STUDENT-PARENT HANDBOOK AND CODE OF CONDUCT

Board Approved on July 14, 2026

Beechwood High School

2026-2027

BEECHWOOD HIGH SCHOOL
54 Beechwood Road
Fort Mitchell, KY 41017
(859) 331-1220
(859) 426-3744 (Fax)

TABLE OF CONTENTS

Community Resources 2

Vision, Mission, Beechwood Way 3

SBDM Council 4

Arrival, Visitors, and Office Hours 4

Schedules 5

Parking and Traffic 6

Enrollment 7

Health 8

Attendance 9

Financial Matters 14

Student Discipline 15

Academics 17

Cafeteria 22

Communications 22

Clubs and Activities 25

Safety 27

FERPA 28

Harassment/Discrimination/Grievance 31

Code of Conduct 40

Dress Code 64

Acceptable Use Policy for Electronic Media 65

Student-Parent Handbook Acknowledgement Form 76

COMMUNITY RESOURCES

Beechwood School Resource Officer (Tim Pangallo)	859-331-1220
Children's Home of Northern Kentucky	859-261-8768
Department Social Services (Cabinet for Families and Children)	859-292-6660
Life Point Solutions	859-291-1121
Kenton County Health	859-341-4264
Mental Health Association of Northern Kentucky	859-431-1077
North Key Community Care	859-491-1361 / 859-331-3292
PRIDE Youth Program (Safe and Drug Free-Youth)	1-800-668-9277
St. Elizabeth Medical Center, Covington	859-655-8800
St. Elizabeth Medical Center, Edgewood	859-301-2000
St. Elizabeth Medical Center, Edgewood Behavioral Health Services	859-301-5900
St. Elizabeth Hospital, Florence	859-212-5200
St. Elizabeth Hospital, Florence Behavioral Health Services	859-212-4215
Social Security Administration	800-772-1213
SUN Behavioral Health	859-429-5188
United Way (24-hour information/referral)	859-525-2600
Women's Crisis Center	859-491-3335
Suicide Hotline	988

The Beechwood Way

We design teaching and learning focused on students.

We build resilient learners and leaders who are fearless in the pursuit of excellence.

We are a uniquely intimate community developing globally competitive students.

wearebeechwood.

We are Learners	We are Leaders
We are fearless.	We are safe.
We pursue excellence.	We are respectful.
We are resilient.	We are responsible.
We reflect and grow.	We are proud.

We provide innovative education grounded in tradition.

Ms. Jessica Pass, Principal
Ms. Ashley Ritchie, Assistant Principal
Mr. Michael Brinkman, Counselor (A-G)
Ms. Kristin Hetzel, Counselor (H-O)
Ms. Megan Minton, Counselor (P-Z)

SBDM INFORMATION AND MEETING DATES (Meeting dates are subject to change. Dates and agendas will be posted on the website.)

Visit www.beechwood.kyschools.us :

- Agendas & Minutes
- Regular Meeting Schedule

ARRIVAL INFORMATION

- The high school is in session from 8:00 a.m. until 3:00 p.m.
- No student should arrive at school before 7:20 a.m. (Doors will be locked).
- When students arrive to school prior to 7:45, they will need to go to the cafeteria to eat breakfast or the varsity gym/student center if they are not eating breakfast.
- No student should be in any other area of the building prior to 7:45 a.m. without permission.
- At 7:45 a.m., students will be permitted to go to their lockers and first period class.
- Students arriving to school after 7:45 a.m. may purchase breakfast – doors will close at 8:00.
- Students are considered tardy if they are not in their first period classroom by 8:00 a.m.
- No student is to be in the building after 3:30 p.m. unless the student is under direct supervision of a teacher, coach, or sponsor.
- Due to construction, the arrival and traffic information is subject to change throughout the school year, but will be communicated with families through Infinite Campus.

VISITORS

All visitors are required to sign in and out at the high school office. An ID is required to receive a visitor's pass. There are designated parking spots for visitors marked with a "V."

PARENTS / GUESTS VISITING CLASSROOMS

In order to ensure the safety of our students and teachers, all guests, including parents, are to adhere to the following if they wish to visit with a teacher or enter a classroom:

Contact the teacher via email, phone, etc. to schedule an appointment. The teacher will notify the office with the names, time, and date of the visit.

If a parent/guest is already at the school for other reasons, the parent/guest may request a secretary to contact a teacher to see if the teacher can meet that day. In order to protect instructional time, no parent/guest is to visit a classroom without prior authorization of the teacher.

OFFICE HOURS

The high school office hours are 7:30 a.m. – 3:30 p.m. Dismissal time is 3:00 p.m.

Beechwood High School Schedule

1st Period	8:00 - 8:54
2nd Period	8:58 - 9:50
3rd Period	9:54 - 10:46
4th Period	10:50 - 11:42
5th Period & Lunch	11:46 - 1:08
6th Period	1:12 - 2:04
7th Period	2:08 - 3:00

One Hour Delay Schedule

1st Period	9:00 - 9:38
2nd Period	9:42 - 10:20
3rd Period	10:24 - 11:02
4th Period	11:06 - 11:42
5th Period & Lunch	11:46 - 1:08
6th Period	1:12 - 2:04
7th Period	2:08 - 3:00

***Class period schedules may also change due to events such as assessment, assemblies, and EDGE days.

PARKING AND TRAFFIC

Beechwood Schools Traffic and Parking Procedures

Arrival:

7:20 a.m. – 8:00 a.m.

All drop-offs are to occur in the right-hand lane along the sidewalks. Drop-offs will occur in the elementary loop. Please allow your child(ren) to get out of the car anywhere in the drop-off zone. Students should not be dropped off on the high school side between 7:20-8 AM and between 2:30-3:15 PM.

- The open lane is for cars that will not drop or pick up, OR for cars that have already dropped or picked up. Please keep this lane open.
- No one is to park in the drop off/pick up lane in order to walk a student into the building (Please use the designated visitor parking areas).
- Visitors not parked in the designated areas may be towed.
- REMEMBER TO USE and RESPECT CROSSWALKS AT ALL TIMES.

High School Dismissal:

3:00 p.m.

All pick-ups are to occur in the right-hand lane along the sidewalks of the elementary side. Please keep the left-hand lane open at all times.

- Once you have picked up your child you may access the left-hand lane and proceed to exit.

Staff and Visitor Parking:

- Visitor parking is clearly marked on the ground with a "V."
- NO PARKING ZONES are clearly indicated on the ground - please comply with this request.
- Numbered spots are for staff only. Please be courteous to our hardworking staff and refrain from parking in a numbered spot – even if it is empty (7:00 a.m. – 3:45 p.m.)

******EVERY child's safety is our main priority with establishing a clear plan for arrival, dismissal, and parking. Please be compliant, patient, aware, and safe when driving on campus.**

STUDENT TRANSPORTATION

Beechwood Schools does not provide bus transportation to and from school.

PARKING SPACES

A limited number of student parking spots will be available and will be assigned to seniors using a lottery system. Additional parking will be available at Kroger (in designated spaces).

STUDENT DRIVING ON SCHOOL PROPERTY

Students operating a vehicle on school property (i.e. for extracurriculars) should understand that driving on campus is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the driving regulations.
Beechwood Schools assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.
Any students driving on campus must abide by the following rules:

1. Students must abide to a 15 mph max speed limit.
2. Students may not park in faculty parking spaces prior to 3:45 p.m.
3. Students may not park in visitor's parking spaces prior to 3:45 p.m.

4. Students are not to drive on the grass.
5. Students are not to pass other vehicles.
6. School buses have the right-of-way at all times.
7. Students are not allowed to go to their cars or move them during the school day without permission from the office.
8. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principals.
9. Students are not to loiter in their cars.

ENROLLMENT OF A STUDENT

ENROLLMENT FOR THE FIRST TIME IN A KENTUCKY SCHOOL

KRS 158.032 requires a parent or guardian who enrolls a child for the first time in a Kentucky school to provide the following documentation within 30 days of enrollment:

(a) A certified copy of the student(s) birth certificate that lists the student(s) parents' names.
(b) Other reliable proof of the student(s) identity and an affidavit of the inability to produce a copy of the birth certificate.

ENROLLING A STUDENT AT BEECHWOOD HIGH SCHOOL

Beechwood utilizes an online enrollment process. The enrollment process can be accessed through the Beechwood Schools website. The school office can be contacted for assistance. The principals or counselors will assist with scheduling information. Residency issues will be turned over to the DPP and Superintendent.

SOCIAL SECURITY NUMBER

All high schools are responsible for providing social security numbers of students to the Kentucky Department of Education at the end of each school year for those who qualify for the Kentucky Educational Excellence Scholarship (KEES). Students who do not have a social security number on file with the office by 9th grade will be contacted so that they have access to this opportunity.

IMMUNIZATIONS

Kentucky state law requires the following for a student enrolled in school:

1. A current Kentucky Immunization Certificate upon enrollment (and updated as needed)
2. A complete physical examination

District Health Coordinator, Stacie Wethington, is responsible for immunizations.

TUITION STUDENTS

Parents may wish to apply for tuition status if the parents do not reside in the Beechwood School District.

- Complete an application - obtain application from the Board Office.
- Submit the completed application to the Board Office.
- The completed application will be sent to the Board Secretary
- The Tuition Committee reviews holistically (admissions test, transcripts, discipline reports, attendance records, etc.) before rendering a decision.
- All tuition students will automatically return unless the student's discipline, attendance, financial, or academic records warrant otherwise.

RESIDENCE

Student residence is determined by where the STUDENT and PARENT/LEGAL GUARDIAN reside together. If parents are divorced or separated, a court order is required to specify residence. The DPP will handle all inquiries.

HEALTH– District Health Coordinator (Allison Finan – Ext 7705)

MEDICATIONS

The following are recommendations based from the Kentucky Department of Education. Please keep in mind that school is not the best place to administer medication; doses may be forgotten during a busy school day. If your child's medication dosage can be altered to avoid school hours, please do so. If medication is required during the school day, the following procedures will be implemented:

1. All medication, prescription or non-prescription, must be given to the secretary or nurse/health assistant by the parent upon the student's arrival at school.
2. The Administration of Medication form for over the counter medications OR prescription medications must be complete prior to administering any medication. The Administration of Medication form is available from the school office or online.
   - *Prescription medication:* the form must be filled out and signed by the physician AND the parent.
   - *Non-prescription medications (over the counter):* the form must be completed and signed by the parent.
   - If your child needs to carry any medication while in school, an Administration of Medication form must be completed and signed by the parent and physician.
3. All medication must be in the original container. Prescription medications should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, mode of administration, prescriber's name and pharmacy name and phone number. If the label is altered in any way, it will not be accepted.
4. Prescription medication will be administered no more than three consecutive days without a physician's order. The medication must be in the original container with a signed form from the parent/guardian stating the name of the medication, the dosage to be given, the time your child should receive it and the length of time your child will be receiving the medication.
5. Telephone permission to administer medications will not be accepted. It is the parent's responsibility to supply any prescription or non-prescription medication not stocked in the health office that they want their child to receive and to complete the necessary forms for medication administration.
6. Medications containing narcotics or sedation for pain relief will not be administered at school. For their own safety, children requiring this type of medication should remain at home until this medication is no longer required during school hours.
8. Students may be permitted to carry and/or self-administer medication that has been prescribed or ordered by a healthcare practitioner to stay on or with the student due to a pressing medical need. This may include, but not be limited to emergency medications such as an epi-pen, diabetes medications or inhaler. The Administration of Medication must be on file to self-carry.
9. Medication must be sent in the form that it is to be given.
10. If a medication is changed, a new Administration of Medication Form will be required.
11. No medication will be sent home with a student under age 18. The parent/guardian must pick the medication up from school if prior arrangements are not made.

If the above procedures are not followed, **we will not administer medications to your child**. We appreciate your cooperation in this matter. We hope you understand that this is for the safety of all students.

HEALTH SERVICES

The Beechwood Schools provide health services by a school nurse and/or assistant. The nurse and/or assistant handles referrals from teachers for students who are ill or injured. Students should have a note from a teacher to go to the health office except in case of emergency. The school nurse also works in cooperation with school personnel and other professionals concerning students who have learning difficulties, psychological problems and attendance problems. Students becoming ill during the school day must report to the nurse. If it is necessary to go home or to a doctor, the nurse will inform the parent/guardian and the student will be released from school. Any student needing to take medication during the school day must have the proper forms completed and medication will be administered by the school nurse/designee. Medication forms are available at the school

office or online. These forms must be filled out completely so that medication may be safely given during school hours. Incomplete forms will not be accepted. The school nurse also coordinates vision and hearing screenings in certain grades as required by state or board policy.

The school nurse monitors contagious conditions and ensures compliance with 902 KAR 2:020 requiring health professionals to report diseases to the local health departments serving the jurisdiction in which the student resides or to the Kentucky Department for Public Health in Frankfort. Common conditions generally requiring exclusion from school include, but are not limited to the following:

- Temperature of 100.4 degrees Fahrenheit or greater
- Vomiting and/or diarrhea
- Purulent drainage from eyes, ears, nose of mouth
- Body rash with oozing, drainage, or fever
- Uncontrollable coughing
- Active head lice
- Undiagnosed symptoms that could possibly be contagious

Students should be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. Beechwood Schools follows NKY Health Department guidelines for disease and exclusion. Before returning to school due to illnesses like those listed above, the student may be required to present a return to school note from a healthcare provider.

USE OF ELEVATOR

Elevator can only be used if approved by the school nurse or an administrator.

AMBULANCE

It is high school procedure to call for an ambulance in the event a student experiences symptom/s beyond the control of school personnel. Once the school calls for an ambulance, the school does not have the authority to HOLD the ambulance until a parent/guardian is available to arrive or to tell medical personnel to leave without the student. A parent must arrive at school and SIGN a release statement with the ambulance personnel if the parent/guardian does not want the ambulance to transport the student to a hospital. For your own safety, please adhere to all street signs, speed limits, stop lights, etc., if you follow an ambulance to the hospital.

ATTENDANCE

TYPES OF EXCUSES

If a student is absent from school, a parent must call the High School Office AND send a note/email. Without this notification, Kentucky law requires that the school contact parents to inform them of the student's absence.

The following conditions may excuse a student from school attendance:

1. Personal illness or injury (a medical verification note may be required by the school principal)
2. Family illness - an emergency situation requiring the student to be absent from school
3. Quarantine of the home by local health officials
4. Death of a relative (limited to 2 days unless reasonable cause can be shown for a longer absence)
5. Observance of a religious holiday consistent with student's established creed or belief

*****Virtual learning/working from home is not an option for this school year.**

STEPS TO FOLLOW WHEN ABSENT

A parent or guardian must inform the high school office of the student's absence prior to the start of the school

day – PHONE (859-331-1220) or EMAIL (**hs.absent@beechwood.kyschools.us**).

1. Student's name
2. Date
3. Date of absence(s)
4. Reason for absence

Email Absences/Tardies: hs.absent@beechwood.kyschools.us

Upon return to school the student must provide written documentation of their absence from a parent/guardian or doctor. The initial EMAIL is sufficient unless it is a doctor note. Attendance will be documented in Infinite Campus.

NO EXCUSED ABSENCES DURING STATE OR LOCAL TESTING

Absences cannot be excused during local or state testing windows because the state doesn't allow any changes to the state testing window.

MAXIMUM 7 EXCUSED NOTES FROM PARENTS/GUARDIANS

Students are allowed 7 EXCUSED total absence notes PER YEAR from a parent.

Tardy Parent Notes: 4 excused periods = 1 full day parent note Excused
Full Day Parent Notes: 1 full excused day = 1 full day parent note Excused
Leaving Early Notes: 4 excused periods = 1 full parent note Excused

The 8th and any subsequent EVENTS (partial day, half day, or whole day) during the same school year shall be considered unexcused, unless the school receives a doctor's note within 48 hours of the absence.

SENIOR ATTENDANCE

- Any student with more than 3 unexcused events will lose senior week privileges as follows:
  - 4 Unexcused absences = student will miss 1 Senior week activity
  - 5 Unexcused absences = student will miss 2 Senior week activities
  - 6 Unexcused absences = student will miss 3 Senior week activities
  - 6+ Unexcused absences = student will have to go through the truancy process and be subject to review for participation in the graduation ceremony.

- As a reminder – some students are tardy or miss partial days, so please consider the following:
  - 4 tardies to school = 1 full absence (Student/Parent Handbook)
  - 4 periods = 1 full absence (Student/Parent Handbook)

- Senior week is a required attendance week. If a student is not allowed to participate in a Senior Week activity, then he/she will still need to be in attendance at graduation practice and then remain at school until 3:00 pm.

ATTENDANCE & EXTRACURRICULARS

Students must attend at least four class periods on the day of a school-sponsored event or practice in order to participate in that activity, unless they receive prior approval from a school administrator.

TRUANCY – STATE REGULATION

In accordance with state attendance laws, any student who has an unexcused absence from school three (3) or more days, or tardy (3) or more days, is truant. A student who has been reported as a truant two (2) or more times, six (6) days or six (6) tardies, is a habitual truant and truancy charges may be filed against the student.

ILLNESS WHILE AT SCHOOL

If a student becomes ill during school, the student is to ask the teacher for a pass to the school nurse's office. If it becomes necessary for the student to be sent home, the school nurse will contact a parent or guardian listed on the emergency card and request the student be picked up from school. The student will not be released from school until the student is signed out by a parent.

Students are not permitted to call parents or text parents about requesting to go home sick. The school nurse will determine if there is a need for the student to go home. The student and nurse may call home from the nurse's office.

Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class.

LONG-TERM ILLNESS

Parents/guardians of students who have disabilities or chronic health conditions – i.e., asthma, allergies, - shall notify the school principal and District Health Coordinator in writing of any condition that may necessitate their child to have frequent or seasonal absences from school. Parents/guardians must provide a doctor's statement annually in order for these students to receive special consideration.

COLLEGE VISITS

Students wishing to visit a college must do the following:

1. Fill out an **Educational Enhancement Form** and submit to the office at least one week (5 school days) prior to the visit. A high school administrator must approve the forms.
2. To be excused, a student must bring back documentation from an institution official.
3. A total of 4 visits can be approved. **One** visit during junior year and **three** visits during senior year, unless otherwise pre-approved by the principals.

MAKE-UP WORK

For UNEXCUSED absences

- Teachers are to record half credit for any homework, assignment, or assessment that is **collected** upon the student's return.
- Students that are suspended from school are considered unexcused.

For EXCUSED absences

1. Student learns about an assignment/homework/assessment **DUE DATE** from one of two ways:
    a. From the teacher while in class.
    b. If the student missed class, it is the student's responsibility to get any missed assignment from the teacher, another student, or from Infinite Campus/Google Classroom.
2. The student is required to turn in the assignment/homework/assessment in one of the following ways:
   For worked assigned PRIOR to an absence:
    a. During class if the student is in class on the Due Date unless the teacher extends the timeline.
    b. By 4:00 pm on the Due Date if the student misses class, but checks in late on the Due Date, unless the teacher extends the timeline.
    c. On the day the student returns to school if the student is absent the full day on the Due Date.
    d. Failure to turn in the assignment/homework/assessment as required will result in the assignment/homework/assessment being reduced by one letter grade per day not to exceed F (59).

   For work assigned DURING an excused absence:
    a. Students have the number of days missed, plus one additional day to make up all work, unless the teacher extends the timeline.

TARDY - CLASS

A student that is not in the classroom by the tardy bell is considered tardy to class. The student will then report to the HS Office for a tardy note, which will result in detention as outlined in the Code of Conduct.

TARDY - SCHOOL

A student is considered tardy to school if the student is not in first period by 8:00 a.m.

The student is to report to the high school office for an admission slip.

Car trouble and sleeping late are the top two reasons parents and students give for being late to school. If a student "oversleeps" or is late to school due to "car trouble" the student will be given an unexcused tardy. A principal may excuse car trouble on a case-by-case basis depending upon significant circumstances such as an accident. THIS TYPE OF EXCUSE WILL REQUIRE A PARENT NOTE.

Weather and traffic related tardies are excused ONLY if a school or district administrator determines driving conditions represent a safety hazard for ALL drivers.

SON/DAUGHTER TO WORK DAY

Absences are granted for students to participate in the nationally recognized "Take Your Son/Daughter to Work Day". However, in order for the absence to be excused, the following guidelines must be met:

(1) Requests for participation in this program must be written on company letterhead and received by the high school at least one week prior to the activity.
(2) Absences from school for participation in the "Take Your Son/Daughter to Work Day" must occur outside the State mandated testing time.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Parents wishing to apply for an Educational Enhancement Opportunity Leave must:

1) Complete a pre-arranged absence request 1 week **(5 school days) in advance**.
2) Complete an EHO form.

WITHDRAWAL

In the event a family is moving out of the school district or a student is transferring out of the district necessitating the withdrawal of a student from Beechwood High School, a parent should notify the school office as soon as possible. Kentucky requires the receiving school district to request educational records from the sending school (Beechwood) in order to officially complete the withdrawal procedure.

If a student has been issued any textbooks or if he/she has library books checked out, he/she is expected to return those books to each teacher as well as pay all outstanding fees and lunch charges prior to withdrawing. The student's Chromebook and charger must also be turned into the office prior to withdrawing.

LEAVING SCHOOL or CLASS DURING THE DAY

Any student leaving class without permission or leaving the building without properly being checked out may result in the appropriate disciplinary action being taken.

For safety reasons,

- If a student wishes to leave class to go to the high school office, the student MUST have permission from the teacher or the student must wait for the end-of-class bell.
- Students are required to have a written note from a parent / guardian before the student is allowed to leave school.
- In addition to a written note, a secretary will communicate with a parent / guardian by phone to confirm a student's request to leave school.
- A parent may send in a note with the student, fax a note (859-426-3744), or email a note to a high school secretary (refer to the "contact us" web page).
- A parent must call a secretary before emailing or faxing a note to ensure a secretary is available to receive the note.

(1) **If a student drives to school**,

- A parent or guardian is to provide a written note as described above to the high school office indicating the reason, date, and the time of day the student must leave early.
- In order to afford maximum protection to a student driver, a secretary will call a guardian listed on the student's emergency card to confirm the authenticity of the note.
- Students are not permitted to sign out of school to go home for homework, books, medicine, etc. without parent and administrator permission.

(2) **If a student walks to school**,

- A parent or guardian is to send a note to the high school office indicating the reason, date, and the time of day the student will sign out.
- A secretary will have the student waiting in the high school office for the parent / guardian to come to the school to sign the student out of school.

A parent can authorize and sign out their child to leave school, but state law requires the principals to decide whether the absence is excused or unexcused.

Students who are 18 years of age must have the HS Office contact parents/guardians prior to signing themselves out of school, but state law requires the principals to decide whether the absence is excused or unexcused.

FINANCIAL MATTERS

FEES

Consumable fees for student classroom supplies, workbooks, technology, testing, and materials used by students will be assessed each school year. Fee information will be available in Infinite Campus approximately two weeks into the school year. You can also contact the high school office to request another copy of the student's class schedule and fees.

All parents should pay their fees within the first month of school. Make checks out to Beechwood High School Fees and send the check to the high school office along with the name(s) of the student(s). Fees may also be paid online via Infinite Campus Parent Portal. You may contact the principal or Activity Fund Treasurer to set up a payment plan if necessary.

Students who qualify for free and reduced lunch will also receive free or reduced consumable and textbook rental. Please contact a high school secretary for an application form and assistance. The high school office maintains confidentiality of students needing financial assistance.

SPECIAL PAYMENT PLAN

Parents may make monthly payments to pay off school fees / textbook rental fees. If a parent requires additional time to make payments or wishes to make monthly payments, please contact the Activity Fund Treasurer at (859) 331-1220 x 6804 or the school principal.

FIELD TRIP WAIVERS

Students will not be denied the opportunity to attend Beechwood sponsored educational field trips due to inability to pay. If you require financial assistance for your child to attend a field trip, please communicate the need to a principal, counselor, or teacher. All information will be kept confidential.

STUDENT DISCIPLINE

Each administrator and teacher shall hold students under their supervision to a strict account on school premises, to and from school, and on school-sponsored trips and activities.

CODE OF CONDUCT

The Discipline Policy adopted by the SBDM Council and Board of Education, including infractions and responses, is published in the Student Code of Conduct. This manual is made available online at www.beechwood.kyschools.us. If you cannot access the document online, please pick up a hard copy at the HS Office.

DETENTION

If a student requires disciplinary measures, he or she may be detained after school. If this is necessary, the student will notify his or her parents. Disciplinary measures that require a student to remain after school will last no longer than 4:00 p.m. for an office detention and no longer than 3:30 p.m. for a classroom detention.

Office detention will begin at 3:10 and run until 4:00. Students who are late will be considered skipping and be assigned appropriate consequences based on Code of Conduct.

SCHOOL ACTIVITIES

Students who attend school sponsored off-campus events shall be governed by the rules and regulation of the Beechwood Board of Education and are subject to the authority of school officials. This includes students traveling on foreign language summer excursions.

No student, either before, during or after any school event, both on and off school premises, shall violate the rules and regulations of the Beechwood Board of Education. A violation of these regulations constitutes cause for suspension or expulsion of the student from school.

SATURDAY SCHOOL (similar to detention) – is on designated Saturday mornings for two hours.

SUSPENSION

In the event that a student is suspended from school, the parent or guardian will be called and the student will be sent home. Students are not permitted to be on school property or attend school functions during a suspension. Also, students are permitted to make up missed assignments or tests that are collected/administered during a suspension for half credit.

PROCEDURES TO RESOLVE PARENT / TEACHER DISAGREEMENTS

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Whenever a complaint is made directly to the Beechwood Board of Education as a whole or to a board member as an individual, it will be referred to the superintendent for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

The goal of this section is:

- To establish a simple framework for addressing concerns
- To provide for prompt resolution of concerns
- To ensure that all parties will participate in a cooperative manner to resolve concerns
- To ensure that most concerns will be handled without resorting to this procedure beyond Step No. 1 below.

- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students

Step No. 1 - Direct Conversation with Teacher

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as reasonably practicable, within 5 school days of the initial notification (subject to change by mutual agreement).

Step No. 2 – Meeting to Include an Administrator

If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator and complainant will be arranged at a mutually convenient time, within five school days after the meeting in Step No. 1. This step is to be informal and verbal.

Step No. 3 – Formal Process – Complaint Form Initiated

No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved and the remedy sought. A complaint form can be obtained in the high school office to begin this formal process. Submit the complaint form to the high school principal, high school assistant principal, counselor, or Superintendent of Schools. A meeting with the teacher, appropriate administrator and complainant will be arranged at a mutually convenient time, within five school days after the meeting in Step No. 2. This step is to be formal and documented in writing. A copy of this form is included at the end of this document.

ACADEMICS

PROMOTION / CLASSIFICATION

To be promoted from 7th Grade to 8th Grade	Student must pass 3 of the 4 core classes (including English and Math)-see notes below
To be promoted from 8th Grade to 9th Grade	Student must pass 3 of the 4 core classes (including English and Math)-see notes below
To be promoted from 9th Grade to 10th Grade	Student needs 5 credits including English I
To be promoted from 10th Grade to 11th Grade	Student needs 10 credits including English II
To be promoted from 11th Grade to 12th Grade	Student needs 16 credits including English III
To Graduate	23 credits as defined above

ACADEMIC CURRICULUM SCHEDULE

The Curriculum "Master" Schedule consists of seven (7), ≈ 52 minute classes.

7th Grade

- Math, Science, Social Studies, English, Health/PE, and Seminar are required.
- If a student FAILS Math or English for the school year, the student must repeat that 7th grade course unless the student makes up the course work during summer school.
- Students must also pass one of their other core classes – Science or Social Studies.

8th Grade

- Math, Science, Social Studies, English, and Seminar are required.
- If a student FAILS Math or English for the school year, the student must repeat that 8th grade course unless the student makes up the course work during summer school.
- Students must also pass one of their other core classes – Science or Social Studies.
- 8th grade students taking high school level courses must earn a B or better to earn high school credit for the course.

9th – 12th Grades

- Refer to the section "Requirements for Graduation."
- Math and English are required each year.
- If a student has not achieved the state ACT benchmarks by the start of their senior year, they will be required to take the English/Math lab class to build college/career readiness. Students in this situation will also be required to take the ACT their senior year.

AP COURSES

Students enrolled in AP courses are required to take the AP exam. **The drop date for an AP course is July 15th.**

TEXTBOOKS

Textbooks are rented to high school students in accordance with state regulations. Students are responsible for textbooks that are lost, stolen or damaged and fees will be assigned for such using State Department of Education guidelines.

PLAGIARISM

Beechwood High School will utilize computer software to check student writing for plagiarism. Please refer to the Code of Conduct – cheating.

GRADING SCALE

Classroom scale:	A (90-100), B (80-89), C (70-79), D (60-69), F (below 60)
Transcript / Ranking scale:	A (4 pts), B (3 pts), C (2 pts), D (1 pt), F (0 pts)
Transcript / AP scale:	A (5 pts), B (4 pts), C (3 pts), D (2 pts) F (0 pts)

GRADUATION REQUIREMENTS

English	4 Credits
Math	4 Credits
Science	3 Credits
Social Studies	3 Credits
Financial Literacy	1 credit
Fine Arts	1 Credit
Health	½ Credit
Physical Education	½ Credit
Electives	6 or more
Total	16 Required + 7 electives = 23 Credits

Students will also need to pass a Civics Test in order to graduate. In 2017, the Kentucky General Assembly passed Senate Bill 159 (2017). The law reads that beginning in July 2018, a student must pass a civics test composed of 100 questions in order to graduate from a public high school with a regular diploma. Students are required to score 60% or higher and may retake the exam as many times as deemed necessary to pass the test.

PROGRESS REPORTS

Reports of student progress are available in Infinite Campus halfway through each grading period.

QUARTERLY GRADES

Reports of student progress are provided to students during the ninth week of each grading period. Grades are posted at the end of each grading period in Infinite Campus.

TRANSCRIPTS

Transcripts are available at the end of each year upon request to the High School Office. Transcripts only contain final grades. Senior Transcripts will automatically be sent to colleges and NCAA.

INFINITE CAMPUS PARENT PORTAL

- Teachers post student grades, homework assignments, and attendance records regularly to the web for parent and student viewing 24 hours a day, 7 days a week (excluding time designated for network maintenance).
- Students and parents should contact the high school office if log-in information is needed.

- Most grades are recorded approximately 5 days after the student is assessed; however, specific assignments related to writing, projects, etc. take longer for students to complete, teachers to grade and post to the web.
- Parents should continuously speak with their children pertaining to assignments that should be in Infinite Campus that are not yet posted.
- If a teacher takes longer than a week to post grades, contact the teacher with details related to the assignment.
- If a family does not have the means to access Infinite Campus online, please contact the high school office.

Calculations – class GPA in Infinite Campus may be different than the actual GPA for the class. This may result from some teachers assigning weights to categories (i.e. 20% Homework, 40 % Projects, 20% Quiz and 20% Tests).

SEMESTER EXAMS

First semester exams occur in December just before Winter Break. Second semester exams (also called end-of-year or final exams) occur just before Summer Break. There are no excused absences during semester exams. There are no exam exemptions.

- 7^{th} and 8^{th} Exams – are counted as part of the 4^{th} quarter grade and are not to exceed 20% of the 4^{th} quarter grade.

  Sem 1 = (1^{st} + 2^{nd}) / 2
  Sem 2 = (3^{rd} + 4^{th}) / 2
  YR Grade = (Sem 1 + Sem 2) / 2

- High School Exams (9-12) and 8^{th} grade classes taken for high school credit (i.e. Algebra and Foreign Language) – count 20% of the semester grade.

  Sem 1 = (1^{st} + 1^{st} + 2^{nd} + 2^{nd} + Ex 1) / 5
  Sem 2 = (3^{rd} + 3^{rd} + 4^{th} + 4^{th} + Ex 2) / 5
  YR Grade = (Sem 1 + Sem 2) / 2

CREDIT RECOVERY

- If a student fails the first semester of a required course, credit recovery will occur during detention once per week during 2nd semester until the half credit is earned. The student will be assigned to day(s) each week from 3:10 - 4:00 pm. The number of days per week will be determined by the number of courses failed.
- If a student fails the second semester of a required course or fails for the year, the student will attend summer school and pay the required fee for each summer school course.
- If a student fails or does not complete summer school, the student will be placed in the required course again the following school year.

SUMMER SCHOOL

Beechwood High School utilizes an online credit recovery program for students who need to repeat a course over the summer. In order for a student to take summer school work for credit, he/she must obtain approval from a principal or counselor prior to enrolling. Students are not allowed to take summer courses "to work ahead" unless prior approval is obtained by the administration; however, this is not an option for required core classes. There is a cost per class that will be determined annually.
A student who must retake a course (either in the traditional manner or via our credit recovery program) due to receiving a failing grade will have both the failing grade and the new grade recorded on his/her transcript and factored into GPA. If a student retakes a half credit to achieve a passing grade, only the final passing grade (listed as a 60%) is posted to the transcript upon the student's recovery of that credit.

CREDITS

Beechwood does not offer partial credit for year-long classes. Students receive credit for each class successfully completed at the end of the school year based on the end-of-year grade. GPA and class ranking are based on the end-of-year grade, which is the only grade recorded on transcripts. The exception to this is dual credit courses. Dual credit course grades post upon receipt of the final course grade from the granting institution.

ACADEMIC RECOGNITION AT COMMENCEMENT

In addition to ranking students for college admission purposes, Beechwood High School honors students based upon the following standards of achievement:

Beginning with the Class of 2022 and beyond, Beechwood High School will replace the Valedictorian system with an academic honors system as outlined below:

- Summa Cum Laude: 4.25 and above
- Magna Cum Laude: 3.8 - 4.24
- Cum Laude: 3.67 - 3.74

Students who achieve the Summa Cum Laude level can apply to speak at Graduation using the criteria below. One student will be selected. Students are not required to apply.

- GPA
- ACT
- Sample graduation speech
- Resume
- Teacher Recommendation

There will be a committee to review the applications:

- 3 Teachers
- Administrator(s)
- Counselor(s)

Graduation Cords Policy

In keeping with Beechwood tradition, only cords from official *Beechwood honors organizations*—organizations in which students are selected based on specific criteria—may be worn during the graduation ceremony. These are the only cords approved to be worn during the event. We appreciate your cooperation in upholding this long-standing tradition.

ASSEMBLIES

Students are to enter, take their assigned seats and leave the assembly in an orderly manner. Speakers and guests should be welcomed courteously and given the students' full attention. After the program, students remain seated until dismissed.

HALL PASSES/10-10 Rule

Students should ask to leave the room only in case of emergency. All other business should be taken care of before or after school or in between classes. *Students are not permitted to leave class for any reason during the first 10 minutes of each class or during the last 10 minutes of each class unless in the case of an extreme emergency (10-10 Rule).*

COUNSELORS

Professional school counselors are available to all students and parents.

Mr. Michael Brinkman (A-G)	michael.brinkman@beechwood.kyschools.us
Ms. Kristin Hetzel (H-O)	kristin.hetzel@beechwood.kyschools.us
Ms. Megan Minton (P-Z)	megan.minton@beechwood.kyschools.us

NO PASS/NO DRIVE

The "No Pass/No Drive" Statute (KRS 159.051) became effective on June 25, 2007 with implementation beginning August 1, 2007. This statute involves every public and private school district across the Commonwealth.

The "No Pass/No Drive" Statute results in the denial or revocation of a student's driver's license for 1.) academic deficiency, or 2.) dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission's website. Students can obtain the permit form from the high school office.

LOST AND FOUND

If an article is lost or found, it should be turned in to the HS Office. The lost and found is located in the third floor stairwell above the cafeteria.

LOCKERS

- All 7th grade students will be issued lockers upon enrollment.
- 8th through 12th grade students will be issued a locker upon request.
- Please contact the HS Office if you need a change in locker placement.
- Lockers should be kept locked and neat. The contents of the locker are the student's responsibility.
- All lockers are subject to inspection at any time by authorized personnel.
- Lockers must be emptied at the end of each school year.

CAFETERIA

LEAVING SCHOOL / BRINGING LUNCH TO SCHOOL

- Students are not permitted to leave school for lunch.
- Parents are not permitted to bring fast food, coffee, etc. to school for their children.
- **Students are not permitted to have lunch delivered to school unless documented dietary needs have been provided.**

LUNCH CHARGES

Students who forget their lunch money may charge for that day. A cafeteria worker will assist students with lunch charges. The cafeteria may contact the parent/guardian if charges accumulate.

CAFETERIA BEHAVIOR

Students are to go to and from the lunchroom in an orderly fashion. They are expected to abide by the following rules during lunch period:

1. Take proper place in line.
2. Stay in the cafeteria or designated area until time to return to class, unless excused by an administrator or staff member.

3. Clean your area and assist in cleaning tables and chairs.
4. Behave in an orderly manner.
5. Do not take food from the cafeteria.

Any school organization or group using the cafeteria should see that it is left in good order.

COMMUNICATIONS

PARENT CONFERENCES

Parent conferences are scheduled when either a parent or teacher wishes to confer. Appointments may be made through the teacher. A designated parent conference day will occur in the fall, and will be communicated through the newsletter and/or the teachers.

PTSA

The Beechwood PTSA is active during the school year and makes possible many projects and field trips, purchases of new equipment, etc. All parents/guardians are encouraged to join the PTSA and to coordinate a PTSA activity. Many programs thrive as a result of PTSA volunteers.

ATHLETIC BOOSTERS

The Athletic Boosters meet throughout the year to raise funds, work games, and to support all athletic programs. Due to the magnitude of the athletic program, many parents are needed on a weekly basis to help. Please contact the Athletic Boosters President if your child participates in athletics and you will be able to assist periodically (no experience necessary).

BAND BOOSTERS

The Band Boosters operate in a capacity similar to the Athletic Boosters. All band parents are encouraged to join. If you attend are able to assist, please contact the Band Director or Band Boosters President for more information. Our website provides more information: https://www.beechwoodbands.org/boosters.

EDUCATIONAL FOUNDATION

The Beechwood Educational Foundation raises funds to help support the academic programs at Beechwood Independent Schools. If you have an academic interest and wish to donate toward that cause, please contact the Educational Foundation or the high school principal Jessica Pass at jessica.pass@beechwood.kyschools.us

TEACHER QUALIFICATIONS

Parents have a right to request and receive information on the qualifications of their children's teachers.

WEBSITE

Please visit the Beechwood High School Website for updated information regarding: Daily Announcements, Class times, Exam Schedules, Code of Conduct, Dress Code, Events, Extra-Curricular Activities, Summer Assignments, Supply Lists, Weekly Newsletter, Most Commonly Used Forms, Policies and Procedures, Program of Studies, SBDM policies and minutes, Sports Calendars, etc.
www.beechwood.kyschools.us

SOCIAL MEDIA

Follow @beechwoodtigers on Facebook and @beechwood_tiger on Twitter for news as well as student and staff highlights.

SCHOOL-BASED DECISION MAKING COUNCIL

Two parents are elected each year (April or May) by their peers through the PTSA to serve on the SBDM Council. SBDM meets once a month and makes policy on the following: Curriculum (updated due to SB1), Assigning Staff Time, School Schedule, School Space, Instructional Practices, Discipline and classroom management, Extra-Curricular programs, technology use, etc. SBDM does not address personnel issues nor does it focus on the day-to-day operations of the school.

SBDM meets once a month. More information can be found on the high school website.

If you have an item you wish added to an SBDM agenda, please submit your request to the principal. The principal will decide if the topic falls under SBDM responsibilities or not. If not, the principal will redirect you to an appropriate staff member. A list of SBDM members can be found on the Beechwood website.

INVITATIONS / NON-SCHOOL RELATED PUBLICATIONS

The distribution of invitations or non-school related publications, pamphlets, brochures, etc. by students at school is expressly prohibited. Invitations should be sent through the mail. The principals will approve only those posters/announcements publicizing school events. All announcements must have an advisor's signature and be approved ahead of time.

TELEPHONE

In accordance with regulations established by KETS (Kentucky Educational Technology System), all classrooms are equipped with telephones with local access. Students must receive permission from staff prior to using phones. Students needing to make phone calls may use the high school student access phone. Students are not permitted to get out of class to make calls. Calls from school phones are for contacting parents/guardians only.

CELL PHONES

Students are permitted to bring cell phones to school; however, they are to be kept **Off/Silent** during the day and stored out of sight (locker, purse, backpack). Students will be permitted to use their cell phones at lunch. If a student is caught using a cell phone, the cell phone may be collected, turned over to an administrator, and the student will face disciplinary actions in accordance with the Student Code of Conduct.

Parents are asked to comply with school cell phone/texting policies and NOT text their children between the hours of 8:00-3:00. If a parent needs to send a message to a student during the school day, please contact the front office at (859) 331-1220, extension 2, and we will see that your child receives the message. Students using cell phones during the school day, even when communicating with parents, will be disciplined according to the school's code of conduct.

Traceable Communications

The Board shall designate a traceable communication system(s) to be the exclusive means for District employees and volunteers to communicate electronically with students. Employees and volunteers that violate this policy will be subject to disciplinary action.
A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

· Outside of the traceable communication system(s) designated by the Board; or

· Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

The Beechwood approved traceable communication platforms include:

- Infinite Campus
- Microsoft Suite
- Google Suite
- ClassDojo
- Tabroom
- Remind (soon to be ParentSquare)
- SportsYou
- Canvas for NKU/TMU

CLUBS AND ACTIVITIES

Beechwood High School offers numerous opportunities for students to participate in clubs, activities, and athletics and each student may choose whether or not to participate. The sponsors of these clubs and activities are employees of the Beechwood Board of Education. Typical meetings for these clubs and activities usually occur immediately before or after school.

ACTIVITY AND CLUB LISTING

The following list of activities and clubs often change because of student interest and sponsor availability.

Extracurriculars/Clubs		Athletic Activities
Academic Teams MS/HS	Marching Band	F & W – Cheerleading
A Cappella Club	Mu Alpha Theta (Math Honor Society)	F – Football (V, JV, F, 8, 7, 6)
Art Club	Multicultural Alliance	F – Volleyball (V, JV, F, 8, 7)
Chess Club	Musical	F – Soccer (G & B) (JV, V)
Drug Free Clubs of America (DFCA)	National Honors Society (NHS) and National Junior Honors Society (NJHS)	F – Golf (G & B)(V, JV)
Educators Rising	Odyssey of the Mind	F – Cross Country (G & B) (V, 8,7)
Evergreens Club	Percussion Ensemble	W – Archery (G & B)
Family, Career and Community Leaders of America (FCCLA)	Principals' Advisory (selected)	W- Basketball (G & B)(V, JV, F, 8, 7)
Fellowship of Christian Athletes	Speech & Debate Teams MS/HS	W – Bowling (G & B)
Foreign Language Clubs	Student Council (elected)	W – Swimming/Diving (G & B)(V, F)
Future Business Leaders of America	Technology Student Association (TSA)	W & S - Esports (G & B)(V)
Jazz Ensemble	Winterguard	S – Baseball (V, JV, F)
KY United Nations Assembly (KUNA)	Young Women Lead	S – Softball(V, JV)
National English Honor Society	Ethics Bowl	S – Track & Field (G & B)(V, 7,8)
Chick-fil-A Leader Academy	Girls in STEM	F, W, S - Unified Sports
		S – Tennis (G & B)(V, JV)
(Additional extra-curricular activities may be added throughout the school year)		

V = Varsity, JV = Junior Varsity, F = Freshman, 8 = 8th Grade, 7 = 7th Grade
W= Winter, S= Spring, F= Fall

ELIGIBILITY

Each coach or sponsor will provide the students with requirements necessary for participation in that activity. Forms that must be completed and signed before an athlete can participate are "Parental Consent", "Physical Forms", and "State Eligibility Forms". Obtain these from the high school office.

- The student-athlete must be at grade level of his/her graduating class to participate. Participants cannot fail and repeat a grade; they must move with their class to the next grade level. Beginning at the freshman level, high school athletes are permitted to have (8) consecutive semesters of eligibility. Two semesters shall constitute a school year.
- A student must be less than 19 years of age prior to August 1st of the current school year to participate.
- Academic Requirements: Each Monday, the student-athlete/participants grades will be reviewed by the administration. Based on the weekly grade verification, a student-athlete must not fall below a 60% cumulative average in more than 1 class. **Failure to meet this standard will result in no practice or play for the entire week.** An ineligible student-athlete cannot attend practices and cannot sit on the bench during games. The student should attend after school tutoring during the ineligibility period. If the student-athlete is still ineligible after three weeks, he/she can be removed from the team.

DANCES

Middle School Winter Formal-Open to grades 7-8

Students CANNOT bring dates from other schools.

Homecoming Dance – Open for grades 9-12

The Homecoming King and Queen are announced at half time during the homecoming football game. Students may leave this dance early only with parental permission (parent must speak to a chaperone by phone prior to the student leaving). Once a student leaves, the student may not return. Some dances may be designated as advance ticket sales only. Students in grades 9-12 vote for the King and Queen from a list of seniors nominated by seniors. Only Beechwood students may attend this dance. Students CANNOT bring dates from other schools.

Winter Formal – Open for grades 9-12 (Occurs in January or February)

The junior class selects 5 boys and 5 girls for the Winter Formal court. Grades 9-12 then vote for Queen and King. Advanced ticket sales only – no tickets are sold at the door. Dates are permitted from other schools—they must be at least freshmen in high school and not older than 19. Dates are permitted from other schools with prior approval from the administration.

Prom – Open for grades 11-12 and their date (9^{th} and up).

The senior class selects 5 boys and 5 girls for the Prom court and then grades 11 and 12 vote for Queen and King. Students are not permitted to leave early. Parents are called if students do not show up for the dance. Advanced ticket sales only – no tickets are sold at the door. Dates are permitted from other schools with prior approval from the administration.

Students on the academic ineligibility list may attend dances, but these students are not permitted to serve on dance courts.

SAFETY

FIRE DRILL

Students should exit the building in an orderly manner, totally quiet, and report to the designated area. Each class should leave through exits assigned for that particular room. Teachers will notify all classes of drill procedures & fire drill instructions will be posted in every room. Kentucky requires schools to have 10 fire drills per school year.

SEVERE WEATHER ALERT

Staff and students will be alerted of the need to follow severe weather protocol via the intercom. Students should do the following:

1. Stay away from windows, outside doors and exterior walls.
2. Stay away from the gymnasium or other rooms with long span roof trusses.
3. Use interior corridors.
4. Seek protection from flying debris, particularly glass. Example: A sitting position with legs doubled up and arms resting on knees, head between arms. Use coats or jackets to protect yourself from flying debris. Face away from glass.
5. Keep calm. Do not run outside.

LOCKDOWN

Lockdown drills will be done throughout the school year. There are two types of lockdowns:

1. Shelter in place – no active threat, students remain in the classroom, class continues as normal.
2. Active threat – students will review the options of barricade, counter, or evacuate based on the threat.

Communications will be sent home after each lockdown event.

SEARCH AND SEIZURE

All students must be aware that lockers, desks, storage places, classrooms, and other school facilities are the exclusive property of the board of education and may be searched at any time pursuant to board policy to prevent violation of the student code of conduct. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. Any banned items that are confiscated during a search will be turned over to law enforcement.

WEAPONS

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. Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the district schools should be filed in accordance with Board Policy. The penalty for students bringing a firearm or deadly weapon to school or onto the school campus/property under jurisdiction of the district shall be expulsion in accordance with Board Policy. Any student, who brings to school a firearm or deadly weapon/instrument, as defined by state or federal law, must be referred to the criminal justice or juvenile delinquency system. Suspected violations while on the school bus will result in immediate notification to the appropriate authorities and possible removal and/or suspension from the bus under KRS 158.150.

EVACUATION OF STUDENTS

In the event the school must be evacuated, the school will follow all protocols outlined in the Safety/Crisis Manual.

FERPA NOTIFICATION

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

Distribute this notice annually to parents and students.

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

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

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

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

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

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

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

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

DIRECTORY INFORMATION

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information. Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year or within 30 days of distribution of the Student Directory Information Notification form which allows parents to notify the school district.

CHILD RECORDS & SPECIAL EDUCATION

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

The Beechwood 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 parent when they are no longer needed to provide educational programs or services. The Beechwood Independent School District may destroy the educational records of a child three (3) years from date of last activity and after notification of parent(s) or legal guardian(s). Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Beechwood 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 determined eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment qualify for Special Education services.

The Beechwood 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. This includes children who are not in school; those who are in public, private, or homeschool; 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.

The Beechwood Independent School District will make sure any child enrolled in its district who qualifies for Special Education services, regardless of how severe the disability, is provided appropriate Special Education 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 Beechwood Independent School District find any child who may have a disability and need Special Education services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if Special Education is needed.

Letters and phone calls are some of the ways the Beechwood 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 services.

If you know of a child who lives within the boundaries of the Beechwood Independent School District, who may have a disability, and may need but is not receiving Special Education services, please call 606-497-8760 or send the information to:

Lauren Steltenkamp, Director of Exceptional Student Services
Beechwood Independent Schools
54 Beechwood Road
Ft. Mitchell, KY 41017
Ph. 859-331-1220

"Child Find" activities will continue throughout the school year. As part of these efforts the Beechwood 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. Any information the District collects through *"Child Find"* is maintained confidentially.

Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and *"Child Find"* activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting the Director of Exceptional Student Services listed above.

The District office is open Monday through Friday, from 8:00 a.m. to 3:30 p.m.
The Beechwood 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 Special Education* at the address or phone number listed above for the Beechwood Independent Schools.

HARASSMENT / DISCRIMINATION / GRIEVANCE

STUDENTS 09.42811

HARASSMENT / DISCRIMINATION

Definition

Harassment/Discrimination is behavior based on race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Prohibition

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

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Disciplinary Action

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Guidelines

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall as soon as reasonably practicable, or within thirty (30) days, complete the Title IX Grievance Form that is located in this Student Discipline Policy Manual, and submit it to the Guidance Counselor's office, the Principal's office or to the Title IX Coordinator's office. The Title IX Grievance Form will then be immediately forwarded to the Title IX/Equity Coordinator or the Superintendent for continued processing.

Superintendent of Schools
Mr. Justin Kaiser
Beechwood Independent Schools
54 Beechwood Road
Fort Mitchell, KY 41017
(859) 331-1220

Tile IX Coordinator
Dr. Sarah Schobel
Beechwood Independent Schools
54 Beechwood Road
Fort Mitchell, KY 41017
(859) 331-1220

Administrators
Jessica Pass, Principal
Ashley Ritchie, Assistant Principal
Beechwood High School
54 Beechwood Road
Fort Mitchell, KY 41017 (859) 331-1220

School Counselors
Mr. Michael Brinkman
Ms. Kristin Hetzel
Ms. Megan Minton
Beechwood High School
54 Beechwood Road
Fort Mitchell, KY 41017
(859) 331-1220

If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

   The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:

   Written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or such other measures as determined by the Superintendent/designee.

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

4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and

5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

   When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

Notification of Parents

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, district personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

Prohibited Conduct

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

Confidentiality

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent within seven (7) days of the District's determination.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

Retaliation Prohibited

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

False Complaints

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

References:

42 USC 2000e, Civil Rights Act of 1964, Title VII
Racial Incidents and Harassment against Students at Educational Institutions: Investigative Guidance (U.S. Department of Education)
U. S. Supreme Court - Franklin vs. Gwinnett County
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX
Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)
Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

STUDENT DISCRIMINATION / HARASSMENT GRIEVANCE FORM

(To file a complaint, complete this form and return it to a Principal, Title IV Coordinator, or Counselor)
Beechwood Independent School District, 54 Beechwood Road, Fort Mitchell, KY 41017

Case Number _____

This form provides the opportunity for a student or parent to report alleged incidents of discrimination and to secure an equitable, prompt, and appropriate resolution.

Student Information **Student's ID No: _____**

Name_____
(Last) (First) (Middle Initial)

Home Address _____

Age: _____ Date of Birth: _____ Telephone No.: _____

School: _____ Grade : _____ Homeroom / Classroom: _____

Name of Parent/Guardian: _____ Daytime Telephone No: _____

Type of Discrimination

Please Check
_____ Racial _____ Sexual _____ Religious _____ National _____ Disability
_____ Other:

Statement of Grievance

Identify the harassment/discrimination that you allege has occurred. Be complete, and use full names/titles, dates, exact location(s), and specific occurrences(s), if appropriate.

_____

_____

_____

Date(s) discrimination occurred: Earliest _____ Latest _____

What results are you seeking by filing this complaint?

Use additional sheet(s) if necessary.

_____

_____

_____

Have you filed this complaint with any other governmental agency or pursuant to a labor management agreement? Yes or No

If yes, please specify:

_____

Signature _____ Date _____

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STUDENT DISCRIMINATION / HARASSMENT GRIEVANCE APPEAL FORM

(To appeal, complete this form and return it to the Superintendent within 7 Days)

Case Number : _____This form provides the opportunity for a grievant to submit a written appeal to the superintendent/designee regarding any part of the findings and corrective actions rendered as a result of the investigation conducted by the Compliance Coordinator / designee.

Grievant Information

Name_____

(Last) (First) (Middle Initial)

Home Address _____

Home Telephone No.:_____ Work Telephone No.: _____

Name of Parent/Guardian (applies to student grievant only) _____

Parent / Guardian Daytime Telephone No.: _____

Statement of Appeal

Briefly state your reason(s) for submitting this appeal.

What results are you seeking by filing this complaint?

Use additional sheet(s) if necessary.

Have you filed this complaint with any other governmental agency or pursuant to a labor management agreement? Yes or No

If yes, please specify:

Signature _____ Date _____

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CONCERN / ISSUE / REQUEST / COMPLIMENT FORM

Name of reporting party: _____Date Filed: _____

To Whom It May Concern / Request should be directed:

1) _____ Teacher (please identify) _____

2) _____ Principal (please identify) _____

3) _____ Superintendent

4) _____ Site-Based Decision Making Council

5) _____ Board of Education

6) _____Special Education Director

7) _____Gifted and Talented

8) _____Maintenance

9) _____Other (please identify) _____

I) Concern / Issue / Request / Compliment (please summarize in space below):

II) Action requested (please be specific):

III) Administrative / Staff Reviewer(s): _____

IV) Administrative / Staff Recommended Action / action taken:

Response provided to reporting party: Y / N Date: _____

Signature of reporting party_____ Date: _____

Signature of responding party_____ Date: _____

Contacting party withholds name Y / N

If reporting party wishes to pursue this concern further, she/he should complete a new form and file the same with the next administrative level.

RETURN TO SCHOOL PRINCIPAL

Safe - Respectful - Responsible

STUDENT CODE OF CONDUCT
DISCIPLINE MANUAL

of

Beechwood High School

2026-2027

Approved by SBDM July 18th, 2026

Beechwood
HIGH SCHOOL

54 Beechwood Road
Fort Mitchell, KY 41017
(859) 331-1220
(859) 426-3744 (Fax)

RATIONALE STATEMENT

Each student at Beechwood High School must be allowed the opportunity to acquire the knowledge and skills necessary to achieve his or her greatest potential. It is the responsibility of the administration, teachers, students, parents & staff to create a safe and orderly environment where this can be achieved.

In accordance with policy adopted by SBDM Council, a code of conduct with clearly defined expectations for behavior will be enforced by school personnel whenever a student fails to demonstrate self-discipline and respect for others and/or school property. It is the family's responsibility to make sure the students come to school physically and mentally prepared each day with regular and punctual attendance. It is the responsibility of teachers to maintain an orderly classroom conducive to learning. The administration is responsible for enforcement of the conduct code in a manner that is equitable, consistent, and expedient. It is the further responsibility of the administration that all teachers, parents, and students are informed of the policies and procedures related to the Code of Conduct. To keep families informed, a copy of the Code of Conduct will be made available to all parents at the beginning of each school year. The Superintendent and School Board provide support for the administration and staff.

In such an environment, students can be provided a wide range of opportunities characterized by excellence. Students will have the opportunity to acquire the knowledge and skills necessary to achieve their greatest potential as well as become life-long learners, capable of being productive and contributing members of society.

Steps to Disciplinary Procedures:

1. Confer/investigate with parties concerned as soon as possible.
2. Assign consequences defined by the Code of Conduct.
3. Notify a legal guardian by phone, letter, email, or message as soon as possible.

***School personnel will follow appropriate due process procedures unless immediate suspension is essential for safety reasons or to avoid disruption of the educational environment**.

Retaliation Prohibited-Employees and other students shall not retaliate against a student because he/she reports a violation of the Code of Conduct or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent or his/her designee shall take measures needed to protect students from such retaliation.

Rights and Responsibilities

STUDENTS

While in attendance at school, students have certain rights. With these rights go certain responsibilities. The rights and responsibilities of students are:

a. A system of public education which attempts to meet the needs of individual students.

b. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.

c. Physical safety and protection of their personal property.

d. Consultation with teachers, counselors, administrators, and other school personnel.

e. Free election of their peers in student organizations in which students have the right to seek and hold office.

f. Involvement in school activities without being subject to discrimination on the basis of race, color, national origin, sex, handicap, or religion.

g. Expect respect from other students and school personnel.

h. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

i. Examination of their own personal school records by the student, if 18 years or older, their parents/guardians, or their authorized representative and to challenge any misleading or inaccurate statement contained in the record.

PARENTS/GUARDIANS

Just as students have rights and responsibilities, so do parents and guardians. These are:

1. *PARENTS/GUARDIANS HAVE THE RIGHT TO:*
   a. Send their child to a school in an environment where learning is valued.
   b. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
   c. Expect that their children shall attend classes regularly and promptly with minimal interruptions.
   d. Expect the school to maintain high academic standards.
   e. Review the student's academic process and other pertinent information which may be contained in the student's personal records.
   f. Address a question concerning their child to the proper authority and receive a reply in a reasonable time.

2. *PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:*
   a. Instill in their children the values of an education.
   b. Instill in their children a sense of responsibility.
   c. Instill in their children a sense of respect.
   d. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
   e. Be familiar with the educational program and the procedures.
   f. Inform children about the disciplinary procedures of the school and the importance of following the same.
   g. See that children attend school regularly and promptly.
   h. Check with the proper school officials regarding the facts of any situation that they might question.
   i. Support the efforts of the school personnel.
   j. Demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.
   k. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

TEACHERS

Teachers also have rights and responsibilities. These are:

1. *TEACHERS HAVE THE RIGHT TO:*
   a. Expect the support of co-workers, administrators, and parents.
   b. Work in an educational environment with a minimum of disruptions.
   c. Expect all assignments, including homework, to be completed and turned in as assigned.
   d. Remove any student from class whose behavior significantly disrupts a positive learning environment for no more than one class period during which time the student will be in the office or other designated area.
   e. Expect safety from physical harm and freedom from verbal abuse.
   f. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
   g. Take action, necessary in emergencies, to protect their own person or property or the person or property of those in their care.

2. *TEACHERS HAVE THE RESPONSIBILITY TO:*
   a. Present subject matter and experiences to students and to inform students and parents/guardians of achievement and/or problems.
   b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
   c. Assist in the administration of such discipline as it is necessary to maintain order throughout the school without discrimination on any basis.
   d. Evaluate students' assignments and return them as soon as possible.
   e. Exhibit exemplary behavior in action and speech.
   f. Exhibit neatness and cleanliness of personal dress and hygiene.
   g. Reward exemplary behavior or work of students.
   h. Maintain an atmosphere conducive to good behavior and to exhibit and attitude of respect for students.
   i. Recommend for retention in a class any student who fails to meet the basic standards for such class.
   j. Maintain necessary records of student progress and attendance as accurately as possible.
   k. Follow and enforce rules and regulations of the Board of Education and/or school administration including *immediately* reporting any incident that could be in violation of a felony offense specified in KRS Chapter 508.
   l. Care for equipment and physical facilities of the school.

PRINCIPALS

Principals have certain rights and responsibilities which are:

1. *PRINCIPALS HAVE THE RIGHT TO:*
   a. Expect the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
   b. Provide input for the establishment of procedures and regulations that relate to the school.
   c. Expect safety from physical harm and verbal abuse.
   d. Take the necessary action in emergencies to protect their own person or property, or the person or property of those in their care.
   e. Suspend any student whose conduct disrupts the educational process.
   f. Administer the school environment to provide the proper learning atmosphere.

2. *PRINCIPALS HAVE THE RESPONSIBILITY TO:*
   a. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
   b. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
   c. Exhibit exemplary behavior in action, dress, and speech.
   d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
   e. Direct a program of dissemination of information explaining the Code of Conduct to the school community.
   f. File any allegations of a felony offense specified in KRS Chapter 508 with Beechwood Board of Education and the local law enforcement agency, the Department of KY State Police, or the county attorney within 48 hours of the original report.
   g. Notify parents or legal guardians when involved in an incident reportable under KRS Chapter 508.

INFRACTIONS AND RESPONSES

Administrators have the option of proceeding to a higher level of violation response when they deem appropriate. Multiple hour detentions will be served on consecutive days for periods of time not exceeding 1 hour per day unless a parent is notified. Saturday School will be held from 9:00 a.m. until 11:00 a.m. at Beechwood High School unless the parent is notified of a different time.

Administrators may deviate from the established code as situations warrant. This includes proceeding to a higher level of response due to the seriousness of an offense.

Classroom detention **- served in the teacher's classroom and will last no later than 3:30.**

Office detention **– served in a classroom designated by office and will be from 3:10 – 4:00.**

Saturday school **– is on Saturday mornings in a designated classroom from 9:00 am – 11:00 am.**

Suspension **- student is sent home. Student is not permitted to be on school property or attend school functions during a suspension. Student will receive half credit for missed assignments that are collected during a suspension for grades. They are expected to do all work.**

1) ABSENCE / TARDY

(1-A) CAPS ON ABSENCES OR TARDIES

MAXIMUM 7 EXCUSED NOTES FROM PARENTS/GUARDIANS

Students are allowed 7 EXCUSED total absence notes PER YEAR from a parent.

Tardy Parent Notes: 4 excused periods = 1 full day parent note Excused
Full Day Parent Notes: 1 full excused day = 1 full day parent note Excused
Leaving Early Notes: 4 excused periods = 1 full parent note Excused

The eighth (8th) and any subsequent EVENTS (partial day, half day, or whole day) during the same school year shall be considered unexcused, unless the school receives a doctor's note within 48 hours of the absence.

TRUANCY – STATE REGULATION

In accordance with state attendance laws, any student who has an unexcused absence from school three (3) or more days, or tardy (3) or more days, is truant. A student who has been reported as a truant two (2) or more times, "six" (6) days or six (6) tardies, is a habitual truant and truancy charges may be filed against the student.

(1-B) CLASSROOM ABSENCE

ADHERE TO CAPS ON ABSENCES OR TARDIES

Teacher Response (TR):

Look at Infinite Campus to determine excused or unexcused

For UNEXCUSED absences:

- Teachers are to record HALF CREDIT for any homework, assignment, or assessment that is **collected** on the day of the unexcused absence but that the student turns in on his/her return.

For EXCUSED absences:

Student learns about an assignment/homework/assessment **DUE DATE** from one of two ways:

- From the teacher while in class.
- If the student missed class, it is the student's responsibility to get any missed assignment from the teacher or another student.

The student is required to turn in the assignment/homework/assessment in one of the following ways:
For work assigned prior to the absence:

- During class if the student is in class on the Due Date unless the teacher extends the timeline.
- By 3:30 pm on the Due Date if the student misses class, but checks in late on the Due Date, unless the teacher extends the timeline.
- On the day the student returns to school if the student is absent the full day on the Due Date.
- Failure to turn in the assignment/homework/assessment as required will result in the assignment/homework/assessment being reduced by one letter grade per day not to exceed F (59).

For work assigned during an absence:

- Students have the number of days missed, plus one additional day to make up all work, unless the teacher extends the timeline.

(1-C) CLASSROOM TARDY

ADHERE TO CAPS ON ABSENCES OR TARDIES

Teacher Response (TR):

Require note from office or teacher
If no note, send to office

Unexcused Tardy:

- If a student arrives to class late, the student may use the remaining allotted time for the homework, assignment or assessment (if applicable); however, students will not be given additional time to makeup class work for unexcused tardies. Ex: If a teacher allows 15 minutes at the beginning of class to complete an in-class assignment; however, a student arrives 5 minutes late, the student will only have the remaining 10 minutes to complete the task.
- Send email to both administrators stating the student's name.

Administrative Response (AR):

1st - 3rd violation – 1 detention
4th – 6th violation – 1 Saturday School
7th or greater- 1 day suspension

(1-D) WALKING OUT OF CLASS WITHOUT PERMISSION, SKIPPING CLASS, OR NOT IN APPROPRIATE LOCATION

Student Response (SR):
Report to HS office immediately & seek assistance from administrator or counselor.

Teacher Response (TR):
Report absence to high school office
Submit Infinite Campus Behavior Referral

Administrative Response (AR):
1st-3rd violation – 2 detentions
4th-6th violation – 1 Saturday School
7th or greater – 1 day suspension

If a student wishes to leave class to go to the high school office, the student MUST have permission from the teacher or the student must wait for the end-of-class bell.

(1-E) SCHOOL ABSENCE

Teacher Response (TR):
Refer to Classroom Absence or Classroom Tardy

Administrative Response (AR):
If unexcused:
Options:
1st – 2nd – HALF CREDIT for assignments collected on day of absence if submitted upon return.
3rd violation – Truancy Notification
4th – 5th violation – placed on ineligibility for the following week.
6th violation – Habitual Truancy Notification
7th or greater – placed on ineligibility for the following week.
File truancy

(1-F) SCHOOL TARDY

Teacher Response (TR):
Refer to Classroom Absence or Classroom Tardy

Administrative Response (AR):
If unexcused:
1st – 2nd violation – meet with administration; verbal reprimand
3rd -5th violation – 1 detention
6th – 8th violation – 1 Saturday School
9th or greater – 1 day suspension

(1-G) TRUANCY

Truancy is defined as (3) unexcused Absences or Tardies
Habitual Truant is defined as (6) or more unexcused Absences or Tardies

Teacher Response (TR):
Referral to the office

Administrative Response (AR):
Notify parent that truancy may be filed against student.
Refer to KRS 159.150
File truancy against student

2) ACADEMICS

(2-A) CHEATING AND/OR PLAGIARISM (OR ASSISTING OTHERS)

(e.g. visible possession of notes, phones, or other resources not allowed/solutions during assessment, the act of willful deceit, the attempt and/or act of assisting others to cheat, the attempt and/or act of appropriating and passing off as one's own, the writings, ideas, images, or work etc. of another source.

Teacher Response (TR):
Retain paper(s), record zero for grade, and Submit Infinite Campus Behavior Referral

Administrative Response (AR):
1st -3rd violation - work with teacher to notify parents and assign 2 detentions
4th-6th violation – notify parents and assign 1 Saturday School
7th or greater – notify parents and assign 1 day suspension

(2-B) ELIGIBILITY

Each coach or sponsor will provide the students with requirements necessary for participation in that activity. Forms that must be completed and signed before an athlete can participate are "Parental Consent", "Physical Forms", and "State Eligibility Forms". Obtain these from the high school office.

- The student-athlete must be at grade level of his/her graduating class to participate. Participants cannot fail and repeat a grade; they must move with their class to the next grade level. Beginning at the freshman level, high school athletes are permitted to have (8) consecutive semesters of eligibility. Two semesters shall constitute a school year.
- A student must be less than 19 years of age prior to August 1st of the current school year to participate.
- Academic Requirements:
  Each Monday, the student-athlete/participants grades will be reviewed by the administration. Based on the weekly grade verification, a student-athlete must not fall below 60% cumulative average in more than 1 class. Failure to meet this standard will result in no practice or play for the entire week. An ineligible student-athlete cannot attend practices and cannot sit on the bench during games. The student should attend after school tutoring during the ineligibility period. If the student-athlete is still ineligible after three weeks, he/she can be removed from the team.

(2-C) FRAUDULENT PASS / FORGERY

(e.g. falsified absentee slips, excuses, permission slips, hall passes, slips requiring parent signature, etc.)

Teacher Response (TR) (options)
- Parent notification and classroom detention
- Referral to office

Administrative Response (AR)
- 1st-3rd violation - 2 detentions
- 4th-6th violation – 1 Saturday School
- 7th or greater – 1 day suspension

(2-D) HALL PASS

(Not in possession of a hall pass. It is the student's responsibility to obtain a hall pass prior to leaving a classroom or office.)

Teacher Response (TR)
- Verbal Reprimand – send student back to get pass
- Notify high school office

Administrative Response (AR)
- 1st violation – Verbal reprimand
- 2nd violation - 1 detention
- 3rd violation – 2 detentions
- 4th or greater – 1 Saturday School

(2-E) REQUIRED SIGNATURE PAGES / FORMS

(Failure to turn in as required)

Teacher Response (TR)
- Document and notify parent
- If student still does not return, notify office

Administrative Response (AR)
- Office detention until turned in

(2-F) TEACHER AIDE VIOLATION

(Failure to stay in designated area and/or perform assigned duties, interrupting classes w/o authorization)

Teacher Response (TR)
- Submit Infinite Campus Behavior Referral

Administrative Response (AR) (Options)
- 1st-2nd violation – Meet with administration; verbal reprimand
- 3rd-5th violation - 1 detention
- 6th-8th violation - 1 Saturday School
- 9th or greater – 1 day suspension

3) BEHAVIOR

(3-A) CONTINUED OR (MAJOR) DISRUPTION AND/OR INCORRIGIBLE BEHAVIOR

(e.g. Behavior that stops the progression of class)

Teacher Response (TR)

Submit Infinite Campus Behavior Referral

Administrative Response (AR) (options)

1st violation - 2 detentions
2nd -3rd violation – 1 Saturday School
4th violation -1-2 days suspension
5th violation – minimum of 3 days suspension
Parent notification – required in all cases
Referral to Guidance Counselor

(3-B) DISRUPTIVE BEHAVIOR (MINOR) or NAME BEING LEFT BY SUBSTITUTE

(e.g. throwing paper wads, distractive talking, not staying on task, out of seat, etc.)

Teacher Response (TR) (options)

Verbal reprimand and/or withdrawal of privileges
Classroom detention
Submit Infinite Campus Behavior Referral

Administrative Response (AR)

1st – 3rd violation – 1 detention
4th – 6th violation – 1 Saturday School
7th or greater – 1 day suspension

(3-C) INSUBORDINATION, DISRESPECTFUL BEHAVIOR, WILLFUL DISOBEDIENCE OR DEFIANCE OF THE AUTHORITY OF ANY SCHOOL PERSONNEL

Teacher Response (TR) (options)

Verbal reprimand
Classroom detention
Referral to counselor
Submit Infinite Campus Behavior Referral

Administrative Response (AR)

1st -2nd violation – 1 Saturday School
3rd violation – 1 day suspension
4th violation – 2 days suspension
5th or greater- 3 days suspension

(3-D) MAJOR DISRUPTION OF THE SCHOOL ENVIRONMENT or INAPPROPRIATE STUDENT ACTIVITIES

(pranks, vandalism, unlawful entry, food fight, major disruption of school environment, etc.)

*****School/Class/Individual pranks will not be tolerated. Any vandalism/damage/destruction of school property or unlawful entry upon school property <u>will result</u> in the appropriate disciplinary action being taken as stated above. If the administration deems appropriate, or when required by state law, legal authorities will be contacted. Any action taken by the police is outside of school administrators' control. The toilet papering of the trees in front of the school shall not be considered to be an act of vandalism/damage/destruction of school property nor the unlawful entry upon school property. Any student participating in inappropriate student activities, such as pranks, vandalism, unlawful entry, etc., may be barred from participating in the graduation ceremony.**

Teacher Response (TR) (options)
- Submit Infinite Campus Behavior Referral

Administrative Response (AR)
- 1st violation – 1-3 day suspension
- 2nd violation or greater—4 day suspension; possible recommendation for expulsion
- Parent Notification
- Contact Law Enforcement; Possible Criminal Charges

4) DRESS CODE

Refer to the Dress Code Policy in this manual for more details. (Page 67)

(4-A) CLOTHING, ACCESSORIES, AND / OR COSMETICS, WHICH CONSTITUTE A RISK OF DISTRACTION TO THE EDUCATIONAL PROCESS OR ENVIRONMENT

It is neither possible nor desirable to make an all-inclusive list of items considered in violation of this policy. All manner of suggestive or inappropriate clothing, excessive or unconventional use of accessories, cosmetics, and hair colorings or materials used as such, or appropriate attire or accessories worn in revealing, immodest, or unconventional ways that either distract or present opportunity for distraction to the individual, student, fellow students, teachers, and/or staff members, shall be considered in violation of this policy. Inappropriate, excessive and unconventional descriptors are based upon those accepted traits acknowledged by a majority of the school community. It is the intent of this policy to allow all students, teachers, and staff members to participate in and benefit from a safe, responsible, distraction free environment conducive to learning.

As a general rule of thumb, if in doubt, ask a teacher or administrator in advance of wearing whatever item(s).

Teacher and/or Administrative Response:
- Require student to correct problem immediately
- Submit Infinite Campus Behavior Referral if student fails to correct problem

Administrative Response
- 1st -2nd violation – admin meet, document, & allow opportunity to change clothes
- 3rd-5th violation-1 detention
- 6th-8th violation – 1 Saturday School
- 9th or greater- 1 day suspension

5) EQUIPMENT

(5-A) INAPPROPRIATE USE OF ELECTRONIC DEVICES/USE OF ELECTRONIC DEVICE WITHOUT PERMISSION (outside of Chromebooks)

(e.g. cell phones, iPad, headphones, etc), Devices must be put away and turned off or in silent mode upon entering the school building unless:

1. An emergency situation exists.
2. Student is in lunch.

Teacher Response (TR)

Submit Infinite Campus Behavior Referral
In accordance with State Law, Confiscate device – turn it over to an administrator, who will be responsible for the return.

Administrative Response (AR)

1st violation: Verbal reprimand. Confiscate device until the end of the day. Contact parent & return to the student.
2nd -3rd violation: 2 detentions & return to parent/guardian
4th violation: After 1 Saturday School served, return to parent/guardian
5th or greater: Refer to Insubordination

(5-B) UNAUTHORIZED AND/OR INAPPROPRIATE USE OF SCHOOL EQUIPMENT or INAPPROPRIATE INTERNET USE

(e.g. Chromebooks, copiers, weight room equipment, computers, abusing Internet privileges, using chat lines, tampering with computer programs and network, accessing teacher work stations, accessing inappropriate sites, etc.)

Teacher Response (TR)

Submit Infinite Campus Behavior Referral
Suspension of privilege

Administrative Response (AR)

Due to the seriousness of the offense, the administrator may immediately proceed to a higher level of response.

1st -3rd violation – 1 detention
4th-6th violation – 1 Saturday School
7th or greater – 1 day suspension

6) FOOD

(6-A) FOOD, CANDY, DRINKS, ETC. IN THE CLASSROOM

(Not permitted in the classroom unless approved by the teacher in advance) Drinks must not be on the desk with a Chromebook and must have a lid.

Teacher Response (TR) (Options)
- Request student to dispose of item(s)
- Verbal Reprimand
- Classroom Detention
- Submit Infinite Campus Behavior Referral

Administrative Response (AR)
- 1st – 2nd violation – meet with administration; verbal reprimand
- 3rd – 5th violation - 1 detention
- 6th-8th violation - 1 Saturday School
- 9th or greater – 1 day suspension

(6-B) FOOD, CANDY, DRINKS, ETC. IN THE HALLWAYS

(Keep all food and drinks stored in a backpack or locker)

Teacher Response (TR) (Options)
- Require student to dispose of item(s)
- Confiscate and dispose of food or drink item
- Verbal Reprimand
- Detention(s)
- Referral to Office

Administrative Response (AR) (Options)
- 1st – 2nd violation – meet with administration; verbal reprimand
- 3rd – 5th violation - 1 detention
- 6th-8th violation - 1 Saturday School
- 9th or greater – 1 day suspension

(6-C) NO FOOD, CANDY, DRINKS, ETC. ARE TO BE DELIVERED TO SCHOOL FOR LUNCH (FAST FOOD, COFFEE, ETC.)

(Unless approved by the principal in advance for a school function)

(For health and safety reasons, parents, family members, friends, etc. are not permitted to deliver food to students during the school day unless authorized by the principal). If a student is absent or has checked out, the student may bring a lunch back to school at the time of signing back into school. Students may not use food delivery services during the school day.

Teacher Response (TR)
- Notify office

Administrative Response (AR) (Options)
- Notify Parent
- 1st violation – meet with administration; verbal reprimand
- 2nd-3rd violation – 1 detention

4th-5th violation – 2 detentions
6th or greater – 1 Saturday School

7) ILLEGAL ACTIVITY (Possible felonies marked with an asterisk.)

*(7-A) ARSON, BOMB THREATS, POSSESSION OF WEAPONS (OR LOOK ALIKES), DANGEROUS OBJECTS, BREAKING & ENTERING, AND/OR OTHER CRIMINAL ACTIVITY

Teacher Response (TR)
Submit Infinite Campus Behavior Referral
Call 911 when appropriate

Administrative Response (AR)
Call law enforcement authorities immediately
Possible recommendation for expulsion

*(7-B) STEALING OR EXTORTION

(obtaining money or other property by threat, oppression or abuse)

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
Restitution for damages and:
1st violation – 2 days suspension
2nd violation – 3 days suspension
3rd or greater – 4 days suspension
Optional: possible recommendation for expulsion

*(7-C) FALSE FIRE ALARMS

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
Notification of authorities
Restitution for any incurred expenses, and:
1st violation – 2 days suspension
2nd violation – 3 days suspension
3rd or greater – 4 days suspension
Optional: possible recommendation for expulsion

*(7-D) GAMBLING

Teacher Response (TR) (options)
Verbal reprimands
Classroom detention
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st – 3rd violation - 2 detentions
4th-6th violation – 1 Saturday School

7th or greater –1 day suspension
Optional: possible recommendation for expulsion

*(7-E) POSSESSION AND/OR USE OF ANY FIRE PRODUCING ITEM

(e.g. fireworks, firecrackers, stink bombs, cherry bombs, matches, lighters, or any fire producing item, etc.)

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
Restitution for damages and:
Notify parents and possible law enforcement authorities
1st violation – 2 days suspension
2nd violation – 3 days suspension
3rd violation – 4 days suspension
Optional: possible recommendation for expulsion

8) ILLEGAL SUBSTANCE

(8-A) POSSESSION AND/OR USE OF VAPOR/VAPE or NICOTINE PRODUCTS (or look-alikes) ON SCHOOL GROUNDS OR AT A SCHOOL SPONSORED ACTIVITY

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
Notify parents
1st violation – 1 days suspension and nicotine cessation information provided to parent/guardian/student
2nd violation – 2 days suspension
3rd or greater - 3 days suspension
Optional: possible recommendation for expulsion

*(8-B) POSSESSION AND/OR USE OF DRUGS, ILLEGAL, AND/OR NOXIOUS SUBSTANCES, ON SCHOOL GROUNDS OR AT A SCHOOL SPONSORED ACTIVITY

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
If illegal drugs or substances – report to law enforcement officials and/or possible recommendation for expulsion

Notify parents
1st violation – 3 days suspension
2nd or greater -- 4 days suspension
Optional: possible recommendation for expulsion or placed in an Alternative School

*(8-C) POSSESSION/ UNDER THE INFLUENCE, TRANSMITTING OR CONSUMING ALCOHOL ON SCHOOL GROUNDS OR AT A SCHOOL SPONSORED ACTIVITY

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
Notify parents
1st violation – 3 days suspension
2nd or greater – 4 days suspension
Optional: possible recommendation for expulsion or placed in alternative school

9) IMPROPER PHYSICAL ACTIVITY

(9-A) HORSEPLAY

Teacher Response (TR) (options)
Verbal reprimand
Withdrawal of privileges
Parental notification
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st violation – meet with administration; verbal reprimand
2nd -3rd violation – 1 detention
4th-5th violation – 2 detentions
6th violation or greater – 1 Saturday School

(9-B) PHYSICAL CONTACT (Slap, Hit, Kick, Push, etc.)

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st -2nd violation – 1 Saturday School
3rd violation – 1 day suspension
4th violation – 2 days suspension
5th or greater – 3 days suspension

*(9-C) PHYSICAL AGGRESSION, ASSAULT AND/OR BATTERY TOWARD STUDENTS, OR FIGHTING

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
Notify law enforcement authorities
1st violation – 1-3 days suspension
2nd violation or greater – 4 days suspension & possible recommendation for expulsion

*(9-D) PHYSICAL ASSAULT AND/ OR BATTERY TOWARDS PERSONNEL ON OR OFF SCHOOL PROPERTY

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR) (Options)
Notify law enforcement authorities
Immediate 5-day suspension (Superintendent may add 5 days)
Recommendation for expulsion

(9-E) MUTUAL DISPLAY OF AFFECTION

(e.g. hugging, kissing, etc.)

Teacher Response (TR) (options)
Verbal reprimand
Withdrawal of privileges
Parental notification
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st violation – meet with administration; verbal reprimand
2nd -3rd violation – 1 detention
4th-5th violation – 2 detentions
6th violation or greater – 1 Saturday School

*(9-F) PARTICIPATION IN SEXUAL ACTIVITY OR UNWANTED DISPLAYS OF AFFECTION

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR) (Options)
Possible recommendation for expulsion and/or referral to outside agencies
Notification of parents
1st violation – 2 days suspension
2nd violation – 3 days suspension
3rd or greater – 4 days suspension

10) IMPROPER COMMUNICATIONS

(10-A) PROFANITY, VERBAL, OR WRITTEN DEROGATORY REMARKS AND/OR OBSCENE GESTURES TOWARD OR COMMUNICATED WITH SCHOOL PERSONNEL

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st violation – 2 days suspension

2nd violation – 3 days suspension
3rd or greater – 4 days suspension & possible recommendation for expulsion

(10-B) PROFANITY, VERBAL, OR WRITTEN DEROGATORY REMARKS AND/OR OBSCENE GESTURES TOWARD OR COMMUNICATED WITH ANOTHER STUDENT

Teacher Response (TR) (Options)
Verbal reprimands
Classroom detention
Parent notification
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st violation – 2 detentions
2nd -3rd violation – 1 Saturday School
4th violation – 1-2 day suspension
5th violation – minimum of 3 days suspension

*(10-C) VERBAL OR WRITTEN - ASSAULT, HARASSMENT, AND/OR IMPLIED THREATS TOWARD STUDENTS (also includes racial slurs, hate speech, etc.)

Teacher Response (TR) (Options)
Verbal reprimands
Classroom Detention
Parent conference
Submit Infinite Campus Behavior Referral

Administrative Response (AR) (Any of the above under TR and/or)
1st violation – 1 Saturday School or 1 day suspension (depending on severity of comment)
2nd violation – 1-2 day suspension
3rd or greater – 2-3 days suspension
Contact law enforcement agency, if appropriate
Optional - possible recommendation for expulsion

*(10-D) VERBAL OR WRITTEN - ASSAULT, HARASSMENT, AND/ OR IMPLIED THREATS TOWARDS PERSONNEL ON OR OFF SCHOOL PROPERTY

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR) (Options)
3-5 days suspension
Recommendation for expulsion
Notify law enforcement authorities

***For both 10-C and 10-D**
Possible steps that can be taken in response to a reported threat may include:

- Investigate (take statements, collect evidence, etc.)
- Notification of superintendent
- Communicate with parents, including a student's access to weapons
- Release of student from school personnel directly to legal guardian

- Review history of behavior
- Consult with school administrators and/or counselors
- School level threat assessment
- Outside safety assessment and/or mental health assessment as a condition to return to school
- Notification of/consultation with law enforcement
- Searches upon return
- Confiscation of electronic devices while on school property, as appropriate
- Alternative school schedule
- Alternative school placement

(10-E) OTHER INAPPROPRIATE FORMS OF COMMUNICATIONS (DRAWINGS/LANGUAGE,ETC.)

Teacher Response (TR) (Options)
Verbal reprimands
Classroom detention
Parent notification
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st -3rd violation – 2 detentions
4th-6th violation – 1 Saturday School
7th or greater – 1 day suspension

11) INFRACTIONS

(11-A) FAILURE T0 ATTEND CLASSROOM DETENTION

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR)
1st violation – 1 detention
2nd violation – 1 Saturday School
3rd or greater – 1 day suspension

(11-B) FAILURE TO ATTEND OFFICE DETENTION

Administrative Response (AR)
Submit Infinite Campus Behavior Referral
1st -3rd violation – 2 detentions
4th-6th violation – 1 Saturday School
7th or greater – 1 day suspension

(11-C) FAILURE TO ATTEND SATURDAY SCHOOL

Administrative Response (AR)
Submit Infinite Campus Behavior Referral
1st violation – 1 Saturday School or 1 day suspension (depending on the situation)

2nd violation – 1-2 day suspension
3rd or greater – 2-3 days suspension

12) DRIVING/PARKING

(12-A) DRIVING RECKLESSLY OR UNSAFE ON SCHOOL PROPERTY

Teacher Response (TR)
Notify high school office

Administrative Response (AR)
Parent notification
1st -3rd violation – 1 detention
4th-6th violation – 1 Saturday School
7th or greater – 1 day suspension
Referral to Law Enforcement as needed
Can revoke parking permit temporarily or permanently throughout this continuum

(12-B) FAILURE TO DISPLAY PARKING PERMIT

Teacher Response (TR)
Notify high school office

Administrative Response (AR)
1st -2nd violation – meet with administration; verbal reprimand
3rd-5th violation – 1 detention
6th-8th violation – 1 Saturday School
9th or greater – 1 day suspension
Can revoke parking permit temporarily or permanently throughout this continuum

(12-C) PARKING IN NON-DESIGNATED AREAS

(e.g. handicapped space, elementary crosswalk, fire zone, behind the school, visitor's space, staff space, etc.)

Teacher Response (TR)
Notify high school office

Administrative Response (AR)
1st -2nd violation – meet with administration; verbal reprimand
3rd-5th violation – 1 detention
6th-8th violation – 1 Saturday School
9th or greater – 1 day suspension
Can revoke parking permit temporarily or permanently throughout this continuum

(12-D) RETURNING TO AUTOMOBILE DURING SCHOOL HOURS

(Unless student has permission from the high school office)

Teacher Response (TR)
Notify high school office

Administrative Response (AR)
1st -2nd violation – meet with administration; verbal reprimand
3rd-5th violation – 1 detention

6th-8th violation – 1 Saturday School
9th or greater – 1 day suspension
Can revoke parking permit temporarily or permanently throughout this continuum

(12-E) FAILURE TO ABIDE BY RULES & REGULATIONS WHEN ENTERING OR EXITING PARKING LOT

Teacher Response (TR)
Notify high school office

Administrative Response (AR) (Options)
1st -2nd violation – meet with administration; verbal reprimand
3rd-5th violation – 1 detention
6th-8th violation – 1 Saturday School
9th or greater – 1 day suspension
Can revoke parking permit temporarily or permanently throughout this continuum

13) SCHOOL GROUNDS

(13-A) LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION

Teacher Response (TR)
Submit Infinite Campus Behavior Referral

Administrative Response (AR) (Options)
1st violation – 1-3 days suspension
2nd or greater – 4 days suspension; possible recommendation for expulsion
Contact Law Enforcement, if appropriate
Can revoke parking permit temporarily or permanently throughout this continuum

*(13-B) TRESPASSING / ENTERING RESTRICTED AREAS WITHOUT AUTHORIZATION

(e.g. teacher's lounge, teacher's desk, storage areas, offices, parking lot or outside the school during the school hours, unauthorized use of facilities at any time, etc.)

Teacher Response (TR) (Options)
Verbal Reprimand
Submit Infinite Campus Behavior Referral

Administrative Response (AR) (options)
1st violation - 2 detentions
2nd -3rd violation – 1 Saturday School
4th violation – 1-2 days suspension
5th or greater – minimum of 3 days suspension

*(13-C) PROPERTY DAMAGE, VANDALISM, AND/OR THEFT OF SCHOOL OR PERSONAL PROPERTY ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED ACTIVITIES INCLUDING DEFACING OR DAMAGING SCHOOL PROPERTY (INTENTIONAL OR NON-INTENTIONAL)

Teacher Response (TR) (options)
- Verbal Reprimand
- Detention and/or restitution
- Parental notification
- Submit Infinite Campus Behavior Referral (required for major offenses)

Administrative Response (AR)

Minor – Restitution and
- 1st -2nd violation – 1 Saturday School
- 3rd violation – 1 day suspension
- 4th violation – 2 days suspension
- 5th or greater – 3 days suspension

Major – Restitution and
- 1st violation – 1-3 days suspension
- 2nd violation or greater – 4 days suspension
- Referral to law enforcement agency
- Possible recommendation for expulsion

Beechwood High School Dress Code Policy
High School SBDM Council Approved

Statement of Policy:
Student appearance, including clothing, should support the positive learning environment at Beechwood High School (BHS). Student appearance should be respectful and non-disruptive to other students and staff. Any form of dress or grooming that attracts undue attention or disrupts the learning environment is unacceptable and will be dealt with by the administration. We respect students' rights to express themselves. However, students are expected to respect the school community and culture by dressing in accordance with our dress code and a K-12 educational environment.
Guidelines to assist students and parents are outlined below.

General:
1. Neat and clean clothing is expected.
2. Inflammatory or offensive graphics or language is not allowed on clothing or the body itself (tattoos).
3. Images or wording depicting violence, sexuality, alcohol, drugs or anything else that may be deemed offensive or disruptive by staff or administration is not allowed.
4. Undergarments of any kind should not be visible.
5. See-through clothing is not allowed.

Tops:
1. Exposed midriffs are not allowed.
2. Shoulder area should be covered. Administrative discretion.
3. Low-cut or backless shirts or dresses are not allowed.

Bottoms:
1. Athletic shorts are allowed as long as they provide full coverage in all situations; standing, seated, and moving around the building.
2. All other shorts may be worn as long as they have at least a 4-inch inseam. If the short length is in question, the responsibility is on the student to provide proof the shorts in question are in fact 4 inches or longer to school administration.
3. Skirts and dresses may be worn as long as they are at least as long as the fingertips.
4. Leggings/yoga pants may be worn as long as they are opaque and the shirt is one length all the way around and covers both the front and backside of the individual. (Must remain this appropriate length as the student moves throughout the building during the school day)
5. Tights/hose are <u>not</u> allowed without an over garment (skirt, dress).
6. Pajama pants should not be worn except on designated days.

Other:
1. Appropriate and safe footwear is to be worn at all times.
    a. Flip-flops are allowed during appropriate seasons.
2. Hats and hoods may not be worn inside the building, unless special permission is given.
3. Sunglasses may not be worn inside the building, unless deemed medically necessary.
4. Costumes, costume accessories, and painted faces are not allowed except on designated days.

* NOTE: Exceptions may be made to the above by the administration on spirit and special days.

Enforcement:
Between the hours of 7:20 A.M. and 3:45 P.M., the principals, or their designees, shall have the discretion to determine whether items brought or worn to school violate the above.
They also have the authority to determine any corrective action including requesting the student change or leave the school premises until the above code is met.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking' and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

Permission/Agreement Form

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if appliable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the

student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Community Use

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Digital Citizenship and Responsible Use

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

Disregard of Rules

Individuals who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Emerging Technologies

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems while on school networks.

VIOLATION DEFINITIONS

AGGRESSIVE MISBEHAVIOR TOWARD SCHOOL EMPLOYEES - Verbal abuse, threats, physical contact, or threat of physical contact by student(s) toward school employee(s). Student conduct toward staff may be grounds for legal charges for Abuse of Teacher and/or other statutes.

ALL OTHER OFFENSES – Anything not specifically detailed but constituting cause for discipline measures including suspension or expulsion. To include (but not limited to) blackmail and extortion; criminal anarchism; criminal syndicalism; and kidnapping.

ARSON (or attempted arson) – Starting a fire within the school, on buses, on the school grounds, or other locations while on school sponsored events, for any purpose that results in destruction or disruption.

ASSAULT – Intentionally causing harm to other(s). According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. **It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult local law enforcement or the school board attorney regarding how to code assault incidents.** For each of the assault levels, the statutory definition is provided followed by classification criteria for school personnel.

ASSAULT IN THE FIRST DEGREE (Definition from KRS 508.010)

1. A person is guilty of assault in the first degree when:
    - He\she intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument; or
    - Under circumstances manifesting extreme indifference to the value of human life he/she wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person.
2. Assault in the first degree is a Class B Felony

For purposes of the school setting, an individual who intentionally uses a deadly weapon, dangerous instrument, or other means to cause serious physical injury to another is guilty of Assault in the first degree. This is the most serious assault; its code should be reserved for situations when the intent of the offender is to cause death or serious injury. To meet these criteria, the victim has to incur potential life threatening injury, serious disfigurement, or prolonged loss of the use of a body part from the incident.

ASSAULT IN THE SECOND DEGREE (Definition from KRS 508.020)

1. A person is guilty of assault in the second degree when:
    - He\she intentionally causes serious physical injury to another person; or
    - He\she intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument;
    - He\she wantonly causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument.
2. Assault in the second degree is a Class C felony.

For purposes of the school setting, an individual who intentionally causes physical injury to another person with a deadly weapon or dangerous instrument or intentionally causes serious injury to another person will be coded as Assault in the 2nd degree.

ASSAULT IN THE THIRD DEGREE (Definition from KRS 508.025)

1. A person is guilty of assault in the third degree when he\she intentionally recklessly, with a deadly weapon or dangerous instrument, or intentionally causes or attempts to cause physical injury to:
    - A state, county, city, or federal peace officer
    - An employee of a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender;
    - An employee of the Department for Community Based Services employed as a social worker to provide direct client services, if the event occurs while the worker is performing job-related duties;
    - A probation and parole officer;
    - A transportation officer appointed by a county fiscal court or legislative body of a consolidated local government, urban-county government, or charter government to transport inmates when the county jail or county correctional facility is closed while the transportation officer is performing job-related duties;
    - A public or private elementary or secondary school or school district classified or certified employee, school bus driver, or other school employee acting in the course and scope of the employee's employment; or
    - A public or private elementary or secondary school or school district volunteer acting in the course and scope of that person's volunteer service for the school or school district; or.
    - Being a person confined in a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender, inflicts physical injury upon or throws or causes feces, or urine, or other bodily fluid to be thrown upon an employee of the facility.

2. Assault in the third degree is a Class D Felony.

For purposes of the school setting, an individual who intentionally causes physical injury to a school employee, volunteer, or other persons working on the behalf of the school, is guilty of Assault in the third degree.

ASSAULT IN THE FOURTH DEGREE (Definition from KRS 508.30)

1. A person is guilty of assault in the fourth degree when:
    - He\she intentionally or wantonly causes physical injury to another person; or
    - With recklessness he/she causes physical injury to another person by means of a deadly weapon or dangerous instrument.

2. Assault in the fourth degree is a Class A misdemeanor.

For purposes of the school setting, an individual who intentionally causes physical injury to another person without use of a weapon is guilty of Assault in the fourth degree.

ATTENDANCE – TARDIES/SKIPPING SCHOOL/TRUANCY-Skipping school, class, or leaving school without permission. Habitual truancy (6 or more unexcused attendance events) is a status offense and may result in a mandatory court appearance by the student and parent. **Tardy = a student who is not in their first period classroom by 8:00 am.**

BEYOND CONTROL - Demonstrating chronic non-compliant behavior as determined by administration. These actions may result in a mandatory court appearance by the student and parent.

BULLYING – When someone and/or a group uses POWER or INTIMIDATION to hurt or scare another person. Including but not limited to means of intentional written, electronic, verbal or physical act or actions against another person(s).

BURGLARY- A person is guilty of burglary when, with the intent to commit a crime, he/she knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, vehicle, watercraft or aircraft where any person lives or where people assemble for purposes of business, government, education, Religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be counted as burglary.

BUS DISTURBANCE – Conduct on the bus which makes for an unsafe condition for students, driver and other motorists or pedestrian.

CHEATING/PLAGIARISM/DISHONESTY-Doing something unfair or dishonest in order to gain something for oneself or another. Stealing the work of another in order to use it as one's own work. Intentionally misrepresenting the truth.

COMMUNICATION DEVICES/CELL PHONES "Personal Telecommunications Device" means a device that emits and audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone. By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES/COMPUTERS to school, you agree to support the following:

- Cell phones must be turned off, put away, and not used during school hours or on buses with the exception of lunch. If a phone is observed or heard, or if a student is observed using the phone for any reason (voice, data, picture, text, etc.), disciplinary consequences following code guidelines may be issued. Repeated offenses of cell phone use and/or abuse; may result in banning of the privilege for individual students to possess phones during the school day. This may also result in the cell phone/sim card being confiscated at the principal's discretion. CELL PHONE AND SIM CARD MAY BE CONFISCATED. KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy) VIOLATIONS. Consequences may include removing computer privileges as well as other disciplinary measures as stated in the handbook.

DEFIANCE OF AUTHORITY- Refusal to comply with reasonable request of school personnel.

DESTRUCTIVE DISORDERLY CONDUCT-Dangerous or destructive conduct while also being disorderly at school, on buses including, but not limited to, throwing harmful objects, scuffling or lack of control of voice, language or limbs, or any school sponsored event. This type of conduct does create a danger to self or others.

DISORDERLY CONDUCT – Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof.

DISRUPTIVE DISORDERLY CONDUCT-Disrupting the orderly educational environment at school, any school sponsored event, or on buses including, but not limited to, throwing objects, horseplay, public display of affection, any unauthorized editing or use of media and/or audio that disrupts the educational environment/atmosphere is prohibited. This includes posting video and/or audio to internet that is disruptive to the learning environment.

DRESS-Work-place environments have expectations for dress. School SBDM Councils may enhance expectations for student dress. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment. Beechwood High School has a defined SBDM/Board approved Dress Code that can be found in this manual.

DRUGS/ALCOHOL (Marijuana, Prescription, Vapor Product, Others, Any alcohol/alcoholic items) - Use, Possession or Under the Influence; Sale, Transfer or Distribution of a drug, look-a-like drug, prescription

medication, over-the-counter medicine, or drug paraphernalia including (pipes, roach clips, hemostats, rolling papers, etc.) Drugs are defined as prescriptions (must be taken in accordance with school policy requiring a written pre-approved medical form completed by the parent) or any substance that has a harmful or unnatural effect on the person using them. This includes possession, use or under the influence on school property or at a school sponsored function. Possession includes items found on school property or at a school sponsored function. (To include, but not limited to locker assigned to student, any other place deposited by student including purse, backpack, garbage container, etc.)

FAILURE TO COMPLETE ASSIGNMENTS - Includes failure to complete assignments and/ or bring materials for class. It is expected that, prior to any referral of this nature, the teacher must provide documentation of parent contact and teacher interventions.

FAILURE TO COMPLY WITH DISCIPLINARY ACTION (DETENTIONS) - Failure to follow discipline given by the school including detention. This includes students who fail to attend detention or students that have been suspended or expelled being on school property or school sponsored events.

FALSIFYING/FORGERY/NOTE/COUNTERFEITING – Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument (e.g., checks, transcripts, official identification, currency).

FRAUD - obtaining money or property by false pretenses.

GANGS, GANG-RELATED AND GANG-LIKE ACTIVITIES - The presence of, or student involvement in, gangs, gang-related, or gang-like activities on school property or at school-related events. Gang related items include but are not limited to the display of gang symbols, drawings, paraphernalia or apparel (bandanas, hats/caps, or any item that may interfere with the process of maintaining a safe school environment)

HARASSMENT - 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 anyone 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
f. 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:
   Damages or commits a theft of the property of another student;
   Substantially disrupts the operation of the school; or
   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.
g. Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, electronic, verbal or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or
h. Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
i. Communicates with or about a student from another school, anonymously or otherwise, by telephone, the Internet, telegraph, 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.

Types of Harassment

Sexual Harassment: includes unwelcome advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.
Verbal Harassment: includes derogatory comments, jokes, slurs, off-color language, or innuendoes; can include belligerent or threatening words spoken to student or employee; can include bullying in which one or more students pick on another student or treats him/her in such a way that makes him/her feel uncomfortable.
Physical Harassment: includes unwanted physical touching, contact assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work.
Visual Harassment: includes derogatory, demeaning or inflammatory posters or signs, cartoons, written words, drawings, photography, novelties or gestures.

INAPPROPRIATE MATERIALS-Possession, handling, transmitting, or using inappropriate materials including, but not limited to, those that degrade, attack or endorse an ethnic background, religion and race, health, safety, sexually explicit, pornographic, and libelous items.

LIBEL/SLANDER TOWARD ANY EMPLOYEE – Any statement or portrayal (written/verbal/posted, etc.) on the Internet or any other communication that falsely disparages anyone's professional competence and/or reputation. NOTE: In addition to school level consequences, our employee(s) and/or the District have the right to file criminal charges and/or civil litigation.

MARKETING OR BUYING AND/OR SELLING OF ITEMS- Marketing, buying and/or selling of items not previously approved by the building principal.

MENACING – Intentionally placing self or other person(s) in harm's way or endangering the safety, health and/or welfare of self or others on school property or at school sponsored events, including but not limited to tampering with the drink and/or food of any school official or other person(s) or recklessly operating a motor vehicle.

PROFANITY/ VULGARITY- Spoken or written words that is recognized as swear or curse words. Some words while profane or vulgar may be deemed for grounds of other classification according to the code of acceptable behavior. The Principal will make the final decision to what constitutes word(s) as profanity/vulgar or other violation.

PUBLIC DISPLAY OF AFFECTION (PDA) – any inappropriate physical or verbal display of affection between any individuals

REPEATED VIOLATIONS- Demonstrating a documented pattern of inappropriate behavior for which the available procedures are not sufficient.

SEXUAL MISCONDUCT – Subjecting another person(s) to sexual contact by forcible compulsion; or Participant(s) subjecting another person to sexual contact who is incapable of consent because he/she: is physically helpless; less than sixteen (16) years old; or is mentally incapacitated including willing participant(s). (This also includes any type of Sexual Activity, Misconduct or Exposure at school, on the school bus or at any school sponsored event for any age student).

SMOKING/CHEWING/SMOKING PARAPHERNALIA/TOBACCO OTHER- Use, possession, sale or transfer of tobacco products or possession of smoking paraphernalia (lighters, matches, tobacco packs, etc.) Violation of this section (KRS 438.311) may also result in a fine and/or community service work assigned by the court.

STOLEN PROPERTY (RECEIVING) - violations include buying, receiving, possessing of stolen property.

TERRORISTIC THREATENING - BOMB THREAT

A person is guilty of one of these offenses when he/she: (a) Intentionally makes false statements that he/she or another person has placed a weapon of mass destruction on:

1. The real property or any building of any public or private elementary or secondary school, vocational
   school, or institution of postsecondary education;
2. A school bus or other vehicle owned, operated, or leased by a school;
3. The real property or any building public or private that is the site of an official school-sanctioned function; or
4. The real property or any building owned or leased by a government agency; or

Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.

Intentionally:

(a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur; (b) Makes false statements that he/she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075. (d) He/she threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. *Activating fire alarms would be included in category TERRORISTIC THREATENING for reporting purposes.*

UNDER THE INFLUENCE – Includes all offenses of intoxication with the exception of driving under the influence. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance, or other intoxicating substance.

UNLAWFUL ASSEMBLY - Two or more persons gathering or assembling for the purpose of engaging, or preparing to engage in disorderly conduct or with the intent to knowingly advance or assist in that purpose.

VANDALISM (Criminal Mischief) – The intentional destruction, injury, disfigurement, or defacement of any public or private property without consent of the owner or person having custody or control (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth). Loss of $500.00 requires a police report.

VERBAL ABUSE – To insult by means of words.

VIOLATING SECURITY/COMPUTER HACKING - Compromising district and/or school security procedures or putting others at risk. Making a threat or falsely alerting that a bomb has been placed or is about to explode. Also including: trespassing, failure to follow lock down, opening of exterior doors other than single monitored entrance, tampering of security cameras, telephone and/or fire alarm system, remaining on school grounds after posted hours without prior permission from school officials**,** use of fireworks, noxious substances, and intentionally reporting false tips to administrators, teachers, other sources, etc.

WEAPON (FIREARM ONLY) - Use, Possession, Sale, Transfer or Distribution **-** A firearm is any weapon that will expel a projectile by the action of an explosive. This offense encompasses manufacture, sale, or possession of firearms on school property or at a school function. (KRS 527.070).

WEAPON OTHER/DANGEROUS INSTRUMENT - Use, Possession, Sale, Transfer or Distribution **-** of any object determined by the principal to be dangerous and capable of being readily used by one person to inflict severe bodily injury upon another person; examples include but not are limited to air guns, knives, artificial knuckles, club, baton, nunchaku karate sticks. (KRS 527.070)

WILLFUL MISCONDUCT (Fighting) - Willingly engaging in physical contact for the purpose of inflicting harm on the other person. Any provocation (verbal/physical) may be considered a mitigation of the charge. A student who finds himself/herself the victim of an attack should make every effort to get out of the situation including blocking, running, and calling for help.

ADDITIONAL INFORMATION

Due Process - In all discipline cases, school personnel will follow appropriate due process procedures. Ordinarily, a student shall not be suspended before being given oral or written notice of charges constituting suspension, an explanation of the evidence, and an opportunity to present their version of the facts. Whenever a suspension is being given as a consequence, the school will make every effort to contact parents and to share the specifics related to the case. Immediate suspension will only be used if it is essential for safety reasons or to avoid disruption of the educational environment. In these cases, due process guidelines should occur by phone or by written statement within three school days following the suspension.

Family Education Rights and Privacy Act (School Records) - In accordance with the Family Education Rights and Privacy Act, parents may review all education records relating to their child. This right is extended to students at age eighteen. Parents also have the right to file complaints if the district does not comply with this act. Parents of graduated students enrolled in a program for exceptional children, or of students who have otherwise left school, may request the destruction of any personally identifiable information, which was used for the identification, evaluation, or placement of the exceptional child. Such requests must be in writing to the Special Education Director. In accordance with federal regulations concerning the transfer of educational records, this district will forward records on request to a school in which students seek to enroll. Upon written request, parents can obtain copies of these records and discuss these records if necessary. **Note: All student records are confidential and can only be released through proper authorization.** ***Grievance Procedures*** - Parents questioning actions taken by the school may do the following:

1. In classroom matters, contact the teacher to discuss the problem.
2. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the principal.
3. If the problem is not classroom related, the parents may contact the principal.
4. If none of the above procedures are satisfactory, parents may appeal the school decision and request a conference with the superintendent or designee after discussion with principal.
5. During this conference either party may have present individuals relative to factors involved. The other party will be notified in advance if such persons are present.
6. The Superintendent or designee will advise parents in writing of the decision regarding the grievance within fourteen days after the conference of the appeal conference.

Law Violations - In areas where students violate state or federal laws, charges and consequences in addition to those of the school code may follow through the court system (e.g. theft, vandalism, weapons, tobacco violations, etc.).

Maintaining a Safe and Drug Free School Setting - The Beechwood Board of Education is committed to providing a safe and drug free school environment. To maintain this positive learning climate, security cameras, drug dogs, safety sweeps, and other security measures may be used. To meet this goal, the administration may conduct random or systematic administrative searches of lockers, desks, parking lots, and other facilities, which are the exclusive property of the Beechwood Board of Education. This also extends to school sponsored events. In addition and under the requirement of the Fourth Amendment, when there is reasonable suspicion pointing to a specific student that a school rule or criminal statute has been broken, that student and his property may be searched by school officials following reasonable suspicion, but need not be supported by search warrant or probable cause. If you feel your child has a problem with illegal substances or alcohol, we encourage you to contact your child's school for resources including individual counseling, group counseling, and contacts for professional help.

Notification of Police and Removing Students in accordance with KRS 158.150 & 158.154 – The Beechwood Independent School District has adopted policies mandating that 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 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 property, the principal shall immediately report the act to appropriate local law enforcement. Also, school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a school building setting or from a district transportation system pending any further disciplinary action that may occur. Each student is given a copy of the Beechwood High School Discipline Manual/Code of Conduct.

Malicious conduct toward a staff member may be subject to legal charges for Abuse of Teacher and/or other statutes. (State Law - 161.190 Abuse of teacher prohibited.) - Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

Possession - The word possession includes items found in locker assigned to student, vehicles, and any other place where items have been deposited by student (Purse, backpack, garbage container, etc., but are not limited to).

SBDM Policies - This Code of Conduct is seen as a minimum requirement for students of the Beechwood School District. School Based Decision-Making (SBDM) councils may strengthen individual rules of this code of acceptable behavior and discipline with review and approval of the Beechwood Board of Education.

Retaliation Prohibited – Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

BHS Student-Parent Handbook Acknowledgement Form
2026-2027 School Year

Please take this form home. Review the Student-Parent Handbook and Code of Conduct online at the Beechwood website (beechwood.kyschools.us). Return this signed form to your 2nd period teacher by August 14th.

I, _____ (student name), have access to the Beechwood High School Student-Parent Handbook and Code of Conduct on the Beechwood High School website.
If you need a hard copy of this document, please ask a high school secretary.

I have read and understand the information in the Handbook and Code of Conduct. I understand and agree that I am to review this handbook in detail and to consult with administration if I have any questions concerning its contents.

_____
Student Name (please print)

_____
Parent/Guardian Name (please print)

_____
Signature of Student *Date*

_____
Signature of Parent/Guardian *Date*

Return this signed form to your 2nd period teacher.

Beechwood
HIGH SCHOOL