



# Student Handbook

## 2024-2025

### **Bardstown Elementary School**

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*\*Policies listed within this handbook may be amended by the SBDM Council after publication.*

*For the most up to date version of the student handbook, please visit [bardstown.kyschools.us](https://bes.bardstown.kyschools.us)*

Dear Students and Parents,

The faculty and staff wish to welcome you to a new year at Bardstown Elementary School (BES). All of us are looking forward to working with you, and we hope that this will be your best year yet!

This handbook has been designed to help you better understand BES and to assist you in meeting your responsibilities as a student or parent. It contains an explanation of policies and procedures used at our school and a listing of our rules.

BES will provide many opportunities for students to learn and enjoy life in our community this school year. Our hopes are that all enrolled students grow academically, socially, and emotionally while with us. We expect students to strive for excellence in their studies and to make positive contributions to our school and community.

We invite parents to attend conferences and their child's programs. We encourage parents to become active participants in the PTO, volunteer programs, and the Site Based Decision-Making Council. We want you to become a member of our team through active participation.

We, the teachers, counselors, administration, and other staff members are always here to help. If this handbook does not offer the information you need, please reach out for further assistance. We want all children to feel welcome at BES!

We hope that you have a safe, happy, and successful year!

The Faculty and Staff of BES

# ACADEMICS

A student's academic instruction is of the utmost importance. Every effort is made to ensure every student receives an exceptional education each day at Bardstown Elementary School (BES). As related to this, a few items of note are highlighted in this section.

## GRADING SCALE

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>65-69</b>
<b>F</b>	<b>64 and below</b>

## INTERSESSION

Depending upon space and staffing constraints, students wanting to demonstrate enhanced mastery of course content may attend intersession over a break. Intersession will be structured to meet the individual needs of each student who signs up to attend. Students must sign up for intersession with the principal or designee no less than five (5) school days prior to the beginning of intersession. During intersession, all school rules remain in place and shall be adhered to. Principal, or designee, reserves the right to remove students from intersession due to violating school rules. A student who is removed from intersession shall not be readmitted to that session.

## PLAGIARISM

Plagiarism is defined as:

- Copying another person's idea, including the use of AI and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper
- In-text documentation that is not reflected in the Works Cited page

BES is committed to teaching students how to become ethical users of information and ideas. Faculty and staff believe in not only educating students in the research process and mechanics of writing and proper documentation, but also in holding BES students accountable for honest work. Whether an assigned project is in a visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated at Bardstown Elementary School. Students found to have plagiarized work will face disciplinary consequences as determined in a conference of the teacher, parent, and school principal.

## SPECIAL EDUCATION

Bardstown Elementary School recognizes that each student learns in a unique way. Despite individual differences, most students learn through the variety of methods provided within a regular class setting; however, these methods are not always adequate to meet the needs of some students. The Special Education Department exists to help these individuals achieve an appropriate education. Special Education students are required to complete the same specific curriculum content that other students complete; however, the method of instruction may vary based on the recommendation of the Admissions Release Committee (ARC). Resource and collaboration services are two methods used to assist students in meeting the required standards of work completion.

# ATTENDANCE

The Bardstown Board of Education and its staff believe that every child is entitled to the very best education that our district can provide. In doing so we believe it is essential that all students attend school on a regular basis. Research has shown a direct connection between poor attendance and poor academic achievement. We believe the reverse is also true. Students with high attendance rates generally achieve higher grades, enjoy school more, and become a more marketable individual for higher education and the workforce.

It should be emphasized again that students are required by law (KRS 159.010) to be in attendance every day that school is in session unless they have a justifiable excuse for the absence. Schools, as well as parents, are required to account for each and every student's absence.

## **PARENT/GUARDIAN NOTES REQUIRED**

Students returning to school following an absence must report directly to the attendance secretary and turn in a note. A note signed by a parent/guardian is to be presented explaining the absence. Parents / guardians may also call the school attendance secretary to report their students' absence(s) if desired. If there is no note or phone call, the absence or tardy will be logged as unexcused. Based upon the information received, the absence will be declared excused or unexcused according to the Bardstown City Schools' Attendance Policy.

## **EXCUSED ABSENCES**

Absences and/or tardies (maximum 6 per year) due to the reasons listed below will be excused provided a note, or phone call, from the parent/guardian. Parent notes and / verbal phone calls should be turned in within three (3) days of the student's return.

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil
3. Medical and dental appointments
4. Participation in approved school-related activities
5. Severe weather conditions or natural disasters
6. Court appearance
7. Other valid reasons as determined by a principal or designee or Appeals Committee

## **IMPORTANT CLARIFICATIONS**

- One parent /guardian note excuses one day of absence and DOES NOT carry over to the next day.
- Tardies using a parent / guardian note will count as one (1) parent / guardian note.
- Notes designated as "phone advice" or nurse notes from the doctor's office will count as one parent note.

## **UNEXCUSED ABSENCES**

After a total of six (6) absences during the school year, students are required to present a written statement from a doctor or medical professional in order to be excused. If no doctor's statement is provided, the student's absence will be marked as unexcused.

## **HOME-HOSPITAL INSTRUCTION**

In the event that a student expects to be out of school for more than five (5) consecutive days due to illness, hospitalization, surgery, etc., they may apply to be placed on home/hospital instruction. We recommend that the student applies before or as soon as absences begin.

## **SPECIAL FACTORS**

Parents / guardians of chronically ill or handicapped students may provide a doctor's statement in order for these students to receive special attendance consideration. Special consideration may also be considered for 1) death or severe illness in the immediate family, 2) required court appearances and 3) school related activities **with prior approval** from a principal.

## **NOTIFICATION of PARENTS/GUARDIANS**

Parents will be notified by mail when their child has accumulated three (3) unexcused absences and/or tardies in a school term (semester). The Board office will notify the Court Mediation Officer when a child has missed five (5) unexcused absences.

## **TRUANCY**

Truancy is a violation of Kentucky's compulsory attendance law. KRS 159.150 states that "Any child who has been absent and/or tardy from school without a valid excuse for three (3) or more days is a truant."

A truancy report will be filed with the Director of Pupil Personnel (DPP) when a student accumulates four (4) or more unexcused absences and/or tardies in a school year. A child is considered to be a habitual truant when he/she misses six (6) unexcused days or tardies. A truancy report will be filed with the Court Mediation Officer upon the fifth absence. If the problem is resolved, no legal action is taken. When the student has accumulated a total of six (6) unexcused absences/tardies, the school district may file truancy documents with the District Court.

## **MAKE-UP WORK**

Requesting and completing work missed during excused absences is the responsibility of the student/parent. Work may be made up for unexcused absences at the discretion of the teacher/principal involved.

# BEHAVIOR INTERVENTIONS & STUDENT CONDUCT

It is the desire of Bardstown Elementary School staff to help students become responsible for their own behavior and develop respect for themselves, other students, and the staff at BES. The following discipline code was established to create a fair and consistent policy and will be enforced to provide students with a positive and safe learning climate. The aims of BES conduct policies include:

1. To develop learning environments by defining expectations and monitoring learning behavior that results in increased teaching time
2. To develop a school wide discipline plan that can be supported and consistently implemented by teachers, administrators, and parents
3. To follow the law passed by our state and federal governments concerning public schools

## SUMMARY OF BEHAVIOR EXPECTATIONS

Students enrolled at Bardstown Elementary School should, daily:

1. Be on time for school
2. Be prepared for school
3. Stay on campus unless excused from school
4. Follow the attendance and check-out procedures
5. Be respectful of others

Failure to comply with these rules will result in the response prescribed by the discipline policy and outlined in the Behavior Matrices. Students are reminded that all of the rules listed apply to all school-sponsored activities, as well as during the normal school day.

## STUDENT, EDUCATOR, PARENT, AND ADMINISTRATOR RIGHTS

### EVERY STUDENT HAS THE RIGHT:

1. to an appropriate public education which maintains high educational standards and meets the needs of individual pupils;
2. to notification of information pertaining to regulations and policies which pertain to their public schooling experiences;
3. to reasonable physical protection and safety of their personal property;
4. to consultation with teachers, counselors, administrators, and other school personnel;
5. to free student elections for organizations within the school or their counterparts within the state and nation;
6. to candidacy and to hold office in student organizations within the school or within state or national student organizations;
7. to an examination of their own personal school records. Further, students under the age of eighteen (18) are required to obtain parental/guardian approval for this examination;
8. to have parents/guardians or their authorized representatives examine personal school records;
9. to involvement in school activities without being subject to any form of discrimination;
10. to participation in school activities which require competition on an equal basis;
11. to receive respect from other students and school personnel; and
12. to the presentation of complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

### EVERY EDUCATOR HAS THE RIGHT:

1. to expect the support of their fellow teachers and administrators;
2. to work in a positive school climate with a minimum of disruptions;
3. to expect all student assignments to be completed as requested;
4. to remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate;
5. to be safe from physical harm;
6. to be free from verbal abuse;
7. to provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel; and
8. to take action necessary in emergencies pertaining to the protection of persons or property.

### EVERY PARENT/GUARDIAN HAS THE RIGHT:

1. to send their student to a school with a positive educational climate and receive equal opportunity in all programs and activities;

2. to expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
3. to enroll their student in regularly scheduled classes with minimal interruptions;
4. to expect their school to maintain high academic and accreditation standards;
5. to examine their 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. Generally, the building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department; and
7. to be notified when their child has continual or blatant misbehavior.

**EVERY ADMINISTRATOR HAS THE RIGHT:**

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

**STUDENT, EDUCATOR, PARENT, AND ADMINISTRATOR RESPONSIBILITIES**

**EVERY STUDENT HAS THE RESPONSIBILITY:**

1. to maintain acceptable conduct at all times;
2. to display consideration for the rights and property of others;
3. to dress in a manner that is not a detriment to the school process and orderly operation of the school;
4. to maintain proper hygiene at all times;
5. to abstain from the possession and/or use of illegal substances, including alcohol;
6. to abstain from the possession and/or use of weapons, ammunition, dangerous instruments, fireworks, and other incendiary devices;
7. to promptly report to school personnel any knowledge of perceived or real threat to the safety of the school population;
8. to abstain from physically attacking any school employee;
9. to refrain from physically attacking classmates;
10. to refrain from persistent violation of school regulations;
11. to be in attendance at all regularly scheduled classes;
12. to refrain from acts of truancy such as being absent without permission from school and/or class;
13. to show respect for school authority by avoiding all acts of defiance;
14. to abstain from gambling, extortion, theft, or any other unlawful activity;
15. to abstain from use and/or possession of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305
16. to complete all homework and classwork in accordance with the teachers' instructions;
17. to represent the truth in all school matters;
18. to refrain from cheating on all academic and/or athletic activities;
19. to avoid the use of verbal abuse with all persons within the school setting;
20. to refrain from the harassment of fellow students and/or school personnel;
21. to exhibit respect for other opinions by refraining from rudeness or inappropriate language;
22. to abstain from willful disobedience by open rebellion to school regulations and/or school personnel;
23. to practice proper safety procedures while using the building facilities;
24. to show respect for the educational process by taking advantage of every opportunity to further their education;
25. to refrain from habitual tardiness;
26. to drive in a safe and lawful manner to and from school;
27. to practice self-control in terms of voice and limbs;
28. to refrain from leaving school grounds prior to dismissal for the day; and
29. to abstain from any form of disruptive classroom behavior.

**EVERY EDUCATOR HAS THE RESPONSIBILITY:**

1. to present the educational materials and experiences appropriate to their course or grade level;
2. to inform students and parents/guardians of achievement and progress;
3. to plan a flexible course of study which meets the needs of all students;
4. to maintain high standards of academic achievement;
5. to administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate;
6. to provide feedback on student assignments as soon as possible;
7. to exhibit exemplary behavior in terms of dress, action, and voice;
8. to inform parents/guardians of their student's successes, problems, and failures;

9. to reward exemplary student work and/or classroom behavior;
10. to maintain a classroom atmosphere conducive to good behavior;
11. to exhibit respect for all students;
12. to follow the rules and regulations of the Board of Education and the local school; and
13. to maintain open communication with school personnel, students, parents and community to maintain school safety.

**EVERY PARENT/GUARDIAN HAS THE RESPONSIBILITY:**

1. to instill in their student the need for an education;
2. to instill in their student a sense of responsibility;
3. to assist their student in understanding the need for a positive school learning environment;
4. to become familiar with the educational policies and programs of the Board of Education;
5. to aid their student in understanding the disciplinary procedures of the school;
6. to encourage their student to follow all school policies;
7. to see that their student is in regular attendance;
8. to inform school officials of any long-term illness affecting the student;
9. to demonstrate respect for all school personnel at school and related activities;
10. to inform school officials of concerns pertaining to disciplinary procedures;
11. to instill in their child(ren) the need for appropriate student attire;
12. to exhibit concern for the progress and grades of their student;
13. to inform school officials of any change of their residence or their child(ren's) residence;
14. to instill and/or assist their child(ren) to maintain proper hygiene; and
15. to inform school officials of knowledge of real or perceived threat to school safety.

**EVERY ADMINISTRATOR HAS THE RESPONSIBILITY:**

1. to help create and maintain an atmosphere which respects the rights of all participants in the schooling process;
2. to exhibit exemplary behavior in terms of action, dress, and speech; and
3. to direct the school staff in developing a program which communicates this code of conduct to the school community.

**BUS TRANSPORTATION & BEHAVIOR**

School bus transportation is authorized for students regularly enrolled in a public school in all grades. Bardstown City Schools provides transportation to and from school as a courtesy to the parents and students in the district. Therefore, all students are expected to comply with all state regulations (702 KAR 5:090) and all Board of Education regulations, policies and procedures, in order to continue to enjoy this privilege. Accommodations and supports will be provided in accordance with 707 KAR 1:270-1:380 for eligible students.

Student safety while on a school bus is a priority. Violations will be handled seriously due to the potential risk to lives while in transit.

For the safety of all students, the following guidelines and safety rules should be followed when riding a school bus:

1. Students will obey and respect the requests of the driver;
2. No part of the body is to be extended outside the bus at any time;
3. Students shall always cross the road ten feet in front of the bus after the driver has motioned the student to cross and the student has looked both ways;
4. Students shall help the driver to keep the bus neat and clean;
5. Students shall conduct themselves properly at all times and not do anything that would distract the driver;
6. No pets or animals (live or specimen) are allowed on the bus;
7. Students shall be allowed to carry on a bus only those items which they can securely hold and contain in their laps without using additional seating space;
8. Students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver;
9. Students shall be waiting at the bus stop, and they shall not cross the highway until the bus comes to a complete stop and the driver waves them across;
10. Students are not to change their regular pattern of riding and stops without a written request from home and approval of the school principal/principal designee;
11. Students are never to leave the bus by the emergency door(s) except in case of emergency or emergency drills;
12. Students shall have a bus pass or note signed by their principal/designee that authorizes them to ride on a bus other than their assigned bus or to exit the bus at a location other than their designated stop. Otherwise, they shall ride only on their assigned bus and exit the bus at their designated stop;
13. Students are to sit in their assigned seats;
14. No food or drink will be consumed while bus is in operation;

15. Students shall follow the same dress code as in school while on the bus; and
16. Students shall remain seated until the bus comes to a complete stop and be ready at that time to exit the bus.

The following are examples of serious misconduct on the bus or violations of safety rules and practices listed that may result in bus suspensions:

1. damage to bus property;
2. fighting;
3. use of real or imitation tobacco products/vaping devices;
4. profanity;
5. use of fire or open flame;
6. use of drugs (including alcohol); and
7. possession or use of firearms/explosive devices.

Bardstown City School buses may be equipped with video cameras. Schools that have video cameras will be used to monitor behavior and student management procedures.

### **CARE OF BUILDING AND GROUNDS**

All students should take pride in the appearance of the building and grounds. In the event that damage or any type of vandalism is done to the building/grounds or any type of mischief results in the disruption of the building/grounds, the student(s) involved may be held responsible for the expenses of repairing said damage or disarray. In addition, student(s) may be given consequences for the damage, vandalism, or mischief, including assistance in repairing or cleaning of the damage. The administration will have discretion of consequences served.

### **CELL PHONE AND SOCIAL MEDIA VIOLATIONS**

Cell phone use is a privilege and is not permitted during instructional time. Students may use their cell phones only at the end of the school day or with teacher/administrator permission, if used appropriately. Parents/guardians that need to reach a student during class due to an emergency situation must call the front office, who will then notify the student. The use of social media and the photographing and posting of peers online is a violation of privacy and is prohibited while at school. Any student caught using a recording or photograph to harass, intimidate, and/or for the use of voyeurism (as defined by KRS 531.090) can be charged criminally and will be given school-level consequences *and may lose their ability to possess their cell phone while at school*. Students using any device to record any physical altercation on school property can also be charged and will receive school level consequences. This also applies to school sponsored events outside of school hours.

Electronic devices, including any type of headphone, will be confiscated by a school administrator if they are used without teacher authorization. Confiscated devices are returned to parents by appointment.

### **CHROMEBOOKS**

Students are expected to bring their school issued Chromebook to school each day, fully charged. A student who does not bring his/her Chromebook to school may face disciplinary consequences.

### **GANG or GANG-LIKE ACTIVITY**

Gang or gang-like activity will not be tolerated on school grounds or at any school activity. Students will not wear or display explicit gang symbols. Violations may result in suspension or other appropriate action.

### **HALL PASS PROCEDURE**

All students should remain in a classroom unless a hall pass is given to the student by the teacher. It will be up to the teacher to determine when/if a hall pass will be given to a student. All classroom teachers shall have a hall pass procedure. It is up to teacher discretion when a hall pass may be issued.

### **STUDENT SEARCHES**

School officials have the right to search students or their property if the officials have reasonable suspicion that a student may be in possession of something that violates school rules or endangers others. The purpose of searching students, their belongings, desks, or other items is to protect the property and safety of others and/or to maintain the on-going educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Searches will be used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety.

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



1. A student's person will be searched only when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items, (weapons, ammunition, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and others' safety or 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 or parent by that staff member or through the office.
4. A general inspection of school properties such as cubbies, desks, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected (Example: overdue library books).
5. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: (1) the student is absent from school, or (2) school authorities decide that the student's presence could endanger the pupil's health and safety.
6. Any vehicle entering Bardstown City Schools property is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted for any reasonable purpose without a warrant. Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

### **SMOKING/VAPING/TOBACCO USE**

Federal law restricts the use of tobacco/vapor products inside facilities that routinely provide health, day care, education, or library services to children and receive certain types of funding. The use or possession of any tobacco materials including cigarettes, e-cig/vape devices, cigars, pipes, snuff, and chewing tobacco, matches, lighters, and all other items developed or processed for the primary purpose of facilitating the use of tobacco or tobacco products in the practice of smoking shall be prohibited in the buildings and on the campus of Bardstown Elementary School. Possession, use, and distribution of these products shall result in disciplinary action.

### **TRANSPORTATION CHANGES**

If there is a change in how a child normally goes home, parents must send a note to school with the child stating the change. If a child is riding a bus to a different address, this information must be included in the note. If someone different is picking up the child, a note must also be sent. These notes should be given to the office, which will then pass them on to their teacher. If a child does not have a note, they will be sent home on their regularly assigned bus. Students may not make phone calls from the office to try to make arrangements. Parents that need to call the school to change a child's transportation MUST do so NO LATER than 1:30 PM.

### **WEAPONS ON CAMPUS**

Carrying, bringing, using, or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited.

A firearm is defined as "any weapon which will expel a projectile by means of explosion" KRS 527.010(2). A deadly weapon means "any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged"; any "knife other than an ordinary pocket knife or hunting knife"; nightstick or club; blackjack or slapjack, karate sticks; shuriken or death star or artificial knuckles made from metal, plastic or other similar hard material KRS 500.080.

School officials may seize and destroy weapons determined by proper school authorities to be a threat. Unlawful possession of a deadly weapon on school property is a class D felony, punishable by one to five years' imprisonment and a fine of up to \$10,000. Possession of a firearm, deadly weapon, or dangerous instrument, including tasers by any student is grounds for immediate suspension and/or an expulsion hearing.

The law requires school employees to report any student who is determined to have brought a firearm or deadly weapon to a school or school grounds, under the jurisdiction of this system, to the criminal justice or juvenile delinquency system.

To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA), regarding discipline of students with disabilities, the Board of Education may modify the expulsion requirements, on a case-by-case basis. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguard required by IDEA and KRS 158.150 is followed. Non-IDEA-eligible students may also have their expulsion requirements modified on a case-by-case basis.

## DISCIPLINARY INTERVENTIONS

1. The administrative staff shall retain discretionary powers as to disciplinary actions.
2. All referrals are cumulative, and consequences increase. A behavior matrix has been included at the end of this document showing possible progressions.
3. Not attending assigned detentions results in progression of disciplinary action.
4. In the best interest of the student, parents shall meet with the principal before a student is allowed to re-enter school after a suspension.
5. Any student who quits school while a discipline procedure is taking place must face the consequences of the infraction if he/she re-enrolls in BES during that school year.
6. Any student who is suspended should not attend any school function or activity during the time of his/her suspension. Students who are suspended should not be on school property anytime during the suspension period; students who are suspended and are found to be on school property may be charged with loitering unless given permission by the principal.
7. Any prohibited or restricted article or device that is found in possession of a student shall be confiscated. Additionally, appropriate disciplinary action shall be taken. A parent conference is required for the return of the confiscated item.
8. Suspensions are recorded as unexcused absences.

## DETENTION

After school detention is an intervention plan to help students develop responsibility for their behavior without missing regular classroom instruction. Detention may be assigned to students for various academic or behavior problems. After school detention is one hour long beginning at the afternoon dismissal bell in a designated classroom. Students are expected to be on time and bring class work with them. During detention students may not access personal devices and are expected to utilize the time for academic and restorative assignments and activities only.

Detentions must be served on the next regularly scheduled detention day. An administrator must approve exceptions in writing. Students are expected to follow all rules and regulations of detention. Failure to do so will result in additional disciplinary actions.

## IN-SCHOOL ADJUSTMENT PERIOD (ISAP)

ISAP will be assigned when a student's behavior requires removal from classes for a period of time, but suspension from school is not recommended. If a student is absent on the day they are assigned ISAP, they will serve their remaining time the next day(s) they are present at school. Students receiving services under the Individuals with Disabilities Act (IDEA) will have access to a special education teacher in accordance with service minutes outlined in their Individualized Education Plan (IEP.)

Students in ISAP will be permitted the use of their school issued computer, access to their charger, and paper, pencil, calculator or other classroom school supplies. Students will be provided assignments by classroom teachers virtually or on paper. Students in ISAP will have access to meals or may bring breakfast/lunch from home. Students will consume meals within the ISAP room. Upon arrival at school on the day of assigned ISAP students will report directly to the front office where they will wait for their instructor.

## SUSPENSION

Out of School suspension is an intervention plan used when other options have been unsuccessful or the problem is serious enough to warrant removal from the classroom. Suspension is considered an unexcused absence, and therefore no work can be made up and no credit given for the suspended days.

If a student is sent home on suspension, the following will apply:

1. **First time: One to ten days.** The parent must accompany the student back to school before he/she returns. The student may return to school before the completion of the suspension if, after the conference, the principal/designee is convinced that the problem has been solved.
2. **Second time: Three to ten days.** The parent must accompany the student back to school and should, at the completion of the suspension, have a conference with the principal/designee.
3. **Third time: Five to ten days.** The parent and student must attend a conference with the principal/designee before returning to school.
4. The first three steps will be eliminated if the nature of the offense is sufficiently serious.

## ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES

Bardstown Independent School District is committed to providing a safe alcohol and drug free learning environment for all students and staff. To achieve this environment, the district has established a procedure for the alcohol and drug offenses to assure students, parents, and the community that this school district will be free of alcohol and other illicit drugs. The objective of the procedures outlined below is to provide fair and progressive discipline, early prevention, intervention and referral services.

No student shall possess, use, be under the influence, transfer or sell any alcohol beverage, narcotic, drug, counterfeit controlled substance, nor possess, sell or transfer drug paraphernalia. Prescription drugs and over-the-counter medications are not to be sold, transmitted, distributed, or transferred by students. The above stated behavior is prohibited on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. Prescription drugs are to be used and possessed only by the person named on the prescription and should be given to the school nurse to be dispensed to the student to which the medicine is prescribed.

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Cabinet for Human Resources under regulations pursuant to KRS 218A.020 or KRS 217.900(2). In the instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance. Use of medications prescribed or ordered by a physician or dentist shall not be considered a violation of this policy.

The principal shall determine whether there is a violation of the drug and alcohol policy. Once the violation has occurred, the principal or principal designee shall contact the parent/guardian and promptly notify the local police department, sheriff, or Kentucky State Police of the violation on school premises, on a school bus, or at a school sanctioned event. The principal or designee shall conduct a conference with the student and parents and assign appropriate disciplinary consequences.

## **COUNSELING OFFICE**

The Bardstown Elementary School Counseling Program supports all BES students through personal, social, educational, and career development. This program outlines the standards and strategies that BES needs to follow in developing and implementing a comprehensive school counseling program which incorporates ASCA (American School Counseling Association) standards.

At BES, the school counseling program engages students in a safe and educational environment that focuses on the whole child and establishes strong relationships, demands academic rigor, embraces diversity, and requires accomplished instruction in order for all students to maximize their potential. It also promotes personal, social, and academic skills. The program includes individual, small group counseling, and monthly classroom guidance lessons. Teachers and counselors collaborate with each other to refer students who need individual or small group counseling. Parents can also request counseling for their own children, or the counselor can assist parents in finding in-school therapists or outside agencies to help their child. Counselors plan and implement a school-wide social emotional program. Counselors also serve as Building Assessment Coordinators for the following assessments: ACCESS, AKSA, and KSA.

## **DRESS CODE**

In accordance with our overall mission, the professional staff of Bardstown Schools believes that appearance is important to the educational environment of our students. The intent of this policy is to promote community standards and school pride by requiring a school uniform which enhances school safety, equity, and is cost-effective for students, staff, and parents. As educators, we believe that students should understand and appreciate the proper standards of dress and responsibility which will often be required of them when they enter the workforce. The policy is flexible enough to allow for personal expression, (a wide variety of workplace attire agreed upon by a committee of teachers) while developing individuals who are well prepared for the demands of the future, including the expectations of appropriate attire.

Students are expected to be in uniform every day, with the exception of "dress-down" days that will be announced by the principal or in cases where a waiver has been approved for religious reasons. Students must also wear the school uniform for all field trips unless special permission is granted by administration. Students who are not in uniform may be denied permission to leave for a field trip. Any apparel or issue that calls attention to itself will be responded to as deemed necessary. Clothing must not have holes, tears, and must have finished hems. (No cut-offs or frayed edges.) No head coverings are to be worn in the school building. (An exception may be given for religious or medical reasons.) Students are not allowed to wear or have blankets, caps, hats, sweatbands, bandanas, pajamas, combs (picks), or chains.

A complete pictorial guide to the BES dress code may be found at the end of this handbook.

## DISCRIMINATION, HARASSMENT, AND VIOLENCE

Bardstown Independent School District is committed to providing a safe, positive, learning and working environment for everyone. Therefore, we prohibit harassment, discrimination and violence. We will not tolerate it in any form. Harassment, discrimination, and violence (HDV) is intimidation by threats of or actual physical violence: the creation by whatever means of a climate of hostility, intimidation, embarrassment, or personal discomfort; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice, or to have the effect of insulting, stigmatizing, or embarrassing an individual.

1. A person is guilty of harassment when with intent to intimidate, harass, annoy, or alarm another person he or she:
  - a. strikes, shoves, kicks, or otherwise subjects him to physical contact; or
  - b. attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
  - c. in a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
  - d. follows a person in or about a public place or places; or
  - e. engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
2. Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
  - a. damages or commits a theft of the property of another student; or
  - b. substantially disrupts the operation of the school; or
  - c. creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of the person's identification with a particular group.

Non-sexual conduct, such as intimidation, hostility, rudeness or name calling, can be abusive and therefore harassment.

1. A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she:
  - a. communicates with a person, anonymously or otherwise, by telephone, email, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or
  - b. makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
  - c. communicates, while enrolled as a student with or about another school student, anonymously or otherwise, by telephone, the Internet, email, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Harassing communications is a Class B misdemeanor.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors which affect educational or employment decisions constitute as sexual harassment. However, sexual harassment may also consist of unwanted physical contact and request of sexual favors, visual displays of degrading sexual images, sexually suggestive conduct or offensive remarks of a sexual nature.

Students that engage in HDV, including cyber-bullying, toward another employee or student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary actions as directed by the superintendent or building administrator. These actions may include, but not limited to those listed in the behavior matrices listed at the end of this handbook.

When harassment escalates to the point where serious injury, severe pain, or bodily impairment is experienced by a student or staff member, possible felony charges may be cited by parties involved. This description is listed under KRS Chapter 508.

Any employee who fails to report to the principal or appointed complaint managers suspected of abuse of a student shall be subject to disciplinary action. This requirement does not alter or amend the reporting requirements of KRS 620.030 of any person to report abuse of children to the appropriate law enforcement agency.

Information concerning HDV complaints shall be treated confidentially and consistently with the district's legal disciplinary action if it is found that HDV has occurred.

Complaint Managers will be appointed by the principal of each building. Complaint Managers may be principals, counselors and other designated staff members, students, or school personnel.

Any person who believes that he or she has been a victim of HDV by a student or employee of this district, shall report the conduct immediately to a complaint manager. Any third party with knowledge or belief of conduct which may constitute HDV shall report the conduct immediately to a complaint manager.

## **SCHOOL-BASED DECISION MAKING COUNCIL (SBDM)**

The BES Council meets monthly and actively works to include and involve parents in all aspects of school council matters.

The Council approves formation of Standing Committees annually to address Council functions. Standing Committees may be formed for each permissive function performed by the Council to serve for one year. Parents are invited to serve on Standing Committees annually. Committee actions are advisory and are not binding on the Council. The Council and committees meet in accordance with open meeting laws [KRS 61.810].

## **STUDENT SERVICES AND SUPPORTS**

### **ELIGIBILITY REQUIREMENTS FOR STUDENT RECOGNITION**

In order for students to represent BES as a student council representative or be awarded any other special recognition, the following are required:

- A student must have not been suspended from school or have been assigned ISAP two or more times
- A student must have 90% or better attendance
- Students in 4th and 5th grade must have a GPA of 2.0 or higher

### **CAFETERIA**

The school cafeteria is available for students and staff at breakfast and lunch. Breakfast is served daily in the school cafeteria. No breakfast will be served after 7:45 a.m. Students are not allowed to take food from the cafeteria. Lunch is served between 10:55 AM and 12:30 PM. Students are required to eat during their assigned lunch period. All students are required to report to the lunchroom and remain there unless given a pass by a lunchroom monitor.

The cafeteria has a computer system much like a checking account system. Money may be deposited in advance for the purchase of meals and extra items. All students have an individual account number that must be entered into the computer each time they eat. Deposits of any amount are accepted. (i.e. \$50.00). Meal charges are not permitted to students or adults. Parents can add money to student accounts at school or online using the "My School Bucks" service for a nominal fee.

Any student that thinks they may qualify for free/reduced lunch prices must submit a new application each school year. The application can be obtained in the school office, cafeteria office or on BCS website under Food Services.

### **COMPETITIVE FOODS**

No food products are to be sold or distributed for fundraising during the regular school day. Only water is to be brought to school for consumption. No other drinks of any kind may be brought into school by students during the school day. Student sack lunches may contain non-carbonated drinks to be consumed at meal time only. All vending machines may not be used by students until 2:25 PM.

Under no circumstances are food items or soft drinks to be sold or distributed to students until one hour past the close of the cafeteria serving time. This includes meals from fast food establishments. Club meetings, reward parties, and special events shall not be held during breakfast or lunch periods in direct competition with the Child Nutrition Program. Such activities need to be conducted an hour past the close of the cafeteria serving time. To ensure that foods served to children are safe and sanitary, all foods and snacks served to students must be purchased, rather than homemade. They must include an ingredient label to help prevent problems with food allergies.

### **DENIAL OF STUDENT MEALS**

USDA prohibits the denial of meals and milk as a disciplinary action against any child who is enrolled in a school participating in the child Nutrition Program. Such denial of meals or milk is inconsistent with Sections 2 and 9 of the National School Lunch Act and Sections 2, 3 and 4 of the Child Nutrition Act of 1966.

### **EQUAL RIGHTS**

It is the policy of the Bardstown Board of Education that no person be subjected to discrimination on the basis of race, color, gender, disability or religion. The Bardstown Board of Education will comply with all requirements of state and federal law concerning nondiscrimination. (Board Policy 1014.00)

### **FUND-RAISING ACTIVITIES**

The school realizes that, from time to time, it becomes necessary for clubs to raise money. However, this must be held to a minimum, and those raising funds must be a school recognized club. Approval of the school principal must be obtained before any fundraising can occur. Students that complete a fundraiser must submit the totals of all funds raised and outline a plan for the use of said funds.

### **HEALTH RECORDS**

All health records are maintained by the school nurse. Student immunization records, TB skin tests, and school physicals are also maintained by the nurse in compliance with the State of Kentucky rules and regulations.

### **HEALTH SERVICES**

Bardstown Elementary School has a school nurse who aids in the health and welfare of all students. Students seek the services of the nurse by getting permission from a classroom teacher prior to going to the Health Clinic. The nurse is available for any emergency on the school campus. The school nurse monitors students with chronic illness, diseases and conditions, monitors routine medications and treatments, and refers students for further evaluation as needed.

Parent consent must be on file for medication to be given by the school nurse. All medications (prescription or over-the-counter) must be stored and dispensed in the presence of the nurse. If illness or circumstances exist to warrant a student going home, permission must be granted by the nurse, who contacts the parent or authorized person prior to the student being dismissed from school. Students will not be sent home without parental contact by the school nurse or office personnel.

Kentucky Revised Statute KRS 214.034 (Immunizations) & Administrative Regulation 704 KAR 1:160 (Physical Examination) require every child in the state of Kentucky entering public school to present with a completed physical examination form and an updated immunization certificate.

All students must present the completed "Preventative Health Care Examination Form" upon initial school entry AND at the start of 6th-grade. This form may be completed up to 12 months before the first day of school.

All students must have a current immunization certificate on file in the school health clinic within two weeks of initial entry into school. Also, students are required to receive additional immunizations before 6th-grade entry (age 11-12) and at age 16, requiring them to submit an updated certificate to the school health clinic after receipt of those immunizations.

Please contact the nurse if you have any questions or concerns.

### **INFINITE CAMPUS STUDENT / PARENT PORTAL**

Bardstown City Schools uses Infinite Campus, a unified Student Information System, to track student grades and attendance. Students may access their information by logging into their student account through their single sign on account.

Parents are provided a Parent Portal account, which may be accessed via the desktop login or smartphone application. Parent Portal will be used for annual online registration and to see student grades and attendance. Parents in need of access or account set-up may call 502-331-8801.

### **FAMILY RESOURCE CENTER (FRC)**

Bardstown City Schools' Family Resource Center services student's birth through 5th grade and their families. The Family Resource Center (FRC) program was created as part of the Kentucky Educational Reform Act (KERA). The primary goal of FRCs is to promote the flow of resources and support to families and students in ways that strengthen the growth and development of the individual members of the family unit. The Center strives to enhance students' abilities to succeed in school by assisting their families and bridging the gap between families' needs, school services and the community.

The BES FRC provides or offers referrals to:

- Preschool child care
- Assess and referrals to Bardstown ECEC and local certified daycare providers
- After-School child day care, after-school homework assistance, STEP camp for new 2nd graders
- Health services and referrals, mental health services and referrals
- Educational support, anti-bullying and character education
- Uniform assistance and school supplies

### **GRIEVANCE PROCEDURE FOR BES**

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

### **PROCEDURES**

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

### **EXCEPTIONS**

Harassment/Discrimination allegations shall be governed by Policy 09.42811. Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program.

### **PICK-UP/DROP-OFF**

Classes will begin at 7:45 A.M. For those students that ride with parents, they may arrive at school no earlier than 7:00 A.M. Students should be dropped off on the left side of the building in the car rider lane.

Parents picking up their children are asked to wait in their cars. Students will move to the gym for dismissal. All parents picking students up will need to travel through the car rider line by 2:50.

Students that are car riders will receive a number to be placed in the parent's car. During dismissal, the number will be called, and your child will then come out to meet you at the car. This reduces the congestion in the hallways and parking lot during that time. We appreciate your cooperation.

### **VISITORS ON CAMPUS**

All visitors, including volunteers, parents, alumni, salespersons, and others, should enter through the front doors of the school and proceed directly to the front administrative office to sign in and show identification. Visitors will be issued a visitor badge. The visitor badge shall be visible at all times while in the school and on school grounds. Visits by other students and children cannot be allowed. Upon request, all visitors must identify themselves to school authorities.

# BEHAVIOR MATRIX

MIDDLE/HIGH MATRIX FOR BEHAVIOR VIOLATIONS	STUDENT CONFERENCE AND GUARDIAN NOTIFICATION	RESTORATIVE PRACTICES or AFTER-SCHOOL PROJECTS (1-2 Hours)	ISAP (1-3 Days)	ISAP (4-7 days)	OUT OF SCHOOL SUSPENSION	ALTERNATIVE SCHOOL PLACEMENT	EXPULSION
Arson	X	X			X	X	X
Assault or battery of staff/student members	X	X				X	X
Bomb threat or intentionally activating false fire alarm	X	X			X	X	X
Deliberate classroom disruption	X	X	X				
Discrimination, harassment, or bullying	X	X	X	X	X		X
Dress Code Violations	X	X					
Failure to follow directives/ Insubordination	X	X	X				
Fighting	X	X	X	X	X	X	X
Forgery	X	X	X				
Gambling	X	X					
Hate Language	X	X	X		X		
Inappropriate use/possession of telecommunication device	X	X					
Leaving classroom, lunchroom, or school grounds without permission	X	X	X				
Non-attendance to class	X	X					
Possession of weapons/firearms	X	X	X	X	X	X	X
Profanity/Vulgarity	X	X	X				
Public display of affection	X	X					
Sale/distribution of drugs/alcohol/synthetic compounds/ substances	X	X				X	X
Telecommunications harassment, or sexting	X	X	X	X	X		



# BEHAVIOR MATRIX

MIDDLE/HIGH MATRIX FOR BEHAVIOR VIOLATIONS	STUDENT CONFERENCE AND GUARDIAN NOTIFICATION	RESTORATIVE PRACTICES or AFTER-SCHOOL PROJECTS (1-2 Hours)	ISAP (1-3 Days)	ISAP (4-7 days)	OUT OF SCHOOL SUSPENSION	ALTERNATIVE SCHOOL PLACEMENT	EXPULSION
Sexual Harassment	X	X	X	X	X	X	X
Sexual Violence	X	X	X	X	X	X	X
Theft/Extortion	X	X	X	X	X	X	X
Threats to cause harm to property or others	X	X	X	X	X	X	X
Unexcused tardiness to class	X	X					
Use/possession of drugs/alcohol, including electronic cigarettes (vapes) and related products	X	X	X	X	X	X	X
Use/possession of fireworks	X	X	X		X		X
Use of/possession of tobacco products	X	X	X	X	X		
Vandalism	X	X	X	X	X	X	X
Violating conditions of suspension	X	X	X	X	X	X	X

# BUS MATRIX

BUS MATRIX FOR BEHAVIOR VIOLATIONS	STUDENT CONFERENCE AND GUARDIAN NOTIFICATION	RESTORATIVE PRACTICES or AFTER-SCHOOL PROJECTS (1-2 Hours)	BUS SUSPENSION (1-3 DAYS)	BUS SUSPENSION (4-7 DAYS)	BUS SUSPENSION (8-10 DAYS)	BUS SUSPENSION (OVER 10 DAYS) PERMANENT	EXPULSION
Arson	X	X	X	X	X	X	X
Assault or battery of staff/student members	X	X	X	X	X	X	X
Bomb threats/intentionally activating false fire alarm	X	X	X	X	X	X	X
Deliberate bus disruption	X	X	X	X	X	X	
Discrimination/Harassment/Bullying	X	X	X	X	X	X	X
Dress Code Violations	X	X					
Failure to follow directives/Insubordination	X	X	X	X	X	X	
Fighting	X	X	X	X	X		*
Forgery	X	X	X				
Gambling	X	X					
Harassing Communications	X	X	X	X	X	X	X
Hate Language	X	X	X	X	X	X	
Possession of weapons/firearms	X	X	X	X	X	X	X
Profanity/Vulgarity	X	X	X	X	X		
Public display of affection	X	X	X	X	X		
Repetition of bus consequences	X	X			X	X	X
Sale/distribution of drugs/alcohol/synthetic compounds/ substances	X	X	X	X	X	X	X
Sexual Violence	X	X	X	X	X	X	X
Sexting	X	X	X	X	X	X	X
Sexual Harassment	X	X	X	X	X	X	X
Smoking, use of, carrying any tobacco products	X	X	X	X	X	X	X
Theft/Extortion	X	X	X	X	X	X	
Use/possession of drugs/alcohol, including electronic cigarettes and related products	X	X	X	X	X	X	X
Use/possession of fireworks	X	X	X	X	X	X	X
Inappropriate use/possession of telecommunication device	X	X	X	X	X	X	X
Vandalism	X	X	X	X	X	X	X
Threats to cause harm to property or others	X	X	X	X	X	X	X
Wanton Endangerment	X	X	X	X	X	X	X

# BARDSTOWN ELEMENTARY SCHOOL DRESS CODE REFERENCE GUIDE



## SHIRTS

White • Gold • Bardstown Purple  
Navy (Dark Blue)

Oxford Blouse/Dress Shirt  
Fold Down Collar  
Short or Long Sleeves

*\*NO Sleeveless • NO Logos  
Solid colors ONLY - NO stripes*



## SWEATERS OR SWEATER VESTS

White • Gold • Purple  
Navy (Dark Blue)

V-Neck, Crew Neck or Cardigan

*\*Solid Colors ONLY - NO Stripes or Zippers  
An Oxford blouse, polo shirt or  
solid color turtleneck MUST be  
worn under ALL sweaters!*

## SLACKS

Khaki (Tan)  
Navy (Dark Blue)  
Black

*\*NO stripes or embroidery  
NO sagging  
NO pants with Cargo Pockets  
NO Spandex/Lycra or Stretch Material  
All pants with belt loops MUST have a belt*



## BELTS

Belts are to be worn on all  
skirts and slacks that have  
belt loops. Blouses and polos  
are to be worn tucked in,  
all the way around.

## POLO SHIRTS

White • Gold • Bardstown Purple  
Navy (Dark Blue) • Gray

Fold Down Collar  
Short or Long Sleeves

*\*NO Sleeveless  
Solid colors ONLY - NO Stripes*



## SWEATSHIRTS

White • Gold • Bardstown Purple  
Navy (Dark Blue)

*\*Solid colors ONLY - NO stripes  
An Oxford blouse, polo shirt or  
solid color turtleneck MUST be  
worn under ALL sweaters!*

## SKIRTS & SHORTS

Khaki (Tan)  
Navy (Dark Blue)  
Black

SKIRTS  
Pleated or Straight  
4" from middle of knee

*\*NO Jeans/Denim Skirts  
NO Spandex/Lycra or  
Stretch Material*

SHORTS  
5" inseam

*\*NO Jeans/Denim Skirts  
NO Spandex/Lycra or  
Stretch Material*



## JACKETS

*\*Jackets are NOT to be  
worn in the classroom.*

## SHOES

*\*NO flip flops or  
open-toed shoes  
with no straps*