



STUDENT HANDBOOK

South Oldham High School: “Where Greatness Continues...”

Mission Statement

The staff, students, parents, and community of South Oldham High School will work collaboratively to achieve a shared educational purpose. This learning community believes that all students can and must learn at high levels of achievement. It is the learning community’s responsibility to create an environment that results in this level of performance.

Teacher Requirements

We are extremely proud of the expertise and experience of our staff. OCS 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 about the qualification of their children’s teacher, and welcome inquiries about teacher credentials. Please contact Richard Graviss, Personnel Director, 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. Teléfono 502-241-3500

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Crestwood, KY 40014
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School Office Hours
8:00-4:30 (Regular School Days)

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GENERAL INFORMATION

Calendar of Events

All SOHS events can be viewed via the South Oldham High School App.

Student Dismissal During School Hours

Non-drivers may only be signed out by:

1. A Parent/Legal Guardian may sign-out their student in person.
2. An adult who has been listed as an emergency contact on the student's enrollment card by the parent as having permission to sign-out the student, and for whom verbal verification from the parent has been received.
3. An adult who has received signed permission from the parent/legal guardian to sign out the student, and for whom verbal verification from the parent has been received.

In addition to the above two procedures, student drivers may also be released with written, signed parent permission. Parents may call the school and provide their 4 digit pin to have their child released also, but **no emails will be accepted**. Failure to abide by the above policy may result in student disciplinary action.

Visitors & School Visitation

Persons who wish to visit teachers may do so during the teacher's planning period only and with an administrator's approval. Anyone who is not a parent/guardian wanting to visit a student must obtain prior approval from an administrator. All visitors are required to check-in with the office upon arrival in the building and obtain a Visitor's Badge. In addition, no visitor will be admitted into the building during hall changes or during safety drills (fire, shelter in place, tornado, etc.) and must wait until students are back in a classroom to enter the building. This is to ensure the safety of our students. In accordance with OCBE Policy 4098, all volunteers must have a completed Criminal Background Check on file at the school. Contact the SOHS Office Manager for more information.

Student Insurance

Whenever a student has health insurance of any kind, such insurance is the primary insurance. Student accident insurance is secondary insurance available to any student at low cost. Forms are available in the front office. Students must also be able to show proof of primary medical insurance prior to participation in PE, field trips, athletics, etc., or may purchase student accident insurance through the Board of Education.

Severe Weather-School Closing

On inclement weather days, **district** officials attempt to make a decision to delay or cancel school as early as possible. This information is relayed to all Oldham County households having children enrolled in district schools, through the Infinite Campus Messenger automated system. **This information will also be shared with local media.** On very rare occasions, in the event that threatening weather necessitates early dismissal, the local news media will be informed and automated calls or texts are communicated to parents/guardians.

ACADEMIC INFORMATION

Grades

Grading Policy

- A syllabus for each class will be distributed to students at the beginning of each course outlining the subject matter to be covered, supplemental readings and/or recommended readings, and any long-term projects/assignments.
- Teachers will explain the course grading system to the students at the beginning of each course, and it will be included in the course syllabus.

Grade Point Average Calculation

- According to OCBE Policy 4060 and 4065, all Oldham County high schools use the following method to calculate the grade point average (GPA) of any Student:
- The Grading Scale is as follows: The grade range for an “A” is 90-100, “B” is 80-89, “C” is 70-79, and any grade below 70 is an “F”.
- All regular (non Advanced Placement “AP”) classes are calculated on a 4.0 scale. The grade of an “A” will equal 4.0 points, “B” will equal 3.0 points, “C” will equal 2.0 points, and a failing grade will equal 0.0 points.
- All AP and Dual Credit classes are calculated on a 5.0 scale to take into consideration the increased degree of difficulty of these classes. The grade of an “A” will equal 5.0 points, “B” will equal 4.0 points, “C” will equal 3.0 points, and a failing grade will equal 0.0 points.
- ***AP Designation: A student must take the AP Exam in order to receive the “AP” designation and GPA. It is the expectation for all students enrolled in an AP course to take the AP exam and give good faith effort (determined by the test proctor and Assistant Principal).***
- **Graduating with Honors:** Any student with a **cumulative weighted high school GPA of 3.7 or higher** will be considered as graduating with honors and will be recognized by the Board at the graduation ceremony (see OCBE Policy 4065 in the back of this book for more information on graduation honors).



ACADEMIC INFORMATION (1)

Grade Reporting System

Students at SOHS will have continuous grading throughout the year and may access their confidential grade records via the Infinite Campus Portal. The student's PIN number to access these grades may be obtained from the guidance office by the parent/guardian. If a student needs access to the IC Student Portal, they can seek help from the library.

Exams

Term exams may count up to 20% of the term grade. Exams are to be administered on the designated days and times as specified by Site-Based Council Policy.

Homework Policy

South Oldham High School has a Homework Policy. Homework requirements for each course are contained in the course syllabus supplied to each student at the beginning of the course. Teachers determine the quantity and value of homework appropriate for the courses they teach. Generally, students will have homework assigned each day. If no written assignment is given, students should review material given in class and use the time to master subject concepts.

Plagiarism

Cheating or plagiarism is a serious offense. You are cheating any time you present something as your own which is really not yours. **Plagiarism** occurs when you take ideas, writings, or any works from another and present them as your own. If you present work from any source (i.e. Internet, encyclopedia, textbook, any other published or unpublished work, or oral interview) without proper citation or reference, you are guilty of plagiarism. Cheating or plagiarism on any school assignment or assessment will result in a failing grade being assigned and appropriate disciplinary **action**.



Fees and Textbooks

STUDENT FEES

The Oldham County Board of Education has established a list of permissible student fees that must be paid prior to the first day of school. These fees include, but are not limited to, AP Coursework fees. Families eligible for free or reduced lunch will have their fees waived. If the payment of student fees creates a financial burden, fee payment schedules can be arranged by contacting the SOHS Bookkeeper. All fees must be paid in order to participate in clubs and extracurricular activities. If your student is participating in sports, there is a one-time athletic participation fee of \$75.00 for the first child and an additional \$45.00 for each additional sibling.



STUDENT TEXTBOOK OBLIGATION

Any textbooks or library materials issued to a student are the responsibility of the student. Fines for lost or damaged materials are assessed upon the conclusion of each course. Report cards, transcript/records requests, and school privileges (parking privileges, prom tickets, participating in graduation exercises, etc.) may be withheld until all materials are returned or fees/fines paid.



LOCKERS

Students will be assigned a locker at the OCBE Board approved fee of \$5.



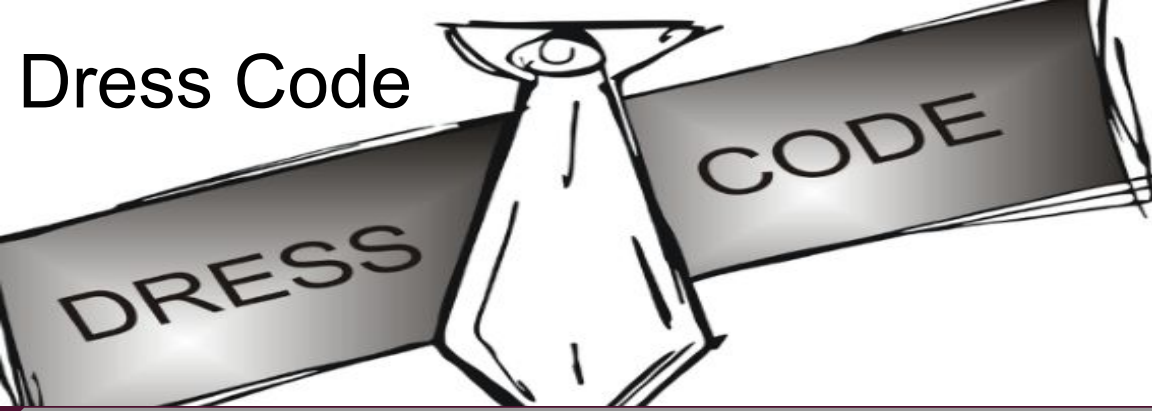
All students are encouraged to use a school locker to decrease the unnecessary clutter of overstuffed backpacks and books in hallways and classrooms. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers.

Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. For further information, please refer to OCBE Policy 9045.

Students should use lockers to secure personal belongings; however, students should not bring items of significant value to school. SOHS is not responsible for recovering lost or stolen property (including cell phones, electronics, money, etc).



Dress Code



Students are expected to dress in a manner that is conducive to a positive learning environment. In cooperation with SOHS parents, PTSA, and the SBDM Council, the following guidelines are requirements for student dress from the time a student arrives at school until the end of the school day:

Skirts, shorts, and dresses:

- Must completely cover the buttocks and not reveal a student's private region during normal activities as described below.
- No sagging pants- All pants must be worn to entirely cover the buttocks and undergarments.

Shirts:

- No low-cut shirts-shirt/top necklines that expose more than a couple of inches of skin below the collarbone
- No crop tops, spaghetti straps, strapless tops, off the shoulder or inappropriate tops (i.e. needs to cover chest area and shirt must cover the abdomen)
- Any crochet/knit/sheer top must have approved top as the bottom layer

Headwear:

- No hats, caps, visors, hoods, bandanas, doo-rags, sweatbands, beanies, and toboggans. are not to be worn **at school** unless they are required for religious observance.

General:

- No holes in clothing that reveal inappropriate areas.
- No clothing, jewelry, and hats bearing drawings or words related to drugs, tobacco, alcohol, profanity, sexual innuendo, weapons or words that are offensive, inappropriate, disruptive or creates an unsafe learning environment.
- No undergarments showing during normal activity
- No capes, trench-coats or other costume style items that create a distraction to the learning environment of the school.

"Normal activity" consists of walking, sitting, standing, bending, and/or stretching.

Inappropriate and appropriate areas and attire will be at the discretion of the school administration.

Styles change and the administration reserves the right to deem any attire inappropriate. If you are unsure about any article of clothing, inquire before you wear it. If the violation is easy to correct and no new clothing is needed, the teacher will complete a dress code form to be turned in to an administrator. On the first offense, the student will receive a detention. Repeated violation of the student dress code may be coded as defiance of authority, and disciplined accordingly.

Rules and Regulations

STUDENT DISCIPLINE

Student disciplinary infractions will be handled according to OCBE policy 9068 with dispositions including, but not limited to: after school detention, lunch detention, revocation of student privileges, assignment to Oldham County Alternative to Suspension (OCATS), suspension, and/or recommendation for expulsion, and/or pursuit of appropriate legal consequences for law violations. Students may also be removed from the regular classroom setting and provided an alternative educational setting supervised by school personnel within the school with the expectation that students complete assignments and assessments.



AFTER SCHOOL DETENTION

After school detention will be held on designated days. Students will be notified when afterschool detention takes place.

Rules and Regulations ₂



STUDENT PRIVILEGES

Throughout their high school career, students may be granted special privileges such as participation in school events (athletic events, assemblies, recognition ceremonies, proms, graduation and other school functions) and on-campus parking privileges.

Students are expected to respect the school property, building, textbooks, and classrooms materials. Students caught stealing or vandalizing school property will be disciplined according to OCBE policy. Any student caught stealing or vandalizing school property at any point in their high school career may not be eligible to participate in the graduation ceremonies. Every STUDENT PRIVILEGE is **earned** by the student by meeting appropriate behavioral expectations, academic expectations, and student obligations while at SOHS. Student obligations include, but are not limited to:

- serving assigned detention promptly
- completing necessary school-related information (immunization forms, handbook forms, registrations forms)
- fulfilling fee obligations (basic student fee, textbook fee, class fees, athletic fees, library fines/obligations, textbook obligations, and fundraising commitments for extra- and co-curricular activities, athletic uniforms, and equipment obligations).



SENIOR YEAR EXPECTATIONS

The senior year should be filled with the excitement of the conclusion of one phase of life and the anticipation of post-secondary educational endeavors. Accordingly, students who engage in disruptive behavior risk losing student privileges including, but not limited to, participation in their graduation ceremony (commencement), Project Graduation, senior prom, dances, pep rallies, and any other student privileges deemed appropriate by the administration. Seniors are also expected to have completed any **outstanding coursework, fees, obligations, and detention by the last day of senior classes to be approved for participation in graduation practice and ceremony.**

Any senior who has been suspended during his/her senior year, found to be involved in theft or vandalism at school at any time in their high school career, not enrolled for the entirety of his/her senior year, or have not exhibited Good Faith Effort on all testing (MAP, Pre-ACT, ACT, AP, KPREP, etc.) during their high school career may not be permitted to participate in his/her graduation ceremony and may lose senior privileges.

Rules and Regulations ₃



CELL PHONES & ELECTRONIC DEVICES

Students are allowed to have cell phones/electronic devices during class change and during their lunch period as long as it is not a distraction and they are acting responsibly with them. During instructional time students possessing such devices must have them turned off, not displayed, and not in use unless the teacher has given the student permission or the student will be subject to discipline and forfeiture of the device.

- First violation will result in the student receiving one-hour detention.
- Second violation will result in the forfeiture of the device until the end of the school day and 2 hours of detention may be assigned.
- Third and subsequent violations will result in loss of the device for one week and 3 hours of detention may be assigned.

For second, third and subsequent violations, the electronic devices may be picked up by a parent/guardian in the main office between the hours of 3:45-4:45 PM Monday – Friday. Failure to surrender the electronic device to a teacher/administrator will be considered defiance of authority and may result in suspension. Any device not retrieved by a parent by June 30th shall be donated to a charitable organization. **SOHS is not responsible for recovering lost or stolen cell phones or other electronic devices.**

Students may not take pictures, video, or audio record staff or students without previous consent of all parties involved or post/share without permission of all parties involved. Disciplinary action will result.

Rules and Regulations 4



EXPECTATIONS OF BEHAVIOR IN COMMON AREAS

To maintain a safe and orderly environment, students are to be respectful of school property and each other while in common areas (the cafeteria, lobby, hallways, stairwells, gymnasium, auditorium, parking lot, etc.). While students are in common areas in which there are many students (during lunch, class exchanges, pep assemblies, plays, etc.) students will abide by the code of acceptable conduct.

For the safety of all students and school personnel, parents should arrange for students not to arrive before 8:00 AM and students should leave the building by 4:00 PM unless directly under the supervision of a teacher or coach; otherwise a student will be considered to be in an unauthorized area.

PUBLIC DISPLAYS OF AFFECTION

The school is a professional work environment; therefore, students are to refrain from public displays of affection while on school grounds including the school building, parking lot, and athletic events. Repeated violations may result in disciplinary action.

DISASTER DRILLS/EMERGENCY PROCEDURES

Emergency procedures will be posted in each classroom and drills will be conducted regularly for fire, emergency and severe weather conditions. All mandatory safety drills will be conducted on an annual basis.

OFF LIMIT "UNAUTHORIZED" AREAS

Students are expected to be in their assigned areas at all times. Any area in which students are not specifically assigned, or in which the students have not been given written authorization, is considered off limits, or "unauthorized". For safety reasons, students are not allowed in unmonitored locations (the hallways, auditorium, gymnasium, parking lot, or anywhere outside, etc.) during lunch. Students with unauthorized area violations may be subject to search and may be disciplined according to the procedures described under use/possession of tobacco products (below).

Rules and Regulations 5



VAPOR/NICOTINE/TOBACCO PRODUCTS

Students are prohibited from USE OR POSSESSION of vape/nicotine/tobacco products (including e-cigarettes and/or accessories/paraphernalia) on school grounds by OCBE Policy 9069. For the safety and courtesy of all students, visitors, and school personnel, smoking in the building and school grounds is prohibited at all events at any time. Disposition for violation of use/possession of vapor/nicotine/tobacco products and presence in unauthorized area are as follows:

FIRST OFFENSE:

- On the first offense of use/possession of vapor/nicotine/tobacco products or presence in an unauthorized area, the student is assigned 8 hours of detention and is placed on class time hall restrictions. However, 2 hours will be waived if the student opts to participate in 6 hours of a vapor/nicotine/tobacco education class. If a student opts for the 6 hours of education classes, but fails to participate within the set deadline, they will be immediately remanded to 8 hours of detention. The student is the sole person responsible for adhering to this disciplinary disposition for the duration of the school year (i.e. teachers, teacher substitutes, teacher aides, and other school staff who may not know the student is on restrictions may not override these restrictions). Items confiscated (cigarettes, dip, lighters, e-cigarettes, chargers, etc.) will not be returned to the student or parent.
- Students who violate the tobacco/vape/drug policy may be required to have an escort when in the hallway.

REPEAT OFFENSES:

- Students with a second offense of use/possession of tobacco products or presence in an unauthorized area will be sent to OCATS for up to three days (B10) and will lose parking privileges for the remainder of that school year and the following school year. Additional tobacco and/or unauthorized area offenses will result in suspension.

ALCOHOL/DRUGS/WEAPONS

Alcohol, drugs, and weapons violations are expellable offenses. Please refer to OCBE Student Policies 9027, 9068, and 9085 and applicable state law. A first offense involving alcohol, drugs, or weapons could result in a recommendation for the student's placement at Buckner Alternative High School. **A first offense of distribution will result in recommendation for expulsion from OCPS.**

THREATENING/HARASSMENT

Threatening/Harassment of students or staff (this includes cyber-bullying) will not be tolerated within the SOHS school community and will be treated as serious disciplinary offenses which could include OCATS, suspension, recommended placement at BAHS, and possible criminal charges.. Please refer to Kentucky Revised Statutes 161.095 and OCBE Policies 9050, 9052, and 9068. A second offense involving threatening or harassment may result in a recommendation for the student's placement at Buckner Alternative High School.



Extra/Co-Curricular Opportunities



South Oldham High School offers a wide range of extra/co-curricular opportunities for students:

Academic Team	Flag Corps	Quill and Scroll
Baseball	Foreign Language Club (Spanish)	S.A.F.E. Club
Basketball	Football	Scholastic Competition
Beta Club	French Club	Ski Club
Birmingham Project Club	FCCLA	Soccer
Bridging Our Differences	Friends of the Flag	Softball
Cards for Compassion	Future Medical Professionals	Speech & Debate
Cheerleading	Golf	Stammtisch (German Club)
Choir	Harry Potter Club	Student Council
Concert Band	HOSA	Swimming
Creative Writing	Interact Club	Tennis
Cross Country	International Club	Track
Dance Team	Lacrosse	Volleyball
Link Crew	M Music Honor Society	Wrestling
Diplomacy Club	Manga/Anime/Con Club	Yearbook
Dragon Spirit Club	Marching Band	Youth Step-Up Challengers
Drama	Mu Alpha Theta (Math Club)	
Dragon News	National Art Honor Society	
Fashion Club	National Honor Society	
FCA	National Spanish Honor Society Newspaper	
Field Hockey	Newspaper	

Interested students may obtain specific information from a coach, sponsor, or the SOHS App and SOHS Website (<http://www.sohsathletics.com>). You may also contact the front office or access the SOHS website for information on the Site-Based policy regarding participation, removal, and appeals procedures for extra- and co-curricular activities.

STUDENT
ATHLETICS,
CLUBS, AND
ORGANIZATIONS





Student Government



Class Officers

In order to run for and remain a class officer, students must meet ALL of the following criteria:

- Overall GPA of 2.5 or greater. Freshman GPA will be based on the 8th grade report card.
- A student must have no serious disciplinary infractions during the year prior to applying to run for office, or during the year of service if elected.
- Students must not have any attendance infractions, i.e. cutting school/class, the year prior to application to run for office, or during the year of service if elected.
- Students must not have been expelled from any school-related club, organization, or activity while enrolled at SOHS.
- Students must also get teacher recommendations (including current class sponsor if already an officer), answer a questionnaire, write a campaign speech, and be interviewed.
- Students must meet all deadlines established by class sponsors relative to completing and submitting class officer application. Class sponsors determine if an officer is in violation of criteria or expectations/requirements. Class sponsors will determine if an officer is to be suspended or removed from office. An appeals process, originating with the class sponsor, is available to suspended or removed officers.

Student Council

The purposes of the Student Council:

- to develop student responsibility, initiative, and leadership
- to promote the welfare of the school through proper student-faculty relationships
- to foster a spirit of school loyalty
- to provide effective training in citizenship
- to offer assistance in student problems
- to encourage and guide participation in extracurricular activities
- to conduct class officer elections

It is the duty of the representatives to bring to the Council's attention complaints and suggestions from their classmates and to take to their homerooms or clubs the actions of the council.

Membership: All students and teachers of SOHS are members-at-large of this organization. Each spring a president, vice-president(s), secretary, and treasurer are elected to carry on the work the following year. Representatives are elected through an application and review process.



Parking Privilege (1)

On-Campus Parking: Spaces will be available first to seniors and then to juniors based on availability. Students who apply for parking during the summer and have met the criteria established by the Oldham County Board of Education and South Oldham High School are eligible.

A limited number of parking spaces will be reserved for emergencies and co-op students. Due to the limited number of spaces, once all the parking passes are sold, a waitlist will be created. Parking passes will be given to students on the waitlist if spots become available.

**Note: if a senior gets added to the waitlist, they will move above the underclassman on the waitlist when a pass becomes available.*

Students who park on campus will be responsible for complying with the regulations outlined in South Oldham High School's Student Vehicle Registration Form. Failure to do so could result in the suspension of parking privileges.



With the privilege of driving on campus comes the equal reasonability of abiding by the school's procedures and regulations regarding vehicle use on school property. By signing the driving form, both the parent/guardian and the student agree to abide by the listed state, district, and school regulations, and understand that violation of any of the regulations will lead to a suspension of driving privileges, immobilization of the vehicle, towing of the vehicle at the owner's expense, or permanent revocation of all driving privileges. Any questions about parking permit regulations can be directed to Keith Blackburn, Associate Principal. Please read the regulations carefully and then sign the form. Return the completed form to Keith Blackburn. The \$25 permit fee will be required for the permit to be issued. This permit is to be displayed **on your rearview mirror**. Failure to properly display this permit may lead to towing at the owner's expense, immobilization of the vehicle along with a fine, and/or revocation of parking privileges.

P A R K I N G



Parking Privilege (2)



STATE/DISTRICT/SCHOOL PARKING REGULATIONS



1. The student who is being issued the permit must have a valid driver's license at the time the parking permit is being purchased.
2. OCBE Policy 9017 pertains to the loss of campus parking privileges due to citations for moving violations. This policy can be found in the Student/Parent handbook.
3. The School SBDM Policy includes OCBE Policy 9017 as well as the student meeting the following requirements: 2.0 or better unweighted GPA, must have passed at least (5 of 7, 4 of 6 or 4 or 5) classes per semester as required by the No Pass/No Drive Kentucky State Law, must have no more than 9 days absent from the previous semester/year, with no more than 3 of those days being unexcused, must have no more than 8 tardies in the prior school year, with no more than 3 of those unexcused (late arrivals and early dismissals also constitute a tardy), no serious disciplinary infractions (i.e. suspensions for drugs/alcohol and weapons, skipping class, failure to complete detention, outstanding fees and obligations, repeated parking violations of parking on campus without authorization prior to being granted the privilege to park), no outstanding obligations (detentions, textbook fees, library fees, etc.).
4. To ensure the safety of every student at SOHS, the following regulations are in effect:
 - Students will obey traffic laws.
 - Students will observe a 15 mph maximum speed while on campus.
 - Students will drive in a safe and orderly fashion.
 - Upon arriving at school, each student will park in area marked *Permit Parking Only*, lock vehicle and enter the school building. He/She will not return to the vehicle without permission from an administrator until the end of school, or until the student is excused from school.
 - Cutting school could result in revocation of driving privileges.
 - The student will not use his/her vehicle to break the law or the school rules or allow his/her vehicle to be used to break the law or school rules. The vehicle may be searched with reasonable suspension.
 - The student understands that valuables should not be left in his/her car and that South Oldham High School assumes no responsibility for the vehicle or its contents while parked on campus.
 - When leaving school property, the student will yield to all pedestrians and school buses. Students will exit the campus in an orderly fashion and will not pass cars in the line attempting to leave.
 - Under no circumstances will the student use the middle or elementary school parking area as an exit route from South Oldham High School or be used to park their vehicle.
 - If a student loses his/her parking privileges for violation of state/district/school regulations he/she agrees not to park on campus until those privileges have been reinstated.
 - If a student parks on campus or a neighboring campus during school hours without prior approval or in a parking spot that was not issued to them, his or her parking permit will be revoked and the car may be towed at the owner's expense.

Notice: All of the above regulations must be met and maintained to secure and hold a parking permit at South Oldham High School. Failure to comply with these regulations may lead to towing at the owner's expense, immobilization of the vehicle along with a fine, and or revocation of parking privileges.



Parking Privilege (3)

Monitoring Parkings

- The principal's designee shall implement the parking plan.
- Parking will be monitored by the school's resource officer and the principal's designee.
- During the current school year students:
 - Must maintain an unweighted 2.0 GPA at the semester change.
 - Must be passing at least 5 of 7, 4 of 6 or 4 of 5 courses.
- Students who accumulate a total of four (4) unexcused absences or tardies in a school year or a student who exhausts their 8 excused parent notes may be placed on "Doctors Note Only (DNO)" status: If a student is placed on DNO, the student will have his or her parking revoked for the remainder of that school year.
- Must not have serious disciplinary infractions (i.e suspensions, skipping class, failure to complete detention, unauthorized departures from campus, and outstanding fees/obligations).
- Must not transport other students during school hours.
- Parking passes may not be traded or shared. If given to other students to use, the owner will lose their parking privilege as well as the other student using the parking pass.
- Students who fail to comply with parking rules or regulations as outlined by SOHS and the Board of Education will have their parking privileges revoked. If revocation occurs, and the vehicle is on campus during school hours, the vehicle will be booted or towed at the owner's expense.
- Students who do not fall into the policy criteria may submit a letter of appeal to the Principal. The Principal may use his/her discretion to determine eligibility.
- All cars should be locked during the school day. Students are expected to leave their cars and enter the building immediately upon arrival at school. All parking lots are off limits to students from time of arrival until time of departure. If it is necessary to go to a car during the day, students must obtain a parking lot pass from an administrator before entering the parking lot. The school is not responsible for theft or vandalism to any vehicle on school property.
- Unserved detention from a previous school semester/year will make a student ineligible to purchase a parking pass or a pass can be revoked for 1 month. If detention is not served during the month suspension, parking will be revoked the remainder of the school year.
- **The parking permit number that a student is assigned correlates to the parking lot spot that the student will park in.** Students are not permitted to share, trade or sell their assigned parking permit. If the student violates the policy, his/her parking will be revoked for 3 months (min.) or 6 months (max.).
Replacement parking permit costs \$5.00



No Pass No Drive



The "No Pass/No Drive" Statute results in the denial or revocation of a student's driver's license for:

- 1.) Academic deficiency or
- 2.) Dropping out of school prior to turning 18
- 3.) 9 Unexcused absences prior to winter break grading term and/or prior to the end of the school year.
- 4.) Senior students with more than 5 unexcused absences may be excluded from senior activities during the year.

The law specifies that a student "shall" pass four (4) courses (or the equivalent) per semester; $4/6 = 66\%$). Reports of noncompliance based on academic deficiency will be made via the web portal using grades from the previous semester.

Chart 1: Academic Deficiency (as recommended by KDE)

Courses Per Semester or Trimester	Number of Courses Student Would Need to Pass to be Compliant
4	3
5	4
6	4
7	5
8	6

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Academic deficiency is defined as a student who does not have passing grades in at least (5 of 7, 4 of 6, or 4 of 5) courses in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

Students must be passing 5 of their 7 classes.

Students will need a School Verification Form in order to obtain their driver's permit. This form is valid for 60 days and must be requested 2 days in advance. Contact Associate Principal, Keith Blackburn, to request this form because parent/guardian signature witnessed by office staff is required when picking this form up. School breaks and holidays tend to be a time during which many students get their permits, but these are also times during which a staff members may not be on campus to issue the form, so plan accordingly.

Please note in order to be eligible to obtain the permit form the student must:

Meet the requirements set by No Pass No Drive law

Be in good attendance standing (**Not on DNO or Truant status**).





Graduation

Graduation

- Students must meet course credit requirements established by the Kentucky Department of Education, Oldham County Board of Education, and the South Oldham High School Site-Based Council. OCBE requires all students to give a “good faith” effort on all standardized tests and state assessments administered by the school. Per Site-Based Council Policy, a lack of Good Faith Effort could result in disciplinary action, loss of privileges, and failure to graduate from South Oldham High School. Any questions about graduation requirements should be directed to the student’s guidance counselor.
- Students graduating must have a minimum of 24 credits.

Graduate Recognitions

- Graduates of South Oldham High School are recognized during the graduation ceremony for exemplary scholastic achievement, perfect attendance for four or more consecutive years during their educational career, and scholarships accepted. In addition, South Oldham High School recognizes all students with weighted GPAs of 3.7 or higher.





SOHS ATHLETICS

ATHLETIC ELIGIBILITY

In addition to the KHSAA requirements contained in Bylaw 5 and SOHS SBDM Council requirements, to be eligible to participate in extra/co-curricular activities students at SOHS must:

- Have a 2.0+ weighted GPA from the preceding year for grades 10-12.
 - Example: Before a sophomore may start summer practice for a fall sport, he/she must have made a 2.0+ weighted GPA.
- Carry a 2.0+ weighted GPA throughout their high school career.
- Incoming freshmen (first year ninth-graders) are eligible starting the first day of school and must make a 2.0+ weighted GPA at the end of their freshman year to be eligible for their sophomore year.
- If a student does not have a 2.0+ weighted GPA, they are ineligible for a calendar year. To regain eligibility, see the next bulleted item.
 - Example: A freshman starts the school year eligible, at the end of the year, he/she has a GPA UNDER a 2.0. He/she will then be ineligible his/her sophomore year.
- All fees must be paid to date in order to participate.
- Summer school and/or accredited correspondence courses may be used to make up a failure or deficiency in the academic work of the preceding year. The course(s) or work must be completed and a grade received prior to the first day of school.
- 9th Grade = Promoted from grade 8; 10th Grade = 5 full units of credit; 11th Grade = 11 full units of credit; 12th Grade = 17 full units of credit.
- **SBDM Management Policy #5** – Selection of Extra-Curricular and Co-Curricular programs and determination of policies relating to participation.

Complete details on eligibility may be obtained from the office of the Athletic Director. It is mandatory that all students wishing to participate in extra/co-curricular activities be familiar with eligibility requirements. Extracurricular and co-curricular activities include: all interscholastic athletics, dance, cheerleading, intramurals, marching band, pep band, flag corps, drama, academic team, speech/debate, student government, NHS, and all clubs.





SOHS ATHLETICS .

ATHLETIC POLICIES

ATHLETIC CODE OF CONDUCT AND ALL ATHLETIC FORMS

Each athletic participant will meet and follow the SOHS Athletic Code of Conduct. The SOHS Athletic Code can be accessed through Final Forms. Contact the Athletic Director or Coach with specific questions.

SPORTSMANSHIP EXPECTATIONS FOR SPECTATORS

High School athletics emphasize positive values. We remind you that we expect good behavior/sportsmanship from all who attend SOHS Sporting events. It is the right of the Administration, Contest Officials, and/or Coaches to have unruly spectators removed from the site. Per KHSAA policy, any adult spectator removed from a sporting event “shall be suspended from attending, at minimum, the next contest at that level of competition and other contests at any level in the interim.

STUDENT ATHLETE DRUG TESTING

Please refer to OCBE Student Policy 9090 in the back of this handbook.





SOHS ATHLETICS ..

TICKET PRICES & SPORTS PASSES

SPORTS PASSES

(GOOD FOR ALL REGULAR SEASON CONTESTS)

ADULT SPORTS PASS*: \$60.00

STUDENT SPORTS PASS* (GRADES 5-12): **\$30.00**

Sports Passes may not be used for free admittance to special events such as the Oldham County Kick-Off Classic, SOHS Tournaments, postseason play, etc.

TICKET PRICES FOR ATHLETIC EVENTS

VARSITY GAMES:

Football:	\$8.00
Basketball:	\$7.00
Baseball:	\$7.00
Volleyball:	\$7.00
Soccer:	\$7.00
Wrestling:	\$7.00
Lacrosse:	\$7.00
Field Hockey:	\$7.00
Softball:	\$7.00

JUNIOR VARSITY:

Football:	\$7.00
Basketball:	\$7.00
Baseball:	\$7.00
Soccer:	\$7.00
Field Hockey:	\$7.00

FRESHMEN:

Football:	\$7.00
Basketball:	\$7.00
Baseball:	\$7.00
Soccer:	\$7.00
Volleyball:	\$7.00





ATTENDANCE



PHILOSOPHY

We believe that time on task is critical to the teaching/learning process and is best served in the classroom at the direction of the teacher. It is expected that students attend class regularly and be on time. This policy is designed to support the school's philosophy of high academic expectations through school attendance and Oldham County Board of Education Policy 9010 and KRS 159.010; 159.035; 702 KAR 7:010 which states all students between the ages of 6 and 18 who reside in Oldham County School District shall attend school regularly for the full term.

ABSENCES/TARDIES

Excused Absences/Tardies

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. A student may receive an excused absence for good cause upon receipt of a parent's written request for up to a maximum of eight (8) school days in any one school year. When a student accumulates a total of eight (8) absences OR (8) tardies that have not been excused by a physician's note, the student will be placed on Doctor's Note Only (DNO) and the school will require a physician's authorization or other credible proof for each subsequent absence.

Upon returning to school from excused absences, the student must present a note to the attendance clerk from the parent/guardian **stating the reason for the student's absence, the student's full name and the date of the absence.** Notes for any excused absences **must be presented to the attendance office within five days upon the student's return to school or the absence remains unexcused.** Students who have been **absent three (3) or more consecutive days** or who have been placed on "Doctor's Note Only" status are required to provide notes from both their parent/guardian **and a physician;** without the appropriate documentation, the absences will be unexcused (Kentucky Revised Statutes 159.150; OCBE Policy 9010.01).

Students whose absence occurs before or after a scheduled school break (such as a three-day weekend, Fall Break, Thanksgiving Break, Winter Break, Spring Break, or absent on any day during which students are taking state/national assessments, the student's class(es) are attending a field trip, or on the Thursday before the Kentucky Derby, must provide a physician's authorization to be excused pursuant to OCBE Policy 9010 and Kentucky Revised Statutes 159.035.

- **Make-Up Work-** Upon return to school following an excused event, students are allotted the following amount of time to submit work for full credit.
 - 1 day absent = 3 days to make up work
 - 2 days absent = 4 days to make up work
 - 3 days absent = 5 days to make up work

Student situations will be handled on an individual basis and at the discretion of the teacher/administration if they are absent more than 3 days or if there is an extenuating circumstance



ATTENDANCE .



Unexcused Absences/Tardies

- Unexcused absences or tardies accumulate consequences under state law and OCBE Policy 9010. **Truancy** is a violation of the state compulsory attendance law that is assigned whenever students accumulate any combination of three unexcused absences or tardies to school (Kentucky Revised Statutes 159.150).
- Unexcused tardies will be counted toward truancy violations and perfect attendance status. Unless accompanied with a parental note, detention hours will be assigned for each unexcused tardy.
 - **Make-up work:** work missed during an unexcused absence may be made up for a maximum grade of 70%.
- Students whose absences are unexcused because of a “no note” situation may make up missed work, but the grade will be withheld until the absence becomes excused within the 5 days limit for submitting the written excuse.
- Senior students with more than 5 unexcused absences may be excluded from senior activities during the year.

Competitive Event Participation:

In order to participate in any competitive activity, a student must be in attendance at school for 4 full classes on the day of the activity unless there is a prearranged absence. (The four classes can consist of any configuration of the day, attend classes during First, Second, Fourth, and Seventh for example while missing the other classes. Exceptions, (doctors / dentist appointment, etc) will require documentation and the approval of the Attendance Principal or Athletic Director. Any unexcused absence from school on the part of a student will prevent the student from practicing or participating in the activity without prior approval on the day of the unexcused absence and such absence from the activity shall also be unexcused.



ATTENDANCE .



School/Class Cuts

- A **School Cut** is an absence or tardy that occurs when a student chooses not to attend class or leaves school without proper authorization (with or without parent permission). A school cut is an unexcused absence or tardy and the student will serve the same amount of detention as the time missed from school due to the “cut” (minimum 60 minutes’ detention per class fully or partially missed). Repeated offenses of school cuts are considered defiance and may result in more serious disciplinary action.
- School cuts are unexcused and accumulate as a truancy violation.
- A **Class Cut** results from a student who chooses not to attend a class or a portion of a class (either at SOHS or by missing the Arvin Center or CAAPA bus) without proper authorization. This will be an unexcused absence from class and any missed class work will only receive up to 70% of the assignment’s value. Detention hours will be assigned for each full or partial class cut. Continued cutting of classes will be considered defiance and may result in more serious disciplinary action.

Tardy to School/Class

- **Tardy to school** occurs when a student misses 1-140 minutes of instructional time during the school day.
- Students have ample time to get to class. **Tardies to class** are cumulative and three (3) or more tardies to a class will result in the student being assigned detention hours.
Note: Assigned detention must be served or students may face more serious disciplinary actions (see STUDENT PRIVILEGES).

Suspensions

- Assignments missed due to suspensions are unexcused and students will receive a zero for all work missed.



ATTENDANCE ...



“DOCTOR’S NOTE ONLY” STATUS

- Students who are excessively absent or tardy (whether excused or unexcused) will be required to present a statement from a physician certifying their need to be absent upon return to school after an illness. *Depending on the time of an appointment and the nature of the illness, the doctor’s note may not excuse an entire day or the entire duration of a student’s absence.*
- **Students who accumulate a total of four (4) unexcused absences or tardies in a school year may be placed on “Doctor’s Note Only” status;** a parent/guardian may be notified by phone or by letter or both. It is necessary that a physician’s statement be received to excuse all subsequent absences or tardies once a student is placed on “Doctor’s Note Only” status.
- **Once a student has used 8 Parent Notes for either any absent event (absences or tardies),** for the school year, they will be placed on Doctor’s Note Only Status and will require a physician’s note for each subsequent absence per OCBE Administrative Regulation 9010.01-AR
- If a student is on Doctor’s Note Only and is needing to attend a funeral, please submit a copy of the obituary along with a signed parent note.
- Students with a continuing illness may submit a request from their doctor to be placed on file with the Department of Pupil Personnel describing the nature of the illness and the barriers it presents to the student’s ability to attend school regularly and promptly. This doctor’s statement must remain current (it remains valid for one calendar month from the date the letter was issued); any excusable absence/tardy must relate to the condition described in the letter.

COLLEGE VISITS and 4-H Activities

According to OCBE Policy 9010.03, up to two (2) days for college visits or 4-H Club activities in a single year may be used when proper procedures are followed and the student will not be marked absent. Parents and students must follow the VACATION POLICY procedures (see below) when applying for college visits. College Visits must be requested 5 school days prior to the scheduled visit and may be requested through the SOHS App or by bringing in a written parent note requesting the date and which college the student is visiting. Upon return, the student must bring documentation from the college visited. The modified school calendar provides additional time during the school year, so all other visits should be scheduled on days when our school is not in session (the breaks in October, December, and April are ideal times for these visits).



ATTENDANCE .



VACATION POLICY

Parents are encouraged to schedule family commitments so as not to interfere with the student's school experience. However, should it become necessary for a student to be absent because of a family trip or an acceptable out-of-school educational enhancement opportunity (Kentucky Revised Statutes 159.035), the following policy applies:

- 1) Parents are to give the school **written notice at least five (5) school days prior to the 1st requested day of absence**, in advance of the departure date so that students have time to complete all class work scheduled during that time period.
- 2) Students must have satisfactory attendance as determined by the Attendance Principal and be academically stable in all classes for the request to apply for the Vacation Policy to be approved.
- 3) Upon approval of the written request, the student will receive a Vacation Policy Form on which all of the student's current teachers will indicate necessary work to be completed, signed, and returned to the Attendance Office. This form will also be signed by the parent/guardian acknowledging teachers' comments and then returned to the front office.
- 4) Students are to obtain **class assignments** from each teacher, complete the required work and turn it into the individual teacher prior to leaving on the trip unless otherwise arranged with the teacher.
- 5) **Tests** scheduled during the absence will be made up on the day of the return. (Exception: if a student has more than three tests to make up, he/she may have additional days to make up the tests taking no more than three tests per day.) Teachers may elect to give tests prior to the student's departure.
- 6) **Absences** will be marked "vacation" and all work will be credited to the student providing the steps described above are completed. If these steps are not completed, the student's absences will be marked as unexcused.
- 7) A student may not exceed more than 8 excused absences in a school year. A vacation request will be considered an excused absence and count towards total excused absences on a student's record.

The Vacation policy will not be in effect during the last week of any grading period nor can it be used to extend a scheduled school break, including single holidays as well as Fall, Winter, and Spring break. Family vacations should also recognize the possible extension of the school year due to snow and emergency days. Please refer to OCBE Policy 9010.

CAFETERIA AND FOOD/HEALTH RELATED ISSUES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at \$2.85. The lunchroom management and your fellow students will appreciate your cooperation at leaving the tables and floor in a clean condition for others.

Food allergies are a serious concern for many students. As part of our Safe Schools policy, students/parents/ teachers are not permitted to bring homemade food to school for distribution to other students—i.e. birthday cakes and desserts, homemade meals, etc. Also, foods purchased from area businesses may only be dropped off by a parent/guardian for their child(ren). Products that contain peanut oil and materials with latex are particularly troublesome to students with these allergies.

Latex balloons are also not permitted on campus (please select the foil alternative). If you have questions, inquiries, or concerns regarding these Safe Schools procedures, please contact an administrator.





Medical Information



MEDICATIONS—USE POSSESSION AT SCHOOL

Prescription medication and non-prescription medication which must be taken by students during the school day must be stored in the Nurse's and taken only under the supervision of school personnel.

Prescription medication must be in the original prescription bottle with the original prescription attached and accompanied by Medical Form #9020.01. Non-Prescription (over-the-counter) medication such as Tylenol, ibuprofen, aspirin, etc. must be in its original container and accompanied by Medical Form #9020.04.



Under no circumstance may students carry or distribute prescription OR non-prescription medication; this could cause serious harm and the school will consider this to be possession/distribution of a controlled substance.

PHYSICAL EXAMINATIONS - IMMUNIZATIONS

All students new to SOHS must have certification of a physical examination and an updated Kentucky immunization certificate before school begins. These will be turned in to the guidance office. The Oldham County Health Department will convert out-of-state immunizations to Kentucky certificates. No student will be allowed to attend school without a valid Kentucky immunization certificate. Students in violation will be sent home.



ACCIDENT REPORTS FOR STUDENT INJURY AT SCHOOL

An accident report must be filed any time a student is injured in a school-related event. The student's teacher, supervisor, or first-aid designee will obtain an accident report from the nurse, complete the form, and return it to the nurse at the time of the injury.



LIBRARY MEDIA CENTER



The library is the Media Resource Center for the school -- a place to do research, study, read or get help with technology.

The library opens at 8 a.m. and closes each day at 4 p.m.

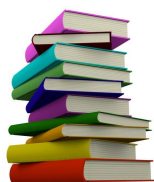
Students can have up to four books at a time and may be checked-out for four weeks. If any materials are overdue, students may not check-out anything else until the overdue is taken care of.

While we cannot circulate equipment to individual students, teachers can check out equipment for their classes to use including iPads, Chromebooks and cameras.

Students are welcome to use the library throughout the school day, but do need to have a hall pass with permission from their teacher when not visiting the library with their whole class.

South's LMC offers eBooks and audiobooks on SORA (also know as OverDrive). Please see any of the library staff for password help.

Librarians assist students with Infinite Campus logins, email, passwords, printing, and other tech issues.



Schedulefest

SCHEDULING

The scheduling process generally begins in February/March. Students will make choices, work with teachers, parents, and counselors and receive a Preliminary Schedule in the spring or early summer. Changes may be required and are made through the spring and summer until Final Schedules are issued.

During Dragon Days, students will receive another Preliminary Schedule. However, it is possible that some schedules may still change in order to balance classes or meet student needs. These changes (including elective changes) will be limited by the master schedule (i.e. class size and availability). The Final Schedule will be given to students on the first day of school. At that point all schedule changes must fit the policy below.

Schedule Change Policy

PER SITE-BASED COUNCIL POLICY, STUDENTS MAY ONLY REQUEST SCHEDULE CHANGES FOR THE FOLLOWING REASONS:

- 1) A student has been placed in a class that he/she has already taken and passed.
- 2) A student has not been placed in a class that he/she needs for a requirement.
- 3) A student has been placed in the wrong level class. (i.e. Alg.1 instead of Alg.2)

*After school has started, a request for a schedule change that fits the policy above must be initiated through the classroom teacher and the Request Form will be completed by the teacher.

***Important note - On the first day of school, after all schedules have been finalized, requests for changes must be for the reasons above. Elective changes cannot be made. Elective changes made after this time will result in an "F" for the class dropped.**





STUDENT-PARENT HANDBOOK

Board/District Section

(Policies & Regulations)

2022-2023

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CENTRAL OFFICE DIRECTORY

OLDHAM COUNTY SCHOOL BOARD



Joyce Fletcher

Board Chairperson

District 1

GO, HA

NOMS, NOHS



Andrea Neikirk

Board Member

District 4

BU, CE, LA, LG

EOMS, NOMS, OCMS

NOHS, OCHS



Larry Dodson

Board Vice Chair

District 3

CA, CE, CR, LG

EOMS, SOMS

OCHS, SOHS



Patrick Kehoe

Board member

District 5

BU, CE, GO, HA, KW, LA

NOMS, OCMS, SOMS

NOHS, OCHS, SOHS



Suzanne Hundley

Board member

District 2

CA, CR, KW

SOMS

SOHS



2022/2023

DISTRICT ADMINISTRATION OFFICE

6165 W. Highway 146

Crestwood, KY 40014

(Ph): (502) 241-3500 (Fax): (502) 241-3209

Rachel Alldaffer, Receptionist

Dr. Jason Radford - Superintendent of Oldham County Schools

Sharla Six – Deputy Superintendent of Oldham County Schools

Anne Courtney Coorssen, Esq. - General Counsel

Lori McDowell - Director of Communications & Development

Jane Easton - Executive Assistant to the Superintendent

Brent Deaves - Assistant Superintendent for Support Services

Eric Davis - 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 Loyd - School Nutrition Director

Dr. Dylan Smith - Assistant Superintendent for Student Learning

Carrie Pitsenberger - Secondary Level Director

Niki Whitaker - Director of Specialized Academic Programming

Alec Johnson - English Language Learners Director

Dr. Angie White - District Technology Instructional Coordinator

Mac MacWilliams - OCS Arts Center Director

Stephanie Anderson - Chief Finance Officer

Brent Bohannon - Architect/Director of Facilities Mgmt.

Leslie Robertson – Director of Academic Support

Jaclyn Green – Director of Multi-Tiered System Supports



SCHOOL DIRECTORY

Superintendent: Dr. Jason Radford, Ed. S

ELEMENTARY SCHOOLS	PHONE#	MIDDLE SCHOOLS	PHONE#
Oldham County Preschool 4309 Brown Blvd. La Grange, KY 40031 Principal: Jessica Kasten	222-3700	East Oldham Middle School 1201 E. Highway 22 Crestwood, KY 40014 Principal: Mark Robson	222-8480
Buckner Elementary 4307 Brown Blvd. La Grange, KY 40031 Principal: Elizabeth Dant	222-3712	North Oldham Middle 1801 S. Highway 1793 Goshen, KY 40026 Principal: Jenna Daulton	228-9998
Camden Station Elementary 6401 W. Highway 146 Crestwood, KY 40014 Principal: Stu Martin	241-1271	Oldham County Middle 4305 Brown Blvd. Buckner, KY 40010 Principal: Matt Jacobson	222-1451
Centerfield Elementary 4512 Centerfield Dr. Crestwood, KY 40014 Principal: Krista Mornar	241-1772	South Oldham Middle 6403 W. Highway 146 Crestwood, KY 40014 Principal: Austin Hunsaker	241-0320
Crestwood Elementary 500 W. Highway 146 Crestwood, KY 40014 Principal: Beth Wallingford	241-8401	HIGH SCHOOLS	PHONE#
Goshen Elementary @ Hillcrest 12518 Ridgemoor Drive Prospect, KY 40059 Principal: Ryan Rodosky	228-0101	North Oldham High School 1815 S. Highway 1793 Goshen, KY 40026 Principal: Craig Wallace	228-0158
Harmony Elementary 1901 S. Highway 1793 Goshen, KY 40026 Principal: Stephanie Greene	228-2228	Oldham County High 1150 North Highway 393 La Grange, KY 40031 Principal: Natalie Brown	222-9461
Kenwood Station Elementary 6321 Veteran's Memorial Parkway Crestwood, KY 40014 Principal: Jenn Crase	241-1452	South Oldham High 5901 Veteran's Memorial Parkway Crestwood, KY 40014 Principal: Melissa Woosley	241-6681
La Grange Elementary 500 W. Jefferson Street La Grange, KY 40031 Principal: Heather Thomas	222-9454	Buckner Alternative High School 1350 N. Highway 393 La Grange, KY 40031 Principal: Beth Carter	222-3767
Locust Grove Elementary 1231 East Highway 22 Crestwood, KY 40014 Principal: Kristin Wilson	222-3521	Arvin Education Center 1650 Colonels Drive La Grange, KY 40031 Principal: Matt Watkins	222-0132
		CAPAA 7105 Floydsburg Road Crestwood, KY 40014 Principal: Jamie Reed	241-0618

ENCLOSURE R
June 27, 2022

OLDHAM COUNTY BOARD OF EDUCATION

CONCERN

Approval of revisions to the 2022-2023 calendar.

DISCUSSION

The revisions to the 2022-2023 school year calendar include the removal of one (1) teacher workday and removing Oaks Day (May 5) from the list of make-up days. The requested changes are being made to better meet the needs of the district. The removal of the February teacher workday would just become an additional day of instruction for students and would have no other impact on the calendar.

Overview of the Calendar:

It meets the state requirement of 1062 instructional hours and 170 instructional days. The opening day of school shall be August 10, 2022. The final day for students will be May 24, 2023, barring any days missed for weather. There will be 171 student instructional days and 1068.75 minimum instructional hours.

Current highlights for the 2022-2023 calendar:

- First day of school August 10, 2022
- Fall Break October 24th to the 28th 2022.
- Winter Break December 19th, 2022, to January 2nd, 2023.
- Spring Break April 3rd to April 7th, 2023.
- Four Teacher Workdays – September 16, October 21, January 3, and March 17.
- Conference Flex Day – November 7th, 2022
- Last day of school – May 24, 2023
- The 6 designated make up days are February 20, May 25, May 26, May 30, May 31, June 1

The DPP staff will be available to answer questions.

RECOMMENDATION

Approve the revisions to the 2022-2023 school year calendar as presented.

On a motion by Suzanne Hundley, seconded by Andrea Neikirk, the Board approved the revisions to the 2022-2023 school year calendar as presented. (5-0)


Joyce Fletcher, Board Chairperson


Dr. Jason Radford, Superintendent/Secretary

Oldham County Schools
2022-2023 School Calendar

July 2022					0	Opening/Closing Days					January 2023					19
Mon	Tues	Wed	Thur	Fri		<i>August 10 - First Day for Students</i>					Mon	Tues	Wed	Thur	Fri	
				1		<i>May 24 - Last Day for Students</i>					NS 2	TW 3	4	5	6	
4	5	6	7	8							9	10	11	12	13	
11	12	13	14	15		Holidays					H 16	17	18	19	20	
18	19	20	21	22		<i>September 5 - Labor Day</i>					23	24	25	26	27	
25	26	27	28	29		<i>November 24 - Thanksgiving Day</i>					30	31				
August 2022					16	<i>December 26 - Christmas</i>					February 2023					19
Mon	Tues	Wed	Thur	Fri		<i>January 16 - Martin L. King Day</i>					Mon	Tues	Wed	Thur	Fri	
1	2	PD 3	PD 4	PD 5									1	2	3	
PD 8	O 9	FS 10		11		Staff Work and Flex Days					6	7	8	9	10	
15	16	17	18	19		<i>September 16 - Teacher Work Day</i>					13	14	15	16	17	
22	23	24	25	26		<i>October 21 - Teacher Work Day</i>					NS 20	21	22	23	24	
29	30	31				<i>November 7 - Confrence/Flex Day</i>					27	28				
September 2022					20	<i>January 3 - Teacher Work Day</i>					March 2023					22
Mon	Tues	Wed	Thur	Fri		<i>March 17 - Teacher Work Day</i>					Mon	Tues	Wed	Thur	Fri	
			1	2									1	2	3	
H 5	6	7	8	9							6	7	8	9	10	
12	13	14	15	TW 16		Non-School Days					13	14	15	16	TW 17	
19	20	21	22	23		<i>October 24 to 28 - Fall Break</i>					20	21	22	23	24	
26	27	28	29	30		<i>November 8 - Election Day</i>					27	28	29	30	31	
October 2022					15	<i>November 23 to 25 - Thanksgiving Break</i>					April 2023					15
Mon	Tues	Wed	Thur	Fri		<i>December 19 to 30 Winter Break</i>					Mon	Tues	Wed	Thur	Fri	
3	4	5	6	7							NS 3	NS 4	NS 5	NS 6	NS 7	
10	11	12	13	14		<i>January 2 Winter Break</i>					10	11	12	13	14	
17	18	19	20	TW 21		<i>February 20 - Presidents Day **</i>					17	18	19	20	21	
NS 24	NS 25	NS 26	NS 27	NS 28		<i>April 3 to 7 Spring Break</i>					24	25	26	27	28	
31						<i>May 5 - Oaks Day</i>										
November 2022					17	<i>May 16 - Primary Election</i>					May 2023					16
Mon	Tues	Wed	Thur	Fri		** means possible make up day					Mon	Tues	Wed	Thur	Fri	
	1	2	3	4							1	2	3	4	NS 5	
C/F 7	E 8	9	10	11							8	9	10	11	12	
14	15	16	17	18							15	E 16	17	18	19	
21	22	NS 23	H 24	NS 25							22	23	LS 24	C 25	MU 26	
28	29	30				Make Up Days (6)					NS 29	MU 30	MU 31			
December 2022					12	<i>February 20 - Presidents Day **</i>					June 2023					0
Mon	Tues	Wed	Thur	Fri		<i>May 25</i>					Mon	Tues	Wed	Thur	Fri	
			1	2										MU 1	MU 2	
5	6	7	8	9		<i>May 26</i>					5	6	7	8	9	
12	13	14	15	16		<i>May 30</i>					12	13	14	15	16	
NS 19	NS 20	NS 21	NS 22	NS 23		<i>May 31</i>					19	20	21	22	23	
H 26	NS 27	NS 28	NS 29	NS 30		<i>June 1</i>					26	27	28	29	30	

Legend

Day Type	Color	Day Type	Color	Day Type	Color
O - Opening Day		LS - Last Day for Students		NS - Non School Day	
C - Closing Day		H - Holiday		E - Election Day	
PD - Professional Development		TW - Teacher Work Day		MU - Make-up Day	
FS - First Day for Students		C/F - Conference/Flex Day			

	SD	TD	Holidays	Total	Running Total
July	0	0	0	0	0
August	16	21	0	21	21
September	20	21	1	22	43
October	15	16	0	16	59
November	17	18	1	19	78
December	12	12	1	13	91
January	19	20	1	21	112
February	19	19	0	19	131
March	22	23	0	23	154
April	15	15	0	15	169
May	16	17	0	17	186
June	0	0	0	0	186
	171	182	4	186	



OLDHAM COUNTY BOARD OF EDUCATION POLICIES 2022-2023

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 21st 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.

GUIDING PRINCIPLES

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.

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.



CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

2022-2023

INTRODUCTION

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 receive 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.

STATEMENT OF NONDISCRIMINATION

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. Teléfono (502) 241-3500.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT RIGHTS AND RESPONSIBILITIES CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9029

Relates to: Policy 9041, 9028, 9068

Students have the following rights:

1. The right to an appropriate public education until they have completed a 12-year program or reached their 21st 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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

TEACHER RIGHTS: UNIFORM CODE OF CONDUCT

5092

References: KRS 161.180, KRS 161.190, KRS 156.101

Relates to:5092AR

Teachers have the right to:

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

TEACHER RESPONSIBILITIES: UNIFORM CODE OF CONDUCT

5093

References: KRS 620.030, KRS 161.180

Teachers have the responsibility to:

1. Exhibit respect for all students, parents and staff.
2. Participation in activities and strategies as outlined in the school improvement plan.
3. 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.
4. Promote high standards of achievement in the classroom.
5. Provide feedback on student assignments as soon as possible.
6. Inform students and parents/guardians/custodians of achievement and progress, problems and failures pursuant to Oldham County Board of Education Policy.
7. Maintain a classroom atmosphere conducive to appropriate behavior.
8. Recognize exemplary student work and/or classroom behavior.
9. Become familiar with the student code of conduct.
10. Administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
11. Maintain high personal, professional standards.
12. Exhibit appropriate behavior in terms of dress, action, and voice.
13. Follow the rules and regulations of the Board of Education and the local school.
14. 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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PARENT/GUARDIAN/CUSTODIAN RIGHTS AND RESPONSIBILITIES CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9061

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).



REQUIRED STANDARDS OF BEHAVIOR

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

**CONDUCT TOWARD STAFF
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

9012

Reference: KRS 161.190

Relates to: Policy 9068, Safe Schools Manual, Emergency Protocols

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

SEXUAL HARASSMENT AND DISCRIMINATION OF STUDENTS

9050

Relates to: Policy 4097; 9050.01F

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 that do not arise to the level of a Title IX Complaint (see Policy 9051).

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.
- e. "Hearing Committee" means the group of three administrators who were not involved in the investigation or initial decision designated by the Superintendent to hear complaints that have not been satisfactorily resolved at a lower level.
- f. "Sexual harassment" means verbal or physical conduct of a sexual nature, that includes but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

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, building principals, the Superintendent of Schools, and the Board are designated to hear and resolve complaints from students and/or their parents.

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 this policy. The Hearing Committee for the district shall be composed of three administrators who were not involved in the

OLDHAM COUNTY BOARD OF EDUCATION POLICY

SEXUAL HARASSMENT AND DISCRIMINATION OF STUDENTS

9050

Relates to: Policy 4097; 9050.01F

investigation or school level decision. Minutes of all meetings shall be taken and responses shall be in writing.

Complaint Procedure:

- 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 Superintendent at the address listed in this subsection, specifying the reasons why the principal's decision should be overturned. The Superintendent will promptly assign a Hearing Committee and Chairman. The Hearing Committee Chairman will gather all information pertaining to the complaint from the school level and may seek additional information from the principal, complainant/student or witnesses. The Hearing Committee shall issue a decision within five (5) 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 Hearing Committee'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.

9050.05 RETALIATION

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

HARASSMENT, BULLYING AND INTIMIDATION OF STUDENTS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9052

References: KRS 158.150; 158.148; 158.158

Relates to: Board Policy 9068

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

HARASSMENT, BULLYING AND INTIMIDATION OF STUDENTS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9052

References: KRS 158.150; 158.148; 158.158

Relates to: Board Policy 9068

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

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

**STUDENT APPEARANCE
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

POSSESSION OF PERSONAL COMMUNICATION AND ELECTRONIC DEVICES: CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9076

Reference: KRS 158.165

Relates to: Policy 9068

Personal Communication Devices:

A "personal communications device" means a communication 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 communication 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 communications devices for educational purposes when such use is authorized by the teacher for an instructional activity.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using personal communication devices during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a personal communication device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Personal communication devices may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Any school employee, including a bus driver, who discovers a student using a personal communications 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. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

*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 30th shall be donated to a charitable organization.

Student Tracking Safety Devices:

A parent must obtain approval from the school principal prior to operating a student-tracking safety device with recording or listen-in capability at school or school-sponsored events, and field trips. Due to privacy concerns, the District requires recording and listen-in technology to be disabled while the student is attending school, a school-sponsored event, or school field trip.



REQUIRED STANDARDS OF BEHAVIOR

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

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ATTENDANCE:

9010

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References: KRS 159.010; 159.150; 159.180; KRS 159.030; 702 KAR 7:125

Relates To: 9010.05AR

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

A student may receive an excused absence for good cause upon receipt of a parent's written request for up to a maximum of eight (8) school days in any one school year. When a 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.

High schools and middle schools may establish how missed schoolwork may be made up for unexcused absences.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ATTENDANCE:

9010

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References: KRS 159.010; 159.150; 159.180; KRS 159.030; 702 KAR 7:125

Relates To: 9010.05AR

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

Except for absences due to the illness of the student, prior to an 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.

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 9010.01.

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. 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.

9010.037 LEGISLATIVE PAGE SERVICE

A day of absence due to the student serving as a legislative page shall not affect the student's eligibility for a perfect attendance award.

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ATTENDANCE:

9010

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References: KRS 159.010; 159.150; 159.180; KRS 159.030; 702 KAR 7:125

Relates To: 9010.05AR

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

DISRUPTION OF SCHOOL CODE OR ACCEPTABLE BEHAVIOR AND DISCIPLINE

9026

References: KRS 161.190, KRS 158.150
Relates to: Policy 9068

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

WEAPONS

9027

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References: KRS 158.150, KRS 160.290, KRS 160.340

Relates to: Policy 9033, 9068

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

USE OF TOBACCO, ELECTRONIC VAPOR DELIVERY SYSTEMS: CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9069

References: KRS 438.050; KRS 160.290; KRS 160.340, Pro Children Acts of 1994 and 2001
Relates to: Policy 9068

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 at all times.

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 or school trip. 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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

USE/POSSESSION/DISTRIBUTION OF ALCOHOL OR DRUGS: INCLUDING UNAUTHORIZED PRESCRIPTION AND OVER-THE-COUNTER DRUGS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9085

References: KRS 158.150, KRS 160.290, Chapter 218A, OAG 82-633

Relates to: Policies 4064, 9065, 9033, 9035, 9068, 9080, 9085.01AR, 9085.02AR

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. Natural substances, including but not limited to herbs, mushrooms, and plants, that contain compounds that have psychotropic or hallucinogenic effects are prohibited by this policy. Examples include kratom, psilocybe mushrooms, peyote cactus, *Salvia divinorum*, and bark, leaves or stems of various plants containing DMT.

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

RANDOM DRUG TESTING OF STUDENT ATHLETES AND EXTRA-CURRICULAR: 9090

References: Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al., 536 U.S. 822 (2002); Vernonia School District 47J v. Acton, 115 U.S. 2386 (1995), 702 KAR 7:065; KRS 156.070; KHSAA Rules and Regulations

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.

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

RANDOM DRUG TESTING OF STUDENT ATHLETES AND EXTRA-CURRICULAR: 9090

References: Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al., 536 U.S. 822 (2002); Vernonia School District 47J v. Acton, 115 U.S. 2386 (1995), 702 KAR 7:065; KRS 156.070; KHSAA Rules and Regulations

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:

OLDHAM COUNTY BOARD OF EDUCATION POLICY

**THEFT AND ABUSE OF SCHOOL PROPERTY
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

9043

Relates to: Policy 9068, 9043.01F

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

OCSNET STUDENT ACCEPTABLE USE POLICY

9064

References: KRS 156.675

Relates to: 9064.01F, 9064.02F, 9064.03F

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. As part of our commitment to support **student** learning opportunities focusing on communication, critical thinking **and** problem-solving, collaboration, and creativity Oldham County Schools (OCS) provides all students with a variety of digital learning tools including “G Suite for Education” core and additional services. These learning tools are carefully selected for their educational value and compatibility with the OCS curriculum to support and enhance learning. Some digital learning tools require that the OCS share limited personal information, such as the student’s name and email address, for the purpose of creating an account to use the tool or service. Personal information (name and email address) is used and shared by the OCS for the above-noted purposes under the Children’s Online Privacy Protection Act (COPPA). Please find a list of districts provided digital learning tools that are available to all students and teachers at the following link:

<https://www.oldham.kyschools.us/Content2/vetted>

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 the Children’s Internet Protection Act “CIPA”) is not made available to students. The Superintendent shall implement procedures for determining whether inappropriate, including sexually explicit, materials are being accessed.

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

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

OCSNET STUDENT ACCEPTABLE USE POLICY

9064

References: KRS 156.675

Relates to: 9064.01F, 9064.02F, 9064.03F

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 STC
- 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 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 online)

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

HONESTY, RESPECT AND FAIR DEALING CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9016

Relates to: Policy 9068

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

BEHAVIOR VIOLATIONS AND CONSEQUENCES CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9068

*References: KRS 158.150; KRS 158.153; KRS 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380
Relates to: 9068.01AR; 9068.02AR; 9085.01AR; 9085.02AR*

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.
4. 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).
5. The principal shall submit all information and evidence to local law enforcement as required by law.
6. 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.
7. 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.
8. 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.
9. 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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

**BEHAVIOR VIOLATIONS AND CONSEQUENCES
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

9068

*References: KRS 158.150; KRS 158.153; KRS. 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380
Relates to: 9068.01AR; 9068.02AR; 9085.01AR; 9085.02AR*

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: 9068.01AR; 9068.02AR; 9085.01AR; 9085.02AR <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
1 st Degree Assault *				●	●	●
2 nd Degree Assault *			●	●	●	●
3 rd Degree Assault * (Assault on Police Officer/Teacher)			●	●	●	●
4 th Degree Assault * (Simple Assault)	●	●	●			
Abuse of a Teacher *	●	●	●			
Alcohol Distribution *			●	●	●	●
Alcohol Possession *			●	●	●	●
Alcohol Use *			●	●	●	●
Arson*			●	●	●	●
Burglary *			●	●	●	●
Criminal Abuse *			●	●	●	●
Destruction of Property *			■	■	■	■
Disorderly Conduct *			●	●	●	●
Drug Distribution *			●	●	●	●
Drug Possession *			●	●	●	●
Drug Use *			●	●	●	●
Embezzlement			●	●	●	●
Forgery †	●	●	●			
Fraud	●	●	●			
Gambling †	●	●	●			
Harassing Communication *			●	●	●	●
Harassment *	●	●	●	●	●	●
Homicide *				●	●	●
Kidnapping *				■	■	■
Loitering	●	●	●			
Menacing *			●	●	●	●
Motor Vehicle Theft *			●	●	●	●
Possession of Stolen Property	●	●	●			
Rape *				●	●	●
Robbery/Theft *	●	●	●	●	●	●
Sexual Assault *			●	●	●	●
Sexual Offense (non-touch) *			●	●	●	●
Stalking *			●	●	●	●
Terroristic – Bomb *			●	●	●	●
Terroristic Threat *			●	●	●	●
Terroristic – Chemical/Biological/Nuclear *				●	●	●
Trespassing	●	●	●	●		
Vandalism *	●	●	●	●		
Wanton Endangerment *			●	●	●	●
Weapon Possession *			●	●	●	●
Weapon Distribution *			●	●	●	●
Weapon Use *			●	●	●	●

OLDHAM COUNTY BOARD OF EDUCATION POLICY

**BEHAVIOR VIOLATIONS AND CONSEQUENCES
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

9068

References: KRS 158.150; KRS 158.153; KRS. 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380

Relates to: 9068.01AR; 9068.02AR; 9085.01AR; 9085.02AR

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: 9068.01AR; 9068.02AR; 9085.01AR; 9085.02AR <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
Academic Cheating/Plagiarism †	•	•	•			
Bullying	•	•	•	•	•	•
Dangerous Instrument	•	•	•			
Disrespectful Behavior †	•	•	•			
Disruptive Behavior †	•	•	•			
Dress Code Incident †	•	•	•			
Failure to attend detention †	•	•	•			
Fighting – Student to Other (Physical Aggression)	•	•	•	•	•	•
Fighting – Student to Staff (Physical Aggression)	•	•	•	•	•	•
Fighting – Student to Student (Physical Aggression)	•	•	•	•	•	•
Insubordination †	•	•	•			
Leaving Campus †	•	•	•			
No State Violation						
Profanity/Vulgarity/Pornography †	•	•	•			
Self-Endangerment	•	•	•	•	•	•
Skipping Class †	•	•	•			
Skipping School †	•	•	•			
Tardy to Class †	•	•	•			
Threatening Another Student	•	•	•	•	•	•
Threatening Staff	•	•	•	•	•	•
Tobacco Distribution	•	•	•			
Tobacco Possession	•	•	•			
Tobacco Use	•	•	•			
Violation of District Acceptable Use Policy	•	•	•			

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PARENT CONFERENCE PRIOR TO RECOMMENDATION FOR EXPULSION 9030 CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Relates to: Policy 9033,9068

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:

1. The student shall be entitled to a formal parent/ guardian/custodian conference before the administrator.
2. 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.
3. 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.
4. 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.
5. The student shall be entitled to an expeditious handling of his/her case and prompt decisions after the conference.
6. The administrator shall provide to the student a detailed written explanation of any decision by the administrator.
7. The administrator shall promptly file a formal report for any conferences conducted pursuant to this policy with the Superintendent.
8. 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.

EXPULSIONS

9033

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References: KRS 158.150; KRS 527.070

Relates to: Policies 9027, 9030, 9068

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

**EXPULSION STUDENT ON CAMPUS
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

9034

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

9045

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References: KRS 161.180, OAG 79-168, New Jersey v. T.L.O., 105 S. Ct. 733 (1985)

Relates to: Policy 9068

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. 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.

2. Reasonable Suspicion

A student's person, outer clothing or personal effects will be searched only when there are 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.

3. 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.

4. Seizure

Illegal items (weapons, drugs, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's 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.

5. Cooperation by Student

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

- a. The student is absent from school.
- b. School authorities decide that the student's presence could endanger his/her health and safety.
- c. 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.

6. Witness

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

LOWERING GRADES FOR MISCONDUCT: CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9072

References: KRS 503.080, 503.110, 161.180
Relates to: 9070.01F

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

**CORPORAL PUNISHMENT:
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

9075

References: KRS 160.290, 160.340, 161.180

Relates to: 9070.01F

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PROCEDURES PERTAINING TO SPECIAL EDUCATION: CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9077

*Reference: 707 KAR 1:340; The Individuals with Disabilities in Education Act, 28 USC §1400, et. seq.
Relates to: Policy 9080, 9068*

Special Education Exceptions

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

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

SUSPENSION: CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9080

Reference: KRS 158.150

Relates to: Policy 9068, 9077, 9081

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

RE-ADMISSION: CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9081

Relates to: Policy 9080

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; Code of 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.

POLICIES ON PRIVILEGES

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ON CAMPUS PARKING AND DRIVING PRIVILEGE

9017

Relates to: 9017F

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

REVOCATION OF DRIVING PRIVILEGES

9018

References: KRS 159.051, KRS 186.470, 704 KAR 7:050, 704 KAR 7:100, OAG 77-419

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:

Courses per Semester	Courses Needed to Pass
----------------------	------------------------

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT ACTIVITIES, RULES AND REGULATIONS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9060

Relates to: 9060F

A basic responsibility of those who enjoy the rights of citizenship is a respect for the laws of the community. Since the school is a community, its rules and regulations are the existing law and must be respected. Students must be responsible for the manner in which they exercise their rights and privileges and the consequences of their actions. Respect for the rights of others must be a concern.

It is the policy of the Board to encourage and support maximum learning opportunity. It is recognized that a learning atmosphere exists not only in formal academic training, but also in extracurricular activities of students as well. The Board believes that the school staff should encourage all students to participate in an extra-curricular activity or activities. The following guidelines apply to student activities in the Oldham County Schools.

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

CLOSED CAMPUS

9067

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

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.

OTHER BOARD POLICIES

OLDHAM COUNTY BOARD OF EDUCATION POLICY

SAFE SCHOOLS

1075

References: KRS 160.340; KRS 158.150; KRS 158.455
Relates to: 1075F

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.

The Superintendent or designee shall ensure that staff is trained regarding the 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 September 30 each year to the Director of Pupil Personnel.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ACCESSIBILITY AND NONDISCRIMINATION STATEMENT

2001

References: Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, 20 U.S.C. 1681, Education Amendments of 1972, Title IX; Genetic Information Nondiscrimination Act of 2008, 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

Relates to: Policy 4040, 4090, 4097, 5081, 9009, 9050, 9051, 4090AR 9051AR, 4040AR, 504 Procedures

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.

2001.02 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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ACCESSIBILITY AND NONDISCRIMINATION STATEMENT

2001

References: Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, 20 U.S.C. 1681, Education Amendments of 1972, Title IX; Genetic Information Nondiscrimination Act of 2008, 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

Relates to: Policy 4040, 4090, 4097, 5081, 9009, 9050, 9051, 4090AR 9051AR, 4040AR, 504 Procedures

accessibility of any webpage that is developed or maintained the District may complain directly to a school administrator or the District Webmaster.

2001.03 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 4090AR
- 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
- Title IX Sex Discrimination: OCBE Policy 9051
- Title IX Sex Discrimination Grievance Procedure: OCBE 9051AR
- Harassment and Intimidation of Students: OCBE Policy 9052

OLDHAM COUNTY BOARD OF EDUCATION POLICY

EDUCATION FOUNDATION; COMMUNITY RELATIONSHIPS

2007

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 district committees and special task forces as required or appropriate;
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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

VOLUNTEERS

2026

References: KRS 1616.148

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. Volunteers shall not be used in any capacity that requires operation of potentially hazardous equipment, or contact with hazardous substances. Volunteers are not allowed to use personally owned or district-owned vehicles, mowers, chainsaws, gators, forklifts, floor buffers, scissor lifts, chemical sprayers, or similar items on school property.

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 under the policy.

Clean-up and enhancement projects by volunteers on school grounds must be approved by the Director of Facilities.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

INDIVIDUALS OBSERVING A CLASSROOM

2024

Relates to: 2024F

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

RELIGIOUS FREEDOM

9041

References: KRS 158.183; First Amendment

Relates to: Policy 9029; 4080.03AR; Policy 9010.025

- 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 or engage in religious activities in public school to the same extent and under the same circumstances as a student is permitted to reflect, meditate, speak on, or engage in non-religious matters;
 - B. Express religious or political viewpoints to the same extent and under the same circumstances as a student may express viewpoints on non-religious or non-political topics in school;
 - C. Express religious or political viewpoints in classroom, homework, artwork, and other written and oral assignments free from discrimination or penalty based on the religious or political content of the submissions;
 - D. Speak to or attempt to speak to students to discuss religious or political 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 or non-political viewpoints. However, any student may demand that this speech or these attempts to share religious or political viewpoints not be directed at him or her;
 - E. Distribute religious or political 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 nonreligious or non-political topics or subjects in the school; and
 - F. Display religious messages on items of clothing to the same extent that a student is permitted to display nonreligious messages on items of clothing;
 - G. Access public secondary school facilities during non-instructional time as a member of a religious student organization for activities that may include 19 prayer, Bible reading, or other worship exercises to the same extent that members of nonreligious student organizations are permitted access during noninstructional time;
 - H. Use school media, including the public address system, the school newspaper, and school bulletin boards, to announce student religious meetings to the same extent that a student is permitted to use school media to announce student nonreligious meetings; and
 - I. Meet as a member of a religious student group during non-instructional time in the school day to the same extent that members of nonreligious 1 student groups are permitted to meet, including before and after the school day; and
 - J. 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 other 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. Consistent with its obligations to respect the rights secured by the Constitutions of the United States of America and the Commonwealth of Kentucky, the Board of Education shall ensure that:
 - A. The selection of students to speak at official events is made without regard to the religious or political viewpoint of the student speaker;
 - B. The prepared remarks of the student are not altered before delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is obscene, vulgar, offensively lewd, or indecent; and
 - C. If the content of the student's speech is such that a reasonable observer may perceive affirmative school sponsorship or endorsement of the student speaker's religious or political viewpoint, the school shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the school;
 - D. Religious and political organizations are allowed equal access to public forums on the same basis as nonreligious and nonpolitical organizations; and

OLDHAM COUNTY BOARD OF EDUCATION POLICY

RELIGIOUS FREEDOM

9041

References: KRS 158.183; First Amendment

Relates to: Policy 9029; 4080.03AR; Policy 9010.025

- E. No recognized religious or political student organization is hindered or discriminated against in the ordering of its internal affairs, selection of leaders and members, defining of doctrines and principles, and resolving of organizational disputes in the furtherance of its mission, or in its determination that only persons committed to its mission should conduct these activities.
- III. The Board of Education shall permit public schools in the district to sponsor artistic or theatrical programs that advance students' knowledge of society's cultural and religious heritage, as well as provide opportunities for students to study and perform a wide range of music, literature, poetry, and drama, as long as such programs are consistent with its obligations under the Kentucky and United States Constitutions.
- IV. 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.
- V. 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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

FEES

4050

References: KRS 160.330; 702 KAR 3:220

Relates to: 4050AR, 4050F, 4050.01F, 4050.02F

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.

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.

Any student seeking a waiver of any fee shall make a written request to be submitted on Form 4050F 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.

*References: KRS 157.200; KRS 157.224; KRS 157.230; 704 KAR 3:285
Related to: 4057.01AR (Gifted and Talented Handbook)*

4057.01 DESCRIPTION OF AREAS OF GIFTEDNESS ADDRESSED

The Board hereby adopts the polices 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 visual art, dance, music, or drama.

4057.02 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 searching the entire school population on a continuous basis for likely candidates for services using both informal and available formal, normed, standardized measures, including measures of nonverbal ability.
2. Systematic data analysis that compares students under consideration for identification to local or national norms, including those required in 704 KAR 3:285, and to district established criteria of eligibility for each category of giftedness.
3. Identification and Placement 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
 - Ensure a variety of views are heard during the selection and placement process
 - Determine which students meet identification criteria and which services and at what level, shall be included in each identified student's gifted and talented student services plan.
 - Help provide communication and support in the school and community
4. The provision of services implemented primary through grade twelve which provides multiple delivery options matched to diagnosed behaviors, strengths and characteristics of individual students.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

EDUCATION OF GIFTED AND TALENTED STUDENTS

4057

References: KRS 157.200; KRS 157.224; KRS 157.230; 704 KAR 3:285

Related to: 4057.01AR (Gifted and Talented Handbook)

5. A system for school personnel to report to parent or guardian the progress of identified gifted students related to Gifted Student Services Plan (GSSP) at least once each semester,
6. A petition and appeal process as a safeguard for a student who may have been missed in the identification and diagnosis process.
7. 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.
8. 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.

4057.04 SERVICE DELIVERY AND PLACEMENT

Students, primary through grade twelve, diagnosed as possessing gifted and talented characteristics shall be provided services 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

EDUCATION OF GIFTED AND TALENTED STUDENTS

4057

*References: KRS 157.200; KRS 157.224; KRS 157.230; 704 KAR 3:285
Related to: 4057.01AR (Gifted and Talented Handbook)*

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 and Placement Committee will determine placement of identified students based on individual student's needs; details of this placement will be recorded in the Gifted and Talented record in Infinite Campus.

Grouping for instructional purposes and multiple service delivery options shall be utilized in the district educational plan, based on student interests, abilities, and needs, including social and emotional. No single service option shall exist 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.

4057.05 CURRICULUM AND PERSONNEL

Each school shall differentiate by extending, replacing, supplementing or modifying the Kentucky Academic Standards 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 beyond the standard curriculum. A teacher shall be appropriately endorsed in gifted education in accordance with 704 KAR 20:280 if the teacher works:

1. Directly with identified gifted pupils in addition to the regularly assigned teacher; or
2. For at least one-half (1/2) of the regular school day in a classroom made up entirely of properly identified gifted students.

All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the student.

4057.06 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. Overall student progress,
2. Student, parent and faculty attitudes toward the program
3. community involvement,
4. cost effectiveness,
5. incorporation of gifted education into the regular school program,
6. quality of instruction and credentials of personnel,
7. future program directions and modifications.

4057.07 FUNDING

State funds for gifted education shall be used specifically for direct services to students who are gifted and talented. Direct services to students identified as demonstrating gifted and talented behaviors and characteristics shall be provided by professional qualified and certified personnel as required by Education Professional Standards Board in 704 KAR 20:280. Seventy-five percent (75%) of a district's gifted education allocation shall be used to employ properly certified personnel to provide direct instructional services. State funding to a district shall be contingent upon:

4057.08 GIFTED EDUCATION COORDINATOR

A district receiving state gifted education funding shall designate a gifted education coordinator to:

1. Oversee the district gifted education operation
2. Serve as the liaison between the district and the state
3. Ensure internal compliance with state statutes and administrative regulations
4. Administer and revise the gifted education program budget

OLDHAM COUNTY BOARD OF EDUCATION POLICY

EDUCATION OF GIFTED AND TALENTED STUDENTS

4057

References: KRS 157.200; KRS 157.224; KRS 157.230; 704 KAR 3:285

Related to: 4057.01AR (Gifted and Talented Handbook)

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 Gifted Student Services Plan (GSSP) shall be established as defined by (704 KAR 3:285, Section 10) to address:

1. How, and by whom, the grievance procedure is initiated
2. The process for determining the need to evaluate or reevaluate the child for appropriate services
3. The criteria for determining if placement of the student needs revision
4. Procedures for ensuring that appropriate services are provided to all identified students consistent with KRS 157.200 and KRS 157.230, and
5. Procedures for ensuring the participation of the parent or guardian, a regular education teacher of the student, a gifted education teacher or coordinator, an administrator, and a counselor in addressing a grievance.

The Board's goal is to provide an educational program that affords all students the opportunity to develop their 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 Gifted Services Coordinator.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

GRADING/GRADE REPORTING

4060

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

GRADUATION EXIT STANDARDS

4064

Relates to: Policy 4065

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:

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

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.

Beginning July 1, 2018, all Oldham County students must pass a board-approved civics test in order to graduate from high school. The test will be comprised of 100 questions from the United States Citizenship and Immigration Services test. Students must score a minimum of 60% on the test, which may be taken as many times as necessary to pass. A student who has passed a similar test within the previous five (5) years shall not be required to take the test. The required testing is subject to the requirements and accommodations of a student's individualized education program (IEP) or Section 504 Plan.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

GRADUATION REQUIREMENTS; PROMOTION/RETENTION

4065

References: KRS 158.140; 704 KAR 3:305; 704 KAR 3:307; 704 KAR 7:140
Relates to: 4065.02F

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.

SPECIFIC PROVISIONS - ELEMENTARY

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.

SPECIFIC PROVISIONS - MIDDLE SCHOOL - GRADES 6-8

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.
- 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.

SPECIFIC PROVISIONS - HIGH SCHOOL - GRADES 9-12

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:

Schools Using Block Scheduling		
Grade	Credits	Completed Semesters
10	6	2
11	13	4
12	20	6

Schools Using 6 Period Scheduling		
Grade	Credits	Completed Semesters
10	5	2
11	10	4
12	16	6

Adopted

Oldham County Board of Education

March 7, 1977

Revised: August 7, 1978, December 10, 1979, July 15, 1985, July 7, 1986, June 6, 1988, March 19, 1990, January 14, 1991, December 14, 1992, June 26, 1995, March 18, 1996, July 28, 1997, May 11, 1998, April 16, 2001, March 25, 2002, September 29, 2003, February 21, 2006, April 24, 2006, March 24, 2008, July 27, 2009, February 22, 2010, June 21, 2010, December 13, 2010, June 25, 2012, July 28, 2014, March 28, 2016, February 26, 2018, May 18, 2020, September 27, 2021

OLDHAM COUNTY BOARD OF EDUCATION POLICY

GRADUATION REQUIREMENTS; PROMOTION/RETENTION

4065

References: KRS 158.140; 704 KAR 3:305; 704 KAR 3:307; 704 KAR 7:140

Relates to: 4065.02F

Schools Using 7 Period Scheduling		
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.

Students may be awarded high school credit toward graduation for:

- Standards-based coursework that constitutes satisfactory demonstration of learning in any high school course, consistent with 704 KAR 3:305(1) and (2);
- Standards-based online or other technology mediated courses;
- Standards-based dual credit or other equivalency courses; and
- 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.

GRADUATION REQUIREMENTS

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

- Complete eight (8) semesters of high school unless the student qualifies for Early Graduation under Section G.
- 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.
- Fulfill the state graduation requirements.
- Make a good faith effort to complete the appropriate state mandated assessment to the best of the student's ability, unless the student is exempt from participation.
- Pass the civics test required pursuant to OCBE Policy 4064.

Students pursuing an alternative diploma will participate in the commencement ceremony of the graduating class of students who entered kindergarten the same year.

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.

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 (8th) 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)

OLDHAM COUNTY BOARD OF EDUCATION POLICY

GRADUATION REQUIREMENTS; PROMOTION/RETENTION

4065

References: KRS 158.140; 704 KAR 3:305; 704 KAR 3:307; 704 KAR 7:140
Relates to: 4065.02F

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.

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.

HARDSHIP 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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ASSESSMENT PROGRAM

4095

References: KRS 158.6453, KRS 158.6455, 707 KAR 1: 300; 707 KAR 1:320

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.

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
- 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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

EQUAL EDUCATIONAL OPPORTUNITY

4097

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
Relates to: Policy 9050, 9051, 9051AR

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.

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

HOMELESS STUDENTS, FOSTER CHILDREN and FOREIGN STUDENTS

9006

Relates to: 9006F, 2035AR Foreign Exchange; McKinney Vento Act

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 federal McKinney Vento Act for identifying and serving homeless students.

A. HOMELESS STUDENT SERVICES

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;
- 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. Disputes over eligibility, school selection, or enrollment are to be appealed to the Kentucky Department of Education using the Dispute Resolution for Homeless form located at:
<https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf>
- The liaison shall provide a copy of the referenced form to the complainant.

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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

HOMELESS STUDENTS, FOSTER CHILDREN and FOREIGN STUDENTS

9006

Relates to: 9006F, 2035AR Foreign Exchange; McKinney Vento Act

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.

B. CHILDREN IN FOSTER CARE

Students in foster care shall have equal access to all educational programs and services, including transportation, which all other students enjoy.

1. School Enrollment

Foster children are to be immediately enrolled in a new school. The District shall collaborate with the Cabinet for Health and Family Services to ensure immediate and appropriate enrollment of the child and immediately contact the student’s previous school for relevant records. The previous school shall provide the new school records maintained within the student information system by the Kentucky Department of Education within three (3) working days of receipt of a request. Remaining records shall be provided within ten (10) working days of the request.

2. District Liaison for Foster Children

The Director of Student Services is the Foster Care Liaison appointed to coordinate activities relating to the District’s provision of services to children placed in foster care, including transportation services.

3. Attendance at School of Origin

Children in foster care, including preschool aged children if the District offers a preschool program, shall be eligible to attend their “school of origin” unless a determination is made that it is not in the child’s best interest. Such determination will be made in collaboration with the Cabinet for Health and Family Services. Dispute resolutions shall be handled by all agencies involved in the determination of the foster child’s placement. When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin.

4. Best Interest of The Child

Determining the best interest of the child takes into consideration the following factors, including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child’s attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school’s climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.

5. Immigrant Students

No student shall be denied enrollment based on his or her immigration status, and documentation of immigration status shall not be required as a condition of enrollment. The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

6. Nonresident Foreign and Exchange Students

The Oldham County School District regulates the admission and participation of nonresident foreign exchange students through Administrative Regulation 2035AR. The Oldham County School District does not participate in the F-1 visa program-

OLDHAM COUNTY BOARD OF EDUCATION POLICY

DISCRIMINATION PROHIBITED

4040

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PUPIL TRANSPORTATION

8025

*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
Relates to: Policy 9068*

The Board owns and operates school buses exclusively for the transportation of Oldham County School pupils to and from Oldham County Schools and for such other educational purposes as the Board may deem advisable.

8025.01 AUTHORITY FOR USE

Any uses of the school buses will require approval from the Superintendent or designee.

8025.02 BUS DRIVERS - 702 KAR 5:080

The job description for regular bus drivers shall be prepared by the Assistant Superintendent for Support Services and approved by the Superintendent. Only persons qualified to drive a school bus shall be permitted to drive routes or trips.

Dismissal of Drivers

School bus drivers are subject to dismissal if they fail to maintain the qualifications as set forth in the job description or for reasons set forth in Board Policy 5025 concerning termination and discipline of all employees.

8025.03 BUS GARAGE

a. Bus Inspection

The Board requires that at least once each month all of its school buses shall be thoroughly inspected and that its satisfactory mechanical condition be attested by the Board mechanics.

b. Bus Mechanics

Are to demonstrate success in performing tasks of the job description as prepared by the Assistant Superintendent.

8025.04 CONDUCT OF PUPILS - 702 KAR 5:050; 702 KAR 5:080; 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. Following the ejection of a student, the driver shall, as soon as it is safe to do so, contact his supervisor or the Director of Transportation to report that a student has been ejected. The supervisor or Director of Transportation shall ensure that the student's parents are notified of the ejection and the location at which the student ejected by contacting the parent directly, or by arranging for a district or school administrator to promptly notify the parent.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PUPIL TRANSPORTATION

8025

*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
Relates to: Policy 9068*

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.

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PUPIL TRANSPORTATION

8025

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
Relates to: Policy 9068

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.

8025.06 EMERGENCY CALL PLAN FOR BUS DRIVERS

All bus drivers employed by the School District must either have a telephone where they can be called in case of an emergency or provide a telephone number where they can be reached. This number will be submitted by the bus driver to the Transportation Office before he/she is employed. Each driver's telephone number will be on file in each principal's office.

The bus driver is subject to immediate recall to bus duty upon receipt of emergency order from Superintendent or any one designated to act as the Superintendent's representative.

8025.07 RENTAL OF BUSES

The Board does not rent, lease or lend school buses to groups or organizations which are not a regularly scheduled part of the School program or the Oldham County Recreation program, unless specifically approved by the Board.

8025.08 CHARGE FOR BUS USE

The use of school buses for field trips is addressed under Board Policy 8005.03.

Use by Organizations - The Board will not permit the use of any school bus to organizations not connected with the school or recreation or as otherwise stated in Board Policy.

8025.09 EMERGENCY EVACUATION KRS 156.070, 156.160; 702 KAR 5:040

Regular Bus Routes

The principal of each school will insure that emergency evacuation drills for each bus serving their school are conducted four (4) times per year (twice per semester) with the first occurring in the first week of each semester.

These drills may take place either after the buses have arrived in the morning or before departure in the afternoon and shall include all students assigned to the bus present at the school on the day of the drill. The bus driver shall be responsible for conducting the drill for his/her bus in coordination with the school principal.

Principals and bus drivers will take all reasonable and necessary precautions to minimize the risk of injury to students during these drills. These precautions may include the use of landing mats, exiting assistance for young students by older students or members of the school staff, and the designation of students to open the emergency exits. The driver shall submit a written report of each evacuation drill to the Director of Transportation within two days following the drill.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PUPIL TRANSPORTATION

8025

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

Relates to: Policy 9068

Field Trips

Student groups going on field trips on school buses shall be instructed about evacuation procedures and informed of the location and operation of all emergency exits prior to departure. It is the responsibility of the certified staff member in charge of the students to assure that the emergency evacuation directions, Oldham County Schools Administrative Policy 8005.07, are read after all students have boarded the bus for departure immediately prior to departure.

Contracts with approved common carriers to transport students on field trips shall include a requirement for the carrier to provide emergency evacuation instructions for their vehicle to students prior to departure and shall provide documents confirming that the contractor has liability insurance in an amount deemed sufficient by the Assistant Superintendent for Support Services.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

9005

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

Relates to: 9005.03F; 9005.05AR; 9005.011F; 9005.012F; 9005.021F; 9005.022F; 9005.030F; 9005.031F; 9005.032F; 9005.033F; 9005.05F

9005.01 AGE REQUIREMENTS

1. Legal Requirements

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 3rd birthday for a free appropriate preschool education and related services. Children who are eligible for the Head Start program may enroll as three-year old's 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).

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 OCBE 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 old's entering school must present documentation of a dental screening or examination no later than January 1st following their enrollment.

Adopted

Oldham County Board of Education

April 18, 1977

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OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

9005

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

Relates to: 9005.03F; 9005.05AR; 9005.011F; 9005.012F; 9005.021F; 9005.022F; 9005.030F; 9005.031F; 9005.032F; 9005.033F; 9005.05F

2. Upon initial enrollment, all students who are enrolling from unaccredited schools may be required to complete age-appropriate standardized testing or end-of-course testing for placement purposes. In addition, students 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:

School-age children residing full-time during the school year with a parent, or legal guardian, legal custodian having their primary residence in Oldham County are eligible to enroll in the Oldham County Schools. In a shared custody arrangement, children must reside with the parent or legal guardian living in Oldham County a minimum of fifty-percent of the time during the school year in order to enroll in the Oldham County Schools. A court order documenting custody shared arrangement may be required for enrollment. 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, Residency Affidavit, 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 9005.32F is strictly adhered to;
 - c. 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 (9005.032F); and,
 - iii. if the employee begins to physically reside in the county prior to or on the last student attendance day of the semester as noted on the district calendar, the employee's paid tuition for that semester is refunded; and
 - d. 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.
 - e. The student must meet all requirements in order to be considered for acceptance in the Oldham County School District.
 - f. The student lives with the employee-parent at least fifty-percent (50%) of the time during the school year.

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OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

9005

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

Relates to: 9005.03F; 9005.05AR; 9005.011F; 9005.012F; 9005.021F; 9005.022F; 9005.030F; 9005.031F; 9005.032F; 9005.033F; 9005.05F

- g. The employee parent is employed on a minimum of a .7 contract each school year of attendance.
2. Continued attendance, as a child of an employee, 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 upon receiving proper due process from the school district.

3. 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.
 - e. A non-resident student will not be re-admitted a third semester unless a residence is occupied.
 - f. 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.
 - g. 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.

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OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

9005

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Relates to: 9005.03F; 9005.05AR; 9005.011F; 9005.012F; 9005.021F; 9005.022F; 9005.030F; 9005.031F; 9005.032F; 9005.033F; 9005.05F

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. No student will be removed without due process.

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 9005.06F. 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.
4. 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 CHILDREN OF MILITARY FAMILIES

1. A child of a military family may pre-enroll or participate in pre-admission in a school district if the parent or guardian of the child is transferred to or is pending transfer to a military installation or reserve component within the state while on active military duty pursuant to an official military order, or who is returning to the State within one year of being honorably discharged.
2. A school district shall accept an application for enrollment and course registration by electronic means for a child who meets the requirements set forth in subsection (1) of this section, including enrollment in a specific school or program within the school district.
3. The parent or guardian of a child who meets the requirements set forth in subsection (1) of this section shall provide proof of residence to the school district within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, the address of:
 - a. A temporary on-post billeting facility;
 - b. A purchased or leased home or apartment; or
 - c. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture.
 - d. A home to be built in Oldham County on which the parent has a contract.
4. A child who utilizes this section shall not, until actual attendance or enrollment in the school district:
 - a. Count for the purposes of average daily attendance as defined in KRS 157.320 or KRS 157.350;
 - b. Be included in the state assessment and system pursuant to KRS 158.6453 or 158.6455
 - c. The student may enroll for up to one year while residing in temporary housing outside of the district if the student has enrolled based on a contract for a home to be built in Oldham county. During this period of up to one year, the student will not be considered a resident of the county in which the temporary housing is located. The one-year period begins on the date of the parent's report to duty date, or separation date, not

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OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

9005

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

Relates to: 9005.03F; 9005.05AR; 9005.011F; 9005.012F; 9005.021F; 9005.022F; 9005.030F; 9005.031F; 9005.032F; 9005.033F; 9005.05F

the date of enrollment

9005.07

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

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OLDHAM COUNTY BOARD OF EDUCATION POLICY

COMMUNICABLE DISEASES; STUDENTS

9011

References: KRS 158.160; 704 KAR 4:020

Relates to: 9011.01AR; 9011.01F; 9011.02F

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 readmittance is fulfilled.

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

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

DEMONSTRATIONS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

9015

Relates to: Policy 9012, 9068

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PHYSICAL EXAMINATIONS

9020

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

The Board shall require physical examinations for students as follows:

9020.01 INITIAL MEDICAL EXAMINATION; PROGRAM OF CONTINUOUS HEALTH

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 and hearing.

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. Out-of-state enrollees may be required to provide their out-of-state immunization documents to the Oldham County Health Department for transfer PRIOR to enrollment. Depending on your child's current immunization documents, we may be able to accept the certificate as is. If a Kentucky Certificate is necessary, the Oldham County Health Department will provide the parent or guardian with an Immunization Transfer Receipt, which is then submitted to the school to complete enrollment. The Oldham County Health Department is located at 1786 Commerce Parkway, LaGrange, Kentucky and can be reached by calling (502) 222-3516.
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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PHYSICAL EXAMINATIONS

9020

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

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.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT RECORDS

9040

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
Relates to: 9040F

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

1. The right to inspect and review educational records includes:
 - (a) A reasonable request for explanations and interpretations of records by those eligible to review records.
 - (b) 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.
 - (c) 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.
2. 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.
3. 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.
4. The right to review and inspect does not include the right to obtain copies. Request for copies of records may be denied. 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.
5. Persons wishing to inspect or review records must have an adequate means of identification such as driver's license or another picture identification card.

9040.03 FEES FOR COPIES OF EDUCATIONAL RECORDS

1. 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.
2. Upon request, one copy of student records shall be sent to post-secondary educational institutions, first employer or vocational school free of charge.
3. Copies of records provided other than stated in this section, item 1 and 2 will be at a cost of 25 cents per page.

9040.04 TYPES OF EDUCATIONAL RECORDS AVAILABLE AND LOCATION

1. 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.
2. 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

OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT RECORDS

9040

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
Relates to: 9040F

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, Department of Pupil Personnel, 6165 W. Highway 146, Crestwood, KY 40014
Locust Grove Elementary, 1231 East Highway 22, Crestwood, KY 40014
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, LaGrange, Kentucky 40031

3. 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.
4. 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.
5. Graduates of all other high schools may obtain records from the Guidance office at the appropriate school.

9040.05 ORGANIZATIONS AND 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:

1. To other school officials, including teachers, certified and classified administrators, school resource officers and school security officers, the district's attorneys, software providers approved by the district to perform functions normally performed by district employees, and others 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 or for the school official to perform his or her duties;
2. To officials of another school or school system or postsecondary school in which the student seeks or intends to enroll;
3. To military recruiters when name, address and phone numbers are requested;
4. To authorized representatives of the Federal Government;
5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed pursuant to State law;
6. 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.
7. To accrediting organizations in order to carry out their accrediting functions;
8. 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;
9. To appropriate parties in a health or safety emergency as determined by the Superintendent; or
10. 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

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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
Relates to: 9040F

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 OCBE Policy 9040 and the provisions of OCBE Policy 1032 shall apply to student records maintained by the Board of Education.

9040.08 DIRECTORY INFORMATION AND 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 first day of the school year; 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 AND 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.

The determining factors considered for released information are:

- (a) The seriousness of the threat to the health or safety of the student or other individuals;
- (b) 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
- (c) 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:

1. 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.
2. The record of disclosures may be inspected:
 - (a) By the parent of the student or the eligible student,
 - (b) By the school official and his or her assistants who are responsible for the custody of the records, and
 - (c) 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

1. 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.
2. 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.

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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
Relates to: 9040F

9040.12 AMENDMENT OF EDUCATION RECORDS

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 ensure that information in the education records of the student is not inaccurate or misleading.

9040.14 CONDUCT OF THE HEARING

1. The hearing shall be conducted within the following procedures:
2. 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;
3. 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;
4. 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.
5. 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.
6. 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.
7. 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.
8. Any explanation placed in the education records of the student under this section shall:
 - (a) 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
 - (b) 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.

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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
Relates to: 9040F

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



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
00 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.

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

**SCHOOL BUS PROCEDURE AND SAFETY
REGULATIONS FOR STUDENTS**

8030.01AR

*References: 702 KAR 5:030
Related to: 8030.01F*

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.

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

**SCHOOL BUS PROCEDURE AND SAFETY
REGULATIONS FOR STUDENTS**

8030.01AR

References: 702 KAR 5:030

Related to: 8030.01F

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.
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.

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

ITEMS PROHIBITED ON BUSES

8025.04AR

Related to: Policy 8025.04

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

Musical Instruments/Miscellaneous Items:

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