

# **EAST OLDHAM MIDDLE SCHOOL**



## **STUDENT/PARENT HANDBOOK STUDENT POLICY MANUAL 2018-19**



## **EAST OLDHAM MIDDLE SCHOOL**

1201 East Hwy 22  
Crestwood, KY 40014  
Phone: (502) 222-8480  
Fax: (502) 222-8489

[www.oldham.kyschools.us/eoms](http://www.oldham.kyschools.us/eoms)

Mark Robson-Principal  
Michelle Willhite – Associate Principal  
David Fiorini – Associate Principal  
Carrie May-Director of Guidance  
Brandon Murphy - Guidance Counselor  
Cheryl McCall-Media Specialist

Kristen Cunningham-Office Manager  
Bobbie Smith-Bookkeeper  
Colleen Petschke-Guidance Secretary  
Tricia Cheatham-Receptionist  
TBA -Attendance Clerk  
Ruthie Parrott- Instructional Coach

## **WELCOME TO EOMS**

### **MISSION STATEMENT**

***Fostering independent thinkers and learners***

It is with a real sense of pride that we welcome you to East Oldham Middle School. The school colors are red, white and blue and our mascot is the Patriot. Our all-encompassing theme is "Patriot Pride" and we will strive to incorporate "PRIDE" into every aspect of EOMS.

EOMS offers a wide variety of activities for its students not only through classes, but also through an extensive list of extracurricular activities.

This book is divided into two sections. The first half of the book is specific school information that pertains only to EOMS. The second half of the book is specific district policies regarding the safe and orderly operations of each school in Oldham County.

**Please read the entire book carefully to ensure you are aware of all rules and procedures that apply to students.**

We hope that each parent and student will feel that EOMS is his or her school and will contribute to its success in all available ways. We are hopeful that through your effort and cooperation, the years spent at EOMS may become some of the most meaningful, successful, and enlightening years of your life. We are here to help you in any way possible. We wish you the best of luck at EOMS.

**Please do not hesitate to call upon us for assistance.**

## General Information

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### CAFETERIA INFORMATION

Breakfast is served each morning in the cafeteria at 8:15 a.m. The regular cost is \$1.20 and the reduced cost is \$.30 for qualifying students. Students have the choice of buying a lunch from the school or bringing one from home. If students choose to buy a lunch, they may either purchase a Buffet Line or Salad Bar lunch for \$2.55 or a Grill Line lunch for \$2.95. The reduced priced for lunch is \$.40 for qualifying students. A la carte items vary in price. Students may pre-pay for lunch using their account or pay on a daily basis. Charges will be allowed in the lunchroom under special circumstances. Please make every effort to pay on time. Charges may not be made for a la carte items. Each student will have an account number and must recite or enter this number every time s/he buys a lunch.

Students will accompany their teachers to and from the cafeteria in an orderly manner. Students are to remain in the assigned seating area until the teacher comes to the tables, checks for trays/trash left, and dismisses them to class. Failure to follow the cafeteria rules may result in consequences including, but not limited to, isolated or Lunch Detention.

Each class is responsible for cleaning the area around its tables. All trash should be disposed of in the designated area. Metal cans, cardboard cartons, and plastic bottles will have a separate area for disposal. Food, drinks (other than water), utensils, straws, etc. should not be taken from the cafeteria. To avoid spills when going through the food lines, students should hold their plates over the container from which they are getting food.

**Students may use the vending machines after school.** As per OCBE policy, food products sent to school for assemblies, parties, etc. must be of the “store bought” kind and in original packaging with ingredients clearly marked. Food items with tree nuts or peanuts, as well as items with the disclaimer that they **may have been prepared on a line with peanuts**, are not allowed. In light of these circumstances and in compliance with board policy, the sharing of food items among students is highly discouraged. **In addition, energy drinks are not permitted at school.**

### COURSE OFFERINGS

English & Language Arts	Global Competency
Math	Music/Band/Chorus
Social Studies	PE/Practical Living
Science	Art/Humanities

Holiday celebration activities and field trips are provided to enrich the existing adopted curriculum. Alternate activities are available and may be requested by the parent. The right to participate in field trips will be based on student behavior both during school and at extracurricular activities.

### GRADING SYSTEM

East Oldham Middle School is organized on nine-week grading periods with each student receiving a midterm and nine weeks grade four times per year. A mid-term report only goes home if a student is failing a subject or receives a 1 or 2 in work skills or learner behaviors. A student at risk of failing at mid-term or nine weeks may be required to engage in remediation activities. A report card envelope is issued and is to be returned to the teacher after the student obtains parent/guardian's signature after each nine weeks. Students are responsible for their report card envelope and will be charged a replacement fee for any lost envelopes. Eighth-grade students must pass all academic subjects in order to participate in the eighth-grade promotion celebration. Students with missing assignments or failing grades may be restricted from any school activity or sporting event including school dances.

## ACADEMIC BEHAVIORS

A = 90-100 (Excellent Progress)

B = 80-89 (Good Progress)

C = 70-79 (Fair Progress)

F = Below 70 (Incomplete/Not Progressing)

## WORK SKILLS/LEARNER

4 = Consistently engages

3 = Generally engages

2 = Inconsistently engages

1 = Rarely engages

*See the EOMS Grading System handout for more detailed information.*

## LOCKERS

There are enough lockers for all students, and no student is to share a locker or its combination. Lockers are the property of Oldham County School District. Students are not to write, draw, place decals or any other material inside or outside their lockers. Magnetized mirrors are allowed, but tape should never be used on or in your locker. The defacing of school property is considered a very serious offense, and any student responsible for damage will be fined appropriately, and may face additional punishment.

## LOST AND FOUND

Any lost articles that have been turned in may be picked up in the office after proper identification. If you find articles in or around the building, please turn them in to the office. After a period of time, items may be placed in a bin near the red computer lab. These items will be donated to a local charity after an extended period of time.

## THE MEDIA CENTER/TECHNOLOGY

The East Oldham Middle School Media Center opens at 8:15am. The Media Center closes at 3:45pm on Mondays & Fridays and any day prior to a non-school day. On Tuesday, Wednesday, & Thursday the Media Center remains open until 4:45pm.

Any student entering the Media Center other than when their class is scheduled must have a Media Center Pass. These passes are obtained from the teacher. Upon entering, the student should present the pass to the Media Center staff. The pass will remain with the staff until the student is ready to exit and return to class.

Books may be borrowed for as long as ten school days. At the end of that period, a book may be renewed if it has not been requested by another student or staff member. Students will be allowed to check out one book of their choice and one Book Club book assigned by a teacher. A second book or materials may not be checked out if there are overdue materials or fines owed. Students with outstanding fines may be restricted from activities (including but not limited to field trips, dances, etc.). Students are responsible for books checked out in their name, including any damage done to a book. **DO NOT LEND MATERIALS TO OTHER STUDENTS.** Fees will be charged for lost, damaged, and overdue books. Book fines are 5 cents/school day.

Videos shown for educational purposes may be "G" without parental permission or "PG" with permission.

It is important to read and abide by **Section 9064- Acceptable Use-Electronic Resources** in the Board Policy Section of this handbook. Each student must have an OCSNET Student Acceptable Use Policy on file before using any personal or school-owned computer or network-enabled device at EOMS. The policy for Internet Usage is in this section. Student devices will be registered during computer orientation at the beginning of the school year. Personally-owned devices may only be used at the teacher's discretion for classroom instruction. No student has permission to be on the Internet without teacher supervision. Students are not to use their personal data plan to connect to the Internet while at school. The school provides a connection to the Internet for school use.

All students are provided a school email account, Google Account for Education, and access to OneDrive, and training is provided on each service. Email accounts allow students to communicate with teachers and other students regarding school work. Students are expected to keep their passwords confidential and not allow others to use their account. Students may lose their technology privileges if they engage in inappropriate use of Internet or student email accounts.

### **PRESCRIPTION/MEDICATION POLICY**

If a student is required to take medication (prescription and/or non-prescription) during school hours, the following procedures are to be followed:

1. Parent/Guardian/Custodian must bring medication to school in the original container which must have the prescription label attached or have a written statement from the child's attending physician giving complete details for the administration of the medication.
2. If non-prescription medication is to be administered, the parent/guardian/custodian must bring the medication to school in a new, unopened container. The office staff will contact the parent/guardian/custodian prior to administering non-prescription medication.
3. An authorization form (9020.01-F) must be on file in the school office.
4. All medication will be given, monitored, and logged by designated school personnel in the school office on the medication log (9020.02-F).
5. Parents must pick up unused medication. Students may not carry medication on buses at any time, with the exception of doctor-authorized inhalers or Epinephrine.

Medication is primarily the responsibility of the parent/guardian/custodian; and, if at all possible, should be administered before the child leaves for school or after the child returns home in the afternoon. (See AR 9020.01.)

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

All students are encouraged to be involved in extracurricular activities and EOMS offers a wide range of options. Achievement within the classroom is an expectation for continued participation.

Beginning after the third week of each grading term, the academic grades for all athletes will be checked on a weekly basis. All athletes are expected to maintain a passing academic grade of a C or higher in all classes. When a student fails to satisfy this requirement, he/she will be placed on probation for one week, during which the athlete is expected to make progress toward achieving a passing grade. A student on probation may continue to practice and compete with the team. At the next weekly grade check, student progress will be used to determine if the student becomes ineligible to participate, remains on probation, or returns to full participation. See SBDM policy 302 for more detailed eligibility policy information.

Middle school students participating at the high school level will be declared eligible/ineligible based on East Oldham Middle School SBDM Policy.

Any student who receives a teacher citation or disciplinary, who has unexcused absences, or who has received 1s or 2s in work skills or learner behaviors for either a midterm or progress report may lose their eligibility to participate in events or to practice, based on the discretion of the teacher, administrator, or coach. In addition, students with missing assignments or failing grades may be restricted from any school activity or sporting event including school dances.

## RECOGNITION

All EOMS staff members are committed to celebrating the efforts of students through a number of recognition programs.

**Perfect Attendance:** All students who have perfect attendance for the year will receive a certificate of perfect attendance from the Board of Education. Students with perfect attendance for all three of their middle school years will receive recognition from the Board of Education at the 8th Grade Promotion Celebration. Refer to board policy 9010 in the back of this book for additional attendance information.

**Renaissance:** EOMS has adopted the nationally known Renaissance Program to reward and recognize students for their accomplishments. Students can earn rewards each nine weeks for academics and attendance.

**Pride Pins:** Teachers will select individuals to receive their Pride Pin each nine weeks.

**Patriot Pins:** Each team will select one or two Patriot Pin winners per nine weeks. It is a great honor for students who demonstrate outstanding qualities related to academics, citizenship, and leadership.

**Honor Roll:** Students are eligible for the Honor Roll each quarter if they have all A's, or all A's and B's, and no 1s or 2s in work skills and learner behaviors.

**Beta Club:** To be eligible for the Beta Club, students must earn and maintain a 3.5 grade point average with no 1s or 2s for work skills or learner behaviors. Eligibility will also be based on teacher recommendation.

**Patriot Club:** To be a member of the Patriot Club, a student must be a member of a school-sponsored athletic team and make the Honor Roll for the first, second and third quarter grading periods. The Booster Club sponsors this recognition.

## SCHOOL CANCELLATIONS

In case of severe weather (e.g. snow, ice, low temperatures, etc.), the official announcement for school closing will be issued to all local television and radio stations and social media by 6:00 a.m. You may also receive an automated phone call from the district or the school. Listen to the radio or watch television, and **PLEASE DO NOT CALL THE SCHOOL** or the Board of Education offices.

## SCHOOL HOURS

Students may start arriving at school at 7:45am and must report to the gym. **The building is not open and supervision is not provided prior to 7:45am.** Students are not permitted in teacher classrooms prior to 8:30am unless they obtain permission from that teacher. The school day starts at 8:45am and ends at 3:45pm. If not riding the bus home in the afternoon, students should be picked up no later than 4:15pm. **Supervision is not provided after 4:15 pm or 30 minutes after the end of an after-school activity (dance, sporting event, or any sponsored after-school activity).** When students are picked up late, the right to participate in extracurricular activities, or other privileges, may be withdrawn.

School office hours are 7:30am – 4:15pm. The phones will be answered from 7:45am to 5:00pm and voice mail is available when the phones are closed. Bus concerns may be addressed by calling the Transportation Department at 222-9337.

Students are not allowed off campus unless directly supervised by school staff. The outside areas around the school are strictly off limits to all students unless supervised by a staff member.

## STRATEGIES FOR SUCCESS

EOMS offers support in additional areas in order to meet the needs of all our students. Included in these offerings are: Gifted and Talented Services, various programs to provide remediation and classroom support, and a comprehensive Special Education program. Information on any of these services can be obtained through the counselor's office.

EOMS is committed to assisting students with organization and study skills by offering the following:

1. Patriot Journals (PJ's) are provided for students to record assignments. Descriptions of both long and short term assignments are located in specific places in each classroom. Students are expected to record homework assignments in the Patriot Journal.
2. EOMS students will begin each day with REACH (**R**emediation, **E**nrichment, **A**dvisor/Advisee, **C**haracter Education, **H**ouse System). This flexible time period will allow teachers to provide supplemental academic, vocational, social and emotional supports based on student needs.
3. A range of Extended School Services (ESS) are offered to students who are at risk of failing their academic classes. ESS offerings may include before/during/after school instruction and students may be enrolled through teacher recommendations or parent request.
4. Uptime: Students may use this 2-hour time period at the end of the week (after school) to work on missing assignments or to retake assessments. Teachers may assign students for Uptime as necessary, or parents can contact teachers to request student participation.

## STUDENT ACCIDENT INSURANCE

Student accident insurance is secondary insurance. All athletes are required to pay a one-time annual fee of \$15 to help with the cost. Whenever a student has other health insurance of any kind, such insurance is the primary insurance. The Oldham County Board of Education requires insurance in order for students to participate in any school field trip.

## TEXTBOOKS

Textbooks will be furnished to students at no extra charge. However, fines may be levied on any student who abuses or destroys any textbook or workbook during the school year. **Students may be assigned a textbook and will be held responsible for that particular book regardless of what happens to it.** Students being assessed a fine for damaging or losing his/her textbook may not be allowed to participate in special activities until the fee is paid.

## VISITORS

All visitors must check-in at the front office when entering and leaving the building. A name tag shall be obtained at the sign-in and photo identification will be required. Visitors who have made previous arrangements to meet with a teacher or staff member will be escorted from the office to an appropriate meeting place. Visitors who arrive without previous arrangements may be asked to wait or schedule an appropriate meeting time. Students may not have visitors except in case of an emergency. In such cases, students will be called from class to the office where the student and visitor may meet. Students are not allowed to have visitors (i.e., out-of-town guests or brothers, sisters, etc.) accompany them to school for the day.

## WEATHER EMERGENCIES

Specific procedures are in place for fire and severe weather conditions. These will be explained by each classroom teacher. Because exiting procedures and safe areas are different for each classroom, the student should listen and follow specific directions concerning that room. Safety plans and procedures have been established for the Oldham County School System and are outlined in the Safe Schools Plan. Each school is equipped with a weather radio receiver which immediately informs the administration of any severe weather information.

## Attendance Information

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### ATTENDANCE POLICIES

Research indicates that one of the key ingredients of success is regular attendance. Absences can have a negative effect on a student's performance because sometimes the work cannot be duplicated due to the nature of the instruction provided. This policy is not intended to be punitive, but to stress the importance of regular attendance.

Absences will be considered "excused" if the note indicates illness of the student, a death in the family, or other absences approved by the Board Policy #9010. If the absence is for an unexcused reason or if the student fails to bring a parent/physician note, the absence will be marked as unexcused. **Students will have three (3) days to bring in an acceptable note to change the absence to the excused category.** Absences due to suspension from school are unexcused. Any student who cuts school will make up the missed time as determined by an administrator.

**Family trips are strongly discouraged during the school year.** If trips are planned necessitating a student's absence, written notification must be provided to the office so attendance records may be updated accordingly. These absences will be counted as unexcused per OCBE policy. It is the student and/or parent's responsibility to contact teachers regarding assignments given during the absence. Parents are asked to be mindful of the fact that the last day of school is **TENTATIVE EACH YEAR** based on weather emergencies. Caution is advised when scheduling trips immediately after the tentative last day of the school year. **Please consult the schedule of potential make-up days added to the end of the year on the Oldham County Schools calendar** (available on the Oldham County Schools webpage).

If a student is absent on the last school day before or the day after Labor Day, October break, Thanksgiving break, winter break, spring break, while the student's class(es) are on a field trip, Oaks Day or absent on any day during which students are taking state assessment tests, a statement must be provided by a physician or other credible proof to excuse the absence. This proof is required regardless of the total number of absences the student has accumulated.

EOMS will follow Board Policy #9010.01 regarding attendance. **Physician's authorization or other credible proof will be required for each subsequent absence beyond the eight-day limit.** Depending upon the time and location of the appointment, a physician's note will not automatically excuse the student from school for an entire day. If a student accumulates an excessive number of unexcused absences or tardies, he/she will be reported to the Director of Pupil Personnel (DPP) for further inquiry, consideration of other programming or placement, and/or referral to the juvenile justice court system. **See OCBE policy for additional information.**

### EARLY DISMISSAL/ TARDIES

A student who accumulates more than 8 tardies will be required to provide a doctor's note in order for any subsequent tardies to be excused. If a student is tardy due to a doctor or dentist appointment, a note should be brought from the doctor's office for an excused tardy.

**Students are expected to be IN their first class at 8:45am.** If students are late to school, the parent and student must check-in with the office before being admitted to class. Tardies will be unexcused per OCBE Policy 9010.

### COMMUNICATION REGARDING ATTENDANCE

Parents whose child is absent should call school (222-8480) BEFORE 9:15 am on the day of the absence. The school will verify any absence by calling the parent/guardian at home or work if the parent/guardian has not notified the school of the absence.

Upon returning to school, students **MUST** present a written note signed by a parent, guardian or physician explaining the nature and date(s) of the absence. **This written explanation is required regardless of phone contact.**

Any time students have an early dismissal, a parent must come to the office to sign-out students. When parents arrive, students will be called from class. Students will not be allowed to wait in the office for a parent's arrival unless it is an emergency. If an adult, other than the parent, is to pick up a student, the custodial parent must send written notification identifying the person, the reason and time for the dismissal. The school will require photo identification of any person who comes to get a student, and reserves the right to refuse release of a student to anyone other than to the custodial parent. Students will not be released to any emergency contact(s) on the enrollment card without approval from the parent unless the school determines the situation to be an emergency. On the day of an early dismissal, students should notify teacher(s) of dismissal and obtain assignments for the next day.

### **ILLNESS AT SCHOOL**

Students who become ill at school should have their teacher send them to the office with a Health Room Pass. The office staff will assess the situation and the parent/guardian/custodian may be contacted at that time. If the student is absent or leaves early due to illness, he/she may not attend after-school activities.

### **MAKING UP WORK**

Any time an absence occurs, **STUDENTS ARE RESPONSIBLE FOR CLASS WORK MISSED AND SHOULD ASK FOR THE ASSIGNMENTS WHEN THEY RETURN TO SCHOOL.** Per SBDM policy, required work must be submitted to individual teachers within the same number of days student was absent. For extended absences, students or parents may contact teachers via phone or email to request homework assignments. All teacher emails are available on the EOMS website.

### **WITHDRAWING FROM SCHOOL**

Students who will be withdrawing from EOMS should inform the guidance office and teachers at least one week in advance. All fines should be paid and textbooks/library books/materials returned. On the last day of attendance, students will pick up a withdrawal form from the guidance department. Records cannot be forwarded to the student's new school until all obligations are met. Parents/Guardians must pick up any unused medicine.

## **School Procedures and Discipline**

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### **COURTYARD ACCESS**

Students may use the courtyards during designated periods with adult supervision. At no time may students be in a courtyard area without supervision.

### **DRESS CODE**

Students should be dressed appropriately for school. The dress code for the 2018-19 school year is posted on the EOMS website and may also be found in the registration packets given at the beginning of the year.

### **UPtime**

UPtime is for students who need to complete missing work, make-up tests or have disciplinary service hours to complete. It is held on select Fridays from 3:45pm – 5:45pm. Bus transportation is not available. Students are expected to be picked up immediately when finished. If his/her ride is not readily available, students are expected to wait in the vestibule area due to supervision concerns. UPtime takes precedence over other after-school activities. Students will lose all privileges until time is served.

## **SOLICITATION**

Students at EOMS are not to engage in any type of trading, buying, or selling of articles to one another on school property unless they have permission from one of the principals.

## **ELECTRONIC DEVICES - MATERIALS NOT APPROPRIATE FOR SCHOOL**

All students are discouraged from bringing any articles or materials to school that are of a non-instructional nature and/or cause any disruptive activity (i.e. trading cards, MP3 players, iPods, laser pointers, etc.). When allowed, students may listen to their own personal music system on the bus or in the library before school starts. See also Section 9076-Possession of Paging Devices in the Board Policy Section of this handbook. **Unless the items are for instructional purposes, these items must be turned off and stored in the student's locker between 8:45am and 3:45pm.**

**Students who are found to be in possession of such items during the instructional day will forfeit the item confiscated. For each violation, the device will be returned to the parent after seven calendar days upon signing an acknowledgment. Parents may pick up the forfeited devices at the school during normal business hours after the seven-day period has expired.**

*Students bring all electronic devices to school at their own risk. The school is not responsible or liable for loss or incidental damage to a student's electronic device.*

## **HOMEWORK POLICY**

Homework policies may vary based on grade-level team or individual classroom teacher. Your student will be notified per classroom teacher.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are with a teacher or have the appropriate hall pass from an authorized staff member. Verbal permission or other forms of passes are not sufficient for students to be in the hall.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection (i.e. hand holding, kissing, hugging, etc.) are not permitted at any time on school grounds.

## **WALKING/RIDING BICYCLES TO SCHOOL**

We must have written parental permission on file unless students are walking to the North Ridge subdivision. Students walking to the North Ridge subdivision must have a written note to exit school at the back door. Students must walk/ride on designated sidewalks and roads, and are NOT to walk/ride in bus or car pick-up areas AT ANY TIME. Skateboards, scooters or skates are not to be ridden on school property at any time. Failure to follow rules could result in a loss of privileges.

## **TARDIES TO CLASS**

Students are considered tardy to class whenever they are not in their assigned area at the designated start time. A student could be admitted late to a class if prearranged with the classroom teacher. A teacher who detains a student is responsible for giving written notification to the student's next class instructor. Students tardy to any class will be dealt with according to the policy noted in this handbook. See Violations of School/Board Policy.

## **VIOLATIONS OF SCHOOL/BOARD POLICIES**

For continued violations of the discipline policy, both school and district level interventions may be applied. See Violations of School/Board Policy in this handbook.

## **BUS**

Students referred to the office for bus incidents may lose the privilege of riding the school bus for a specified period of time. Parent contact will be made via: phone, notice sent home by student or mailed home. Also, it is the parent's responsibility to provide transportation for afternoon detention and Uptime. See OCBE Policy 9068 in the back section of this book for additional information.

## **DANCES**

EOMS PTSA will host multiple dances or other after-school events each year. Students may be restricted from these events for behavior violations and/or academic deficiencies including missing assignments or failing grades.

## **TARDIES TO CLASS**

Any student who is tardy to class will be given a “yellow slip” by the teacher or staff member noting the infraction.

- The student will be informed that they are receiving a yellow slip and directed to correct the behavior.
- The teacher will complete a slip and send it to the AIM supervisor.
- The Principals/AIM supervisor will monitor yellow slips and address interventions with students.

## **GUM**

Chewing gum is not allowed at EOMS. Students violating this policy will be dealt with according to the policy in this handbook. See Violations of School/Board Policy.

## **DRESS CODE**

For dress code reviews, teachers will send students to the office with Dress Code Violation form. Administrator will complete the form and explain whatever course of action is warranted.

Consequences for late to class/gum/dress code violations are as follow:

### **Late to Class/Gum/Dress Code**

1 <sup>st</sup>	Warning
2 <sup>nd</sup>	Notice sent to parents – A citation will be sent home with student.
3 <sup>rd</sup>	Citation/One hour of PM detention per offense/Clean up duty/Note to parents
4 or more	Students subject to multiple citations in these areas will receive a disciplinary for “Failure to Follow Instructions.” This may result in the student receiving an additional consequence.

**Additional Consequences** – Other consequences that may be imposed include: disciplinary for defiance, parent conference, detention time, loss of privileges, restricted travel, Uptime, loss of field trips, OCATS, suspension, etc. *This list is not all-inclusive.*

## **BULLYING/HARASSMENT**

Bullying and harassment are taken very seriously at EOMS. Along with following district and state guidelines, EOMS could enforce the following disciplinary steps for each incident involving the same student.

1 <sup>st</sup>	Warning/Conference
2 <sup>nd</sup>	Disciplinary/Detention/Lunch Detention/Restrictions (hall, dance, after school activity, team activity)/Parent Contact
3 <sup>rd</sup>	Disciplinary/Detention/Restrictions (see above)/Parent Conference/In-School Suspension/OCATS/Out-of-school Suspension/Mental Health Consultant Contact/School Resource Officer (SRO) Contact
4 <sup>th</sup>	Disciplinary/In-School Suspension/OCATS/Out-of-school Suspension/ Mental Health Consultant Contact /School Resource Officer (SRO) Contact

These dispositions will be dependent upon the severity of each incident, the time frame of each incident and circumstances surrounding each situation.

# OLDHAM COUNTY SCHOOLS

## STUDENT-PARENT HANDBOOK

### Board/District Section

*(Policies & Regulations)*

2018-19

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# **OLDHAM COUNTY BOARD OF EDUCATION**

## **Joyce Fletcher, Board Chairperson**

*- District 1 -*

### **Elementary Schools**

Goshen, Harmony

### **Middle Schools**

North Middle

### **High Schools**

North High

## **Kevin Woosley, Vice-Chairperson**

*- District 4 -*

### **Elementary Schools**

Buckner, Centerfield, La Grange, Locust Grove

### **Middle Schools**

East Middle, North Middle, Oldham Middle

### **High Schools**

North High, Oldham High

## **Walt Schumm, Board Member**

*- District 2 -*

### **Elementary Schools**

Camden Station, Crestwood, Kenwood Station

### **Middle Schools**

South Middle

### **High Schools**

South High

## **Larry Dodson, Board Member**

*- District 3 -*

### **Elementary Schools**

Camden Station, Centerfield, Crestwood, Locust Grove

### **Middle Schools**

East Middle, South Middle

### **High Schools**

Oldham High, South High

## **Patrick Kehoe, Board Member**

*- District 5 -*

### **Elementary Schools**

Buckner, Centerfield, Goshen, Harmony, Kenwood Station, La Grange

### **Middle Schools**

North Middle, Oldham Middle, South Middle

### **High Schools**

North High, Oldham High, South High

**2018-19**

**OLDHAM COUNTY SCHOOLS  
DISTRICT ADMINISTRATION**

**OLDHAM COUNTY ADMINISTRATIVE OFFICE**

6165 W. Highway 146, Crestwood, KY 40014

**Hours of Operation**

8:00 A.M. – 4:30 P.M. (M-F)

**(Ph):** (502) 241-3500 **(Fx):** (502) 241-3209

Rachel Alldaffer, Receptionist

**OLDHAM COUNTY ADMINISTRATIVE ANNEX**

1900 Button Lane, La Grange, KY 40010

**Hours of Operation**

8:00 A.M. – 4:30 P.M. (M-F)

**(Ph):** (502) 222-3737 **(Fx):** (502) 222-3743

Tiffany Roll, Receptionist

**Greg Schultz, Ed. S**  
*Superintendent*

**Anne Courtney Coorssen, Esq.**  
*General Counsel*

**Lori McDowell**  
*Director of Communications & Development*

**Stephanie Anderson**  
*Chief Finance Officer*

**Brent Bohannon**  
*Architect / Director of Facilities Mgmt.*

**Brent Deaves**  
*Assistant Superintendent for Support Services*

**Jonathan Wosoba**  
*Director of Student Services*

**Michael Williams**  
*Director of Pupil Personnel*

**Richard Graviss**  
*Director of Personnel*

**Jeff Webb**  
*Director of Transportation*

**Trey Greenwell**  
*Technology Director*

**Carlina Lloyd**  
*School Nutrition Director*

**Willie Foster**  
*Assistant Superintendent for Student Learning*

**Michele Horn**  
*Elementary Level Director*

**Carrie Pitsenberger**  
*Secondary Level Director*

**Leslie Robertson**  
*Director of Academic Support*

**Melissa Abernathy**  
*District Intervention / 504 Coordinator*

**John Roberts**  
*Director of Specialized Academic Programming*

**Alec Johnson**  
*English Language Learners Director*

**Dr. Angie White**  
*District Technology Instructional Coordinator*

**Mac MacWilliams**  
*OCS Arts Center Director*



# SCHOOL DIRECTORY

## OLDHAM COUNTY BOARD OF EDUCATION

6165 W. Highway 146

Crestwood, KY 40014

Main Phone Line: 241-3500 Main Fax Line: 241-3209

Superintendent: Greg Schultz, Ed. S

### ELEMENTARY SCHOOLS      PHONE #

**Oldham County Preschool**      222-3700

4309 Brown Blvd.  
La Grange, KY 40031  
Principal: Jessica Kasten

**Buckner Elementary**      222-3712

4307 Brown Blvd.  
La Grange, KY 40031  
Principal: Elizabeth Dant

**Camden Station Elementary**      241-1271

6401 W. Highway 146  
Crestwood, KY 40014  
Principal: Stu Martin

**Centerfield Elementary**      241-1772

4512 Centerfield Dr.  
Crestwood, KY 40014  
Principal: Krista Mornar

**Crestwood Elementary**      241-8401

6500 W. Highway 146  
Crestwood, KY 40014  
Principal: Candace McDaniel

**Goshen Elementary @ Hillcrest**      228-0101

12518 Ridgemoor Drive  
Prospect, KY 40059  
Principal: Lisa Peters

**Harmony Elementary**      228-2228

1901 S. Highway 1793  
Goshen, KY 40026  
Principal: Suzie Hackmiller

**Kenwood Station Elementary**      241-1452

6321 Veteran's Memorial Parkway  
Crestwood, KY 40014  
Principal: Eric Davis

**La Grange Elementary**      222-9454

500 W. Jefferson Street  
La Grange, KY 40031  
Principal: Heather Thomas

**Locust Grove Elementary**      222-3521

1231 East Highway 22  
Crestwood, KY 40014  
Principal: Andy Moore

### MIDDLE SCHOOLS      PHONE #

**East Oldham Middle School**      222-8480

1201 E. Highway 22  
Crestwood, KY 40014  
Principal: Mark Robson

**North Oldham Middle**      228-9998

1801 S. Highway 1793  
Goshen, KY 40026  
Principal: Dr. Dylan Smith

**Oldham County Middle**      222-1451

4305 Brown Blvd.  
Buckner, KY 40010  
Principal: Alissa Richards

**South Oldham Middle**      241-0320

6403 W. Highway 146  
Crestwood, KY 40014  
Principal: Austin Hunsaker

### HIGH SCHOOLS      PHONE #

**North Oldham High School**      228-0158

1815 S. Highway 1793  
Goshen, KY 40026  
Principal: Craig Wallace

**Oldham County High**      222-9461

1150 North Highway 393  
La Grange, KY 40031  
Principal: Dr. Angela Newcomb

**South Oldham High**      241-6681

5901 Veteran's Memorial Parkway  
Crestwood, KY 40014  
Principal: Melissa Woosley

**Buckner Alternative High School**      222-3767

1350 N. Highway 393  
La Grange, KY 40031  
Principal: Beth Carter

**Arvin Education Center**      222-0132

1650 Colonels Drive  
La Grange, KY 40031  
Principal: Matt Watkins

## Oldham County School 423: '6'423; 'Uej qqnlEcrgpf ct''

Dates that are strikethroughs are testing dates

July 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2018					13
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

September 2018					18
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

October 2018					17
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

November 2018					17
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

December 2018					15
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

January 2019					17
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

February 2019					18
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28		

March 2019					20
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

April 2019					17
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

May 2019					18
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

June 2019					0
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Professional Development (bright green)	4 days
Opening Day/Closing Day (violet)	2 days
Holidays (red)	4 days
Teacher Work Days (NO Students) (orange)	5 days
Conference Flex Day	1 day
Non-School Days (turquoise)	
First Day/Last Day for Students (yellow)	

Make-up Days: February 18, May 30, May 31, June 3, June 4, June 5, May 3, June 6, June 7, June 10, June 11, June 12

**Oldham County School**

**2019 – 2020 MAJOR BREAKS and known non-school days**

July 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Professional Development (bright green)	4 days
Opening Day/Closing Day (violet)	2 days
Holidays (red)	4 days
Teacher Work Days (No Students) (orange)	6 days
Non-School Days (turquoise)	
First Day/Last Day for Students (yellow)	

Make-up Days: 12 total make up days

# **OLDHAM COUNTY BOARD OF EDUCATION POLICIES 2018-19**

## **MISSION STATEMENT**

All Oldham County students, supported by family, community, and schools will participate in relevant engaging, quality learning tasks, in safe, well-designed schools, guided by highly-skilled teachers and visionary leaders. Graduates of Oldham County Schools will pursue a life of continuous learning, contribute to their communities, participate thoughtfully in American democracy, and compete successfully in the local, national and international economy.

**SLOGAN: Continuing the Tradition of Excellence**

## **PHILOSOPHY OF OLDHAM COUNTY SCHOOLS**

### **MEDIA AND TECHNOLOGY SKILLS**

Society in the 21<sup>st</sup> Century is saturated with an abundance of information. Graduates of Oldham County Schools will be prepared to utilize vital information through a variety of media and technology tools in the workplace and at home.

### **CRITICAL THINKING AND PROBLEM SOLVING**

To compete in a global economy, graduates of Oldham County Schools will possess thinking skills and problem solving strategies that equip them to excel as workers and maneuver through life's challenges.

### **COMMUNICATION SKILLS**

Graduates of Oldham County Schools will possess reading, writing, speaking and listening skills that enable them to be successful in a complex and competitive society.

### **CREATIVITY AND INNOVATION**

Graduates of Oldham County Schools will be successful in the conceptual age because they will have experienced many opportunities to use their knowledge in ways that allow them to discover, design, and invent concepts and products.

### **LEADERSHIP**

Graduates of Oldham County Schools will have experienced ongoing opportunities to grow as leaders who are capable of serving at various levels in society.

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## GUIDING PRINCIPLES

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### DISTRICT, SCHOOL AND CLASSROOM COMMITMENTS

Teachers in every Oldham County classroom provide an instructional program based on the five essential areas listed below:

- ❖ **Rigorous Curriculum** (What do students need to learn?)
- ❖ **Student Engagement in Learning** (How will we engage them so they learn best?)
- ❖ **Continuous Assessment** (How will we know when they have learned?)
- ❖ **Intervention** (What will we do when they have not learned?)
- ❖ **Enrichment and Acceleration** (What will we do when they have already learned?)

#### **Rigorous Curriculum (What do students need to learn?)**

- More than 300 teachers have worked at the district level in subject area or grade level teams to create curriculum that is aligned with state and national standards for implementation in each Oldham County classroom.

#### **Student Engagement in Learning (How will we engage them so they learn best?)**

- Oldham County teachers, with the help of literacy coaches at each school, are working with their Professional Learning Community colleagues to engage students daily with research based instructional strategies.
- Teachers and staff at each Oldham County school have established a student-centered culture that is safe and responsive to the holistic needs of our students.

#### **Assessment (How will we know when each student has learned?)**

- Teachers use powerful formative assessment strategies to measure the learning of each student daily at the classroom level.
- The learning of our students is assessed and compared to the learning of students throughout Kentucky each year on the State Mandated Assessment Program.
- The learning of our students is also assessed and compared to the learning of students throughout our nation on the EXPLORE (8<sup>th</sup> grade), the PLAN (10<sup>th</sup> grade), and the ACT (11<sup>th</sup> grade.)

#### **Intervention (How will we respond when a student experiences difficulty in learning?)**

- If any of the above assessments show that a student is experiencing difficulty in learning, teachers and school support staff intervene immediately using an intervention plan that consists of additional time and support for students.

#### **Enrichment and Acceleration (How will we respond when a student clearly has mastery of the learning standards?)**

- To ensure continuous progress, teachers and school staff will provide learning activities to enrich material and accelerate students when a student demonstrates mastery of content.

These documents contain important information from Oldham County Schools. If you need translation assistance, please call (502) 225-6555, extension 115.

Estos documentos contienen información importante de las escuelas del condado de Oldham. Si usted necesita ayuda con la traducción, por favor llame a (502) 225-6555, extensión 115.

# OLDHAM COUNTY BOARD OF EDUCATION

## CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

### 2018-19

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#### INTRODUCTION

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The Oldham County Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board requires compliance with established standards and rules of the district and the laws of our community, state and nation.

The central purpose of our school system is to educate each student to his or her highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to the standards of this Code in a fair manner. Compliance with these standards is necessary to provide:

- Orderly operation of our schools;
- A safe environment for students, employees and visitors;
- Opportunities for students to achieve at a high academic level in a productive learning environment;
- Assistance for students at risk of failure or of engaging in disruptive behavior;
- Regular attendance of students; and,
- Protection of property.

This Code applies to **all** students in Oldham County Schools while in school, anywhere on the school campus, on their way to or from school, while on the bus or other school district vehicle, and while participating in or attending school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the Oldham County Schools. The Building Principal is responsible for administration and implementation of this Code within his/her school or at events sponsored by his/her school. Teachers and other instructional personnel are responsible for administering this Code in the classroom, halls, and any other assigned locations. All school employees shall administer the Code in a uniform and fair manner without partiality or discrimination. In this regard, the Board pledges its full support to all school employees responsible for implementing this Code.

Every student, parent, and school staff member receives a copy of this Code and receives instructions on how to use it. Staff may use reasonable judgment on how to apply the Code, but the Code will be enforced equitably.

This Code was developed by parents, teachers, administrators and community members and adopted by the Oldham County Board of Education. **It establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility. Caution: This Code may be updated during the school year due to changes in the law, after it has been distributed.**

The Code shall be included in all student handbooks distributed at the various schools or made available to parents and students upon enrollment for each school year.

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#### STATEMENT OF NONDISCRIMINATION

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The Oldham County Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status in the programs, activities and services it provides, as required by law. Individuals who have questions concerning compliance with this requirement should contact the Superintendent's Office at the Board of Education's Central Office (241-3500).

The Oldham County School district is extremely proud of the expertise and experience of its staff. Oldham County Schools consistently has high percentages of teachers who meet the federal government's Highly Qualified Teacher requirements and who hold National Board Teacher Certification. We respect parents' rights to know the qualification of their children's teacher and welcome inquiries about teacher credentials. Please contact personnel director, Richard Graviss, at (502) 241-3500 for additional information.

Padres y apoderados tienen derecho a conocer las cualificaciones y credenciales de los profesores de nuestras escuelas. Si usted desea mayor información sobre los profesores de su hijo, por favor contacte a Richard Graviss, director de personal. Telefono (502) 241-3500.

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## STUDENT, STAFF AND PARENT RIGHTS AND RESPONSIBILITIES

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9029

### STUDENTS' RIGHTS AND RESPONSIBILITIES

#### Students have the following rights:

1. The right to an appropriate public education until they have completed a 12-year program or reached their 21<sup>st</sup> birthday, which right will not be taken away without due process as guaranteed in the United State Constitution.
2. The right to academic grades based on academic performance.
3. The right to be notified of regulations and policies that pertain to their public school experiences.
4. The right to confidentiality of and access to student records.
5. The right to access to appropriate services for all student with disabilities.
6. The right to freedom of religious expression that does not interfere with the rights of others or the orderly operation of the school.
7. The right to be free from abuse, harassment and discrimination.
8. The right to be free from unreasonable searches and seizures.
9. The right to due process for an appeal from any action taken under the Code of Acceptable Behavior and Discipline. Appeals shall be made pursuant to Board Policy 9068.
10. The right to free student elections for organizations within the school.
11. The right to present complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

#### Students have the following responsibilities:

1. To become familiar with and to put into practice the Code of Acceptable Behavior and Discipline.
2. To be accountable for his/her own conduct and for showing consideration for the rights and property of others.
3. To practice appropriate personal dress and hygiene.
4. To refrain from fighting; creating disturbances or excessive noise; using abusive language; denying others the use of school facilities or buildings; using or carrying any weapon, dangerous instruments, fireworks and other incendiary devices on school premises or at school activities; intentionally injuring another person or exposing others to harm; or, directing threats, intimidation or harassment against any other person.
5. To refrain from solicitation, gambling, extortion, theft, or any other unlawful activity.
6. To refrain from possession, use or distribution of tobacco products, alcoholic beverages, illegal or controlled substances, drug paraphernalia, or other unauthorized drugs.
7. To show respect for the education process by taking advantage of every opportunity to further his/her education.
8. To show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absence.
9. To practice self-control at all times.
10. To care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
11. To follow the rules and regulations of the Board, the school rules, policies and procedures, and the laws of the Commonwealth of Kentucky and the United States.
12. To be truthful when appropriately questioned by school personnel about incidents concerning school.

1050, 1055

### PRINCIPAL/ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

1. To expect all participants in the schooling process to comply with School-Based Decision-Making Council and Board of Education policies and Board of Education regulations;
2. to appropriately discipline any student who disrupts the educational environment; and
3. To expect respect from students, parents/guardians/custodians, and school staff.
4. Become familiar with the student code of acceptable behavior and discipline;
5. help create and maintain an atmosphere which respects the rights of all participants in the school process;
6. administer disciplinary measures fairly and equally in accordance with this conduct code;
7. exhibit exemplary behavior in terms of action, dress and speech;
8. communicate this code of acceptable behavior and discipline to the school community;
9. fulfill the terms of job description; and,
10. immediately report to a local law enforcement agency or the Kentucky State Police, the Commonwealth's or county attorney, the Cabinet for Health & Family Services or its designee, if he/she knows or has reasonable cause to believe a child is neglected or abused and further to advise the Pupil Personnel Department in a timely fashion, that such a report has been made.

5092, 5093

### TEACHER RIGHTS AND RESPONSIBILITIES

1. Expect the support of their fellow teachers and administrators.
2. Work in a positive school climate with a minimum of disruptions.
3. Expect all student assignments to be completed as requested.
4. Effectively and appropriately discipline any student whose behavior significantly disrupts the positive school climate.
5. Be safe from physical harm.

6. Be free from verbal abuse.
7. Provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel.
8. Take action necessary in emergencies pertaining to the protection of persons or property.
9. Be informed of parent/guardian/custodian grievances that may affect their evaluation.
10. Have a fair and professional evaluation.
11. Exhibit respect for all students, parents and staff.
12. Participation in activities and strategies as outlined in the school improvement plan.
13. Present the education materials and experiences based on the needs of students and appropriate to their course or grade level as delineated from the District Curriculum Framework and approved by the SBDM council.
14. Promote high standards of achievement in the classroom.
15. Provide feedback on student assignments as soon as possible.
16. Inform students and parents/guardians/custodians of achievement and progress, problems and failures pursuant to Oldham County Board of Education Policy.
17. Maintain a classroom atmosphere conducive to appropriate behavior.
18. Recognize exemplary student work and/or classroom behavior.
19. Become familiar with the student code of conduct.
20. Administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
21. Maintain high personal, professional standards.
22. Exhibit appropriate behavior in terms of dress, action, and voice.
23. Follow the rules and regulations of the Board of Education and the local school.
24. Immediately make an oral or written report to the Cabinet for Health & Family Services; a local law enforcement agency or the Kentucky State Police, or the Commonwealth's or county attorney if she/he knows or has reasonable cause to believe that a child is dependent, neglected or abused. Staff members shall notify the school principal that they have made a report, but nothing shall diminish individual responsibility to make a report.

**9061****PARENT'S/GUARDIAN'S/CUSTODIAN'S RIGHTS AND RESPONSIBILITIES****Parent/Guardians/Custodians have the following rights:**

1. To send their child to a school with a positive educational climate.
2. To expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
3. To expect the school to maintain high academic and accreditation standards.
4. To examine their child's personal school record.
5. To address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances. If the grievance concerns the classroom situation, the parent/guardian/custodian should contact the classroom teacher first. If the teacher does not solve the problem to the parent's/guardian's/custodian's satisfaction, then the principal/designee is the next school authority to contact. At the central office level, grievances should be directed to the head of the appropriate department.
6. To be advised, without undue delay, if their child has been harmed or injured in a school related incident.

**Parents/Guardians/Custodians have the following responsibilities:**

1. To stress the importance of an education with your child.
2. To keep the school up-to-date on telephone numbers and address changes, medical problems and family or social problems that may affect school performance.
3. To notify the school on the day your child is absent, send your child to school on time every day, and send notes to school for excused absences.
4. To make sure your child has time, space, materials, and help for homework.
5. To be involved in what goes on in school and attend parent-teacher conferences.
6. To support the school's discipline measures and assist the school with discipline when needed.
7. To keep up-to-date with your child's progress and grades, and review, sign and return progress reports and report cards.
8. To become familiar with the Code of Acceptable Behavior and Discipline and the Student Handbook, and review it with your child.
9. To ensure your child has current immunizations and required medical exams.
10. To expect your child to dress appropriately, follow the school's dress code, and practice proper hygiene.
11. To expect your child to be responsible and respectful and behave appropriately in school.
12. To pay required fees or fines (unless on fee waiver).

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## REQUIRED STANDARDS OF BEHAVIOR

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The Board expects employees, students, parents/guardians and others to apply the following standards in a reasonable and fair manner:

**I. A POSITIVE SCHOOL ATMOSPHERE IS NECESSARY FOR ACADEMIC PROGRESS AND A SAFE ENVIRONMENT THAT PERMITS AND ENCOURAGES LEARNING. STUDENTS SHALL NOT INTERFERE WITH THE ORDERLY ENVIRONMENT OF THE SCHOOL OR SCHOOL ACTIVITY.**

Examples of prohibited behaviors include, but are not limited to:

- Harassment or intimidation of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, disability, or any other reason;
- Insubordination (disobedient or defiant behavior);
- Wearing apparel, accessories or hairstyles that are disruptive to the educational process and/or threaten health or safety;
- Possession of prohibited items; and,
- Sale of items without prior approval of the Superintendent or Principal.

**9012 CONDUCT TOWARD STAFF**

Abuse of Teacher Prohibited

- A. No person shall direct speech or conduct toward a teacher or administrator or other school staff functioning as a board employee, when the person knows or should know that such will disrupt or interfere with normal school activities or undermine the good order and discipline of the school.
- B. No person shall insult or abuse any student, school employee or visitor to the school.

**9050 SEX HARASSMENT AND DISCRIMINATION OF STUDENTS**

**9050.01 PURPOSE**

The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable solutions to complaints alleging discrimination on the basis of sex in educational programs and activities in the Oldham County School District.

**9050.02 DEFINITIONS**

- a. "Complaint" shall mean an oral or written claim by a student or a parent of a student on behalf of a student, that the student has been unfairly or inequitably treated as a victim of sexual discrimination or harassment.
- b. "Student" shall mean any individual legally enrolled in the public schools of Oldham County.
- c. "Parent" means any natural parent or legal guardian or custodian of a student legally enrolled in the Public Schools of Oldham County.
- d. "Complainant" means any student or parent of a student, making a complaint in writing alleging discrimination or harassment on the basis of sex as determined in Title IX of the Education Amendments of 1972.
- e. "Coordinator" means the person designated to serve as coordinator of Title IX for the Oldham County School District, as hearing officer for appeals made from decisions rendered by principals, and as chairman of the County-wide Hearing Committee.
- f. "Hearing Committee" means the group of three persons designated to hear complaints that have not been satisfactorily resolved at a lower level.
- g. "Sexual harassment" means verbal or physical conduct of a sexual nature, imposed on the basis of sex, that denies, limits, provides different treatment, or conditions the provisions of aid, benefits, services or treatment protected under the Title IX. This includes but is not limited to, unwelcome sexual advances, requests for sexual favor and other verbal or physical conduct of a sexual nature, which constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of a student's grade or other measure of performance in a school activity, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions or for academic decisions affecting that individual, or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance or of creating an intimidating, hostile or offensive environment.

A non-exhaustive list of examples of conduct that constitutes sexual harassment includes:

unwelcome advances: conduct which the recipient neither asks for nor invites and which he or she regards as undesirable or offensive, including threats or intimation of sexual relations or sexual contact; verbal conduct: oral or written derogatory or vulgar comments regarding a person's sex; graphic comments about a person's anatomy; sexually suggestive objects or pictures painted, drawn or placed on school property that may embarrass or offend the person; sexually degrading works, whether spoken or written, to describe a person or propositions of a sexual nature; physical conduct: touching another person in a sexually suggestive way, including kissing, pinching or rubbing up against, or otherwise intentional touching of any part of a person's body; physical conduct, such as pushing, hitting or threats to take such action in connection with any sexual advances; hostile environment: spreading sexual gossip, including remarks of sexual prowess or activity; staring or leering with sexual connotations; pressure for sexual activity; obscene gestures.

9050.03 SEXUAL HARASSMENT OF STUDENTS PROHIBITED

Sexual harassment, as defined in Board Policy 9050.02 or by law, by students, school employees, or third parties against other students is strictly prohibited in the Oldham County Schools and at all times in connection with school sponsored activities and will not be tolerated. Any complaints should be lodged in accordance with Board Policy 9050.04. Each incident will be investigated in a timely manner and information concerning the incident, including the identity of the alleged victim, will be kept confidential to the extent permitted by law, but will be used in the course of the investigation and shared with those persons with a need to know. In the event that sexual harassment is determined to exist, following investigation and due process, the offending student(s) will be disciplined in accordance with Board Policy, including, without limitation, referral to local officials for legal action where appropriate. Additionally, the school involved shall consider the appropriateness of a variety of intervention strategies and then implement appropriate intervention strategies for the offending student(s) in an attempt to prevent future sexually harassing conduct. The school shall also consider the appropriateness of and necessity for a variety of counseling options for the victim.

The present state of the law suggests that sexual harassment is based upon the views and reaction of the person to whom or about whom the conduct is directed, not those of the person who is accused of sexual harassment. That the offending party did not intend to commit sexual harassment or did not believe that he or she was harassing the other person may be no excuse for offensive or illegal conduct.

9050.04 COMPLAINT PROCEDURE

A Hearing Committee, the Title IX coordinator, building principals, the Superintendent of Schools, and the Board are designated to hear and resolve complaints from students and/or their parents alleging discriminatory practices in educational activities and employment as they relate to Title IX of the Education Amendments of 1972.

General Counsel, Oldham County Schools, 6165 W. Highway 146, Crestwood, KY 40014, telephone 502-241-3500, has been designated to coordinate Oldham County's efforts and carry out its responsibilities under Title IX. The principal of each of the schools of the district shall serve as a hearing officer for students attending that school, their parents, and others assigned to that building who have complaints alleging action prohibited by Title IX. The Hearing Committee for the district shall be composed of the General Counsel, who shall serve as Chairman, the Assistant Superintendent of Student Support Services, who shall serve as Secretary and other elective building representatives. Minutes of all meetings shall be taken and responses shall be in writing.

**Level 1** – A student who feels aggrieved shall make a written complaint to the building principal or other office administrator with whom the student feels comfortable sharing the information. The principal or administrator shall conduct a full investigation, interviewing all available witnesses.

The principal shall make a decision and arrive at a resolution of the issues, after consultation with any other administrator involved in the investigation, within five (5) school days of receiving the complaint. The principal shall provide the parent of the student complainant via hand-delivery or certified mail, the written decision. These timelines may be extended for extenuating circumstances, which shall be noted in the decision.

**Level 2** – If the student is not satisfied by the resolution and decision the principal reached, the student may file a written appeal, within five (5) school days, with the Hearing Committee, at the address listed in this subsection, specifying the reasons why the principal's decision should be overturned. The Hearing Committee Chairman will gather all information pertaining to the complaint from the school level and provide it to the Superintendent. At the Superintendent's direction, the Hearing Committee Chairperson may seek additional information from the principal, complainant/student or witnesses. The Superintendent shall issue his decision within three (3) school days, stating his decision on the appeal and the reasons for the decisions, and shall notify the principal and the complainant via hand-delivery or certified mail. This timeline may be extended for extenuating circumstances, which shall be noted in the decision.

**Level 3** – Within five (5) school days of receiving the Superintendent's decision, the complainant or the principal may appeal the decision to the Board of Education. The Board shall schedule a hearing at the next regularly scheduled board meeting if the next board meeting is at least one week away, or the following board meeting if the upcoming board meeting is less than one week away. The hearing shall be held in closed session. The interested parties may present evidence, call witnesses, cross-examine witnesses, and be represented by counsel. Formal rules of evidence shall not apply. The Board will issue a decision according to the vote of a quorum of the Board.

**Level 4** – The decision of the Board shall be final unless one or more of the aggrieved parties, within three (3) days of the service of the decision upon them, shall file with the School Board a notice advising the Board that it is the intention of such aggrieved party to appeal to the Circuit Court or seek redress by the Director, Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

9050.05 Retaliation against any person for filing a complaint for sex discrimination or sexual harassment is prohibited.

**9052****HARASSMENT AND INTIMIDATION OF STUDENTS**

9052.01

The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable solutions to complaints alleging harassment, bullying or intimidation except sexual harassment or discrimination, in educational programs and activities in the Oldham County School District.

9052.02

**DEFINITIONS**

- a. "Complaint" shall mean a formal written claim by a student or a parent of a student on behalf of a student, that the student has been harassed, bullied or intimidated by another student.
- b. "Student" shall mean any individual legally enrolled in the public schools of Oldham County.
- c. "Parent" means any natural parent or legal guardian or custodian of a student legally enrolled in the Public Schools of Oldham County.
- d. "Complainant" means any student or parent of a student, making a complaint in writing alleging harassment, bullying or intimidation.
- e. "Harassment, bullying or intimidation" means repeated unwelcome physical or verbal conduct, including menacing, taunting or threatening directed toward an individual, which may embarrass, offend or degrade, threaten or otherwise cause harm to the individual, or has the effect of creating a hostile environment because it unreasonably interferes with the student's school work, school performance, or participation in school-related activities. "Harassment, bullying and intimidation" may also include "hazing," which is any activity that recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or membership into an organization recognized by the Board and is considered a forced activity even if this student appears to participate willingly. This policy extends to all student language or behavior, including but not limited to the use of electronic or on-line methods.

9052.03

Harassment, Bullying or Intimidation of Students Prohibited: Harassment or intimidation including bullying, as defined in Board Policy 9052.02 or by law, by students, school employees, or third parties against other students is strictly prohibited in the Oldham County Schools and at all times in connection with school sponsored activities and will not be tolerated.

Each incident will be investigated in a timely manner and information concerning the incident, including the identity of the alleged victim, will be kept confidential to the extent permitted by law, but will be used in the course of the investigation and shared with those persons with a need to know.

In the event that harassment, bullying or intimidation is determined to exist, following investigation and due process, the offending student(s) will be disciplined in accordance with the Code of Acceptable Behavior and Discipline, including without limitation, referral to local officials for legal action where appropriate. Additionally, the school involved shall consider the appropriateness of a variety of intervention strategies and then implement appropriate intervention strategies for the offending student(s) in an attempt to prevent future harassing conduct. The school shall also consider the appropriateness of and necessity for a variety of counseling options for the victim.

9052.04

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process.

9052.05

**INFORMAL GRIEVANCE PROCEDURE**

A student who experiences behavior that he or she believes is, or may be, hazing, bullying, harassment or intimidation may make an informal, verbal report to an administrator at his or her school. The administrator or principal will conduct a full investigation into the incident(s).

In the course of the investigation, the administrator may interview witnesses, including the student and the alleged harasser. In addition, the administrator may request a written statement from the student, the alleged harasser, and any other witnesses. This written statement will not constitute a formal, written complaint under 9052.06. Upon a finding of bullying, harassment or intimidation, the offending student will be disciplined in accordance with the Code of Acceptable Behavior and Discipline. Other information procedures for resolving the conflict and improving or minimizing the interaction between the students will also be considered. Students are encouraged, but not required, to take advantage of this Informal Grievance Procedure prior to filing a Formal Complaint.

9052.06

**FORMAL COMPLAINT PROCEDURE**

Level 1 – A student who feels aggrieved may make a formal written complaint to the building principal or other office administrator with whom the student feels comfortable sharing the information. Upon receiving a formal written complaint, the principal or administrator shall conduct a full investigation, interviewing all available witnesses. The principal shall make a decision and arrive at a resolution of the issues, after consultation with any other administrator involved in the investigation, within five (5) school days of receiving the written complaint.

The principal shall provide the parent of the student complainant via hand-delivery or certified mail, the written decision. These timelines may be extended for extenuating circumstances, which shall be noted in the decision.

Level 2 – If the student is not satisfied by the resolution and decision the principal reached, the student may file a written appeal, within five (5) school days, with the Superintendent specifying the reasons why the principal's decision should be overturned. The Superintendent may seek additional information from the principal, complainant/student or witnesses. The Superintendent shall issue his decision within three (3) school days, stating his decision on the appeal and the reasons for the decisions, and shall notify the principal and the complainant via hand-delivery or certified mail. This timeline may be extended for extenuating circumstances, which shall be noted in the decision.

9052.07 Retaliation against any person for filing a complaint for harassment or intimidation is prohibited.

**9066 INAPPROPRIATE DRESS**

A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's safety, health and welfare or that of other students, or (2) causes disruption or directly interferes with the education process or (3) is contrary to the vocational requirements of a specific program.

**9076 POSSESSION OF PERSONAL TELECOMMUNICATION DEVICES**

A "personal telecommunications device" means a telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, or another person including but not limited to a paging device, a cellular telephone, MP-3 players, iPods, iPads, notebooks, netbooks, tablet computers and e-readers.

At the discretion of the principal, personal telecommunication devices may be used during the instructional day. Otherwise, unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization, students possessing such devices must have them turned off, not displayed, and not in use or the student will be subject to discipline for being disruptive to the educational environment and student safety and will be required to forfeit the device. In accordance with Transportation Department rules, students may use cell phones or other electronic devices while riding a bus, motor coach or van provided by the OCBE as long as the device is on silent mode. This policy shall not prohibit students from using personal telecommunications devices for educational purposes when such use is authorized by the teacher for an instructional activity.

Any school employee, including a bus driver, who discovers a student using a personal telecommunications device in violation of the policy, shall report it to an administrator at the school. Non-certified employees shall not take possession of device. The student shall turn the device over to a teacher or Administrator upon request. For each violation, disciplinary consequences will be within the discretion of the principal, based on the district Code of Acceptable Behavior and Discipline and may include but not be limited to:

- treated as defiance of authority (detention, Saturday school, etc. per school policy)
- forfeiture of the device for 7 days and return of device to parents\*
- prohibition of bringing devices to school

As the number of offenses accumulates, the severity of the consequence may increase based on school policy.

\*Parents may pick-up the forfeited devices at the school their child attends during normal business hours. Any device not retrieved by a parent by June 30<sup>th</sup> shall be donated to a charitable organization.

Disciplinary consequences for the violation are within the discretion of the principal, based on the district Code of Conduct, a/k/a the Code of Acceptable Behavior and Discipline.

## **II. REGULAR & PUNCTUAL SCHOOL ATTENDANCE IS A RESPONSIBILITY OF A STUDENT & PARENT**

**9010 ATTENDANCE**

State law requires students to attend school every day school is in session unless they have a justifiable reason for their absence per KRS 159.030 and KRS 159.150. The parent/guardian/custodian is responsible for keeping the child in regular school attendance. Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Any student who is truant may be referred to the Department of Pupil Personnel (DPP). The DPP shall serve written notice of the violation on the parent/guardian/custodian giving the student one (1) day to terminate the violation. If the violation continues, the DPP may pursue court action against the parent and student to remedy the violation. For purposes of establishing a student's status as truant, the student's attendance record shall be cumulative for an entire school year. If a student transfers from one Kentucky public school to another during a school year, the receiving school shall include attendance information provided by the Kentucky Department of Education in the student's official attendance record.

**9010.01 ABSENCES**

The Oldham County Board of Education recognizes that attendance is a vitally important part of the learning process and that absences may have a detrimental effect on a student's performance. Schoolwork missed due to an absence cannot be duplicated in all situations outside the classroom, due to the nature and extent of the instruction provided, so it is essential for a student to be present. Failure to make up work can affect the student's academics adversely.

9010.01 ABSENCES CONTINUED....

This policy is not intended to be punitive, but to stress the importance of regular attendance and to assist a student needing reasonable accommodation.

When an elementary school student accumulates a total of ten (10) absences that have not been excused by a physician's note or a middle or high school student accumulates a total of eight (8) absences that have not been excused by a physician's note, the school will require a physician's authorization or other credible proof for each subsequent absence.

Because of the academic concerns, the school should refer the student to the DPP for further inquiry, consideration of other programming or placement, and/or court action, if appropriate, if the student incurs two instances of unexcused absences of three (3) or more days. Depending on the time and location of the appointment, a physician's note will not automatically excuse the student from school for an entire day. Absences, as a result of "educational" services not provided in Oldham County Schools and not approved by the appropriate Admission and Release Committee are unexcused absences. The Oldham County Schools do not permit dual enrollment or any arrangements in which a student pursues part of the student's education under the direction and control of one public school district and part of the student's education under the direction and control of another public school district or non-public school.

The student must provide a physician's authorization or other credible proof in order for the absence to be excused if a student is absent on the last school day before or the day after October break, Thanksgiving break, Winter break, or Spring break, or absent on any day during which students are taking state assessment tests, the student's class(es) are attending a field trip, or on the Thursday before the Kentucky Derby. The proof for these particular absences is required regardless of the total number of absences the student has accumulated. This requirement shall not apply to college visit days approved under 9010.03. Schools shall provide appropriate substitute activities for students electing not to attend an optional field trip.

A day missed due to suspension is an unexcused absence.

Middle schools may establish the circumstances under which schoolwork may be made up and how it may be made up for unexcused absences. High School class work missed during an unexcused absence may be made up for a maximum grade of 70% unless arrangements with the principal have been made prior to the unexcused absence. Absences due to suspension from school are unexcused and students will receive a zero for all work missed. The school principal has the obligation to ensure implementation of this absence policy and has authority to consider waivers based on extenuating circumstances.

More specific policies concerning attendance can be found in the School Student Handbook. Those policies, which may not conflict with Board policy, must be reviewed by the Superintendent or his/her designee prior to the adoption by the school principal or SBDM Council.

9010.02 COMPULSORY ATTENDANCE - KRS 159.010; 159.030; 159.035; 702 KAR 7:010

All students between the ages of 6 and 16 who reside in the Oldham County School District shall attend school regularly for the full school term except as provided in KRS 159.030.

9010.025 EXCUSED ABSENCES

A student shall be excused from attending school for the following purposes:

1. Illness of the student;
2. Death in the family of the student;
3. Observation of religious holidays of the student's faith;
4. Absences excused or authorized by state statute;
5. Absences excused by other provisions of Board policy or SBDM policy; or
6. Other absences approved by the principal.

Except for absences due to the illness of the student, prior to the absence the parent or guardian having custody or control of the student must submit a written request for the excused absence. Requests for the observance of a religious holiday or funeral shall include days on which the student must travel, if any. Absences excused under this section shall be subject to and count against the number of absences allowed under Board Policy 9010.01.

9010.01. Notwithstanding any other provision of this paragraph, days on which the student is counted present for attendance purposes shall not count against the number of absences allowed under Board Policy

9010.03 4-H ACTIVITIES AND COLLEGE DAYS

Participation in properly organized 4-H Club activities shall be considered as attendance if the 4-H leader is in attendance with the student and the student is participating in 4-H Club educational activities. The Board approves participation in an organized activity sponsored by a college or university to count as co-curricular activity days and students will be counted present for ADA purposes not to exceed more than two (2) days in a school year. College visit days must be approved by the school principal in advance. The principal may require appropriate documentation from the visited college or university. Shadow days by middle school students visiting high schools are not excused absences.

9010.035 EDUCATIONAL ENHANCEMENT OPPORTUNITY

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.

9010.035 EDUCATIONAL ENHANCEMENT OPPORTUNITY CONTINUED...

This opportunity may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experimental or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language and the arts.

Unless the Principal determined that extenuating circumstances exist, requests for date(s) falling within the State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent or the Superintendent's designee. If the Superintendent or the Superintendent's designee upholds a Principal's denial, the student may appeal to the Board of Education, which shall make a final determination.

Students receiving an excused absence under this Section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

For purposes of calculating average daily attendance (as defined by KRS 157.320) a student receiving an excused absence under this Section shall be considered present in school during the excused absence.

9010.04 WITHDRAWALS - KRS 159.010

A student who has been recommended for expulsion shall not be withdrawn from school until after the Board's decision following the expulsion hearing as specified in Board Policy 9033. A student who has attained the age of eighteen (18) years may terminate his or her public or non-public education prior to graduating. A parent's written permission for withdrawal shall not be required after the child's eighteenth birthday.

**III. STUDENTS SHALL ABIDE BY THE LAWS OF OUR STATE OR NATION AND EXERCISE SELF-CONTROL AS REQUIRED BY THE PARTICULAR SITUATION AND SCHOOL RULES, OR BE SUBJECT TO REMOVAL FROM THE CLASSROOM SETTING OR TRANSPORTATION SYSTEM OR BE DENIED PARTICIPATION IN EXTRA OR CO-CURRICULAR ACTIVITIES.**

Examples of prohibited behaviors include, but are not limited to:

- Fighting and physical assaults
- Possession/Use/Distribution of a weapon
- Verbal or written threats or gestures with intent to harm or demean others
- Use/possession/distribution of alcohol or drugs, including unauthorized use of prescription or over-the-counter drugs
- Use of tobacco products

**The following board policies address the above-prohibited behaviors:**

**9026      DISRUPTION OF SCHOOL**

Orderly operation of the school is essential to maintaining a healthy, safe environment conducive to learning and growth. Therefore, student acts that cause disruption in the learning process will not be tolerated, and students will be subject to the consequences as stated in this Code.

A student shall not use or attempt to use violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass or any other conduct that will cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. A student shall not urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school. A student will not interfere with a teacher's ability to teach or another student's ability to learn.

A student shall not cause or attempt to cause physical injury to a teacher, administrator, school employee, another student, or other persons or visitors not employed by the school.

A student shall not use or direct to or about a school employee, student or visitor, any words, phrases or actions that are considered to be slanderous or degrading, are obscene or profane, or are threatening or terroristic in nature.

**9027      WEAPONS**

9027.01 Students shall not deposit, possess, carry, transfer or cause to be brought to school any deadly weapon or any object made to look like a deadly weapon, including but not limited to firearms, destructive devices, or booby trap devices in any school building, on the school campus, grounds or bus, or at any school-sponsored event.

Any object may be removed from students when a teacher has reason to believe that it may be used in an unauthorized manner to cause harm to person or property.

Administrators retain full authority to determine what constitutes a weapon, for school disciplinary purposes, especially when evaluating potential danger, and may consider the intent of the student.

9027.02 Any student determined by the Board to have violated section 9027.01 of this policy shall be expelled for a period of one (1) calendar year. The Board may modify expulsion requirements on a case-by-case basis in order to comply with the Individuals with Disabilities in Education Act or Section 504 of the Rehabilitation Act of 1973. The Superintendent or the appropriate individual committee may assign a student to a different school upon return from the expulsion or any modified expulsion.

- 9027.03      **POSTING OF SIGN**  
There shall be displayed about each school in prominent location, including, but not limited to, sports arenas, gymnasiums, stadiums and cafeterias, a sign at least 6 inches high and fourteen (14) inches wide stating: UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.
- 9069            **USE OF TOBACCO PRODUCTS**  
Use of any tobacco product or personal vapor delivery system (e.g. electronic cigarettes or cigars, non-prescribed inhaler, etc.) is prohibited in any facility or property owned, leased or operated by the Oldham County Board of Education where children routinely or regularly attend.  
No student shall carry or use any tobacco products or electronic cigarettes (“e-cigarettes”, “e-cigs”) or non-medically prescribed inhalers in any school building, on any school premises, or at any school-approved activity. Violators will be disciplined in accordance with the Code and given information concerning the health risks of tobacco and inhalant use and the assistance available to them if they decide to quit using tobacco products.
- 9085            **USE/POSSESSION/DISTRIBUTION OF ALCOHOL OR DRUGS, INCLUDING UNAUTHORIZED PRESCRIPTION AND OVER-THE COUNTER DRUGS**  
The Oldham County Board of Education is committed to the education of every student in drug/alcohol/tobacco abuse awareness and pledges to work cooperatively to achieve zero tolerance of substance abuse in our schools. No pupil shall possess, use, consume, sell, distribute, or be under the influence of any alcohol, controlled substance or any substance that "looks like" a controlled substance, including synthetic marijuana and bath salts or substances illegally obtained, or used in a manner or for a purpose other than prescribed or intended use by the manufacturer, any unauthorized prescription or over-the-counter drugs, or any drug paraphernalia on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity.  
A "controlled substance" is defined in federal regulation and includes such drugs as marijuana, narcotics, steroids, hallucinogens, and illegal stimulants or depressants. "Drug Paraphernalia" means all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.  
A student may be considered “under the influence” when one or more of the following indicators are noted: vomiting, staggering, odor, incoherence/disorientation, slurred speech, dilated pupils, and/or other physical evidence.  
Toward the goal of maintaining a drug and alcohol-free environment, while acknowledging that drug and alcohol dependency in an illness that requires assistance and treatment, the Board fully supports the provision of instruction in the areas of substance abuse prevention and intervention and strongly encourages assessment of potential chemical dependency concerns. Further, knowledge of such matters shall be required as a graduation exit standard, pursuant to Board Policy 4064.
- 9090            **RANDOM DRUG TESTING OF STUDENT ATHLETES AND EXTRA-CURRICULAR**  
9090.1        **ELIGIBILITY FOR TESTING**  
Participation in the Student Drug Testing Program shall include all athletes and competitive extra-curricular activities. Participation in athletics and extra-curricular activities is a privilege. Student participants, by virtue of their voluntary decision to participate in these athletic and extra-curricular activities, and because of their position as school leader and role models in the school community, have a heightened responsibility to be drug and alcohol free. Eligibility for testing shall apply to the entire calendar year.
- 9090.2        **DRUG TESTING PROGRAM**  
The Oldham County School District (the “District”) has established a drug testing program for students because it recognizes that the problem of illegal drug and alcohol use presents a continuing challenge in its schools and is a clear danger to the student population as a whole. The District’s commitment to maintaining athletics and extra-curricular programs in a safe, healthy, and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use by the students involved in athletics and extra-curricular activities.  
Each student who plans to participate in athletics or extra-curricular activities at the high school level and his/her parent or guardian shall be required to sign a written consent for drug testing at the beginning of the school year as a prerequisite to the student’s participation in a program.  
Additionally, the District encourages any other student not participating in athletics or extra-curricular activities to voluntarily participate in the drug testing program. Both the parent and student voluntarily participating shall sign a written consent to be drug tested. Any such student will have her/his name included in the “pool” to be randomly selected for testing. The cost for any test performed on a student voluntarily participating shall be borne by the student’s parent. Results of any re-test that is positive shall be reported to the parent.

9090.2 *DRUG TESTING PROGRAM CONTINUED....*

The Superintendent shall develop procedures to reasonably ensure student privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable. Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis only to those persons designated by the Superintendent.

The District shall endeavor to locate free and low-cost counseling/assistance program options for the consideration of parents whose child tests positive.

9090.3 DEFINITIONS

“Drug” means any illegal substance or any substance controlled by federal regulation.

“Alcohol” means beer, wine, distilled liquors and any other liquid containing alcohol.

“Student Athlete” means any student participating in athletic practices and/or contests under the control and jurisdiction of the District, including cheerleaders and dance team members.

“Extra-curricular Activity” means any activities which are sponsored or approved by the District but are not offered for credit toward graduation.

9090.4 CONSEQUENCES/PENALTIES

A student will be considered to have violated this policy if (1) the student attempts to alter or substitute a testing sample or (2) if a testing sample is determined to be “positive”. A test is “positive” if (1) a urinalysis performed in conjunction with the random drug testing under the policy produces a positive result or (2) if a student whose athletic activity is in season is determined by a school administrator or school resource officer to be under the influence of alcohol or drugs, as set forth in OCBE 9085, by any means of determination described in that policy.

If a student’s urinalysis tests positive, a second, more specific urinalysis test shall be administered on the original sample as soon as possible to confirm the results. If the second urinalysis is negative, no further action shall be taken. If the second analysis is positive, the district coordinator shall notify the parents either in person, or by certified mail, within 48 hours of his receipt of the results.

The coordinator, at that time, will provide the parent/guardian and the student with an opportunity to be heard before penalties are imposed.

Students who test positive for any prescription drug must have a prescription in “their name” for the drug. It is illegal and a violation of this policy for a student to take a drug prescribed to another person, including a parent or other family member. Students whose urinalysis tests “non-negative” will be retested within 48 hours of the coordinator receiving the test results.

For first offenses, the student athlete or extra-curricular participant shall choose one (1) of the following options:

1. Be suspended from participation for a minimum of 1 week; Participate in a drug assistance program acceptable to the District (with costs to be paid by the student or student’s family); and undergo weekly drug testing for a period of times as designated in administrative procedures, or
2. Be suspended from participation in all athletics and extra-curriculars activities for a period of one (1) month from the date of the first test that yielded positive results, or in the event that the student challenges the results the date the positive results are confirmed.

For a second offense, the student athlete or extra-curricular participant shall choose one (1) of the following options:

1. Be suspended from participation for a minimum of 1 month; participate in a substance abuse evaluation and follow any recommendations made by the evaluator, this evaluation must be performed by a state certified chemical dependency counselor (with cost to be paid by the student or student’s family); and undergo weekly drug testing for a period of time as designated in administrative procedures; or
2. Be suspended from participation in all athletics and extra-curricular activities for a period of one (1) year from the date of the most recent test which yielded positive results or in the event that the student challenges the results, one year from the date the positive results are confirmed.

For a third offense, the student shall be suspended from all high school athletics or extra-curricular activities for a period of one (1) year from the date of the most recent test which yielded positive results.

For a fourth offense, the student shall be suspended from all high school athletics or extra-curricular activities for the remainder of his/her high school career.

Any student refusing a test or refusing permission is not eligible to participate in athletics or extra-curricular activities. In addition, the student may be subject to disciplinary action under OCBE Policy 9068 for defiance of authority.

After completing a period of suspension from an athletic program or extra-curricular activity, the student shall submit a negative drug test prior to being reinstated into the program.

Any offense by a voluntary participant shall be reported to his/her parent, but no discipline may occur through school.

Offenses shall be cumulative over a student’s entire period of participation in all high school athletics and shall accumulate regardless of the sport season in which they occur.

Positive test results shall not be turned over to law enforcement authorities or used to suspend or expel students from school.

Individual schools may impose additional sanctions based on their athletic code of conduct.

9090.5

#### APPEALS

The Superintendent shall adopt procedures for appeals of a decision to penalize a student under this policy, and those procedures shall afford the student proper due process.

#### IV. SCHOOL PROPERTY BELONGS TO THE SCHOOL DISTRICT AND THE STATE. IT MUST BE PROTECTED AND PRESERVED FOR EDUCATIONAL AND COMMUNITY USE.

Students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students.
- Abuse of school or personal property, including intentional or careless damage or destruction
- Extortion of money or property
- Prohibited use of electronic media and other district or school technology resources

**The following board policies address the above-prohibited behaviors:**

**9043**

#### **THEFT AND ABUSE OF SCHOOL PROPERTY**

The Board expects all students and parents/guardians to respect school property and the property of others. School or district property must be preserved and maintained for the benefit and use of all students and staff. A student shall not misuse, damage, or destroy school or private property. A student shall not steal, or attempt to steal, public or private property, or be in the possession of stolen public or private property. Violations will be handled according to the consequences stated in the Code.

**9064**

#### **STUDENT ACCEPTABLE USE OF TECHNOLOGY**

The Oldham County Board of Education supports the use of varied technology as instructional tools and expects every student to demonstrate skills in the use of technology as outlined in the District Technology Exit Standards. Oldham County Schools offer students access to electronic information through a service called the Oldham County School Network (OCSNET).

Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Since it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. Teachers and other school staff shall monitor students' computer use. The school district shall utilize current filtering technology to ensure to the best extent possible that obscene, sexually explicit inappropriate material, and information harmful to minors (as defined by CIPA) is not made available to students. The Superintendent shall implement procedures for determining whether inappropriate, including sexually explicit, materials are being accessed.

Oldham County Schools supports each family's right to decide whether or not to allow their child to have access.

#### ***Access is a privilege, not a right.***

Students are responsible for appropriate behavior when using OCSNET, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Each school will take measures to educate students about appropriate online behavior, including interacting with other individuals on social networking sites, and in chat rooms and cyber bullying awareness and response. Access to network services is offered to students who agree to act in a considerate and responsible manner. Parent permission is required before access is allowed. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Personally-owned laptops may have access to OCSNet after receiving permission from School/District personnel.

The use of personal computing devices must adhere to the Oldham County Schools Acceptable Use Policy and the computer will be used for schoolwork only while on the network.

The owner of the personally owned computing device is personally responsible for the equipment as well as all security, maintenance and repair.

Vandalism or theft of OCSNet resources, including data, files and hardware will not be tolerated.

#### **Students will:**

- use the network for educational purposes such as classwork and conducting research for assignments consistent with the Oldham County Schools expectations and District Exit Standards; and
- use appropriate language, avoiding swearing, vulgarities, or abusive language.

**Students will NOT:**

- violate any US or State regulation
- violate any copyright laws or plagiarize (including software copyright laws)
- use any other email account other than KETS approved standards
- not install any software on individual or school workstations without permission from the DTC
- transmit or receive materials in violation of federal or state regulations pertaining to copyright, or threatening or obscene materials, including sexually explicit materials;
- use for commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempt to break into another computer network, otherwise known as “hacking”;
- damage/attempt to damage, move/remove software, hardware or files;
- use/play non-educational computer games (whether online, or CD, flash drive, etc)
- use unauthorized multi-user games;
- use unauthorized software products;
- create or share computer viruses; or maliciously attempt to harm or destroy data of another user
- provide their password to anyone;
- offer your Internet access to anyone via OCSNET account
- illegally obtain any music to store on computers/network
- attempt to bypass the proxy server via any means
- block or attempt to block access of student files by district personnel
- stream music, radio, video for non-educational purposes
- access gambling sites
- access shopping sites for non-educational purposes (including checking bids on ebay purchases on line)

OCSNET communications are not private, and may be viewed by Oldham County Schools personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to OCSNET and may result in other disciplinary action under the guidelines of the Oldham County Schools Code of Acceptable Behavior and Discipline. Use of public property for personal gain is a felony. Violators, or parents of student violators, may be subject to prosecution.

**V. STUDENTS SHALL WORK COOPERATIVELY AND PRODUCTIVELY WITH EACH OTHER AND WITH SCHOOL PERSONNEL IN A MANNER THAT IS CONSISTENT WITH STANDARDS OF RESPECT AND COURTESY.**

Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding race, gender, disability, religion or nationality.
- Use of profanity
- Lying
- Ignoring or breaking rules and procedures established to maintain order
- Otherwise behaving in a manner that is disrespectful of others
- Disrespect/Insubordination
- Cheating and Falsification of Records

**9016 HONESTY, RESPECT AND FAIR DEALING**

A student shall comply with the directives of teachers, student teachers, substitute teachers, teacher aides, principals, school administrators, or other authorized school personnel.

A student shall not cheat, knowingly give false information, or alter any records, official or otherwise.

Periodic, meaningful testing is required to assess the extent of student progress toward proficiency. Students are required to make good faith efforts on state and district assessments.

In accordance with OCBE Policy 4095, the district does not allow parents to opt students out of any required assessments.

Any student in violation will be dealt with according to the consequences of this Code. In addition to other consequences set forth in this Code, students failing to make a good faith effort on required assessments may not be promoted to the next grade, or may not receive a diploma if the failure occurs in the twelfth grade.

**9068 BEHAVIOR VIOLATIONS AND CONSEQUENCES**

1. In accordance with OCBE Policy 9028, teachers, instructional personnel and administrators are responsible for administering the Code of Acceptable Behavior. Principals and/or their designees investigate disciplinary reports and will make final determination of whether particular conduct constitutes a behavior violation. The principal's decision concerning imposition of in-school discipline or parent conference shall be final.
2. School administrators, teachers or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom or the district transportation system pending any further disciplinary action that may occur.

3. School administrators or teachers may utilize more severe punishment consequences than the first consequences noted if the conduct is a repeated violation or if the conduct is sufficiently severe. The principal or designee will hold a parent/guardian conference to discuss disciplinary measures pertaining to drugs and/or alcohol and may refer violators under this policy to the Department of Pupil Personnel, which will determine if a referral should be made to the district Student Services Specialist for a substance abuse assessment and substance abuse education. The DPP may file a report with the Court-Designated Worker (CDW).
4. The principal shall submit all information and evidence to local law enforcement as required by law.
5. Students with disabilities or those students being considered in the formal referral process for special education services shall be disciplined in accordance with this Code and applicable state and federal law governing the education of students with disabilities.
6. Disciplinary decisions are to be made at the school level. A student or parent may appeal the decision of a teacher or school administrator to the principal in accordance with the school's SBDM policy on discipline.
7. In cases involving suspension or referral to an alternative school, or suspension or removal from an athletic team or extracurricular activity, a student or parent may appeal to the superintendent only if there has been a violation of Board or SBDM policy or due process by the school administrator. Appeals to the Superintendent must be made in writing within three (3) days of the adverse action by the school and must include the basis for the alleged violation of due process or Board or SBDM policy.
8. Expulsions shall be governed by Board Policies 9030, 9033 and 9034.

\*Principals are required by law to notify the police of these violations. Reportable violations include:

Misdemeanors involving weapons or drugs, or felonies that occur on or within 1000 feet of school property or at a school event.

†These violations may not be used alone as a basis for referral to the alternative school.

<u>DESCRIPTION OF BEHAVIOR VIOLATION</u> <u>LAW VIOLATIONS</u>	In-school Discipline Examples: See handbook	Parent/Guardian Conference	Short-Term Suspension (1-3days)	Long-Term Suspension (4 to 10 days)	Referral to Alternative Program	Initiate Expulsion Procedures
References: KRS 158.150; KRS 158.153; KRS. 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380 Relates to: Board Policies 9028, 9030, 9033, 9080 Relates to: 9068.01-AR; 9068.02-AR; 9085.01-AR; 9085.02-AR  (INCLUDES SAFE SCHOOL CODES)						
All Other Law Violations * (Activating False Alarm, Fireworks, Gang Activity, etc) (L-260)	•	•	•	•	•	•
Arson* (L-90)			•	•	•	•
Assault* 1 <sup>st</sup> Degree Assault (L-301) 2 <sup>nd</sup> Degree Assault (L-302) 3 <sup>rd</sup> Degree Assault (Assault on Police Officer/Teacher)(L-303) 4 <sup>th</sup> Degree Assault (Simple Assault) (L-304)	•	•	•	•	•	•
Burglary * (L-50)			•	•	•	•
Disorderly Conduct * (L-240)			•	•	•	•
Drugs/Alcohol/ Use/Possession or Sale/Distribution* Other Drug Use/Possession (L-1801) Sale/Distribution (L-1802) Alcohol Use/Possession (L-1811) Sale/Distribution (L-1812) Marijuana Use/Possession (L-1821) Sale/Distribution (L-1822) Hallucinogenics Use/Possession (L-1831) Sale/Distribution (L-1832) Amphetamines Use/Possession (L-1841) Sale/Distribution (L-1842) Barbiturates Use/Possession (L-1851) Sale/Distribution (L-1852) Heroin Use/Possession (L-1861) Sale/Distribution (L-1862) Cocaine/Crack Use/Possession (L-1871) Sale/Distribution (L-1872) Prescription Drugs Use/Posses (L-1881) Sale/Distribution (L-1882) Inhalant Use/Possession (L-1891) Sale/Distribution (L-1892)			•	•	•	•
Under the Influence* (L-230)			•	•	•	•
Destruction of Property* (L-95)			•	•	•	•
DUI * (L-210)			•	•	•	•
Embezzlement (L-120)			•	•	•	•
Forgery † (L-100)	•	•	•			
Fraud (L-110)	•	•	•			
Gambling † (L-190)	•	•	•			

DESCRIPTION OF BEHAVIOR VIOLATION <b><u>LAW VIOLATIONS</u></b>	In-school Discipline Examples: See handbook	Parent/Guardian Conference	Short-Term Suspension (1-3days)	Long-Term Suspension (4 to 10 days)	Referral to Alternative Program	Initiate Expulsion Procedures
References: KRS 158.150; KRS 158.153; KRS. 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380 Relates to: Board Policies 9028, 9030, 9033, 9080 Relates to: 9068.01-AR; 9068.02-AR; 9085.01-AR; 9085.02-AR  (INCLUDES SAFE SCHOOL CODES)						
Harassment						
Felony Stalking (L-340)			•	•	•	•
Misdemeanor Stalking (L-341)			•	•	•	•
Harassing Communication (L-350)			•	•	•	•
Homicide * (L-11)				•	•	•
Kidnapping * (L-75)				•	•	•
Larceny-theft * (L-60)	•	•	•			
Loitering (L-280)	•	•	•			
Motor Vehicle Theft * (L-70)			•	•	•	•
Prostitution/ Common Vice * (L-160)			•	•	•	•
Rape, Forcible * (L-20)				•	•	•
Robbery/Extortion * (L-30)				•	•	•
Sex Offenses*						
Indecent Exposure (L-171)			•	•	•	•
Statutory Rape (L-172)			•	•	•	•
Sexual Assault (Unwanted Touching Sexual Manner) (L-174)			•	•	•	•
Sexual Offense (L-175)			•	•	•	•
Stolen Property (Buying, Receiving, or Possession) (L-130)	•	•	•			
Threats						
Terroristic threatening * (L-310)				•	•	•
Bomb threats * (L-320)				•	•	•
Chemical/Biological/Nuclear Threat * (L-330)			•	•	•	•
Trespassing (L-95)	•	•	•	•	•	
Vandalism* (L-140)	•	•	•	•	•	
Weapons: Look alike weapons/possession/use/sale/distribution carrying to school or:						
Weapon – A handgun* (L-151)			•	•	•	•
Weapon – B rifle or shotgun* (L-152)			•	•	•	•
Weapon – C other firearm* (L-153)			•	•	•	•
Weapon – D all other weapons (other than firearm)* (L-154)			•	•	•	•
Behavior Violations/Codes for Special-Education (Interim Alternative Educational System)						
IAES for Drugs/Alcohol/Look alike: Use/Possession or Sale/Distribution* (L-2001)	•	•	•	•	•	
IAES for Weapons: Look alike weapons/possession/use/sale/ distribution carrying to school (L-2000)	•	•	•	•	•	
IAES for Injury (L-2003)	•	•	•	•	•	

DESCRIPTION OF BEHAVIOR VIOLATION <b><u>BOARD &amp; SCHOOL VIOLATIONS</u></b>	In-school Discipline Examples: See handbook	Parent/Guardian Conference	Short-Term Suspension (1-3days)	Long-Term Suspension (4 to 10 days)	Referral to Alternative Program	Initiate Expulsion Procedures
References: KRS 158.150; KRS 158.153; KRS. 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380 Relates to: Board Policies 9028, 9030, 9033, 9080 Relates to: 9068.01-AR; 9068.02-AR; 9085.01-AR; 9085.02-AR  (INCLUDES SAFE SCHOOL CODES)						
All Other Board Violations (B-998)	•	•	•			
Dangerous instrument (carrying, possession or use) (B-110)	•	•	•			

<b>DESCRIPTION OF BEHAVIOR VIOLATION</b> <b><u>BOARD &amp; SCHOOL VIOLATIONS</u></b>		In-school Discipline Examples: See handbook	Parent/Guardian Conference	Short-Term Suspension (1-3days)	Long-Term Suspension (4 to 10 days)	Referral to Alternative Program	Initiate Expulsion Procedures
References: KRS 158.150; KRS 158.153; KRS. 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380 Relates to: Board Policies 9028, 9030, 9033, 9080 Relates to: 9068.01-AR; 9068.02-AR; 9085.01-AR; 9085.02-AR  (INCLUDES SAFE SCHOOL CODES)							
Defiance of authority/ Insubordination/ Failure to follow directions† Cheating (B-1001) Dress Code Violation (B-1002) Leaving Campus w/o Permission (B-1003) Skipping Class (S-67), (S-49), (S-50) (B-1004) Tardy to Class (S-64), (S-65) (B-1006) Falsifying Note (Parent or Staff) (B-1008) Stealing (B-1009) Failure to Follow Staff Instructions (B-1010) Disrespectful Behavior (B-1011) Inappropriate Use of District/School Technology (B-1012) Violation of Personal Electronic/Telecommunication Device (B-1013) Look Alike Drug Possession/Distribution (B-1014) Physical Altercation (Minor) (B-1018) Inappropriate Use of Medication (B-1019)		• • • • • • • • • • • • • • •	• • • • • • • • • • • • • • •	• • • • • • • • • • • • • • •			
Disturbing Class † (B-20) Disruptive Behavior (B-2001) Bus Disturbance (B-2002)		• • •	• • •	• • •			
Failure to attend detention † (B-40)		•	•	•			
Fighting (B-50) Student to Student (B-5001) Student to Other (B-5003) Self-Endangerment (B-5004)		• • • •	• • • •	• • • •	• • • •	• • • •	• • • •
Inappropriate sexual behavior /indecent exposure (B-60)		•	•	•	•	•	•
Profanity/Vulgarity/Pornography † (B-70)		•	•	•			
Threat/Intimidation Bullying (B-8001) Harassment (B-8002) Threatening staff (B-8003) Verbal abuse (B-8004) Threatening Another Student (B-8006)		• • • • •	• • • • •	• • • • •	• • • • •	• • • • •	• • • • •
Tobacco products: use/possession/distribution (B-90) Smoking (B-9001) Chewing (B-9002) Tobacco – other (B-9003) Alternative Nicotine Product (B-9004) Vapor Product (B-9005)		• • • • • •	• • • • • •	• • • • • •			

### OTHER POLICIES IN THE CODE

The following board policies address the Consequences of Violations or other discipline and behavior-related topics.

#### 9030

#### PARENT CONFERENCE PRIOR TO RECOMMENDATION FOR EXPULSION

When a principal or principal's designee administrator decides to consider recommending expulsion, the student shall be advised of his/her rights in the conference procedure. The Administrator shall use the following procedures:

- The student shall be entitled to a formal parent/ guardian/custodian conference before the administrator.
- The administrator shall provide the student a statement in writing, at least one day prior to the conference, setting forth charges against him/her with sufficient clarity to enable him/her to present a reasonable defense thereto.
- The student shall be entitled to present his/her defense at the conference, including the presentation by the student of a reasonable number of witnesses in his/her own behalf.

- d. The student shall be accompanied by his/her parent/ guardian/custodian during the parent conference; however, legal counsel is not permitted during the parent conference. The student and his/her parent(s)/guardian(s)/custodian(s) may be accompanied by or represented by legal counsel during any hearing before the Board of Education.
- e. The student shall be entitled to an expeditious handling of his/her case and prompt decisions after the conference.
- f. The administrator shall provide to the student a detailed written explanation of any decision by the administrator.
- g. The administrator shall promptly file a formal report for any conferences conducted pursuant to this policy with the Superintendent.

In the case of a special education student or a regular education student receiving accommodations under Section 504 of the Rehabilitation Act of 1973, an appropriate Admissions and Release Committee (ARC) meeting or Section 504 Committee meeting replaces the formal conference described in this policy, and that committee must follow procedures outlined herein in addition to any procedures required by state and federal law. In the event of a conflict between this policy and state or federal law governing the education of these students, state and federal law shall be followed.

**EXPULSION**

The Board may expel any student for misconduct as defined in KRS 158.150. Any student who is determined by the Board to have brought a weapon to school or used or possessed a weapon at school shall be expelled for a period of one (1) calendar year. Disciplinary action, in accordance with Board Policy 9068, up to and including expulsion, shall be required for a student who is determined to have possessed prescription drugs or controlled substances for the purpose of sale or distribution at school, or to have physically battered or abused school personnel or other students at a school or school function.

The Board will provide educational services unless it determines on the record that clear and convincing evidence exists to show the student poses a threat to the safety of students or staff and cannot be placed in state agency program.

No student shall be expelled until the student and his/her parent/guardian/custodian has had an opportunity to have a hearing before the Board.

When a recommendation has been made for expulsion, the student shall be advised of his/her right to a fair and impartial hearing before the Board of Education. The student and his/her parent/guardian/custodian shall have the following procedural rights, and shall be advised in writing of such rights at least three (3) days prior to any scheduled hearing:

- a. The student shall be entitled to receive a statement in writing setting forth the charges against him/her with sufficient clarity to enable him/her to present a reasonable response or defense to such charges, at least 3 days before hearing.
- b. The student shall be advised that he/she has the right to legal counsel of his/her choice, or a lay person as his/her representative.
- c. The student shall be advised that he/she has the right to bring any witness(es) in support of his/her defense, or as a character witness or to present witness testimony by affidavit.  
He/she shall be further advised that should a witness of his/her choice refuse to voluntarily attend, that the Board of Education, upon proper application and notice, has the power to subpoena such person to compel such attendance. The student shall have the right to cross-examine any witnesses testifying against him/her.
- d. The student shall be advised that the hearing shall be conducted in an impartial manner, and that a transcript, recording, or other verbatim recording of the hearing may be made.
- e. The student shall be advised that, according to KRS 161.810(f), the hearing will be closed to the public, unless the student requests in writing in advance to hold a public hearing.
- f. The student shall be advised that he/she is entitled to an expeditious handling of his/her case, and a prompt decision after the hearing, consistent with the requirements of mature and careful reflection by the Board.
- g. The student shall be afforded an explicit explanation in writing of the basis of any decision rendered against him/her.

**EXPULSED STUDENT ON CAMPUS**

No student, following expulsion from school by the Oldham County Board of Education will be allowed access to any buildings or grounds after he/she is expelled, except when directed for the provision of services, beginning with the date and time of expulsion. Violation of this policy would result in the student being charged with trespassing.

**SEARCH AND SEIZURE****1. Areas Subject to Searches**

Lockers and desks are property of the school and are subject to the Board's regulation, supervision and inspection. Locker and desk inspections or searches are not carried out as a harassment technique, but to protect the health, safety or welfare of students.

**SEARCH AND SEIZURE: 1.) Areas Subject to Searches Continued....**

Students should not expect privacy as to items left in these locations. A specific desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of school rules or the law is contained therein. Searches may also include searches of automobiles parked in student parking lots or anywhere on school grounds.

**1. Reasonable Suspicion**

A student's person, outer clothing or personal effects will be searched only when there is reasonable grounds to believe that the search will reveal evidence that the pupil has violated or is violating a school rule or the law. A school official's reasonable suspicion extends not only to the student's personal effects and locker, but also to a subsequent student's personal effects and locker if the school official reasonably believed that the personal effects or locker of the subsequent student belonged to the first student.

A general inspection of school properties such as lockers, desks, etc. may be conducted on a regular basis, without any individualized suspicion. During these inspections, items that are school property may be collected. (Example: Overdue library books). Further, law enforcement may conduct random, unannounced canine searches of several school areas including lockers, classroom desks, student backpacks and handbags in a search area, and parking lots, without any individualized suspicion, in an effort to keep schools drug and gun-free. These searches may reveal evidence or information leading to reasonable suspicion of illegal activity involving a particular individual.

When reasonable suspicion supports the search of an individual student, the search will be conducted by a school administrator (principal, associate or assistant principal or school counselor), in the presence of another school or district administrator or certified teacher. A school administrator may search the student's belongings, including asking the student to turn his or her pockets inside-out, hold his or her sweatshirt or jacket pockets open, and invert his or her hood if wearing one. When a pat-down search of a student's person is conducted, the school or district administrator conducting the pat down will be the same biological sex as the student.

These restrictions shall not apply in situations involving an imminent threat of harm to student or staff health and safety, which required immediate action.

**2. Strip Search**

Strip searches are strictly prohibited. The term "strip search" does not include removal of shoes, socks, hats or other headwear, or outerwear, all of which is allowed.

**3. Seizure**

Illegal items (weapons, drugs, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the students safety, security or others safety and security may be seized by school officials.

Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student/parent/guardian by that staff member or through the office.

All items that have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation.

**4. Cooperation by Student**

The student will have the opportunity to be present when a search of personal possessions is to be conducted unless:

- The student is absent from school.
- School authorities decide that the student's presence could endanger his/her health & safety.
- The student's presence interferes with the search.

Students who fail to cooperate with school authorities when requested, shall be subject to other disciplinary actions.

**5. Witness**

No search of a student will be conducted in the presence of another student.

**LOWERING GRADES FOR MISCONDUCT**

The academic grade for a student in a subject area shall not be lowered because the student has created discipline problems. However, this policy shall not prohibit school-based decision-making (SBDM) councils or principals from setting forth a policy against cheating that results in a student receiving a consequence of no credit or lowered credit for a violation of that SBDM policy. Pursuant to Board Policy 1070, all SBDM council policy must be reviewed by OCBE legal counsel for compliance with the law and potential conflict with Board policy.

**CORPORAL PUNISHMENT**

The policy of the Board with regard to corporal punishment is that corporal punishment is prohibited.

**PROCEDURES PERTAINING TO SPECIAL EDUCATION STUDENTS**

- Special Education Exceptions - The behavioral program of a special education student shall be reflected in the student's Individual Education Plan (IEP).

2. Suspension of Special Education Students. The procedures for the suspension of special education students shall comply with the Individuals with Disabilities in Education Act ("IDEA"), 28 USC. §1400, et seq., 707 KAR 1:340, et seq. and all other applicable statutes and regulations. Oldham County Board of Education discipline policies, including all policies contained in the Code of Acceptable Behavior and Discipline shall apply to the extent that they do not conflict with federal or state law implementing IDEA.

***Suspension and Due Process:***

9080

**SUSPENSION**

1. All pupils admitted to Oldham County Schools shall comply with the lawful regulations for the governance of the schools.
2. A pupil shall not be suspended from any school until after at least the following due process procedures have been provided:
  - a. The pupil has been given oral or written notice of the charge or charges against them which constitute cause for suspension;
  - b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
  - c. The pupil has been given an opportunity to present his/her own version of the fact related to the charge or charges.

These due process procedures shall precede any suspension from the Oldham County Schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension.

3. The principal of any school may suspend a pupil for up to three (3) days, but shall report such action in writing immediately to the superintendent or his/her designee and to the parent/guardian/ custodian. The principal will notify the parent of the suspension immediately. If any student has been suspended three (3) times during one school year, any offense after the third suspension that would warrant suspension shall require that parent conference pursuant to Policy 9030 be held to consider a recommendation for expulsion.
4. A student does not have a right to representation prior to a suspension from school.
5. The superintendent may suspend a student for more than (3) days for serious offenses or pending a hearing for expulsion before the Board of Education.
6. Primary students shall not be suspended except where there are concerns for the safety of the child or others.
7. A student who is suspended from school shall not be permitted on school grounds or at school activities held off-campus during the period of suspension, unless the student has received express permission from the principal to do so.

9081

**RE-ADMISSION AFTER SUSPENSION**

When a student has been suspended under school or Oldham County Board of Education policies or regulations, one or both parents or guardian shall be required to return to school with the student for a conference when he/she is reinstated. Exceptions may be made in extreme hardship cases.

In the event of a suspension due to a violation of OCBE Policy 9085 (Use/Possession/Distribution of Alcohol or Drugs Including Unauthorized Prescription and Over-the-Counter Drugs; Acceptable Behavior and Discipline), one or both parents or a guardian shall be required to meet with the Assistant Superintendent/Student Support Services or designee prior to returning to school. An assessment for possible chemical dependency issues is strongly encouraged.

**Reports to Law Enforcement Officials**

*In addition to violations of this Code, students may also be charged with criminal violations.*

Pursuant to KRS 158.154, when they have reasonable belief that certain violations have taken place, principals are required by law to immediately report to law enforcement officials.

Violations on school property or at a school-sponsored function requiring a report to the law enforcement officials include:

- Assault resulting in serious physical injury,
- A sexual offense,
- Kidnapping,
- Assault involving the use of a weapon,
- Possession of a firearm in violation of the law,
- Possession of a controlled substance in violation of the law; or
- Damage to school property.

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## POLICIES ON PRIVILEGES

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9017

### ON CAMPUS PARKING AND DRIVING PRIVILEGE

High school students are permitted to park and drive on school property pursuant to rules and regulations established by the school principal and this board policy. Any student who is cited by school officials for speeding or reckless driving on school property shall have his/her on-campus driving and parking privilege suspended for at least two weeks. Any student cited by school officials for speeding or reckless driving on school property a second time during the school year, shall have his/her on-campus driving and parking privilege suspended for the remainder of said school year. Any student cited for a moving violation off school grounds shall have his/her on-campus driving and parking privileges suspended for six school calendar months. If the suspended student rides the school bus for three (3) consecutive months during the suspension, or completes the Oldham County Attorney's Diversion Program the suspension may be lifted and he/she may be eligible for having his/her on-campus driving and parking privilege reinstated. Students participating in the Diversion Program must provide documentation demonstrating completion of the program requirements in order to regain eligibility for their parking permit. The parking permit will be reissued upon the expiration of 90 days, or completion of the Diversion Program, whichever is later.

Any student cited again during his/her tenure in the Oldham County Schools, or who is cited for driving under the influence (whether or not it results in a "DUI" conviction), shall lose his/her on-campus driving and parking privilege for one calendar year.

Additionally, the privilege will be reinstated for a student whose citation is dismissed by the court that has jurisdiction over the citation. The student and his/her parent must consent to allowing the school access to the student's official driving record in order to be permitted to park on and/or drive on school property. Any student parking on campus without a properly displayed permit is subject to penalties set forth by the high school, including but not limited to, ticketing and towing at the owner's expense.

9018

### REVOCATION OF DRIVING PRIVILEGES

9018.01

#### REVOCATION OF DRIVING PRIVILEGES

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation. Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. Students shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester. For purposes of determining the equivalent of four (4) courses, the following shall apply:

<u>Courses per Semester</u>	<u>Courses Needed to Pass</u>
4	3
5	4
6	4
7	5
8	6

2. Students shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

9018.02

#### REINSTATEMENT OF DRIVING PRIVILEGES

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

9060

### STUDENT ACTIVITIES, RULES AND REGULATIONS

#### General Guidelines for Student Activities

1. No student or student organization shall engage in any school sponsored activity which:
  - a. violates any school, school board, city, county, state or national statutes, regulations or policies and/or incites students so as to create a clear and present danger of the imminent commission of same.
  - b. is libelous or slanderous.
  - c. expresses or advocates racial, ethnic, or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on the school premises or of the violation of lawful school regulations or of substantial disruption of the orderly operation of the school.
2. Local school sponsored organizations which are affiliates of national and state organizations shall be granted the authority to abide by the state and national rules and regulations insofar as they do not conflict with the policy of the Board.
3. Rules and guidelines that are set forth by local school organizations shall be consistent with school board policy.
4. Attendance at practices and competition during school vacation may be a requirement for team membership.

**Eligibility**

1. To be eligible to participate in extra-curricular activities, all students must be enrolled in an Oldham County Board of Education school (K-12). The school council may establish additional rules. All students participating at a particular school must have minimum grades as established by school policy and as stated in that school's handbook.
2. A club and/or class officer must have a cumulative average as determined by school or school-based decision-making (SBDM) policy.
3. Appeals process for a student expelled from membership in a school sponsored student activity: The SBDM policy on participation in student activities should contain an appeal process for a student expelled from membership, which should contain, at a minimum, an opportunity for the student to present evidence favorable to him/her and to respond to the charges. If a coach or other administrator imposes a suspension or expulsion, the student may appeal to the principal. Appeals to central office staff, including the superintendent, shall be made pursuant to Board Policy 9068.

9067

**CLOSED CAMPUS**

All students are to be restricted to the school grounds during the hours that school is in session, including the lunch period, unless students have written permission from a parent/guardian/custodian and approval by the principal or his/her designee.

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**OTHER BOARD POLICIES**


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1075

**SAFE SCHOOLS**

The Board strives to provide a safe and healthy environment conducive to learning for all students. Therefore, the Board hereby adopts the policies and procedures contained in the "Safe Schools Manual" (under separate cover).

These policies and procedures shall include, but not be limited to:

- Identification of barriers students may have and subsequent limitations on maintaining order and safety;
- Strategies to reduce or eliminate those barriers and limitations;
- A method to identify at-risk students, including but not limited to, those who may suffer depression, who have socio-economic issues, and/or may be involved in gang activity;
- Instructional placement options for threatening or violent students;
- Directions to individual schools and school district locations on how to develop a school Safety Plan;
- Guidance for how to communicate within the school district and outside of the school district in the event of an emergency;
- Emergency protocols for the handling of any type of emergency that may occur to a student, staff member or visitor in our schools;
- Guidance on steps to take after an emergency;
- Recommendations for safe school design; and
- The district's Code of Acceptable Behavior and Discipline for students.

There shall be a District Safe Schools Committee, which shall meet a minimum of three times annually to consider school safety policy issues and make recommendations about amendments to the School Safety Manual. This committee shall consist of representatives of each school building and school district facility, the Director of Pupil Personnel and appropriate members of that department; the Director of Facilities or designee, the Director of Legal Services, and representatives from local law enforcement agencies. Parents and students from the high school organizational level, may also be invited to participate on the committee or at individual meetings of the committee.

The Superintendent or designee shall ensure that staff is trained regarding the policy and procedures in the School Safety Manual and that they have access to it. The Superintendent or designee shall also ensure that practice drills on a variety of potential emergencies shall occur a minimum of twice per year, exclusive or routine fire and tornado drills conducted in the schools.

Each school shall have a committee that addresses individual school safety issues and updates its School Safety Plan annually. This plan must be submitted prior to the start of each school year to the Director of Pupil Personnel.

2001

**ACCESSIBILITY AND NONDISCRIMINATION STATEMENT**

2001.01

**DISCRIMINATION PROHIBITED**

The District does not discriminate on the basis of age, sex, color, national origin, race, religion, handicap or disability, marital or parental status or veteran status in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups. In addition, the District does not discriminate on the basis of political affiliation or religion.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

**ACCESSIBILITY**

The Oldham County School district is committed to improving opportunities and providing services to our students, parents/guardians, the public, and our staff that are free of barriers. We strive to ensure that key principles of independence, dignity, integration, and equality of opportunity are reflected and valued in our learning and working environments. We believe that diversity bring strength to our communities.

A. Facilities: Pursuant to the Americans with Disabilities Act, as amended, district services, programs and activities, when viewed as a whole, are required to be accessible to qualified persons with disabilities. The District will accomplish this by, among other things, reassignment of programs and events to accessible locations or renovation of existing facilities. However, the district is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section, nor is it required to take any actions that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.

All new construction and alterations of District-controlled buildings shall be designed and constructed in such a manner that the facility or altered part of the facility is readily accessible to and usable by individuals with disabilities. In addition, alterations to a primary function area will be performed such that the path of travel to that area is readily accessible to the extent required by law.

B. Website: The Oldham County School District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504, and Title II so that students, parents, and members of the public with disabilities can independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Oldham County School District programs, services, and activities delivered online.

The District Webmaster will be responsible for reviewing and evaluating new material that is uploaded to the website for accessibility on a periodic basis. The District Webmaster will be responsible for reviewing all areas of the District website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming web pages will be corrected in a timely manner.

Please note that some pages on the District's website contain links to third party sites, which are not within our control and may not comply with accessibility standards. The District is not responsible for the content or accessibility of third-party sites.

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504, or Title II related to the accessibility of any webpage that is developed or maintained the District may complain directly to a school administrator or the District Webmaster. For additional information on filing a complaint, refer to Administrative Regulation 2001-AR.

**FOR ADDITIONAL INFORMATION REGARDING THE DISTRICT'S NON-DISCRIMINATION POLICIES SEE THE FOLLOWING:**

- Discrimination Against Students Due to Disability Prohibited: OCBE Policy 4040
- Special Education: OCBE Policy 4090, Administrative Regulation 4090-AR
- Sexual Harassment of Employees: OCBE Policy 4081
- Equal Opportunity Statement/Title IX Statement: OCBE Policy 4097
- Section 504 of the Rehabilitation Act of 1973: OCBE Policy 9009, OCBE 504 Procedures
- Religious Freedom for Students: OCBE 9041
- Sex Discrimination of Students: OCBE Policy 9050
- Harassment and Intimidation of Students: OCBE Policy 9052

**EDUCATION FOUNDATION**

The Board recognizes and encourages supportive working relationships among the schools, parents, community and businesses to enhance (strengthen) the education of students in the district.

Therefore, the policy of the Board of Education in community relations is to:

1. Strengthen the involvement of parents in the education of their children;
2. Encourage and increase the involvement and participation of the business, professional and industrial community in public education; and
3. Broaden community awareness of public education in Oldham County.

In order to accomplish the above policy, the Board and staff will:

1. Provide continued support of the parent/teacher/student organizations and the school council, and continue to include parent representation on the district standing committees and special task forces;
2. Support the efforts of the Oldham County Educational Foundation to fulfill its goals of expanding public awareness of public education, establishing business/community/school partnerships and generating private funding for innovative supplemental educational programs for the Oldham County public schools; and
3. Promote public education within the community through public relations activities and support the public awareness and fund-raising efforts of the Oldham County Educational Foundation.

**VOLUNTEERS**

The Board believes that volunteers are a critical component of the instructional and extra-curricular programs in schools and encourages the recruitment and use of adult volunteers. This policy governs any adult who assists teachers, administrators, or their staff in school business, but who does not receive compensation for such assistance.

Such individuals may be used in supplementary instruction and non-instructional activities with students under the direction and supervision of teachers and/or administrators.

All volunteers who have contact with students on a regularly-scheduled or continuing basis, or who have supervising responsibilities for students at a school or on school-sponsored trips must submit to a state criminal record check before being permitted to volunteer. Criminal background checks shall be requested by school principals on forms provided by the Administrative Office of the Courts. Forms can be obtained from Pupil Personnel. Schools must provide an orientation of school policies and safety and emergency procedures to volunteers who assist on a regularly scheduled or continuing basis.

**INDIVIDUALS OBSERVING IN THE CLASSROOM**

If an individual wishes to observe a classroom, the following procedures are to be followed:

1. Requests shall be made at least twenty-four (24) hours in advance through the principal or teacher.
2. For classroom visits the date and time will be approved or disapproved by the principal and if approved will be coordinated with the classroom teacher by the principal.
3. The class observation shall be limited to one class period in middle and high schools and one hour in elementary school per year. Observers must sign-in at the front office. Under no circumstances should an individual proceed directly to a classroom.
4. All observers must conduct themselves so as not to interfere with the daily operation of the school program. In order to minimize disruption of the class, observers should avoid initiating interaction with the child they are observing. The Oldham County Schools does not allow private counseling or therapy services to be provided in its school during the instructional day.
5. Individuals may be requested to complete a school developed questionnaire pertaining to the observation.
6. Individual cases concerning classroom observations may be taken under consideration by the principal.
7. A building principal has the latitude to deviate from the above guidelines to allow more frequent visits anytime he/she perceives the change to be in the best interest of the child, parent or teachers.

**RELIGIOUS FREEDOM**

- I. In furtherance of the current state of the law regarding religious freedom of students, the Board's policy is to allow a student to voluntarily:
  - (A) pray in public school to the same extent and under the same circumstances as a student is permitted to reflect, meditate or speak on non-religious matters;
  - (B) express religious viewpoints to the same extent and under the same circumstances as a student may express viewpoints on non-religious topics in school;
  - (C) speak to or attempt to speak to students to discuss viewpoints with them in a public school to the same extent and under the same circumstances as a student is permitted to speak to or attempt to speak to other students to share non-religious viewpoints;
  - (D) distribute religious literature, subject to reasonable time, place and manner restrictions to the same extent and under the same circumstances as a student is permitted to distribute literature on non-religious topics or subjects in the school; and
  - (E) be absent, in accordance with attendance policy, from school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from school for non-religious purposes; so long as the student does not: (i) infringe on the rights of the school to (a) maintain order and discipline, (b) prevent disruption of the educational process or (c) determine educational curriculum and assignments; (ii) harass other persons or coerce other persons to participate in the activity or repeat attempts to speak to another student(s) once that student has expressed a desire to not be subjected to the religious speech or viewpoint; or (iii) otherwise infringe on the rights of other persons.
- II. In the event a student feels as though his or her rights under this policy are being denied, the student may state the circumstances surrounding the alleged denial in writing to the Principal who shall review the complaint and render a decision within seven (7) days of the date of the written complaint. If the student is unsatisfied with the resolution by the Principal, the student may appeal to the Superintendent, who shall review the complaint and the Principal's response and render a decision within thirty (30) days of the date of the written complaint. The student has the right to file a final appeal with the Board of Education if the student is not satisfied with the decision rendered by the Superintendent. The Board will review the documentation during executive session of the next regularly scheduled board meeting following receipt of the appeal and render a decision in public session of that meeting. The student must exhaust all of the above administrative remedies before filing a civil suit.
- III. This policy does not permit school employees to lead, direct or encourage any religious or anti-religious activity in violation of the First Amendment of the United States Constitution.

**FEES**

1. Oldham County Schools shall charge a basic fee to be determined annually by the Board of Education to supplement the purchase of instructional materials and supplies. Basic fees do not include items of personal attire, purchase or rental of musical instruments or materials other than instructional materials, which become the property of the pupil.
  - a) Students who qualify for the federal free or reduced lunch program may apply to have the basic fee, textbook rental fee, and other instructional fees waived.
  - b) The policy of the Board is to pursue the collection of any unpaid fees or textbook rental for more than one year, (non-consecutive) from non-indigent students through a claim against the parents in Small Claims Court.
  - c) With the exception of students qualifying for the federal free and reduced lunch program, no student may participate in co-curricular or extracurricular activities unless basic fee and textbook rentals are paid and current.
  - d) The Board may take action to waive its fee requirement for all students. Fees charged by individual schools for instructional materials and supplies must be pre-approved by the Board for legal compliance and compliance with this policy.
2. Students may be charged for admission fees and transportation costs for cultural enrichment programs or field trips, or co-curricular activity under the following conditions:
  - a) Participation is voluntary and is not necessary to fulfill the requirements of any course of study.
  - b) The activity is of a type authorized by the Board.
  - c) The activity has been approved by the Superintendent as a qualifying activity.
  - d) The program or trip is for other than an athletic activity; and
  - e) The school has arranged to pay such charges for those students who could not otherwise participate.
3. Any student seeking a waiver of any fee shall make a written request to be submitted on Form 4050 to the school principal. Such request must be decided in writing and the student must be notified within fourteen (14) days or prior to the event, if for an activity. If the request is denied, the student and/or parent may submit the request and denial to the Superintendent for reconsideration. The Superintendent shall decide and notify the student/parent within fourteen (14) days.

**EDUCATION OF GIFTED AND TALENTED STUDENTS** *(Partial Policy)***DESCRIPTION OF AREAS IF GIFTEDNESS ADDRESSED**

The Board hereby adopts the policies required by 704 KAR 3:285 - Programs for Gifted and Talented Students, consistent with KRS 157.196, 157.200, 157.224, 157.230 to address the individual educational needs of eligible students who possess demonstrated or potential ability to perform at an exceptionally high level in areas as noted and defined below [704 KAR 3:285, Section 1(16)]:

1. General Intellectual Ability: Possessing either the potential or demonstrated ability to perform at an exceptionally high level in general intellectual ability and possessing a consistently outstanding mental capacity as compared to children of one's age, experience, or environment. General intellectual ability is usually reflected in extraordinary performance in a variety of cognitive areas, such as abstract reasoning, logical reasoning, social awareness, memory, non-verbal reasoning, and the analysis, synthesis, and evaluation of information.
2. Specific Academic Aptitude: Possessing either potential or demonstrated ability to perform at an exceptionally high level in specific academic areas significantly beyond one's chronological peers. While students with specific academic aptitude are typically of at least above average intellectual ability, they are often extremely capable of high performance in one, or a very few related, academic areas.
3. Creative or Divergent Thinking: Possessing either potential or demonstrated ability to perform at an exceptionally high level in creative thinking and divergent approaches to conventional tasks as evidenced by innovative or creative reasoning, advanced insight and imagination, and solving problems in unique ways.
4. Psychosocial or Leadership Ability: Possessing either potential or demonstrated ability to perform at an exceptionally high level in social skills and interpersonal qualities such as poise, effective oral and written expression, managerial ability and the ability or vision, to set goals and organize others to successfully reach those goals.
5. Visual or Performing Arts: Possessing either potential or demonstrated ability to perform at an exceptionally high level in the visual or performing arts and demonstrating the potential for outstanding aesthetic production, accomplishment, or creativity in areas such as art, dance, music, or drama.

**PROCEDURES**

In accordance with KRS 157.200, the Oldham County Board of Education shall provide procedures, which address, at a minimum, determining eligibility for services and service delivery based on a process that includes:

1. A data gathering system for identifying likely candidates for services
2. Data analysis

4057.02 *PROCEDURES CONTINUED...*

3. District Identification Committee for determining eligibility, services, and placement of students as defined in Sec. 4(c) of 704 KAR 3:285 designed to:
  - Provide feedback on the adequacy of the identification and diagnostic procedure
  - Insure a variety of views during the selection process
  - Determine which students should receive services and at what level
  - Help provide communication and support in the community
4. The provision of services subject to continuous assessment
5. A petition and appeal process as a safeguard for a student who may have been missed in the identification process.
6. A procedure for the identification and diagnosis of students displaying gifted and talented behaviors and characteristics, which includes:
  - Informal selection and diagnosis in the primary program
  - Formal identification and continuous diagnosis of students in grades four through twelve.Determination of appropriateness of level and type of services provided to a student shall be subject to continuous assessment.
7. A procedure to obtain parental or guardian permission prior to the administration of any test, given as a follow-up to a test routinely administered to all students, used in formal identification and prior to official identification and placement.

4057.03 **SELECTION AND IDENTIFICATION OF STUDENTS**

No single assessment instrument or measure shall be the basis for selecting (primary program) or formally identifying (grades four through twelve) students nor for denying services once a child has been selected and placed in the Primary Talent Pool or formally identified and placed in the Gifted and Talented Program. A system will be provided for screening and identifying strengths, gifted behaviors, and talents which provides equal access for racial and ethnic minority children, disadvantaged children and children with disabilities.

**Primary Program Level** - For children in the Primary Program the procedure for the selection of high potential learners for participation in the Primary Talent Pool shall include use of at least a minimum of three assessment options as defined in Section 3,(9) of 704 KAR 3:285 to assess the degree of demonstrated characteristics and behaviors and to determine level of need and most appropriate service interventions.

**Grades Four through Twelve** - For students in grades four through twelve, identification and diagnosing gifted and talented must be based on the use of at least three of the assessment options as defined in Section 3,(11b) of 704 KAR 3:285, with eligibility based on the student meeting the criteria provided in at least one of the gifted and talented categories defined in Section 3,(12)of 704 KAR 3:285.

*Not included in Policy 4057.03 but part of the screening process for the Primary Talent Pool includes the following: In Oldham County Schools, the process of discovering PTP students begins in kindergarten. In the spring of each year, informal criteria including observations, specific lessons on divergent thinking, portfolios and teacher input are collected and reviewed on all students. At that point, parents of students who are potential candidates for PTP are contacted and asked to complete a questionnaire and give permission for their child to be further evaluated using more formal measures. Finally, each school has a Primary Review Committee which meets in the late spring to discuss the data gathered on each student and make a decision on their inclusion in the Primary Talent Pool. Parents are notified of the result by appropriate school or district staff. Because young children reach developmental milestones at different rates, there are multiple entry points for Primary Talent Pool. In addition to the kindergarten screening process described above, a nomination process also exists where school staff and parents may recommend a child for PTP.*

**Grades Four through Twelve** - For students in grades four through twelve, identification and diagnosing gifted and talented must be based on the use of at least three of the assessment options as defined in Section 3, (11b) of 704 KAR 3:285, with eligibility based on the student meeting the criteria provided in at least one of the gifted and talented categories defined in Section 3, (12) of 704 KAR 3:285.

*Not included in Policy 4057.03 but part of the screening process for Gifted Programming includes the following: In an effort to determine who may be strong candidates for further evaluation for General Intellectual Ability, Specific Academic Aptitude or Creativity, all students in third and sixth grade will be administered the Cognitive Abilities Test (Cog-AT) during the annual testing window as outlined in the district assessment calendar. The Cog-AT is an intellectual abilities test that assesses the pattern and level of students' cognitive development. This test is intended to measure selected verbal, quantitative, and nonverbal abilities. Although the Cog-AT will not provide an IQ score, it will provide scores that fall into a low, average or above average range. Students' scores that fall into the highest range will be referred for further evaluation. This test is being used as a screening for candidates who may be eligible for identification for gifted and talented services. Parents will be notified if their child is recommended for further evaluation.*

4057.04 **PROGRAM EVALUATION**

Provisions shall be made for program evaluation on an annual basis and shall be used in the school and district instructional planning process. Such evaluation should include:

1. student progress,
2. parent and faculty attitudes,
3. community involvement,
4. cost effectiveness,

- 4057.04 *PROGRAM EVALUATION CONTINUED...*  
 5. integration of the program into the regular school program,  
 6. quality of instruction and credentials of personnel,  
 7. future program directions and modifications.
- 4057.05 **FUNDING**  
 Local and state funds identified for gifted and talented education may be used to service only those students who are identified as eligible for services [704 KAR 3:285, Section 9 (1)]. Funding decisions shall be based on the evaluation process referenced above, with seventy-five (75%) percent of the State's gifted and talented education allocation to the district being used to employ professionally qualified and certified personnel to provide direct instructional services. Efforts are to be made to secure the assistance of community members to work directly with eligible students so as to extend the impact of available funds.
- 4057.06 **GIFTED EDUCATION COORDINATOR** – A gifted education coordinator shall be designated whose role is defined in Section 9(4) of 704 KAR 3:285.
- 4057.07 **SERVICE DELIVERY AND PLACEMENT**  
 Students, primary through grade twelve, diagnosed as possessing gifted and talented characteristics shall be provided which are qualitatively differentiated to meet the individual needs of the identified students and result in educational experiences commensurate with the interests, needs and abilities of these students, and which facilitate the high level of attainment of goals established in KRS 158.6451.  
 Primary Program – For a student selected for the Primary Talented Pool services shall be provided within the framework of primary program requirements and consistent with 704 KAR 3:285 Section(4). With two exceptions of the special school and the self-contained classroom, all service delivery options shall be available in the Primary Talent Pool and will be determined by the school.  
 Grades Four through Twelve – For students identified for the Gifted and Talented Program there shall be multiple service delivery options with no single option existing alone, district-wide, at any grade level as to be consistent with KRS 157.200(1). These service delivery options shall be differentiated to such a degree as to be consistent with KRS 157.200(1). Each student shall have a Gifted Student Services Plan (GSSP) identifying the services and placement of the identified student. Information will be obtained from the parent or guardian related to interests, needs and abilities of the identified student for use in determining appropriate interventions. The District Identification Committee will determine placement of identified students based on individual students needs and details of this placement will be placed in the Individual Learning Plan developed by the school.  
 Grouping for instructional purposes and multiple service delivery options shall be utilized in the district educational plan, with no single service option existing alone at any grade level district wide. These service delivery options shall be differentiated to such a degree as to be consistent with KRS 157.200. With the exception of academic competitions and optional extracurricular offerings, all services shall be provided during the regular school hours.
- 4057.08 **CURRICULUM**  
 Each school shall differentiate and supplement the District Curriculum Framework and the school's curriculum to facilitate high-level attainment of the learning goals in KRS 158.6451 and to assist students in developing their individual interests, needs and abilities. Personnel providing services to selected and identified students will be prepared through appropriate credentials or professional development.
- 4057.09 **GRIEVANCE PROCEDURE**  
 A grievance procedure to allow parents and students to resolve concerns regarding the appropriate and adequate provision of talent pool services or services addressed in a formally identified student's Individual Learning Plan shall be established as defined by (704 KAR 3:285, Section 10).
- 4057.10 **PROGRESS REPORT**  
 School personnel shall report to the parent or guardian once a semester the progress of the child related to the GSSP student services.  
 The Board's goal is to provide an educational program that affords all students the opportunity to develop to their maximum learning potential. The Board will provide learning opportunities, differentiated from those provided through the regular program of studies, for students in Primary through grade twelve who meet the eligibility requirements. Each principal shall assure that the instructional program in the school fulfills the intent of this policy with the support and assistance of the District's Coordinator of Gifted Education.
- 4060 GRADING/GRADE REPORTING**
- 4060.01 **REPORT CARDS**  
 Pupil progress shall be reported at regularly scheduled intervals as set forth by the school's site based decision-making council. The school calendar (see 4085) shall specify the day for grade reporting. Report cards should not be the first communication of academic failure or inadequate performance. Teachers shall inform parents if the teacher determines that the student is in danger of failing or not performing up to his/her capacity.

4060.02 MIDDLE SCHOOL AND HIGH SCHOOL GRADING SCALE  
The academic grading scale will be based on the following scale:

Academic Grades	
90-100	A
80-89	B
70-79	C
Below 70	F

The high school transcript of a student who completed a course on a college campus will reflect the same letter grade as shown on the student's college transcript for that course.

**4064 GRADUATION EXIT STANDARDS**

The Oldham County Board of Education has adopted the following graduation exit standards. These are minimum requirements. Just as the district strives to provide the best educational opportunities possible to our students, so it is expected that the students shall challenge themselves to perform their best and to exceed these minimums in as many areas as their abilities and interest allow.

**ACADEMIC REQUIREMENTS**

1. Successful completion of a core curriculum of courses (see Board Policy 4065 Section E) and satisfy Kentucky state graduation requirements.
2. Demonstration of skills and processes required for effective verbal and written communication.
3. Demonstration of the student's ability to become an effective citizen through continuation of their education and/ or entering the workforce. This requirement shall be met through development of the student's Individual Learning Plan (ILP).
4. Demonstration of the student's ability to conduct research on a chosen topic and present the findings through a medium (i.e. speech, prose, drama, video, computer program, written paper) of their choice.
5. Demonstration of the content contained in the Guidelines for Practical Living and Vocational Studies including knowledge of the dangers associated with use of drugs, alcohol and tobacco.

**CITIZENSHIP REQUIREMENTS**

The Board of Education further affirms that certain standards are important to membership in a free society. Although the primary duty for teaching these traits is found with the student's parents or guardians, Oldham County schools endeavor to reinforce responsible citizenship.

We expect that our students will:

- a. understand and demonstrate the rights, responsibilities, and appropriate behaviors needed to be an effective citizen, and
- b. develop an understanding of human diversity and interdependence, and demonstrate a commitment to human dignity.

While no formal assessment of the above standards is contemplated, it is inherent upon students to comply with the Oldham County Student Code of Acceptable Behavior and Discipline and to otherwise demonstrate characteristics of honesty, integrity and concern for the rights of others.

**4065 GRADUATION REQUIREMENTS; PROMOTION/RETENTION**

**A. PROMOTION OR RETENTION - ELEMENTARY/MIDDLE SCHOOLS**

Promotion or retention from one grade or class level to another at the elementary and middle school level for students not in a special education program is based upon satisfactory academic achievement as indicated by demonstration of content/grade level academic standards, grades, progress reports, portfolios, and other pertinent data including, the probable effect of promotion or retention upon the student.

**B. SPECIFIC PROVISIONS - ELEMENTARY**

**1. Guidelines**

- a. Any student not achieving up to his or her grade level may be considered for additional time. Teachers and administrators must follow state regulations when considering an extra year for Primary students.
- b. A student should not spend more than one extra year in the elementary school; however, teachers, counselors, and principals are responsible to render a judgment that will best meet the individual needs of the student under consideration. Parents are to be included in this discussion.
- c. Students spending an additional year at the elementary school are to have a significantly different plan of instruction than experienced in the previous year.
- d. In situations where the principal feels retention is warranted, he or she must notify the level director, who will assemble a committee to review the request and provide district level approval for retention. The Superintendent will establish the committee structure and process for review by administrative regulation.

**C. SPECIFIC PROVISIONS - MIDDLE SCHOOL - Grades 6-8**

**1. Guidelines**

- a. Students must pass all four (4) Core subjects Math, Language Arts, Science and Social Studies. Failure to meet these requirements will result in a student becoming a candidate for retention.

C. *SPECIFIC PROVISIONS - MIDDLE SCHOOL - Grades 6-8 – CONTINUED....*

- b. A student should not spend more than one extra year in grades 6-8; however, teachers, counselors, and principals are responsible to render a judgment that will best meet the individual needs of the student under consideration. Parents are to be included in this discussion.
- c. Any student who will reach the age of 16 while in the middle school should be considered for promotion to high school.
- d. In situations where the principal feels retention is warranted, he or she must notify the level director, who will assemble a committee to review the request and provide district level approval for retention. The Superintendent will establish the committee structure and process for review by administrative regulation.

A. *SPECIFIC PROVISIONS - HIGH SCHOOL - Grades 9-12*

1. All Students are promoted on the basis of units of credits earned by passing classes or their equivalent as determined by SBDM policy and the number of semesters completed. To be promoted, a student must have completed the following number of semesters and earned credits or their equivalents:

<i>Schools Using Block Scheduling</i>		
Grade	Credits	Completed Semesters
10	6	2
11	13	4
12	20	6
<i>6-Period Scheduling</i>		
Grade	Credits	Completed Semesters
10	5	2
11	10	4
12	16	6
<i>Schools Using 7-Period Scheduling</i>		
Grade	Credits	Completed Semesters
10	5	2
11	11	4
12	17	6

Whenever a school elects to change its method of scheduling the resulting new credit requirements will be phased in for currently enrolled students.

2. Students may be awarded high school credit toward graduation for:
  - a. Standards-based coursework that constitutes satisfactory demonstration of learning in any high school course, consistent with 704 KAR 3:305(1) and (2);
  - b. Standards-based online or other technology mediated courses;
  - c. Standards-based dual credit or other equivalency courses; and
  - d. Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community.

Credit shall be granted in accordance with Board Policy 4066.

B. *GRADUATION REQUIREMENTS*

In order to receive a diploma from the Oldham County Schools, a student must meet all of the following requirements:

1. Complete eight (8) semesters of high school unless the student qualifies for Early Graduation under Section G.
2. Earn 22 credits or their equivalent if on a six-period schedule, earn 24 credits or their equivalent if on a seven-period schedule, or earn 28 credits or their equivalent if on a block schedule as identified in the required courses listing. An exception to the mandatory credit rule will be considered on a case-by-case basis by a committee chaired by the Secondary Supervisor of Instruction for students enrolled in a credit-recovery program.
3. Fulfill the state graduation requirements.
4. Make a good faith effort to complete the appropriate state mandated assessment to the best of the student's ability.

A **deceased** student may be awarded a posthumous honorary diploma if the student completed 16 Carnegie units and attended three full years of high school.

C. *GRADUATION HONORS*

Any student with a grade point average of 3.7 or higher will be considered as graduating with honors and will be recognized by the board of education at the graduation ceremony. A "graduating senior" according to this policy shall be a student who has previously completed seven (7) high school semesters from a school accredited by the regional accrediting association and is currently completing the eighth (8<sup>th</sup>) high school semester at one of these Oldham County Schools. School-level honors shall be awarded pursuant to each school's school-based decision-making policy. The Superintendent or designee shall form a committee of administrative staff to determine calculation of grade point average and develop an administrative policy, which shall be provided to students at the beginning of each school year. (See 4065.02-AR)

The Board will recognize seniors who have completed all state and Board requirements for graduation, have achieved a high level GPA and taken AP or IB courses as outlined below by identifying individual students as graduating Cum Laude, Magna Cum Laude or Summa Cum Laude. An approved Gatton Academy, Craft Academy, or dual-credit course recorded on a college transcript, in which a grade of "C" or higher is earned will be considered equivalent to an AP or IB course for purposes of awarding graduation honors. Review of Gatton Academy, Craft Academy, and dual-credit courses for approval under this policy will be conducted by the Secondary Supervisor of Instruction and the Assistant Superintendent for Student Learning.

Requirements for each of the Board's recognition levels:

Recognition	Weighted GPA Requirements	Required Courses (if any)
Cum Laude	3.8	None
Magna Cum Laude	4.0	Two AP or IB Courses
Summa Cum Laude	4.2 for Block Schedule 4.15 for 6-Period Day 4.14 for a 7-Period Day*	Four AP or IB Courses

\*Phased in (see student handbook for additional information)

All students achieving Summa Cum Laude recognition will be considered to have valedictorian status.

#### D. EARLY GRADUATION

Eight semesters of attendance are required for graduation from high school in Oldham County. However, the Board recognizes the individual differences, which exist among students and the need for a few to complete their high school program in a period of less than four years.

Students who meet all applicable legal requirements shall be eligible for receipt of an Early Graduation Certificate. A student who wishes to participate in this program must complete an "Early Graduation Application Form," prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but no later than within the first thirty (30) school days of the academic year in which he or she intends to graduate.

A letter of intent to apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early. Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

#### E. HARSHIP GRADUATION REQUESTS

Students who experience extreme health or economic hardship may apply for assistance with graduation requirements for hardship reasons. In the case of extreme hardship, the District may provide alternative methods for the student to complete District graduation requirements which may allow for early graduation. Methods may include, but are not limited to, regular classroom instruction, alternative classroom instruction, online courses, performance-based opportunities, college programs, consideration of waiver of District requirements that exceed state minimums (the District cannot waive state minimums), or credit recovery.

### 4095 ASSESSMENT PROGRAM

#### 4095.01 STANDARDIZED TESTING PROGRAM

It shall be the policy of the Board to administer the appropriate assessment instruments of the state-mandated assessment program to all students in accountability grades. It shall further be the policy of the Board to administer continuous assessment instruments to all students as identified in the District Assessment Plan.

#### 4095.02 TESTING FOR PLACEMENT IN SPECIAL PROGRAMS

The Board offers a comprehensive testing program for assessment and eligibility for special education and related services. The process involved in the placement of children in special education programs provides procedural safeguards to both the parent and the child. Therefore, informed parental consent must be obtained before assessment of any child referred for possible special education placement. Actual testing with appropriate placement is to be completed within sixty (60) school days after the parent/guardian grants permission for assessment. The Board adheres to all additional requirements as set forth in 707 KAR 1:300; 707 KAR 1:320.

#### 4095.03 FINAL EXAMINATIONS

Final examinations may be administered for academic courses at the high school level at the end of each semester in accordance with policies developed by the SBDM council at each high school. State mandated end-of-course assessments will count 10% of a student's course grade.

#### 4095.04 STANDARDS BASED ASSESSMENTS

Standards Based Assessments may be developed for use in conjunction with the District Curriculum Framework in such subject areas and at such grade levels as may be deemed appropriate at the school level.

#### 4095.05 STATE MANDATED ASSESSMENT PROGRAM

The Kentucky State Board of Education has designated certain grades as "accountability" grades for the purpose of assessing the results of instruction. The scores which result from this accountability assessment are the decision-points for high-stakes consequences for the Oldham County Schools.

Therefore, notwithstanding grade point average, Carnegie unit, notations on report cards, teacher recommendations, every Oldham County student in an accountability grade MUST

(a) participate in the appropriate State Mandated Assessment Program,

4095.05 *STATE MANDATED ASSESSMENT PROGRAM – CONTINUED...*

- (b) make a good faith effort to complete the appropriate State assessment to the best of his/her ability, and
- (c) submit the appropriate State assessment to the school staff for preparation for scoring in order to be promoted to the next grade or receive a diploma from the Oldham County Schools."

In accordance with the Every Student Succeeds Act, it is the policy of the Oldham County Schools that parents do not have the right to opt their students out of required assessment testing.

4097 **EQUAL EDUCATIONAL OPPORTUNITIES**

*Reference: Kentucky Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, the Americans with Disabilities Act, the Family Education Rights Privacy Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972.*

The Oldham County Board of Education does not discriminate in recruitment or employment of personnel, or in the provision of educational services, extracurricular activities or athletics, or in the educational opportunity for students on the basis of age, sex, color, national origin, race, religion, handicap or disability, marital or parental status or veteran status, except as otherwise authorized or required by the Kentucky Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, the Americans with Disabilities Act, the Family Education Rights Privacy Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. The Superintendent shall insure that there is a District Gender Equity Committee that reviews compliance with applicable laws and makes recommendations on policies and procedures. Inquiries regarding compliance should be directed to the General Counsel of the Oldham County School District, 6165 W. Highway 146, Crestwood, KY 40014. Inquiries regarding Title IX can also be made to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

9006 **HOMELESS STUDENT SERVICES**

The District is committed to ensuring that all homeless students have equal access to the same free public education that other students have. This policy explains the District's responsibilities under the Every Student Succeeds Act of 2015 for identifying and serving homeless students.

1. **DEFINITION OF HOMELESS STUDENTS**

Homeless students are children and youth who lack a fixed, regular and adequate nighttime residence and includes those who are:

- Sharing the housing of other persons because of loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks or camping grounds because of the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Awaiting foster care placement;
- Living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- Living in a migratory situation that qualifies as homeless because a child lacks a fixed, regular and adequate nighttime residence.

2. **DISTRICT LIAISON FOR HOMELESS STUDENTS**

The District has appointed the Director of Pupil Personnel, 502.241.3500, as the Liaison for homeless students. The Liaison for homeless students will provide enrollment support and coordinate services within the school district and through community agencies in order to ensure that each homeless child or agencies in order to ensure that each homeless child or youth has equal access to an education in the District. Specifically, the Liaison has the following responsibilities:

- Making sure that homeless children enroll in and have a full and equal opportunity to succeed in district schools;
- Making sure that homeless families and children receive educational services they're entitled to, such as preschool care, and referrals to services, such as health care;
- Making sure that the parents and guardians of homeless children are informed of the educational opportunities available to their children and are given opportunities to participate;
- Distributing a public notice of the educational rights of homeless children where such children receive services, such as schools, family shelters and soup kitchens; and
- Making sure that enrollment disputes are mediated appropriately. If a dispute arises between the District and parents about school selection or enrollment, the district must immediately enroll the student in the requested school, pending resolution of the dispute.

3. **ENROLLMENT RECORDS**

Homeless students will enroll, attend classes and participate fully in school activities. If critical enrollment records, including immunization and medical records, are not immediately available for homeless children, the Liaison and school staff will work with these children and other agencies to obtain them in a timely manner.

## 4. PLACEMENT

The Liaison for homeless students, with help from other school staff, will decide on homeless students' placement in school based on the District assessment plan and the students' "Best interests." In making this determination, the District must, to the extent feasible, continue the student's education in his or her "school of origin"—that is, the district school the student had been attending prior to becoming homeless—unless the student's parents or guardians want him placed in another school.

## 5. TRANSPORTATION

The District will provide homeless students in the district with transportation services comparable to those of other students. The school principal, the Liaison and the transportation manager will coordinate homeless students' transportation needs.

## 4040

**DISCRIMINATION PROHIBITED**

*Reference: Section 504 of the Rehabilitation Act of 1973; 34 C.F.R. Part 104; Relates to: Oldham County School District Guidelines for Implementation of Section 504 of the Rehabilitation Act of 1973*

The Oldham County Schools ("the District") shall not discriminate against any pupil because of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status. The intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504") is to accommodate for differences within the regular education environment in order to provide an education that is comparable to that provided to non-disabled students. A parent may request the District to provide appropriate accommodations necessary for their child to participate in instructional activities during the school day. A student who is eighteen (18) years of age may make such a request on his or her own behalf. A parent who has a disability may request the District to provide appropriate accommodations necessary for the parent to participate in decisions regarding their child's instructional activities during the school day. It is the policy of the District to provide a free appropriate education to each qualified student of mandatory school age, who has a documented disability and is residing within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 are identified, evaluated and provided with appropriate educational accommodations and services. Students may be disabled under Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act. The District guarantees due process rights of students with disabilities and their parents under Section 504. The Superintendent or designee shall prepare regulations for and provide training to staff to implement this policy. The superintendent's designee is the District Coordinator for Section 504 compliance. Individuals having requests, questions or concerns may contact the designee at the Oldham County Schools Central Office, the Oldham County Board of Education, 6165 W. Highway 146, Crestwood, KY 40014, phone 502.241.3500 or facsimile 502.241.3209, between the regular business hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Principals or their designees are the school level Section 504 Chairpersons and may be contacted directly at the particular school buildings.

## 8025

**PUPIL TRANSPORTATION (*Partial Policy*)**

*References: KRS 156.070; KRS 156.160; KRS 157.370; KRS 158.110; KRS 158.150 KRS 161.180; 702 KAR 5:030; 702 KAR 5:080; Gun Free Schools Act*

## 8025.04

**CONDUCT OF PUPILS - 702 KAR 5:050; 702 KAR 5:090**

A pupil riding the school bus shall conduct himself or herself on the bus in a manner that will not endanger his or her life or the lives of the other pupils on the bus through distraction of the driver's attention or failure to comply with the driver's instruction. Evidence of failure of a pupil to conduct himself or herself in a proper manner on the school bus includes: fighting; scuffling; loud talking; throwing items into the bus, inside the bus, or out of the bus; making remarks to people on the road or street; failure to follow the driver's instructions; changing seats or moving around while the bus is in motion; failure to share seats; and damaging parts of the bus.

Specific provisions are as follows:

a. Bus Assignment

A pupil shall ride the school bus to which he/she is assigned each day, and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal of the school or his/her designee. The decision of whether to grant permission to get on or get off the bus at a different location other than the pupil's assigned stop shall be within the discretion of the principal, after considering all relevant factors including but not limited to the effect of the change on regular bus route and its impact on other students. An exception to this policy shall be made in cases where a pupil is asked to leave the bus or must be ejected from the bus for unacceptable behavior endangers the safety of the student, the driver, or other persons on or off the bus. Ejecting a pupil from the bus shall be done only in the most extreme circumstances.

b. Disciplinary Action by Principal

When a pupil is reported in writing or in person to the Principal of the school for failure to cooperate on the bus, appropriate disciplinary action shall be taken by the Principal after the complaint has been investigated. In case of repeated failure to cooperate or serious misbehavior, the pupil shall be excluded from riding any school bus for whatever period of time deemed necessary by the Principal and the student shall be disciplined in accordance with Board Policy 9060.

8025.04 CONDUCT OF PUPILS CONTINUED...

c. Distractions

A pupil shall not bring anything on the bus that might frighten the other pupils or distract the driver's attention including helium balloons.

d. Firearms and Explosives

Pupils shall not bring firearms (operative or ceremonial) or explosives of any kind (including firecrackers) on the school bus at any time. Discipline shall be in accordance with the Gun Free Schools Act and KRS 158.150.

e. Large Items

Pupils shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows, or that would be dangerous in case of a collision, or that would present an additional fire hazard, or that would take up pupil seating space. The Superintendent may adopt by regulation a list of specific items that may not be transported by school bus.

f. Payment for Damages

The Board shall require the parent or guardian of any pupil that damages or destroys any part of the school bus beyond normal usage to reimburse the Board for the amount of damages.

g. Use of Tobacco on the Bus Prohibited

At no time shall any pupil or adult riding the school bus use a tobacco product. This includes special trips such as ball games, class trips, etc.

h. Supervision of Pupils

Pupils riding school buses are under the direct supervision of the bus driver and he/she shall direct the pupils in matters of conduct and safety. The driver has the authority and responsibility for enforcing the policies, rules, and regulations of the Board.

8025.05 ELIGIBILITY AND LIMITATIONS

A. ELIGIBILITY FOR TRANSPORTATION

In general, pupils shall be eligible to be transported to and from school if they reside over one mile, by the nearest traveled road or street from school, or regardless of their distance from school, if traffic or other safety conditions make walking to school extremely hazardous. The board policy is to transport all eligible pupils to and from school in grades pre-school through twelve (12).

B. PERSONS NOT ELIGIBLE FOR TRANSPORTATION

Persons not of school age, parents of pupils, or persons not connected with the Oldham County Schools are not permitted to ride the school buses at any time unless permission is given by the Board through the Superintendent.

C. LIMITATIONS OF TRANSPORTATION

1. The Board will make a reasonable effort to pick-up pupils near their home subject to these limitations.
2. Pupils will be required to walk to certain specified points to be picked up on public roads where traffic hazards do not exist.
3. Pupils living close together will be required to assemble themselves at a central point to be picked up by the school bus.
4. Pupils will not be required to walk an excessive distance to bus stops. Lanes that exceed .75 of a mile may be traveled by bus if the road is properly maintained. Parents must insure that turning points and lanes are maintained so buses can turn. As a safety factor, all bushes must be kept cut back on these lanes so they do not strike the bus. Drivers are to report hazardous road conditions to the Director of Transportation and parents will be notified of the hazardous conditions. If the conditions are not corrected after a reasonable time, transportation of the lane will be discontinued.
5. Pupils may be dropped off at multiple regular drop-off locations, which must be submitted in writing by the parent to the school, and which may not be changed except for emergency circumstances.

9005 ADMISSION REQUIREMENTS

References: KRS 158.030, KRS 158.032, KRS 158.035, KRS 158.100, KRS 158.120, KRS 158.140, KRS 158.150; KRS 159.030

9005.01 AGE REQUIREMENTS

1. In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled, and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services. Children referred by First Steps Early Intervention Program who meet state disability guidelines, shall be eligible to enroll in the program on their 3<sup>rd</sup> birthday for a free appropriate preschool education and related services. Children who are eligible for the Head Start program may enroll as three-year olds if there are enrollment slots available and if the child's eligibility criteria score merits removing from waiting list. Children not otherwise eligible but who are at risk of educational failure and are four (4) by August 1 are eligible to enter preschool. All other four (4) year old children shall be served to the extent placements are available.
2. Kindergarten: Any child who is five (5) years old by August 1 of the year may enroll in kindergarten. Parents of students who will become five (5) years of age between August 1 and October 31 may petition their resides school for Early Entrance if they believe their child is ready for kindergarten despite not meeting the age requirement (see paragraph 5).

9005.01 *AGE REQUIREMENTS CONTINUED...*

3. First Grade: Any child, who is six (6) years of age by August 1 and has successfully completed kindergarten shall attend public school or qualify for an exemption as provided by KRS 159.030.
4. Maximum Age of Students: All students between the ages of 18 and 21 and who have not graduated may continue in school until graduation, unless they are removed pursuant to KRS 158.150.
5. Early Entrance: Parents/guardians may petition their resides school to allow their child to enter school earlier than permitted under statutory age requirements. The school committee will review the petition and begin the evaluation process that determines the child's readiness for school. The school committee will make a determination on the student's readiness to engage in and benefit from early entry to school. Considerations may also include availability of space and funding. A decision denying early entrance due to the child's lack of readiness may be appealed to a committee consisting of the Director of Elementary Education, the Director of the Department of Pupil Personnel, and the Preschool Principal. The appeal must be submitted to the Director of Elementary Education within ten (10) days of the decision denying early admission. The appeal committee will review all of the documents submitted by parents and the school committee to determine a student's level of developmental, academic and social readiness.

9005.02 **ENTRANCE REQUIREMENTS**

1. Upon initial enrollment, each student shall present a birth certificate, and valid certification of complete immunizations by a registered physician or Health Department. Students must present a valid Kentucky immunization certificate to enroll. If the student is transferring from another district, see OCBP Policy 9020.03.  
Absences due to a failure to meet these requirements will be unexcused and subject to prosecution for truancy. Immunization and medical examination requirements for transfer and other students are as described in Board Policy 9020. Failure to present a certified birth certificate will result in the school's notification of same to the Missing Child Information Center. Initially enrolled students and sixth grade students must present a completed Kentucky physical conducted within a period of twelve (12) months prior to initial admission to school or they will not be allowed to attend school. Initial enrollees, who are 3 through 6 years of age, to public school must also present documentation of a vision examination by an optometrist or ophthalmologist by January 1 of the school year. Five or six-year olds entering school must present documentation of a dental screening or examination no later than January 1<sup>st</sup> following their enrollment.
2. Upon initial enrollment, all students who are enrolling from unaccredited schools shall present the following evidence of successful and appropriate previous school work:
  - a. Written progress report from the previous school indicating the level of work completed by the student,
  - b. A portfolio containing:
    - three samples of the students **best** written work each prepared for a different audience and purpose;
    - two items demonstrating the student's highest level of math work;
    - one item related to another content area of the student's choice.

Placement in a grade level will be based on analysis of the above items.

3. If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in this or any other state, the district may review the details of the charges, suspension or expulsion and determine if the student will be admitted and if, so, what conditions may be imposed.

9005.03 **RESIDENCY REQUIREMENT**

Consistent with Kentucky Statutes and with rules and regulations of the State Board of Education, the following shall be the policy on admission to the Oldham County Schools.

A. Students Who Are Oldham County Residents:

A minor, school-age child must reside with a parent, or parents, or legal guardian, or legal custodian within Oldham County at least fifty percent of the time during the school year. For purposes of this policy, "legal guardian" does not include an adult appointed solely as a "guardian for educational purposes". The district does not recognize education guardianships for purposes of establishing the required residency. A person 18 years of age or older may attend school in his own adult right if a bona fide resident of Oldham County. Proof of residency in the form of a rental agreement, deed, utility bill or other credible proof, the credibility of which shall be determined by the school district, may be required prior to enrollment.

B. Students Who Are Not Residents of Oldham County:

1. Child(ren) of a full-time employee of the Oldham County Board of Education, who resides outside of Oldham County, may attend the Oldham County Schools as a non-resident student(s) provided all of the following are met:
  - a. There is sufficient school space;

- b. The Non-Resident Admission Procedure required by 9005.32-F is strictly adhered to;
  - c. There is a signed non-resident state contract on file with the student's district of residence;
  - d. The parent/guardian pays full tuition for the upcoming school year, pursuant to the following conditions as determined by the OCBE budget for that school year: and
    - i. the tuition is paid through payroll deduction of the employee's OCBE pay;
    - ii. the employee submits to the DPP the Non-Resident Agreement (9005.032-F); and,
    - iii. if the employee begins to physically reside in the county during the semester, the employee's paid tuition for that semester is refunded; and
  - e. The following admission criteria are met:
    - i. the applicant must have a record of good attendance;
    - ii. the applicant must have a record of academic success in accordance with his/her academic potential; and,
    - iii. the applicant must not have a history of disciplinary problems.
  - f. The student must meet all requirements in order to be considered for acceptance in the Oldham County School District.
  - g. The student lives with the employee-parent at least fifty-percent (50%) of the time during the school year.
2. Children who reside with their parents or legal guardians within the Anchorage Independent School District who have completed at least one year of high school in the Oldham County Schools may continue to attend high school in the Oldham County Schools until they graduate, withdraw, or are expelled from school. Beginning with the 2017-2018 school year, Anchorage Independent students may only enroll in a high school in the Oldham County Schools if they have a sibling currently attending an Oldham County high school under this policy.
- Non-resident students attend the Oldham County Schools under the following conditions:
- a. There is sufficient school space;
  - b. The Non-Resident Admission Procedure required by 9005.32-F is strictly adhered to;
  - c. There is a signed non-resident state contract on file with Anchorage School District;
  - d. The Anchorage Independent School district pays full tuition for the upcoming school year.
  - e. The following admission criteria are met:
    - i. the applicant must have a record of good attendance;
    - ii. the applicant must have a record of academic success in accordance with his/her academic potential; and,
    - iii. the applicant must not have a history of disciplinary action.
  - f. The student must meet all of the requirements to be considered for acceptance in the Oldham County School District
3. Continued attendance, as a non-resident in the Oldham County School System, is dependent upon availability of school space as well as the student's continued compliance with the admission criteria. The parent must submit a new application each year and acceptance is required for each school year. All requirements outlined in 9005.03, subsection B., 1 must be satisfied each year.
- Attendance as a non-resident student in the Oldham County Schools is a privilege, not a right or entitlement, and non-compliance at any time may result in revocation of this privilege. Revocation, if necessary, will usually take place at the end of the semester; however, students who become truant, who experience disciplinary problems, or whose parent/guardian fails to fulfill tuition requirements in accordance with the Non-Resident Agreement, may be required to return to their home districts at any time.
4. Transportation shall be provided to the non-resident student by the student or parent.
- C. Students Who Are Non-Residents But Show Clear Intent to Establish Residence in Oldham County
1. Should a non-resident of Oldham County have a clear intent to reside in Oldham County, the following conditions will govern:
    - a. A contract with a builder or real estate contract to purchase an existing home must be presented to the Department of Pupil Personnel at the Board indicating expected occupancy at a time within the semester of enrollment.
    - b. Payment representing one full semester of tuition shall be submitted with the building contract. Should occupancy of a residence occur within the semester of enrollment, that semester's tuition payment will be refunded. Should occupancy be delayed beyond the first semester of enrollment, the next semester tuition payment must be submitted for continued enrollment.
    - c. Non-resident enrollment may be denied or revoked under the following circumstances:
      - i. There is insufficient space at the school at which enrollment is sought;
      - ii. The applicant does not have or fails to maintain a record of good attendance;
      - iii. The applicant does not have or fails to maintain a record of academic success corresponding to his or her academic ability;
      - iv. The applicant does not have or fails to maintain an exemplary behavior record.

9005.03 *RESIDENCY REQUIREMENT (C) NON RESIDENTS WITH CLEAR INTENT CONTINUED...*

- d. A non-resident student will not be re-admitted a third semester unless a residence is occupied.
  - e. Where there is some doubt as to whether a building is ready for occupancy, or residence requirements, the Superintendent's designee will investigate each case and make a recommendation to the Superintendent regarding application of this policy.
  - f. A parent/guardian who withdraws their child/ren without establishing residence as required above will not have the tuition payment refunded. This amount will represent payment for non-resident educational services provided. The Board will take steps to collect outstanding tuition.
2. The Board reserves the right to rule on individual cases.
  3. No other non-residents will be permitted to attend.

9005.04 **CHANGE OF RESIDENCE DURING THE SCHOOL YEAR**

Upon proper application, the Superintendent may permit students to complete the school year in the Oldham County Schools when a family changes residence during the school year and extraordinary circumstances can be shown. Twelfth grade students need not demonstrate extraordinary circumstances, but must still apply for continued attendance.

Students approved for completion of the school year under provisions of this policy are subject to the following provisions:

1. Their school attendance must be regular and the parent/guardian will be required to phone the designated school administrator in the event of anticipated absence from school.
2. The student shall maintain a current 2.0 grade point average to be reviewed on a monthly basis.
3. The student's behavior shall be exemplary.
4. In the event the class in which such student is enrolled should exceed the maximum class size permitted by the Kentucky Department of Education as a result of subsequent new enrolls, approval granted in this section may be immediately withdrawn.

Parents must pay tuition for each student applying to stay in the district for the number of days remaining in the school year at the district's daily tuition rate. Tuition for twelfth-grade students applying to remain in attendance at a district school may be waived.

9005.05 **INTRA-DISTRICT TRANSFERS**

Upon proper application, the Superintendent may permit students who reside in one Oldham County School attendance district to attend another Oldham County school provided such approval does not result in employment of additional staff, an imbalance in class size, or overcrowding in the receiving school.

Approval will be granted for the current school year and a new application must be submitted for each subsequent year. A parent may appeal the denial of transfer request if the parent believes the denial will result in an undue hardship. The appeal must be made to the Hardship Committee using AR-9005.06-F. Staff members seeking intra-district transfer(s) so that their own children may attend school at the staff member's assigned school or campus shall be given preference if transfers are granted in the district.

Students approved for intra-district transfers are subject to the following provisions:

1. Their school attendance must be regular and the parent/guardian will phone the designated school administrator in the event of an anticipated absence from school.
2. The student's behavior shall be exemplary.
3. The student must continue to attempt to do well academically.
4. The parent will be responsible for providing transportation to and from school.
5. If a student has behavior or academic problems, or is referred to the Board for truancy (6 or more unexcused absences or 6 or more unexcused tardies), the student's district transfer may be revoked by the Superintendent and return the student to his/her home school unless the principal of the receiving school requests a hardship exception from the Superintendent. Staff members whose children have district transfers must also meet these guidelines.

Any request for a permanent transfer from one Oldham County school attendance district to another Oldham County school attendance district shall be presented in writing to the Superintendent.

9005.06 The Superintendent or designee shall investigate any reported cases of non-residency that have not been approved under the conditions of this policy.

**9011 COMMUNICABLE DISEASES; STUDENTS**

The parent/custodian/guardian of any student that has a medical condition as defined by the Kentucky Cabinet for Health Services is required to report the condition to the principal as soon as the medical condition is known and upon each subsequent enrollment.

Principals shall report to the School District Nurse those students who are suspected of having a reportable disease as defined by the Kentucky Cabinet for Health Services. The School District Nurse shall report to the Oldham County Health Department those students who are suspected of having such a medical condition as defined by the Kentucky Cabinet for Health Services.

Principals shall exclude from attendance any student suffering from a medical condition as defined by the Kentucky Cabinet for Health Services until one of the criteria for re-admittance is fulfilled.

Principals may exclude students from attendance who are suffering from communicable diseases in accordance with AR-9011.

9011

**COMMUNICABLE DISEASES; STUDENTS CONTINUED...**

Students excluded from attendance for reason of reportable disease will be readmitted upon advice of the local health officer by one or more of the following methods:

1. Certificate of the attending physician attesting to their recovery and non-infectiousness.
2. After a period of time corresponding to the duration of the communicability of the disease as established by the Kentucky Cabinet for Health Services.

9015

**DEMONSTRATIONS**

Demonstrations, marches, or controversial activities that would disrupt the planned instructional day will not be permitted in schools or on school property. Students who disobey this regulation will be disciplined by the Principal at his/her discretion according to Code of Acceptable Behavior and Discipline.

The instructional program financed at public expense is designed to prepare each student with basic learning skills. The intent of this policy is to provide educational opportunities for the development of those learning skills for the full instructional day. Demonstrations, marches or other controversial activities in conflict with the school's or teacher's instructional plan may deprive some student of his/her available learning opportunity, and therefore, are prohibited.

9020

**PHYSICAL EXAMINATIONS**

*References: KRS 156.160; 214.034; 704 KAR 4:020; Pupil Rights and Protection Act, as amended by the Every Student Succeeds Act of 2015*

9020.01

**INITIAL MEDICAL EXAMINATION; PROGRAM OF CONTINUOUS HEALTH SUPERVISION; INITIAL ENROLLEE VISION EXAMINATION**

Upon enrollment, the Board shall require parents to submit a medical examination of each child conducted within twelve (12) months prior to his/her initial admission to school. The medical examination shall be reported on forms furnished by the Department of Education and shall include a medical history; record of immunizations; assessment of growth and development and general appearance; physical assessment including hearing and vision screening; and recommendations to the school regarding health problems that may require special attention in classroom or physical education activities. The Superintendent shall ensure there exists a program of continuous health supervision for all school enrollees; such supervision shall include scheduled screening tests for vision, hearing and scoliosis. All initial enrollees to public school who are ages 3 years through 6 years shall provide documentation of a vision examination performed by an optometrist or ophthalmologist by January 1 of the school year. In addition, evidence of a dental screening or exam must be provided no later than January 1 of the first year a five or six year old is enrolled in school.

9020.011

**SIXTH GRADE MEDICAL EXAMINATION**

A second medical examination shall be required within one (1) year prior to entry into sixth grade. The medical examination shall be reported on forms prescribed by the department of education. This is required to be on file at time of enrollment. Out of state transferring students will be allowed 30 days from time of enrollment to present a medical examination on a Kentucky physical examination form. In state transferring students must present copies of current Kentucky immunization certificates and Kentucky medical examination at time of enrollment.

9020.02

**REFERRAL AND FOLLOW-UP**

An effective mechanism for referral and appropriate follow-up of any apparent abnormality noted by screening assessment or teacher observation shall be recorded on school health records within nine weeks of screening program or detection of abnormality. A parent/guardian will be notified in advance of any non-emergency invasive screening conducted by school officials and provided the opportunity to opt out of the screening.

9020.03

**IMMUNIZATIONS**

The Board shall require all vaccinations and immunizations as required by law or regulations:

1. Except as otherwise provided by law, all children shall be required to present a valid immunization certificate upon enrollment in school, and a valid up-to-date immunization certificate shall be on file on all children at all times.
2. Students transferring from another Kentucky school district must obtain a copy of their immunization certificate from the former district, or have a copy faxed to the Board prior to enrollment.
3. Students transferring into this district from an out-of-state school present their out-of-state certificate to the Oldham County Health Department and request an Immunization Transfer Receipt. The Immunization Transfer Receipt must be presented at the time of enrollment.
4. Failure to have a valid Kentucky immunization certificate on file for greater than two (2) weeks will result in the student's ineligibility to continue to attend Oldham County schools.
5. This policy shall not apply to a student when, in the written opinion of the student's physician, such immunization would be injurious to the student's health, or if the students' parents object by a written sworn statement to the immunization on religious grounds.

9020.04

**MEDICAL EXAMINATION REQUIRED FOR STRENUOUS ATHLETIC ACTIVITY**

The school district shall require a medical examination for each child that engages in a strenuous, athletic, physical activity at the beginning of each school year in which he/she or he/she participates or more often as deemed necessary due to illness or injury.

- 9020.05 **REQUIREMENT FOR STUDENT ACCIDENT INSURANCE**  
The Board shall require student accident insurance for all students participating in extra-curricular athletic activities and field trips. This requirement does not apply to middle and high school interscholastic athletes.
- 9040 STUDENT RECORDS**  
*References: KRS 61.870-61.884; Family Education Rights and Privacy Act; 34 CFR §99.30, et seq; Elementary and Secondary Education Act 20 U.S.C. § 7908 as amended by the Every Student Succeeds Act of 2015; Protection of Pupil Rights Amendment*
- 9040.01 **ANNUAL NOTIFICATION OF PARENTS AND STUDENT RIGHTS**  
The Board shall, through the news media, provide notification annually to the parents of students, or the students, if they are eighteen years of age or older or emancipated (“eligible students”), of the rights to inspect and review any and all official records, files and data directly related to their child or to the eligible student. Additional notice may be given by schools individually, or by published notification in the student handbook, school catalog, school newspaper, or posted on the bulletin board.  
Provisions for non-English speaking parents, to obtain interpretation of the act shall, upon request, be provided by the Superintendent. A copy of the adopted policy for this act may be obtained in the office of the Superintendent of Schools or in the Principal's office of any Oldham County School.
- 9040.02 **INSPECTION AND REVIEW OF RECORDS**
- A. The right to inspect and review educational records includes:
    1. A reasonable request for explanations and interpretations of records by those eligible to review records.
    2. The right to request copies of the record from the educational agency if the failure of the educational institution to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records.
    3. The right of either parent of the student to inspect and review the educational records of their student unless the educational agency has been provided with evidence that an instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.
  - B. A request to review or inspect the records of a pupil currently in attendance or who has attended an Oldham County School shall be submitted in writing to the Principal of the school in which the student is enrolled or has been enrolled.
  - C. The principal shall reply to the request and the response shall specify the procedure, place and time the review and inspection is to take place. The review and inspection shall take place no later than 45 days after the request is received.
  - D. Request for copies of records may be denied if the record contains information relating to others. If the educational records of a student contain information on more than one student, the parent of the student or the eligible student may inspect and review or be informed of only the specific information which pertains to that student.
  - E. Persons wishing to inspect or review records must have an adequate means of identification such as driver's license or other picture identification card.
- 9040.03 **FEES FOR COPIES OF EDUCATIONAL RECORDS**
- A. Copies of student records who transferred to another school district shall be sent free upon request of the district or school, which receives that transferring student.
  - B. Upon request, one copy of student records shall be sent to post secondary educational institutions, first employer or vocational school free of charge.
- 9040.03 **FEES FOR COPIES OF EDUCATIONAL RECORDS – Continued...**
- C. Parents and adult students requesting copies of records other than stated in this section, item 1 and 2 may obtain copies at a cost of 25 cents per page.
- 9040.04 **TYPES OF EDUCATIONAL RECORDS AVAILABLE AND LOCATION**
- a. Student information available for inspection and review is included in a cumulative student record which has current information regarding the progress and growth of individual students as they go through school, including personal identifying data; selected family data; selected physical, health and sensory data; standardized test data; membership and attendance data; and school performance data.
  - b. Records may be reviewed in the director, program planner, or principal's office of the school or center in which the student is currently enrolled. The request shall be made to the principal and the schools' addresses are as follows:
    - Buckner Elementary, 4307 Brown Blvd., La Grange, KY 40031
    - Camden Station Elementary, 6401 W. Highway 146, Crestwood, Kentucky 40014
    - Centerfield Elementary, 4512 Centerfield Road, Crestwood, Kentucky 40014
    - Crestwood Elementary, 6500 W. Highway 146, Crestwood, Kentucky 40014
    - Goshen Elementary, 12518 Ridgemoor Drive, Prospect, KY 40059
    - Harmony Elementary, 1901 S. Highway 1793, Goshen, KY 40026
    - Kenwood Station Elementary, 6321 Veteran's Memorial Parkway, Crestwood, KY 40014
    - LaGrange Elementary, 500 W. Jefferson, La Grange, Kentucky 40031
    - Liberty Elementary, Dept. of Pupil Personnel, 6165 W. Highway 146, Crestwood, KY 40014
    - Locust Grove Elementary, 1231 East Highway 22, Crestwood, KY 40014

**9040.04 TYPES OF EDUCATIONAL RECORDS AVAILABLE & LOCATION (B) CONTINUED...**

East Oldham Middle School, 1201 E. Highway 22, Crestwood, KY 40014  
Oldham County Middle School, 4305 Browns Blvd., La Grange, KY 40031  
North Oldham Middle School, 1801 S. Highway 1793, Goshen, Kentucky 40026  
South Oldham Middle School, 6403 W. Highway 146, Crestwood, Kentucky 40014  
North Oldham High School, 1815 S. Highway 1793, Goshen, Kentucky 40026  
Oldham County High School, 1150 North Highway 393, La Grange, Kentucky 40031  
South Oldham High School, 5901 Veteran's Memorial Parkway, Crestwood, Kentucky 40014  
Buckner Alternative High School, 1350 North Highway 393, La Grange, Kentucky 40031  
Oldham County Pre-School Center, 4309 Brown Blvd., La Grange, KY 40031  
The Arvin Center, 1650 Colonels Drive, La Grange, Kentucky 40031

- c. Students attending or graduating from Oldham County Schools before 1954 may obtain records information from the Central Office, Director of Pupil Personnel, 6165 W. Highway 146, Crestwood, Kentucky.
- d. Those students attending or graduating from the Oldham County High School after 1953 may obtain records information from the Guidance office at the Oldham County High School.
- e. Graduates of all other high schools may obtain records from the Guidance office at the appropriate school.

**9040.05 ORGANIZATIONS & PERSONS ELIGIBLE TO REVIEW RECORDS**

The Board may permit disclosure of student records without written consent of the parent of the student or the eligible student:

- a. To other school officials, including teachers within the district, who have been determined by the district to have a legitimate educational interest because the information is necessary to support any aspect of the student's educational program;
- b. To officials of another school or school system or postsecondary school in which the student seeks or intends to enroll;
- c. To military recruiters when name, address and phone numbers are requested;
- d. To authorized representatives of the Federal Government;
- e. To state and local officials or authorities to who information is specifically allowed to be reported or disclosed pursuant to State law;
- f. If the disclosure is in connection with financial aid to attend an educational agency or institution for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine the eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce terms and conditions of the aid.
- g. To organizations or students conducting educational studies for a legitimate purpose, provided the studies ensure the confidentiality of the information and the information is destroyed after it is no longer needed;
- h. To accrediting organizations in order to carry out their accrediting functions;
- i. To comply with a judicial order or lawfully issued subpoena after reasonable effort has been made to notify the parent(s) or eligible student in advance of compliance, unless the court orders that the existence of the subpoena need not be disclosed;
- j. To appropriate parties in a health or safety emergency as determined by the Superintendent; or
- k. If the disclosure is information designed by the Board as "directory information".

**9040.06 RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM**

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

**9040.07 CONFIDENTIALITY OF STUDENT RECORDS**

The Board of Education shall maintain the confidentiality of student records in compliance with the Family Education Rights and Privacy Act, the Kentucky Family Education Rights and Privacy Act (KRS 160.700 et seq.), the Protection of Pupil Rights Amendment, the Health Insurance Privacy and Accountability Act (HIPPA) to the extent applicable, the Individuals with Disabilities Education Act (IDEA) to the extent applicable and all other applicable federal and state laws and regulations governing student records. The following provisions of OCB E Policy 9040 and the provisions of OCB E Policy 1032 shall apply to student records maintained by the Board of Education.

- 9040.08 **DIRECTORY INFORMATION & CONDITIONS FOR DISCLOSURE**  
Personally identifiable information which the Board designates as directory information includes; student's name, age, place of birth, schools attended, grade level, participation in school sports and activities, photograph/picture, height and weight of members of athletic team, dates of attendance, awards, honors, and academic achievement. Directory information may be disclosed without prior notification to the parent. The parent of the student or the eligible student objecting to disclosure of directory information must inform the principal of the student's school in writing within 2 weeks of the provision of the student handbook, which shall contain this policy; including what personally identifiable information the school is prohibited from disclosing. The Board does not permit release of any complete list of students, faculty or staff directories.
- 9040.09 **DISCLOSURE OF RECORDS INFORMATION IN HEALTH & SAFETY EMERGENCIES**  
An Oldham County School may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual.
- a. The determining factors considered for released information are:
    1. The seriousness of the threat to the health or safety of the student or other individuals;
    2. The need for the information to meet the emergency; which the parties to whom the information is disclosed are in a position to deal with the emergency; and
    3. The extent to which time is of the essence in dealing with the emergency.
- 9040.10 **DISCLOSURE RECORDS MAINTAINED**  
The Oldham County Schools shall maintain a record of each third party request and each disclosure of personally identifiable information from the records of a student. The record maintained shall indicate:
- a. The parties who have requested or obtained the records or personally identifiable information from the education records of the student and the specific reason these parties had in requesting or obtaining the information.
  - b. The record of disclosures may be inspected:
    1. By the parent of the student or the eligible student,
    2. By the school official and his or her assistants who are responsible for the custody of the records, and
    3. For the purpose of auditing the record keeping procedure of the educational agency or institution by the parties authorized in, and under the conditions set forth on 9040.06 (organizations and persons eligible to review records).
- 9040.11 **LIMITATIONS ON REDISCLOSURES**
- a. The Oldham County Schools shall disclose personally identifiable information from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student and the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purpose for which the disclosure was made.
  - b. The school releasing information shall inform the party to whom a disclosure is made of the requirement set forth in item "a", of this section.
- 9040.12 **AMENDMENT OF EDUCATION RECORDS**
- a. The parent of a student or an eligible student who believes that information contained in the education records of the students is inaccurate or misleading or violates the privacy or other rights of the student may request that the records be amended.
  - b. A teacher or school administrator may request that an education record of a student be amended in order to correct the information contained therein, to conform the information to district or school policies, or to add distinctions or designations earned by the student.
  - c. The principal at each school shall have sole authority for modifying the education records of students attending his or her school. The principal may designate the responsibility for amending records to a member of his or her staff. However, all changes and requests for amendment must be approved by the principal.
  - d. Any request to amend an education record shall be made in writing to the school principal, and shall clearly identify the portion of the record to which the request applies, and the reason for the request.
  - e. The principal shall decide whether the requested amendment to the education records of the student is warranted within a reasonable period of time after receipt of the request and shall notify the requesting party of his or her decision.
  - f. If the principal determines that the requested amendment to the education records of the student is not warranted, the principal shall so inform the requesting party in writing of his or her determination. If the request was made by a parent or eligible student, the principal shall also advise the parent or the eligible student in writing of the right to a hearing.
- 9040.13 **REQUEST FOR A HEARING**  
The Oldham County Schools shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student is not inaccurate or misleading.

9040.14 CONDUCT OF THE HEARING

- a. The hearing shall be conducted within the following procedures:
- b. The hearing shall be held within a reasonable period of time after the educational agency or institution has denied the request, and the parent of the student or the eligible student shall be given notice of the date, place and time of the hearing in advance;
- c. The hearing shall be conducted by an official of the central office as designated by the Superintendent who does not have a direct interest in the outcome of the hearing;
- d. The Parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted, be represented by individuals of his or her choice at his or her own expense, including an attorney, be permitted to tape record the hearing if they so choose.
- e. The official of the school involved shall make its decision in writing within a reasonable period of time after the conclusion of the hearing; and the decision of the school official shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
- f. If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- g. If, as a result of the hearing, the school official decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school official.
- h. Any explanation placed in the education records of the student under this section shall:
  1. Be maintained by the school as part of the education records of the student as long as the record or contested portion thereof is maintained by the school and
  2. If the education records of the student or the contested portion thereof is disclosed by the educational agency or institution to any party, the explanation shall also be disclosed to that party.

9040.15 STUDENT RECORDS MAINTENANCE, RETENTION AND DISPOSAL

Student records shall be maintained pursuant to State regulations as pursuant to Board Policy 1032.

9040.16 RETENTION AND DISPOSAL OF STUDENT RECORDS shall be determined by the Model Public School District schedule set forth in the General Agreement by the Board and the State Archives and Records Commission as partially outlined in Board Policy 1032.

9040.17 HEALTH RECORDS

Each elementary and secondary school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil's attendance. Such record shall be uniform and shall include screening tests related to growth and development, vision and hearing; teacher observation of general appearance and behavior; and findings and recommendations of physician and dentist including immunization record. A follow-up by the proper health or school authorities shall be made on each defect noted and the result recorded. This information will be safeguarded according to applicable health requirements of the Insurance Profitability and Accountability Act of 1996.

9040.18 RIGHT TO FILE A COMPLAINT

The parent of a student or an eligible student has the right to file a complaint with the U.S. Department of Education if they believe that the Board has failed to comply with the above provisions of the Federal Education Rights and Privacy Act. Complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
202-260-3887

4090 NOTIFICATION OF FERPA RIGHTS AND CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION SERVICES

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. The District may release "directory information" without consent. Directory information includes the student's name, place of birth, schools attended, participation in school sports and activities, height and weight of members of athletic teams, dates of attendance, awards and academic achievement. Any eligible student or parent who does not wish to have Directory Information released shall notify the Superintendent in writing on or before September 30.

**4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC, 20202-4605  
202.260.3887

The District keeps educational records in a secure location in each school and the Central Office.

For students identified under the Individuals with Disabilities in Education Act (IDEA), the District may destroy the educational records five years after they are no longer needed to provide educational services.

The District maintains a student's permanent cumulative file with grades, attendance and disciplinary information indefinitely.

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

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

The District has an ongoing "Child Find" System 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 exceptional educational services. This includes children not currently in school, in other schools, homeschooled, homeless or migrant, and those who are advancing from grade to grade, but are not receiving exceptional children services. If identified as eligible under IDEA or Section 504, a student shall be provided a free and appropriate public education.

The District encourages parents, friends, relatives, and public or private agency employees to find any child who may have a disability and be eligible under IDEA or Section 504. Anyone having such information should contact the Director of Specialized Academic Programming, Oldham County Schools, 1900 Button Lane, La Grange, KY 40031, (502) 222-3737 between the hours of 8:00 a.m. – 4:00 p.m. EST, Monday through Friday.

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## TRANSPORTATION

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### 8030.01     **OCBE ADMINISTRATIVE REGULATION: PROCEDURAL & SAFETY REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES**

These regulations are intended to comply with the provisions of 702 KAR 5:030 for the transportation of pupils in Oldham County in grades Preschool through 12. The Oldham County Schools Transportation Department will provide the best equipment, drivers and the safest program possible. The following is furnished for information and compliance pertinent to student transportation. We ask the cooperation of Oldham County School personnel, students and parents.

#### **WHILE WAITING TO BOARD A BUS**

1. Students shall arrive at their designated bus stop five (5) minutes prior to the official bus stop time. The driver will not wait for late students.
2. The roadway should be clear of books, clothing and other articles. Students must not play in the path of traffic and should stand well away from the road when the bus approaches.
3. Students shall not damage property at the bus stop such as flowers, shrubbery, windows, fences and other items while waiting for a bus.
4. Students must avoid making excessive noise.
5. Parents are responsible for students while waiting at the bus stop.
6. Students should never run to or alongside the bus when the bus is moving but should wait until the bus stops and the driver gives them the signal indicating it is safe to approach the bus. Once the driver has given students the signal it is safe to approach the bus, the student shall walk to the door and board the bus in an orderly manner, using the handrail.
7. Students living on the opposite side of the road from a bus stop should wait on their side of the road until the bus arrives and the driver gives them the signal to cross the road. The student shall cross approximately ten to fifteen feet (10' to 15') in front of the bus maintaining eye contact with the driver until the crossing is complete.

WARNING: For student safety; if a student should drop an object in the roadway, he/she should never stop and pick it up until the driver is made aware and gives permission.

8. If the stop is designated as "door side only" the student shall not cross the road.
9. Passengers are permitted to board the bus only at their regular designated stops. Any change must be made with the parent's request in writing and approved by the director of transportation or designee. The alternate or requested stop must be an established bus stop.

#### **WHILE RIDING THE BUS**

1. The driver of a school bus is in complete charge of the passengers while they are aboard. Students are to obey the driver's instructions. If a student has a complaint, he/she should take it to the principal.
2. The driver has the authority to assign seats.
3. Students should not sit on books, but should hold them in their laps. Books and other objects are not to be piled in the aisle.
4. Passengers should be seated immediately and remain seated and forward facing while the bus is in motion.
5. Students must not extend arms, legs, or head out of the bus.
6. Passengers should refrain from talking to the driver except in an emergency.
7. Pets and animals are not permitted on the bus at any time.
8. No one shall tamper with or operate the emergency door, fire extinguisher or other equipment on the bus.
9. Passengers must not mar or deface the bus. Seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported to the driver by students as soon as possible. Anyone caught damaging the equipment will be subject to disciplinary action and/or restitution.
10. Passengers must not fight or scuffle in the bus or create any loud disturbance.
11. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus window.
12. Waste paper should not be thrown on the floor. Trash should be placed in a receptacle before boarding the bus.
13. Eating and drinking are not permitted on school buses.
14. Use of tobacco products is not permitted on school buses.
15. The use of profanity and of obscene signs on the school bus is prohibited.
16. Misbehavior on the school bus will be handled in the same manner as misbehavior in school.

#### **ON THE TRIP HOME**

1. Passengers are permitted to leave the bus only at their regular designated stops. Any change must be made with the parent's request in writing and approved by the signature of the school principal or designee. The alternate or requested stop must be at an established bus stop.
2. If a student lives on the opposite side of a road from the bus stop, the student shall go approximately ten to fifteen feet (10' to 15') in front of the bus and wait for the driver's signal to cross the road. Students should not cross the road in the rear of the stopped school bus.

8030.01      **OCBE AR: PROCEDURAL & SAFETY FOR STUDENTS RIDING SCHOOL BUSES: ON THE TRIP HOME CONTINUED...**

WARNING: For student safety; if a student should drop an object in the roadway, he/she should never stop and pick it up until the driver is made aware and gives permission.

3. If the stop location is designated as “door side only” the student shall not cross the road and the parent request to allow student crossing at door side only locations will not be granted.
4. Passengers should be seated immediately and remain seated and forward facing while the bus is in motion.
5. Parents are responsible for their students once they arrive at the bus stop and depart the bus.

**EXTRA-CURRICULAR TRIPS**

1. The above rules and regulations shall apply to any trip under school sponsorship.
2. Pupils shall follow instructions of the bus driver, coach, sponsor, or chaperon appointed by the school. Brochure for students and parents also includes board policy 8025.

8025.04      **OCBE ADMINISTRATIVE REGULATION – ITEMS PROHIBITED FROM BEING TRANSPORTED ON DAILY REGULAR ROUTE BUSES / FIELD TRIP BUSES**

The purpose of the district’s transportation service is to transport students to and from school safely. Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any window that would be dangerous in case of collision, or would present an additional fire hazard, or that would take up needed pupil seating space. Book bags, lunch boxes and other items may be transported on the school bus provided these items are secured on the student’s lap. Items carried onto district school buses should be no larger than 13 inches by 13 inches, to be no higher than the students’ shoulders but not to exceed the height of the seat back. Items may be placed between their legs or on their lap, but may not encroach on other students’ seat space. The bus driver may limit items transported on the school bus if he or she feels that the items pose a risk or danger to the safety of the passengers. The undercarriage of the bus may only be used during extra-curricular trips. When teams/clubs going on extracurricular trips need to transport items that are on the “prohibited” list below, the athletic director/sponsor will need to request a bus with an undercarriage. If there are too many items to fit in the undercarriage, then the coach/sponsor will be responsible for making sure that the items are not taken onto the bus.

**Musical instruments that are permitted aboard a school bus include but may not be limited to:**

Alto Clarinet	Oboe
Bass Clarinet	Piccolo
B-flat Clarinet	Trumpet
Flute	

**Items prohibited from being brought aboard a district school bus include but are not limited to:**

Animals/reptiles	Paintballs guns
Balls	Pole vault poles
Baseball bats	Shot puts/discus
Coolers	Shoulder pads
Field hockey equipment	Skateboards/snowboards
Fishing poles and tackle	Skis and ski poles
Glass containers	Small trees/shrubs
Golf clubs/bags	Steel-cleated sports shoes
Ice skates/roller blades	Tennis racquets
Illegal drugs, alcohol, tobacco	Tents
Inflated balloons	Weapons
Lacrosse/football helmets	Any other items as identified by the driver as being too large or potentially dangerous
Lacrosse sticks	
Large class projects	
Oversized sports bags	

**Musical Instruments/Miscellaneous Items:**

Baritone horn	Keyboard
Cello	String bass
Drums	Tenor saxophone
Euphonium	Trombone
French horn	Tuba
Guitar	