruption to the learning environment.*

**Out of Assigned Area/In Hallways without a Pass-** *Student is found within the school building without an authorized pass or teacher permission before, during or after class time or other school functions except during passing period.*

**Parking Lot Disturbance-***To include, but not limited to; speeding, loud music and/or sounds, undue honking of horns, yelling, shouting, revving engines, parked in incorrect parking place, no parking permit or other disturbances not endangering self or others.*

**Physical Aggression**–*To strike or hit another, but not mutual combat, and includes but not limited to pushing, pulling, punching or striking or creating a climate of abuse that causes physiological or physical injury.*

**Possession of Pornographic or Other Inappropriate Material-***Possession of items, video, film or other literature and media relating to adult/sexual content, violence and other inappropriate content.*

**Possession/Use of Alcohol-***Possessing, having under one's control or using any alcoholic beverage. Possession or control means one's person or in a locker, car, desk or hidden in any accessible location on or abutting school property.*

**Possession/Use of Drugs and/or Paraphernalia**–*Any possession and/or use of illicit substances which includes alcohol and inappropriate or illegal drugs. This also includes being under the influence of one or more of these substances. Per school policy, all medications are to be given to office personnel for dispensing. Medications that are found in possession of a student may result in discipline under this guideline.*

**Possession/Use of Combustible Items-***Use, possession or sale of firecrackers, smoke bombs, matches, lighters and similar materials.*

**Possession/Use of Personal Telecommunications or Electronic Device during School-** *Students are not to have any electronic devices on their person from the beginning of the school day (8:00 a.m.) until the end of the school day (3:10 p.m.). They must remain in locked lockers or cars. This includes, but is not limited to: personal radios of any type, cell phones, pagers, electronic games, MP3 players and IPODs.*

**Possession/Use of Tobacco Products** – *Use and/or possession of tobacco in any form at school, at school-sponsored activities or on a school bus.*

**Possession/Use/Transfer of Dangerous Weapon**-*To include but not be limited to; guns, knives, swords, martial arts weapons, laser pointers, dangerous chemicals and/or substances or any other item that may be or is used as a weapon.*

**Roaming Hallways Without a Pass** – *Student is found within the school building without an authorized pass or teacher permission before, during or after class time or other school functions except during passing period.*

**Skipping Class**-*Failure to attend, without valid cause, any or all assigned classes.*

**Social Probation** – *Disciplinary consequence that results in a student's placement on Social Probation may not attend any extracurricular event or activity sponsored by Burgin School (this includes away events) as a spectator. Students may participate in school sponsored events or athletic contests but must not be permitted to be a spectator. As a result, students are to report to school to complete their course work and must leave promptly at the end of their class day.*

**Tardy to Class and/or School** – *Failure to be in assigned classroom/area when the bell rings.*

**Theft/Possession/Sale of Stolen Property**-*The stealing, knowingly possession and/or selling of stolen items belonging to another student, school property, school staff or other personnel or individuals.*

**Threatening of Force or Violence**-*An expression of word or deed that threatens or inflicts physical or emotional pain, injury, damage or punishment on another or another's belongings or property, that causes fear or a sense of inferiority in another or that prevents another from acting in accordance with personal choice or school properties.*

**Uninvited Physical Contact**-*Contact that involves pushing, shoving, touching, tripping, etc. that is offensive or unwanted by the abused person.*

**Vandalism Level II**– *Willful and wanton destruction and/or defacing of property whereupon replacement is necessary, required or requested with a replacement value of \$50 - \$500.*

**Vandalism Level III** – *Willful and wanton destruction and/or defacing of property whereupon replacement is necessary required or requested with a replacement value of over \$500.*

