

STUDENT HANDBOOK



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OUR MISSION

The Ludlow Independent School District is committed to fostering a culture of rigor, excellence, and personal accountability by developing meaningful relationships with students, families, and community members to support and empower students to graduate with college and career readiness skills.

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SCHOOL POLICIES AND PROCEDURES

The following pages contain rules and regulations which are basic to each student's conduct. Discipline policies and procedures will be enforced consistently and fairly with all students. The following policies and procedures are basic to the smooth and efficient operation of a high school, and conducive to the development of good citizenship. It is our responsibility to provide an atmosphere which is conducive to student academic achievement. These policies and procedures, along with the cooperation of students, parents, and faculty will allow us to fulfill this responsibility.

ATTENDANCE

Absenteeism

- a. A student who is returning to school after an absence should report to the Principal's office in order to receive an admission slip for class admission. Students are not to be admitted without an admission slip. Upon return to class, students must carry an admission slip to be signed by all teachers.
- b. All classes will be checked for absentees each period.
- c. Students who are not in attendance at least 1/2 day will not be permitted to participate in, or attend, any school-related activity.
- d. Admission slips are to be obtained **before students attend their 1st period classes.**

Excused Absences include:

An excused absence or tardy is one for which work may be made up, such as:

1. Death or severe illness in the student's immediate family
2. Illness of the student, including mental or behavioral health
3. Religious holidays and practices
4. One (1) day for attendance at the Kentucky State Fair
5. Documented military leave
6. One (1) day prior to departure of parent/guardian called to active military duty
7. One (1) day upon the return of parent/guardian from active military duty
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces
10. Students participating in any of the page programs of the General Assembly
11. Dates for which the student is required to appear in court; or
12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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

Unless an emergency exists, requests for such lengthy absences should be made two weeks or more in advance. It is imperative that the student be doing passing work. All work missed must be made up at a time other than regular class time.

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

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

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

Unexcused Absences include:

- a. Absences which are for reasons other than those listed above.
- b. Absences where there is no excuse from a parent or guardian, or an improperly signed excuse is presented.
- c. Absences for shopping, working, being needed at home, getting hair/nails done for a dance, visiting relatives, etc., are not excused absences.
- d. Absences over the five day per semester limit without a physician's statement.

Work may be made up for unexcused absences at the discretion of the teacher involved.

A student who is suspended can make up all work for 50% credit within five (5) days of returning from his/her suspension. Students are responsible for collecting make-up work.

Attendance-Based Discipline

In an attempt to promote school attendance and deter absenteeism, an escalating series of disciplinary measures will be used by school and district administration.

- a. ***For each of the first two unexcused absences, a warning may be provided and potential teacher consequences administered. A phone call may also be made after the second unexcused absence to inform parent/guardian of consequences that will be administered for any additional unexcused absences.***
- b. ***On the third unexcused absence, the student will be required to serve an assigned formal school detention. Parent/guardian will also be notified through a phone call and/or letter/student referral.***
- c. ***On the sixth unexcused absence, your child will serve a formal after-school detention.***
- d. ***On the ninth unexcused absence, your child will serve a Friday School. A parent meeting may be requested to discuss truancy issues and possible consequences.***
- e. ***On the twelfth unexcused absence your child will serve a Friday School. "Truancy" and/or "Academic Neglect" Charges may be filed with The Kenton County Courts and Children's Services.***
- f. ***After 12 unexcused absences, student will serve a detention for each one and Friday School for every third one.***

Tardiness

Students who are tardy to school may receive an excused tardy. However, excused tardies will be very rare. Every six tardies to school will constitute one absence.

All classes will be checked each period for tardies. When pupils are tardy to specific classes, teachers may assign their own individual detention for such students. After 3 such instances, a teacher may refer a pupil to the Principal or Assistant Principal for disciplinary action.

Tardies to school:

- ***On the sixth unexcused tardy to school, your child will be assigned an after-school detention.***
- ***On the twelfth unexcused tardy to school, your child will be assigned a Friday School (3:15 p.m.-5:15 p.m.).***
- ***After 12 tardies in a semester, student will serve an after-school detention for each subsequent unexcused tardy to school.***

DETENTION

Teachers are expected to hold their own detentions for those students who fail to report to class on time and for disciplinary purposes as they deem necessary.

Students who fail to report to a detention assigned by a teacher may be assigned to School Detention by administration and may still be required to serve that teacher's detention. Repeated failure to report to a teacher's detention may result in detention, Friday School, in-school suspension, or suspension.

There will be general School Detention held for 45 minutes Tuesday, Thursday, and some Fridays after school. Only the Principal or Assistant Principal will assign students to this detention. Assignments will be made for excessive tardiness, unexcused absences, and disciplinary purposes. Students tardy to detention will be dismissed and referred to the Principal.

Failure to attend detention when assigned may result in Friday School, ISS, or suspension from school.

Students assigned to detention are expected to bring lessons and/or textbooks to work on during this period. If student has nothing to work on, he/she will be given a Math or Reading assignment to complete.

Continued failure to adhere to regulations regarding detention may result in Friday School, ISS, or suspension.

Rules for School Detention

- a. Only the Principal, Assistant Principal, or designee may assign a student to a school detention.
- b. Detention begins at 3:15 and ends at 4:00.
- c. Detention monitor will not admit a late student without Principal/Assistant Principal approval.
- d. Students may not talk or sleep.
- e. ***Students will be expected to do their homework assignment(s) or they will receive a Math or Reading assignment (grade specific) and will work until assignment is finished or a good faith effort has been given.***

- f. Students violating the above rules will be referred to the Principal or Assistant Principal which may result in additional days of detention, Friday School, ISS, or Suspension.

FRIDAY SCHOOL

In general, this detention will be used for discipline problems that are relatively severe in nature. Students may also be placed in Friday School when they have had numerous minor offenses, and ordinary school detention and other consequences have failed to correct the behavior. (***This detention may also occur on Thursdays when school is not in session on Friday***)

The following is a list of rules pertaining to the placement and conduct of students in Friday School:

1. Time of Friday School - 3:15 – 5:15 p.m.
2. Late arrivals - Any student arriving after 3:15 p.m. will not be admitted and will be considered to have missed the Friday School.
3. Work completed in Friday School - Students must have assignments to do for the entire length of detention and they must be school related. Special assignments may also be required by the monitor.
4. Restroom breaks - Each student may have one restroom break during the detention period. Students will be permitted restroom privileges individually and not as a group.
5. Skipping one (1) Friday School - If a student is assigned one (1) Friday School and misses that detention, the detention will be doubled.
6. Skipping two (2) or more Friday Schools - If a student skips two (2) or more Friday Schools, the student may be assigned to ISS or suspended and still be expected to serve the Friday Schools.
7. Behavior in Friday School - If a student fails to work during Friday School or acts in an unacceptable manner, the monitor will dismiss student and refer to the principal.
8. Assignment of Friday School - Only the Principal or Assistant Principal may assign this detention.
9. Notification - The student and parent will be notified by a letter/referral given to the student indicating the date of Friday School. Students **may** also be reminded of the detention on the Thursday preceding each Friday School.
10. Dress - School dress code rules will be in effect during Friday School.

IN-SCHOOL SUSPENSION (ISS) GUIDELINES

Students in violation of their responsibilities as stated in the Student Handbook under Student Rights and Responsibilities, Part 2, may be placed in the In-School Suspension. ISS will also be used for disciplinary problems that in the past might have resulted in suspension.

The following is a list of rules pertaining to the placement and conduct of students in Alternative Assignment:

1. ***Students who are sent to ISS will go to a designated room.***
2. ***Students are to get all materials needed for the day and be in the designated room before the bell rings at 8:20.***
3. Time of ISS: 8:20 a.m. - 3:10 p.m.
4. Students will receive classwork assignments from their teachers which will be completed and evaluated.
5. Students assigned to ISS may also participate in individual counseling sessions.

6. Students will have minimal contact with other students and will be under the direct supervision of the ISS teacher.
7. Only the Principal or Assistant Principal may assign a student to ISS.
8. Students are advised that they may still be suspended from school for severe discipline code infractions or if previous disciplinary actions are not effectively correcting student behavior.
9. Students will work on random math and/or English materials if they do not have any work to do.
10. Students are expected to act appropriately and according to classroom procedures while in ISS.
11. Students will eat lunch in the ISS room or office, not in the cafeteria.

If a student repeatedly violates school rules and regulations and the previously mentioned disciplinary actions are not correcting the student's behavior, the school administration will recommend to the superintendent that the student and his or her guardian be required to appear before the Board of Education to show cause as to why the student will not obey school policies and rules. An expulsion hearing may also be requested.

COMPULSORY ATTENDANCE – TRUANCY - HABITUAL TRUANCY

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A student who has been reported as a truant two (2) or more times is an habitual truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

NO PASS, NO DRIVE LAW

Effective August of 2007 is the No Pass/No Drive bill (HB 32, amending KRS 159.051). This bill is intended to support dropout prevention and to provide an incentive for students in the Commonwealth to stay in school and pass their courses.

The No Pass/No Drive statute results in the denial or revocation of a student's driver's permit or license for academic deficiency, excessive unexcused absences, or for dropping out of school. These are defined below:

ACADEMIC DEFICIENCY: When a student does not have passing grades in at least four (4) courses in a semester.

EXCESSIVE UNEXCUSED ABSENCES: When a student has nine (9) or more unexcused absences in one semester. Absences due to suspension are considered unexcused. Unexcused absences are also explained in more detail on page 1 of this handbook.

DROPPING OUT OF SCHOOL: When a student withdraws (without graduating) from Ludlow High School and does not enroll in any other high school diploma program.

When a student is considered noncompliant, the school will notify the state and if the student currently has a driver's license/permit, it will be revoked. That student will remain

noncompliant for one full school semester. At the end of that semester, if they are considered compliant, the school will contact the state to notify them of the student's compliance.

Any 15–17-year-old applying for a driver's license/permit will be required to have a form completed by the school, verifying that the student is compliant (in good standing) with the requirements of the No Pass/No Drive Law. Students/Parents, these forms can be obtained in the high school office. Please give at least a 2-day notice for these forms. You can contact our school secretary at 859-261-8211.

To review the full text of the law, you may visit the Legislative Research Commission website at www.lrc.ky.gov/record/07RS/record.htm (Search HB 32).

PAWS

The PAWS Program is designed to provide individualized attention to students in the area(s) of personal, academic, and workplace skills. The School Counselor will oversee this program. Each student will be assigned a PAWS Faculty Advisor. This advisor will meet with his/her PAWS group 2-3 times per month. If necessary, more specific action will be taken to ensure appropriate assistance is given to students who are not making adequate progress in the area of academics and future planning after graduation. If a student is not making adequate progress, the PAWS Advisor can recommend any of the following actions:

ACTIONS

1. Student conference with teacher or counselor
2. Recommendation of ESS and/or Focus Friday
3. Telephone conference with parent by counselor
4. In-school conference with parent, teacher, and counselor
5. Social Probation
6. Referral to school administration.

Students may be placed on Academic or Social Probation for failing classes and/or poor attendance, at the discretion of the Principal, Assistant Principal, or designee.

DEFINITIONS

ACADEMIC PROBATION – *Eligibility for the following school year is based on academic performance and will be determined using a student's final year average grade in Infinite Campus and the KHSAA's guideline that defines a student's grade level. (See Page 30) To be considered eligible during the school year, a student-athlete cannot be failing more than one class when the weekly grade check is generated. If a student-athlete is failing two classes, he/she will be ruled ineligible. Student-athlete will only be removed from a team when there are three weeks of ineligibility after competitions have begun. Students who are academically ineligible prior to the start of competition will still be unable to participate in their respective sports for that particular week; however, that week of ineligibility will not count as "one of the three." After 3 such times during a season, student will be removed from team.*

SOCIAL PROBATION - *Students may not participate in or attend any extra-curricular activities, attend any school functions (dances, athletic events, etc.) or any activities during the school day that are not directly related to their instruction or educational process.*

CELL PHONES (PERSONAL TELECOMMUNICATION DEVICES)

Effective July 2025 is the Cell Phone Ban (HB 208, amending KRS 158.165). This requires schools to, at minimum, prohibit a student's use of personal telecommunications devices during instructional time, except during an emergency.

A personal electronic/telecommunication device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to Air Pods or ear buds, a cellular telephone, a smart watch, etc.

Students shall be permitted to possess but shall not be permitted to use telecommunication and other related electronic devices on school property or at any location of a school-sponsored activity during the school day or while attending school-sponsored trips associated with the regular school day schedule. Such devices should be turned off and put away on the student's person or in the student's bag OR the student can ask the teacher to secure his/her device for the duration of a class period.

All behaviors involving cell phones/personal electronic devices will be handled in accordance with our District Code of Conduct.

TRACEABLE COMMUNICATION POLICY

SB 181, creating a new section of KRS 160, requires each local school board of education to designate a traceable communication system as the exclusive means for school district employees and volunteers to communicate with students. The traceable communication system must trace all communications sent to or by a student and provide parents an opportunity to access and review those communications. **School district employees and volunteers shall not communicate electronically with a student outside of the traceable communication system.** Exceptions exist for school district employees or volunteers who are family members of the student or for whom the student's parent has submitted written consent to communicate with the student.

ENTERING AND LEAVING

All students may enter the building at 7:45 a.m., but those in grades 10-12 arriving any time before 8:10 A.M. must congregate in the 1st floor hallways (by office area) and Valedictory Hall. Students in grades 7-9 may attend morning SOAR beginning at 7:15 a.m. and must congregate in the gymnasium, the library, or the MakerSpace. ***Students are not permitted to be in classrooms or the classroom hallways until 8:10 a.m. unless working directly with a teacher.*** All students in the building at 8:10 a.m. or entering anytime thereafter will report immediately to their 1st period classes. Students will be tardy after 8:20 a.m.

Students should leave the building at the conclusion of the school day. Those students under the supervision of a teacher for extra-curricular activities must be with that teacher. Students who are in the building without permission and unsupervised will be referred to the office. The building should be cleared no later than 3:30 p.m. Teachers will be requested to take note of any unattended students in the building.

LEAVING SCHOOL DURING SCHOOL HOURS

If an emergency arises that warrants a student leaving school, permission will be granted through the school administration only. The Principal will handle such situations and the student must check out in the Principal's office if permission is granted. Unless the identity of the parent or guardian can otherwise be determined, the parent or guardian will be required to come to the office to sign the student out.

MOMENT OF SILENCE

In accordance with SB 19 (amending KRS 158.175) all students will take part in a moment of silence during the first class of each day. The moment of silence will be at least one minute but will not exceed two minutes. During this moment of silence, all students will remain seated and silent. Students are permitted to meditate, pray, or engage in any other silent activity so long as it does not distract from or impede other students' use of the time. School personnel will not provide instruction regarding how a student may engage with the moment of silence, other than assuring that they remain silent.

HALL PASSES

When it is necessary for a student to leave the room for any purpose, it is the responsibility of the student to request a hall pass from the teacher. If granted permission, the student will use the electronic SmartPass system to create the pass. Abuse of hall passes may result in revocation of privileges.

TEXTBOOKS

Kentucky School Law carefully regulates the adoption of textbooks. All lost textbooks will be paid for by the student, and all damaged textbooks will result in a fine to be paid by the student. All textbooks issued to students will be collected at the end of the school year.

Students who fail to pay for lost or damaged textbooks will not be issued textbooks the next year. All school records will be held in the case of those students who owe money for books, but do not return to school or graduate.

TELEPHONE

Administrators are happy to allow a student to use an office phone upon request; the student must ask to use the phone in the office.

SCHOOL VISITATION

All parents/visitors must buzz in at the main office and state their business before being admitted into the building. Staff members may not talk to parents/visitors or allow entrance to classrooms until parents/visitors have registered in the office. Visits during lunch will be very limited and must be arranged prior to the day of the visit. This is for the protection of all of our students. During times of serious health crisis in the community, state, or nation, visitors to the school will be extremely limited and must submit to the same screening requirements used for students and staff.

LOST AND FOUND

Lost and found items are placed in the Principal's office so that they may be claimed by the appropriate student. Unclaimed items may be donated to charitable organizations.

DELIVERY OF FLOWERS, CAKES, BALLOONS, FOOD, ETC., TO STUDENTS

Flowers, cakes, food, balloons or like items should not be sent to students during school hours. These deliveries cause a disruption to the classroom and will not be permitted. This includes the delivery of food for/during lunch.

CONFERENCES

Conferences may be requested by an administrator, teacher, or parent. If an issue exists with a teacher or classroom situation, parents are expected to first discuss the issue with the teacher. Additional problems should be referred to the principal. If parents wish to confer with an

administrator or teacher, please call the school office to arrange an appointment. This is the only way we can ensure that the individual you wish to meet with will be available. If parents have any questions, concerns, or problems, they should not hesitate to call and arrange to meet with us.

IMMUNIZATION CERTIFICATES

Students attending the Ludlow Independent Schools must have a valid immunization certificate and a school physical on file in the district as required by Kentucky Revised Statute 158-035. Students who do not have these health records on file will be excluded from school. Contact the Ludlow School Nurse at 859-261-8211 if you have questions.

DISPENSING OF MEDICATION

Medications should be given at home when possible. However, should a student not enrolled in the school-based health center, need to take medication during the school day, including “over the counter” medication, the following will be required:

1. An “Authorization to Give Medication” form must be completed and signed by both the child’s physician and parent/guardian. This form is available in the school office and the school nurse office.
2. The school nurse must approve all medications before medication will be dispensed by school personnel.
3. A parent/guardian must bring the child’s medication to the school office.
4. The medication must be in the original container from the pharmacy with a current prescription label attached, containing the child’s name, dosage, strength and the physician’s orders for administration.
5. A revised “Authorization to Give Medication” form must be completed if/when a medication changes in any way.
6. The first dose of a new medication for your child will not be given at school
7. School personnel will not split pills. This action must be accomplished at home or by the child’s pharmacist.
8. The school reserves the right to refuse to dispense medication to any student.
9. School personnel are not responsible for any ill effects that may occur from medication.
10. Narcotics will not be dispensed at school.
11. All medications will be disposed of 7 days after a medication is discontinued or at the end of the school year.
12. Students who share any prescription or over the counter medication with another student shall receive appropriate disciplinary action.

FEDERAL LUNCH PROGRAM

Breakfast and Lunches will be **FREE** to **ALL STUDENTS** this year. Because of this, Free and Reduced Lunch applications will be given to each student at the beginning of the school year. Every student’s Parent/Guardian **MUST FILL OUT** a Free and Reduced lunch form; this enables us to continue such a program using federal funds. Along with the free breakfast and lunch, a snack will be available after school for those students who would like to participate. We are required to randomly verify the information contained on a percentage of the applications.

CAFETERIA RULES

All students at Ludlow High School have the opportunity to participate in a nutritionally well-balanced lunch program.

The following rules must be observed in the cafeteria:

1. Students will enter the cafeteria *through the back doors by the Elementary office* and proceed to the high school serving line(s) in an orderly manner. Students are not to cut in front of others in the line.
2. Students will be orderly and talk in a normal conversational tone while eating their lunches.
3. Once seated, students are to remain seated, except to return their trays or to assemble with their class to return to their classroom. Students are not to move from table to table.
4. Students will not throw food, napkins, straws, or any other object.
5. Students are to leave their eating area clean.
6. Students are not to buy extra food for other students who did not get a lunch.
7. Students should get everything they need as they go through the serving line. Students are not to return to the serving line once they have gone through the line.
8. High school students may listen to music or use electronic devices at administrators' discretion while in the cafeteria. Middle school students may not use electronic devices while in the cafeteria.
9. Students violating the above rules are subject to disciplinary action.

STUDENT DISCIPLINE CODE

PROCEDURES FOR DEVELOPMENT AND ANNUAL REVIEW OF THE CODE,
ANNUAL ORIENTATION OF STUDENTS, PARENTS, AND TEACHERS

DEVELOPMENT

This code was originally developed through the cooperative efforts of the individuals on the Discipline Code Committee. The committee met as a group in a series of meetings in an effort to develop a code which reflects the community's standards and expectations for student behavior.

ANNUAL REVIEW

The committee (now PBIS Committee) shall meet annually at the end of the school year to review the discipline code, to update it, and to consider any suggestions, comments, or other feedback from the school community for implementation.

ANNUAL ORIENTATION

At the beginning of each school year, a copy of this code shall be sent home with each student so parents/guardians and students may become familiar with the code. Class assemblies will be held within the first week of school to familiarize the students with the content of the code. Teachers will be familiarized with the code prior to the beginning of the school year. Students, teachers, administrators and other personnel who join the school system during the course of the school year shall receive copies upon entering the district.

ASSURANCES

NON-DISCRIMINATION

The Ludlow Independent Schools will enforce the rules consistently and with equal treatment regardless of religion, race, gender, sexual identity/orientation, or national origin. The students have the responsibility to obey the rules and regulations and to cooperate with those who must enforce them.

DUE PROCESS

All students have specific rights related to due process when they encounter a suspension or expulsion procedure. These rights are delineated in KRS 158.150:

- (2) A student shall not be suspended until after at least the following due process procedures have been provided:
 - (a) The student has been given oral or written notice of the charge or charges against him which constitute cause for suspension;
 - (b) The student has been given an explanation of the evidence of the charge or charges if the student denies them; and
 - (c) The student has been given an opportunity to present his/her own version of the facts relating to the charges.

These due process procedures shall precede any suspension 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 practicable, but no later than three (3) school days after the suspension.

APPEAL PROCEDURES

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

1. If the problem is related to the classroom, the parent/guardian will contact the Principal to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the Principal or his/her designee with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the Principal directly.
4. If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with the Superintendent or his/her designee.
5. During this conference either party may have present individuals having knowledge relative to factors involved. The other party shall be notified in advance if such persons are to be present.
6. The Superintendent or his/her designee will advise the parent in writing of the disposition within fourteen (14) days after the conference.
7. The parents may appeal in writing to the Superintendent who will arrange a meeting with the Board of Education if the parents/guardians are not satisfied with the decision of the Superintendent or his/her designee.

STUDENT RIGHTS AND RESPONSIBILITIES

1. STUDENTS HAVE THE RIGHT TO:
 - a. A system of public education which meets the needs of the individual students.
 - b. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
 - c. Physical safety and protection of their personal property.
 - d. Consultation with teachers, counselors, administrators, and other school personnel.
 - e. Free election of their peers in student organizations in which students have the right to seek and hold office.
 - f. Examination of their own personal school records by the students, their parents/guardians, or their authorized representatives.
 - g. Involvement in school activities without being subject to discrimination on the basis of race, sex, religion, or national origin.
 - h. Respect from other students and school personnel.
 - i. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

2. EACH STUDENT HAS THE RESPONSIBILITY TO:
 - a. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
 - b. Exhibit neatness and cleanliness of personal dress and hygiene.
 - c. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or building, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
 - d. Refrain from gambling, extortion, theft, or any other unlawful activity.
 - e. Refrain from using, possessing, or transmitting any tobacco, vaping product/paraphernalia, alcoholic beverage or illegal or controlled substance.
 - f. Show respect for the education process by taking advantage of every opportunity to further his/her education.
 - g. Practice self-control at all times.
 - h. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
 - i. Follow the rules and regulations of the Board of Education and/or the school administration.

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

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

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

TEACHER RIGHTS AND RESPONSIBILITIES

1. TEACHERS HAVE THE RIGHT TO:
 - a. The support of co-workers, administrators, and parents.
 - b. Work in an educational environment with minimum disruptions.
 - c. Expect all assignments or homework to be completed and turned in as assigned.
 - d. Remove any student from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area.
 - e. Safety from physical harm and freedom from verbal abuse.
 - f. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
 - g. Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.
2. TEACHERS HAVE THE RESPONSIBILITY TO:
 - a. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
 - b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
 - c. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
 - d. Evaluate students' assignments and return them as soon as possible.
 - e. Exhibit exemplary behavior in action and speech.
 - f. Exhibit neatness and cleanliness of personal dress and hygiene.
 - g. Reward exemplary behavior or work of students.
 - h. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
 - i. Recommend for retention in a class any student who fails to meet the basic standards for such class.
 - j. Maintain necessary records of student progress and attendance as accurately as possible.

- k. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l. Care for the equipment and physical facilities of the school.

PRINCIPAL RIGHTS AND RESPONSIBILITIES

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

- 2. PRINCIPALS HAVE THE RESPONSIBILITY TO:
 - a. Create and foster an atmosphere of mutual respect and consideration among students and staff members.
 - b. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
 - c. Exhibit exemplary behavior in action, dress, and speech.
 - d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
 - e. Direct a program of dissemination of information explaining the Code of Conduct to the school and community.

DISCIPLINE

POLICY AND PHILOSOPHY STATEMENT

The ultimate purpose of education is to help each student explore his/her capabilities and become an effective citizen. Developing and accepting responsibilities and obligations is a major part of this purpose. The Ludlow Board of Education's primary concern in the area of discipline is that students have the opportunity to learn in an environment conducive to learning. Means of discipline should be employed to inhibit those few students who would destroy or deny such an environment.

The following three definitions have served as guidelines in the development of a District-wide Code of Student Conduct:

Citizenship--is the status of being a member of the Ludlow Independent School District entitled to the privileges and obligations of that membership.

Discipline--is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and the rights of others.

-- Ideal discipline is self-directed and self-controlled. Schools and community and parents share the responsibility for helping students develop self-discipline.

- Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her capabilities in harmony with others.
- When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others. The student's age is a factor in determining expectations for self-discipline.

RESPECT FOR SELF, OTHERS AND PROPERTY is based upon those accepted traits acknowledged by a majority of the school community which an individual is willing and able to recognize in himself or others and which lead to a high standard of conduct. Respect for property is demonstrated by a student body which displays pride of ownership through preservation, protection and proper utilization and maintenance of facilities and equipment of the school district and of personal property. These traits, if recognized by an individual, will lead to a high standard of conduct.

The enumerated inappropriate behaviors listed here are applicable at all times while students are on school property, off school property at school activities, and on the way to/from school or school-sponsored trips and activities unless otherwise specifically accepted herein (KRS 161.180 and 158.150)

LEVEL 1 OFFENSES

Academic Cheating/Plagiarism – Includes, but is not limited to, the following: using or providing unauthorized notes or other aids, copying or using the work of other students (or allowing other students to copy work) without prior permission of the teacher, representing someone else’s work as one’s own, or the use of Artificial Intelligence (AI) writing tools or programs (for example, ChatGPT) to complete assignments. Academic dishonesty will result in a grade of zero for the work and may result in an office referral.

Chewing Gum (Elementary)

Disrespectful Behavior – Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting.

Disruptive Behavior - An intentional act, behavior, or conduct in the classroom, in the school building, upon school grounds, or at a school function which disrupts the educational or extracurricular process. Disruptions may include, but are not limited to, sustained loud talking, yelling, screaming, making noises with materials, horseplay or roughhousing, and/or out-of-seat behavior.

Inappropriate Eating of Food - Consuming food or snacks in areas or at times that have not been designated for such. Areas that have been designated for this purpose include the cafeteria, in a classroom when it is an activity related to instruction, or grab & go breakfast at the very beginning of the day.

Insubordination (Defiance) - Any verbal or non-verbal refusal to comply with a lawful directive or order made by a school employee.

Loitering – Remaining or lingering in an area with no valid purpose or reason for doing so.

Out of Area Violation – A student is intentionally not in assigned classroom or other school space.

Tardy to Class – Not being in an assigned class when the tardy bell rings or arriving to class after the designated time for class to start without a legitimate excuse.

Violation of Personal Electronic/Telecommunication Device – A personal electronic/telecommunication device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to Air Pods or ear buds, a cellular telephone, a smart watch, etc. Students shall be permitted to possess, but shall not be permitted to use telecommunication and other related electronic devices on school property or at any location of a school-sponsored activity during the school day or while attending school-sponsored trips associated with the regular school day schedule. Such devices should be turned off and put away on the student’s person or in the student’s bag OR student can ask the teacher to secure his/her device for the duration of a class period.

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- a. Poses a threat to academic integrity, such as cheating;
- b. Violates confidentiality or privacy rights of another individual.
This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
- c. Is profane, indecent, or obscene;
- d. Constitutes or promotes illegal activity or activity in violation of school rules; or
- e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device;
- f. Distracts the student or other students from the educational process.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District’s Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline. A violation also may result in a report being made to law enforcement.

POSSIBLE DISCIPLINARY ACTIONS FOR LEVEL I OFFENSES (Not listed in any particular order):

- Conference/reprimand

- Contact parent/guardian
- Teacher detention and/or written assignments
- Loss of privileges
- Behavior Contract
- Referral for counseling/mediation
- Time out (elementary)
- Office referral

LEVEL II OFFENSES

Attendance Policy Violation – Defined by policy (see pages 1-3 of this handbook).

Bus Violation – In the Ludlow Independent School District, students are typically only on a bus to get to/from an off-campus program, for a field trip, or for an extracurricular event. Causing a disruption on a bus constitutes a violation. The disruption may include sustained loud talking, yelling, screaming, making noises with materials, horseplay or roughhousing, sustained out-of-seat behavior, or anything that causes a distraction to the driver. The driver may be called or asked to appear before administration to give his/her account of the infraction(s).

Cafeteria Misconduct – Unacceptable behavior in the cafeteria or food service area. Examples include, but are not limited to, leaving one's tray, making unnecessary messes, throwing food or other items, placing food on or about another person, yelling or screaming, entering or leaving the cafeteria without proper permission and other offenses that disrupt lunch/breakfast time.

Destruction of Property (Vandalism) – Willful or malicious destruction or defacement of property belonging to the school or to others. Note: depending on type and/or severity of damage, this could also be a Level III offense.

Dress Code Incident – A violation of the school's dress code (see pages 29-30 of this handbook).

Failure to Attend Teacher Detention – Failure to report to or be present in an assigned classroom/area during the time a student has been assigned to serve a teacher detention.

Forgery – The intentional falsifying of information or documents given to school authorities.

Inappropriate Mild Sexual Behavior – Students are prohibited from publicly displaying affection to other students. Examples include, but are not limited to, excessing hugging, kissing, and/or caressing.

Inciting Student Disorder – The intentional promotion or advocacy of student misconduct by any student for any purpose. Any act or statement that supports and/or promotes activities that are unacceptable by this code would be inciting student disorder. This includes, but is not limited to, social media statements, videotaping of altercations, cheering on students who are violating the disciplinary code, etc.

Leaving Campus – Leaving the school building and/or campus without permission during regular school hours.

Possession, Display or Distribution of Obscene Materials or Objects Considered By Local Community Standards to be Obscene

Profanity or Vulgarity – Using abusive verbal messages that include cursing, name calling, or the use of words in an inappropriate way.

Self-Endangerment – Putting oneself in harm's way or threatening to harm oneself in any way.

Skipping Class – Being absent from his/her assigned class 10 minutes or longer after the tardy bell or staying out of an entire class without permission.

Skipping School – Being absent from school without valid permission.

Violation of District Acceptable Use Policy – Inappropriate use of district or school technological resources, including district network systems and use of district/school equipment that is not in keeping with the district's acceptable use policy.

Violation of a Level I Offense (Egregious, Repeated or Habitual)

POSSIBLE DISCIPLINARY ACTIONS FOR LEVEL II OFFENSES (Not listed in any particular order):

- Conference/reprimand
- Contact parent/guardian
- Meeting with parent/guardian
- Lunch Detention
- Administrator detention
- Friday School
- In-School Suspension
- Suspension from school (short or long term)
- Loss of activities and related privileges
- Behavior Contract
- Restitution
- Bus suspension
- Recommendation of loss of driving privileges based on No Pass/No Drive law
- Alternative School Placement
- Expulsion – less than one calendar year
- Referral to SRO/local law enforcement
- Referral for counseling/mediation
- For threats of harm to self or others, student may be referred for a threat assessment, which could include evaluations, not to be paid for by the school/district.

LEVEL III OFFENSES AND/OR LAW VIOLATIONS

Abuse/Abuse of a Teacher - Criminal Abuse: intentionally abusing another person causing physical injury (KRS 508.100 – KRS 508.120). Intentional verbal, mental or physical abuse of a teacher or administrator (KRS 161.190).

Activation of a Fire Alarm – The intentional, unjustified activation of a fire alarm or like warning device (KRS 438.200).

Alcohol Category (requires a Drug Type selection on participant details):

Alcohol Distribution - Distribution of alcohol as defined as liquor, brew or mixture containing alcohol.

Alcohol Possession - Possession of alcohol as defined as liquor, brew or mixture containing alcohol.

Alcohol Use - Under the influence of or use of alcohol as defined as liquor, brew or mixture containing alcohol.

Arson - Intentional burning or attempt to burn a house, public building, vehicle, or aircraft (KRS Chapter 513).

Assault or Violence Category:

1st Degree Assault - Intentionally causes serious physical injury (reference KRS 500.080 for complete definition of “serious physical injury,” particularly for children ages 12 and under) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; complete definition found in KRS 508.010. Consult with law enforcement (such as a School Resource Officer) or a board attorney before choosing 1st Degree Assault. This behavior event is reported singularly on the School Report Card.

2nd Degree Assault - Same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument; complete definition found in KRS 508.020; (reference KRS 500.080 for complete definition of “serious physical injury,” particularly for children ages 12 and under”).

3rd Degree Assault - Recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers; complete definition found in KRS 508.025 (reference KRS 500.080 for complete definition of “physical injury”).

4th Degree Assault – Intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument; complete definition found in KRS 508.030; (reference KRS 500.080 for complete definition of “physical injury”).

Burglary – With the intent to commit a crime, a person knowingly enters or remains unlawfully in a building or vehicle.

Dangerous Instrument Possession/Use – Possessing or using any foreign object that could potentially cause bodily harm or injury; throwing a foreign object toward another person that is heavy, sharp, or otherwise perceived to be harmful and/or with such velocity and force that it will likely cause harm and/or injury.

Destruction of Property (Vandalism) – Willful or malicious destruction or defacement of property belonging to the school or to others. Note: depending on type and/or severity of damage, this could also be a Level II offense.

Disorderly Conduct – A person is guilty of this offense when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof, he/she: (a) engages in fighting or in violent, tumultuous or threatening behavior; or (b) makes unreasonable noise; or (c) refuses to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard or other emergency; or (d) creates a hazardous or physically offensive condition by an act that serves no legitimate purpose.

Drug Category (requires a Drug Type selection on participant details):

Drug Distribution - Distribution of a controlled substance, such as, amphetamine, barbiturate, cocaine, hallucinogen, heroin (opioids), inhalant, marijuana/hashish [including vaping THC (tetrahydrocannabinol) oil], methamphetamine, prescription drug, steroid (anabolic), synthetic drug, over the counter drug or look alike drug.

Drug Paraphernalia - 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.

Drug Possession - Possession of a controlled substance, such as, amphetamine, barbiturate, cocaine, hallucinogen, heroin (opioids), inhalant, marijuana/hashish [including vaping THC (tetrahydrocannabinol) oil], methamphetamine, prescription drug, steroid (anabolic), synthetic drug, over the counter drug or look alike drug.

Drug Use - Under the influence of or use of a controlled substance, such as, amphetamine, barbiturate, cocaine, hallucinogen, heroin (opioids), inhalant, marijuana/hashish [including vaping THC (tetrahydrocannabinol) oil], methamphetamine, prescription drug, steroid (anabolic), synthetic drug, over the counter drug or look alike drug.

Extortion – Solicitation, either verbally, in writing, or by printed communication, of money or anything of value from another person (regardless of amount) in return for protection or in connection with a threat to inflict harm.

Failure to Attend Administrative Detention – Failure to report to or be present in an assigned classroom/area during the time a student has been assigned to serve an administrator’s detention.

Fighting – Student to Other (Physical Aggression) – Using aggressive physical actions toward a person not connected with the school, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Fighting – Student to Staff (physical aggression) – Using aggressive physical actions toward a staff member or school representative, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Fighting – Student to Student (physical aggression) – Using aggressive physical actions toward another student, involving serious physical contact where some injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Fraud – Wrongful or criminal deception intended to result in financial or personal gain.

Gambling – The act of betting either monetarily or otherwise or buying/selling items not approved by the building principal or designee. Examples include, but are not limited to, flipping cards/coins, playing cards, rolling dice, and all forms of online betting.

Gangs, Gang-related, and Gang-like Activities – The presence of, or student involvement in gangs, gang-related or gang-like activities on school grounds, at school-related events, including the display of gang symbols, paraphernalia or apparel, is strictly prohibited.

Harassment Category (requires a Harassment Type selection on participant details):

Bullying - Unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated (complete definition found in KRS 158.148).

Harassment - Intent to intimidate, harass, annoy, or alarm another person; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. It is prohibited to harass or discriminate based on an individual's race, color, national origin, age, religion, marital status, political beliefs, gender, sexual identity/orientation, or disability. (complete definition found in KRS 525.070).

Harassing Communications - Intent to intimidate, harass, annoy or alarm another person through a communication or social media mechanism (complete definition found in KRS 525.080).

Stalking - Intent to stalk another person or make explicit or implicit threat to place a person in reasonable fear of sexual contact, physical injury or death (complete definitions found in KRS 510.140 and KRS 508.150).

Threatening another Student - To cause reasonable apprehension or threat of physical harm to another student through statement, communication conduct or gesture.

Threatening Staff - To cause reasonable apprehension or threat of physical harm to a staff person or school representative through statement, communication, conduct, or gesture.

Verbal Abuse - Using abusive or demeaning language to attack or injure an individual, this could include but not limited to talking back, name calling, creating socially rude interactions.

Hazing - A direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

- a) Violate federal or state criminal law;
- b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
- c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;

- d) Endure brutality of a sexual nature; or
- e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

*Per KRS 508.180, “organization” is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

Homicide - A person causes the death of another human being under circumstances which constitute murder, manslaughter in the first degree, manslaughter in the second degree, or reckless homicide (KRS Chapter 507).

Kidnapping - Unlawfully restraining another person with intent to hold for ransom, inflict bodily injury or terrorize a person, to shield or hostage (complete definition found in KRS 509.040) 17 Data Standard Behavior Rev. 3/25/2024.

Menacing - Intentionally places another person in apprehension of imminent physical injury (complete definition found in KRS 508.050).

Motor Vehicle Theft – Unlawful taking of a motor vehicle.

Possession of Stolen Property – When a student receives, retains, or disposes of property of another, knowing that it has been stolen, or having reason to believe that it has been stolen.

Rape - Includes forcible rape and statutory rape (KRS Chapter 510).

Sexual Assault - Unwanted touching in a sexual manner (KRS Chapter 510)

Sexual Behavior - Exhibiting intimate physical contact in school or at any school-related activity, on-site of off-site. This sexual contact can be consensual or unwanted.

Sexual Offense (non-touch) – Includes all non-touch sexual offenses, not limited to lewd behavior, obscene behavior, and indecent exposure (KRS Chapter 510).

Terroristic – Bomb - Bomb threat or threat of other explosive device (KRS 508.075 – KRS 508.080).

Terroristic Threat - 1) Intentionally making false statements about placing a weapon of mass destruction on school property; 2) Intentionally placing a counterfeit weapon of mass destruction on school property; 3) Intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff; 4) Threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or 5) Intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation (KRS 508.075 – KRS 508.080).

Terroristic-Chem/Bio/Nuc - Chemical, biological, or nuclear threats (KRS 508.075 – KRS 508.080).

Theft/Stealing - Includes robbery, larceny, motor vehicle theft (KRS Chapter 514); this also includes the unauthorized possession, sale, or attempted sale of another’s property. Note: the

school is not responsible for personal property brought onto school campus. Any personal property or materials brought onto campus for classroom or personal use is at the risk of the owner. Personal property could include, but is not limited to wallets, purses, air pods, backpacks, clothing, collectibles, electronic devices such as cell phones.

Tobacco Category (requires a Drug Type selection on participant details)

Tobacco Distribution - Distribution of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products.

Tobacco Possession - Possession of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products.

Tobacco Use - Under the influence of or use of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products.

Trespassing – When a person knowingly enters or remains unlawfully in a dwelling, a building or upon premises.

Truancy – Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Vandalism – Willful or malicious destruction or defacement of property.

Violation of Level II Offense (Egregious, Repeated or Habitual)

Wanton Endangerment - Wantonly engaging in conduct which creates a substantial danger of physical injury (KRS 508.060, KRS 508.070).

Weapon Category (requires a Weapon Type selection on participant details) -All incidents involving the possession of guns or other deadly weapons on school property or at school functions must be reported as a behavior incident in the student information system.

Weapon Distribution - Distribution of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

Weapon Possession - Possession of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

Weapon Use - Use of any item used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

POSSIBLE DISCIPLINARY ACTIONS FOR LEVEL III/LAW OFFENSES (Not listed in any particular order):

- Conference and notification of parent/guardian
- Meeting with parent/guardian

- Administrator detention
- Friday School
- In-School Suspension
- Suspension from school (short or long term)
- Loss of activities and related privileges
- Behavior Contract
- Tobacco/Nicotine Education Program
- Restitution
- Bus suspension
- Alternative School Placement
- Expulsion – less than one calendar year
- Expulsion – no less than one calendar year (Note: 2023 KY HB538 requires mandatory expulsion for certain egregious behaviors)
- Referral to SRO/local law enforcement
- Criminal charges filed
- Referral for counseling/mediation
- For threats of harm to self or others, student may be referred for a threat assessment, which could include evaluations, not to be paid for by the school/district.

PARENT/GUARDIAN MEETING REQUIREMENT

If a student has accrued 3 behavior referrals in a semester, a parent/guardian meeting will be required. School administrators will meet (in person) with the parent/guardian, student, and teachers (if required) to discuss repeated behaviors.

CORPORAL PUNISHMENT POLICY

"Corporal punishment" is defined as the deliberate infliction of physical pain by any means upon the whole or any part of the student's body as a penalty or punishment for student misbehavior.

Effective July 1, 1991, no person employed or engaged by any public elementary or secondary educational system within this school district shall inflict or cause to be inflicted corporal punishment or bodily pain upon a student attending any school. Any such person may, within the scope of his employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the student, or others from physical injury, to obtain possession of a weapon or other dangerous objects within control of the student, or to protect property from serious harm. (704 KAR 7:055)

SUSPENSION AND EXPULSION

A student shall not be suspended from the common schools until after at least the following due process procedures have been provided:

- (a) The student has been given oral or written notice of the charge or charges against him/her which constitute cause for suspension;

- (b) The student has been given an explanation of the evidence of the charge or charges if the student denies them; and
- (c) The student has been given an opportunity to present his own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common 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 practicable, but no later than three (3) school days after the suspension.

The superintendent or principal may suspend a student but shall report such action in writing immediately to the superintendent and to the parent, guardian or other person having legal custody or control of the student. The board of education of any school district may expel any student for misconduct as defined in the beginning of this section but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity to have a hearing before the board. The decision of the board shall be final.

Students who are suspended can make up all work for 50% credit within five (5) days of returning from his/her suspension.

SEARCH AND SEIZURE POLICY

School officials may search a student's clothing, accessories (purse, wallet, book sack, notebook, gym bag, etc.), his/her desk, or his/her body, if there is reasonable suspicion to believe the student has in his/her possession contraband, stolen articles, controlled drugs, alcoholic beverages, or dangerous weapons. Searches of the student's body shall be limited to a "pat down" of the exterior of the student's clothing. Such a search of the person of a student "pat down" shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible. Such notification should be by telephone. If unable to notify by telephone, a letter shall be mailed with return receipt requested.

Should the school official not be of the same sex as the student to have his/her person searched, said school official shall designate a staff member to conduct the "pat down." Other staff members that could be designated for this purpose include, but are not limited to, the school health nurse or a guidance counselor. Witnesses designated by the school official could be classroom teachers. No official shall conduct a strip search of any student enrolled in the Ludlow Independent School District.

The following guidelines are to be followed before a school official conducts a search of a student's person or personal belongings:

- (a) The search is based on a reasonable suspicion for believing that something contrary to school rules or significantly detrimental to the school and its students will be found in the search of the student's person or personal belongings.
- (b) The school officials have attempted to notify all students by written word and public announcement that the Board hereby grants school officials the authority to search a student's person or personal belongings.
- (c) The primary purpose of the search of a student's person or personal belongings bears a rational relationship to the legitimate education interest of the school system.

- (d) The school officials have attempted to notify all students by written word and public announcement that, if during a search of a student's person or personal belongings the school official, or his designee, does discover contraband, stolen articles, controlled drugs, alcoholic beverages, or dangerous weapons such unlawful items found could stand as evidence and as a basis for cause in a suspension or expulsion hearing.

SCHOOL RESOURCE OFFICER or LAW ENFORCEMENT OFFICER

A school resource officer will be available full-time in Ludlow Schools. He/She is a qualified and sworn police officer who operates within the school district at the discretion of the building Principal or Assistant Principal in conjunction with the Ludlow Police Department. A school official may request the assistance of the SRO to assist in any manner of school functions which are deemed appropriate or necessary.

DISPOSAL OF ANYTHING FOUND IN COURSE OF SEARCH

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the applicable Board policy may be:

- (a) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the school official until it is presented at the hearing;
- (b) returned to the parent or guardian of the student from whom it was seized; or
- (c) destroyed if it has no significant value.

DEFINITIONS OF TERMS IN THIS POLICY

As used in this policy statement the term "reasonable suspicion" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- (a) evidence of a violation of the student conduct standards contained in the Board policy statements or student handbook;
- (b) anything which because of its presence presents an immediate danger of physical harm or illness to any person.

A search is made if the school official, or his designee, compels a student to produce or at least expose matter otherwise covered from the plain view of the school official or his designee.

The term "school official" applies to any school administrator employed by the Board. The term does not include teachers.

The term "school premises" refers to property under the control of the Board of Education.

SEXUAL EXTORTION

A person is guilty of sexual extortion when he or she communicates, through any means, a threat to:

Injure the property or reputation of another person or commit violence against another person to:

1. Engage in sexual conduct; or
2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or semi nudity; or

3. Provide the payment of money, property, services, or any other thing of value to the perpetrator; or
4. Do any act or refrain from doing any act against his or her will.

Refer to the District Code of Conduct for more information on definition and criminal punishment for sexual extortion.

CRIMINAL VIOLATIONS

Those offenses listed under Level III Offenses/Law Violations in the Discipline Code which may also be classified as criminal acts, or violation of any other local, state, or federal criminal statute will be referred to civil authorities and result in immediate removal from school pending a hearing before the board in accordance with KRS 158.150.

SPECIAL EDUCATION STUDENTS

Students who create a dangerous or disruptive situation may be suspended from school. The due process procedure that should be followed for shorter term suspensions are the same for all students and are outlined in KRS 158.150.

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meeting. Behavioral interventions, treatment and consequences should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program which might result in more appropriate behaviors.

SCHOOL-RELATED ACTIVITIES

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the student is on his/her way to or from school, but extends to any activity, which is school-related or school-sponsored.

TRAUMA-INFORMED APPROACH

“Trauma-informed approach” means incorporation of trauma awareness and trauma-informed practices, as recommended by the federal Substance Abuse and Mental Health Services Administration, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the District, The plan shall be based on the Trauma-Informed Toolkits from KDE and include but not be limited to:

- a) Strategies for enhancing trauma awareness throughout the school community;
- b) Conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c) Developing trauma-informed discipline policies;
- d) Collaborating with Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e) Providing services and programs designed to reduce the negative impact of trauma support critical learning and foster a positive and safe school environment for every student.

LUDLOW INDEPENDENT SCHOOLS

Notice of Probation

Behavioral Contract

Name of Student _____ Grade _____ Date of Birth _____

Address _____ Phone _____

Parents/Guardians _____

Date Probation begins _____ Date Probation ends _____

This notice of probation is to officially inform you that there must be a significant improvement in your conduct if you are to remain a student in this school without facing serious disciplinary action.

The reason for probation includes: _____

The terms of probation shall include: _____

This notice is evidence that a conference has been held with you and that your parents, or guardians, are aware of the terms of the probation, and that you understand that continuing disciplinary problems may result in a recommendation for suspension or expulsion.

Signature of Student _____

Signature of Principal or Designee _____

- Copies: Student
- Parent/Guardian
- Principal
- Assistant Principal

LHS DRESS CODE

Dress is the responsibility of the student and of his/her parent(s)/guardian(s). Uniformity of dress that guides certain areas is a concern of parents, students, and the school. Areas of dress that relate to Ludlow HS students are as follows:

1. Excessively baggy clothing, such as pants, jeans, shirts, etc. is not permitted.
2. All pants, shorts, or skirts must be worn at waist with no undergarments showing. Shorts must come at or below the student's middle fingertip level (all the way around) when shoulders are back and relaxed and arms are straight down at the student's side. Any holes in pants or shorts that show skin must also meet this same standard. Girls' dresses, skirts or suits must come no higher than 2-3 inches above the knee in length (all the way around the leg). Mini and/or short skirts are not permitted.
3. Stretch pants of any kind must be accompanied by shorts, pants, a dress, a skirt, or a shirt that covers the student's rear end.
4. Facial hair is to be clean and trimmed.
5. Hair on the head is to be clean and well-groomed. Dyeing or coloring of the hair that is radical to the point of being disruptive is prohibited. Hair styles that are radical to the point of being disruptive are prohibited.
6. Shirts with inappropriate printing or illustrations are not to be worn. Muscle shirts, cut-off shirts, tank tops, and see through mesh/lace shirts (unless another shirt, meeting the dress code standards, is worn underneath) are not permitted. **The midriff must not show.** Blouses/shirts must meet skirts, pants, slacks, or shorts.
7. Open back blouses or tops are not permitted. Tank tops, tube tops, halter tops, spaghetti straps, etc., are not to be worn to school. **Again, the midriff must not show, whether standing or sitting.**
8. Hats are to be secured in lockers or book bags and not to be worn or carried from class to class. **Hoods are not to be worn up on the head.**
9. Body ornamentation that is of a radical style or nature that may cause a disruptive atmosphere in the classroom is not permitted. This also applies to a student's overall general appearance. Inappropriate language, designs, and symbols – including, but not limited to, those that convey hatred, contempt, prejudice, violence, or drugs/alcohol/tobacco - may not be permitted on a student's clothing, accessories, or on his/her person.
10. Any chains or other accessories that are such that they may be used as a weapon or otherwise deemed dangerous are not permitted.
11. Toys, dolls, stuffed animals, etc. are not permitted unless specifically used by the teacher and/or student for educational purposes.
12. No garment endorsing schools other than Ludlow Schools may be worn. Exceptions include those garments that come from a competition in which Ludlow participated. Shirts from or endorsing legitimate colleges and universities are also acceptable.
13. Any shirt that reveals cleavage is prohibited.

* Please note: During times of serious health crisis in the community, state, or nation, administration may deem wearing of a mask that covers both the mouth and the nose necessary. If deemed necessary by administration, wearing of such masks will be considered a part of the dress code, and students will be required to wear such at designated times. Failure to do so will be considered a violation of the dress code and handled at administrative discretion.

Also note: Students who are requested to return home to change clothing as a result of a dress-code violation will be marked as unexcused for the time missed, and the student may not be allowed to make up work missed. Students who are unable to get into their house or have their parents drop off appropriate clothing may spend the day in the ISS room. Repeated violations can result in consequences up to and including suspension from school.

LUDLOW HIGH SCHOOL
EXTRA CURRICULAR ATTENDANCE AND GRADING REQUIREMENTS

The following attendance and academic requirements will be put into place in order to participate in school sponsored activities.

<u>HIGH SCHOOL ACTIVITIES</u>	<u>NUMBER OF ABSENCES</u> (Can Not Exceed)	<u>DATE</u>
High School Homecoming	5 Absences	Oct. 4, 2024
High School Snowball Dance	12 Absences	Feb. 15, 2025
High School Prom	15 Absences	April 26, 2025
Graduation	18 Absences	June 5, 2025

<u>MIDDLE SCHOOL ACTIVITIES</u>	<u>NUMBER OF ABSENCES</u> (Can Not Exceed)	<u>DATE</u>
Middle School Halloween Dance	5 Absences	TBA
Middle School Holiday Dance/Party	9 Absences	TBA
Middle School March Madness	12 Absences	TBA
Middle School Aloha Dance	18 Absences	TBA

NOTE: 6 Tardies constitute one day absent. For example: If a student has been absent 16 days and tardy 15 times, he/she would be considered absent 18.5 days. This would cause this student to be unable to walk at the graduation ceremony.

Also note: During times of serious health crisis in the community, state, or nation, administrators will use discretion in the application of consequences and adherence to these requirements.

ACADEMIC REQUIREMENTS

LHS students (grades 7-12) must be passing at least four of their six courses (and failing no more than two) at the time of an administrative grade check prior to a school-sponsored extracurricular event. Students not meeting these criteria are ineligible to participate until/unless told by an administrator that they are reinstated.

Students whose attendance is deemed unacceptable by the administration may also be placed on social probation that precludes them from participating in these events. **Both attendance and academic information will be checked 1 week before the event.**

ACADEMIC INFORMATION

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District.

CIVICS EXAM REQUIREMENT

Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.⁵

INDIVIDUAL LEARNING PLAN (ILP)

Students shall complete an Individual Learning Plan (ILP) that focuses on career exploration and related postsecondary education and training needs.

ADDITIONAL REQUIREMENTS OF THE BOARD

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

English/Language Arts	Four (4) Credits total (English I and II plus two (2) credits aligned to the student's ILP)
Social Studies	Three (3) Credits total – (Two (2) credits including ½ credit of civics plus one (1) credit aligned to the student's ILP)
Mathematics	Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)
Science	Three (3) Credits total – (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One-half (1/2) Credit
P.E.	One-half (1/2) Credit

Visual and Performing Arts	One (1) Credit or a standards-based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	Six (6) Credits total (Two (2) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency
Financial Literacy	One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411.

CREDITS NEEDED FOR GRADUATION

Credits Needed for Sophomore Status	Credits Needed for Junior Status	Credits Needed for Senior Status	Credits Needed for Graduation
5	10	16	22

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²

OTHER PROVISIONS

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.³

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

The Board may substitute an integrated, applied, interdisciplinary, occupational, technical, or higher-level course for a required course if the alternative course provides rigorous content.

EARLY GRADUATION PROGRAM

Students who meet all applicable legal requirements shall be eligible for the Early Graduation Program (EGP) in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to participate in the EGP shall notify the Principal in writing at the beginning of grade nine (9) or as soon as the intent is known, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate.

A student shall not be prohibited from completing the EGP if the student meets all requirements. Students who enroll in the EGP and meet all applicable legal requirements shall receive a diploma and an Early Graduation Certificate.

A Letter of Intent to Apply shall be entered into the student information system by October 15 of the year the student intends to graduate.

A student shall complete all requirements applicable to the academic year in which the student intends to graduate as established in administrative regulation by the Kentucky Board of Education.

A student who has indicated an intent to complete the EGP may participate in the state administration of the college entrance exam prior to the junior year, if needed.

For students wishing to participate in the EGP and earn an Early Graduation Certificate and scholarship the Superintendent/designee shall provide:

- a. Criteria for supporting the development and monitoring of the student's ILP;
- b. Goal planning related to the attainment of established District essential workplace ethics programs;
- c. Completion of a professional resume; and
- d. Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools.

Each EGP participant, with the support of the comprehensive school counselor/designee, shall:

- a. Identify all EGP requirements and develop a strategy within the ILP for meeting those requirements, including the District's established workplace ethics program; and
- b. Complete an entrance interview with the Principal/designee to discuss postsecondary goals and career aspirations.

By July 1, 2024, each high school shall determine performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone required for students who intend to complete the EGP beginning with the 2024-2025 academic year.

Performance descriptors and evaluation procedures shall provide an opportunity for the student to demonstrate attainment of the following critical skills required for post-secondary and career success:

- a. Attainment of essential workplace ethics program components;
- b. Demonstration of an ability to apply the academic standards as a lifelong learner and contributing member of society;
- c. Demonstration of written and verbal communication skills needed for post-secondary success; and
- d. Demonstration of an ability to think critically, synthesize information, and draw conclusions.

By July 1, 2024, the performance-based project, portfolio, or capstone shall be required for completion of the EGP.

Each high school shall maintain and make readily available to the Kentucky Department of Education the EGP participant's performance-based project, portfolio, or capstone for a minimum of five (5) years.

Any student seeking to graduate early who receives services deemed essential by the District shall engage in meaningful consultation with a school-based mental health services provider on the creation of a continuity of services plan prior to graduation.

The District shall ensure the creation of a continuity of services plan for all students identified as a homeless child, a migratory child, or youth engaged in foster care. A transition plan shall be completed for children aging out of foster care.

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.¹

ALTERNATIVE CREDIT

In addition to Carnegie units, students may earn credit toward high school graduation through the district's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning. Performance-based credit may be earned while the student is still "in school", but the instructional setting will look for different from a traditional "seat time" environment.
2. Performance descriptors and their linkages to State content standards and academic expectations; At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.
3. Assessments and the extent to which state-mandated assessments will be used.
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences should be supervised by qualified instructors and aligned with State and District content and performance standards.

In addition to the credit requirements, all candidates for graduation must also meet the following attendance requirements in order to participate in senior activities and the graduation ceremony: Students must have no more than eighteen (18) absences (both excused and unexcused) during their senior year. Every six (6) tardies (no matter what type of tardy— excused or unexcused, or morning tardies or afternoon early dismissals) will be considered one (1) absence. Exceptions may be made at the discretion of the Principal, but these will be extremely rare. (To help clarify the exceptions, it is not simply for absences that have a doctor's excuse/note. It is referring to consecutive absences due to prolonged illnesses, injury, or surgery.) If a student does not meet these attendance requirements, he/she will NOT be allowed to participate in senior activities and the graduation ceremony.

ONLINE COURSES

Effective beginning the 2021-2022 school year, Ludlow High School students may earn credit through the online Edgenuity System. All Edgenuity students must accept the terms of the Edgenuity Ethics and Acceptable Use Agreement, as well as the terms of the school's Acceptable Internet Use Contract. If students are interested in taking an online course, they should see the Guidance Counselor for more information. The guidance counselor and/or principal will determine if such a class is appropriate for the student.

Students may be placed in an online course for various reasons including Credit Recovery and scheduling needs. Students who are taking an online course for high school credit as part of their regular six period schedule of classes will receive regular progress updates and a grade during each grading period. Students are expected to complete the online course by the end of the school year. Students should understand that they **may** need to complete coursework from home (as homework) in order to keep up with the proper rate of completion. Grades will be recorded based on a student's completion percentage and recorded grade average at each grading term (including progress reports). Please refer to the below table for rate of completion. This table is a guide for helping students and parents know the level of the student's progress. It can also be used throughout the course of the school year by administration to determine eligibility for athletics or extracurricular activities. Ultimately, successful completion of an online course at an accuracy level of 70% or higher will result in a credit being issued for that course.

	1st Q Progress	1st Q Report Card	2nd Q Progress	2nd Q Report Card	3rd Q Progress	3rd Q Report Card	4th Q Progress	4th Q Report Card
Required Completion Percentage	12.5%	25%	37.5%	50%	62.5%	75%	87.5%	100%

Students will be exempt for final exam only if they meet Ludlow High School's Exemption Policy.

Transfer students who enroll at Ludlow High School mid-year may earn a ½ credit in courses. Summer school may be necessary to complete the full credit, as needed.

VARIOUS PROGRAMS OF STUDY THAT LHS OFFERS

Students at Ludlow High School can follow three different programs of study. Each program builds on the prior, adding extra requirements to complete a more rigorous course load. The programs are as follows:

- General Graduation Program
- Pre-College Curriculum Program
- Program of Academic Studies

For detailed information about each of these programs, please see our [Course and Planning Guide](#).

GRADUATION WITH HONORS

Based on final GPA, a student may be recognized at commencement exercises for his/her academic achievement.

* Cum Laude (“With praise, with honor, with distinction”) → 3.5-3.799

* Magna Cum Laude (“With great praise, with great honor, with great distinction”) → 3.8-3.999

* Summa Cum Laude (“With highest praise, with highest honor, with highest distinction”) → 4.0 +

Students graduating with honors will typically wear one of three colors of honor cords based on level of honors bestowed.

GRADUATION EXERCISES

Students may participate in the graduation exercises and receive their diplomas only if they have fully completed the required number of credits set forth by the Board of Education to graduate and are not under suspension at the time of graduation.

In addition to the credit requirements, all candidates for graduation must meet the following attendance requirements in order to participate in senior activities and the graduation ceremony: Students must have no more than eighteen (18) absences (both excused and unexcused) during their senior year. Every six (6) tardies (no matter what type of tardy— excused or unexcused, or morning or afternoon early dismissals) will be considered one (1) absence. Exceptions may be made at the discretion of the Principal, but such exceptions will be extremely rare.

The selection of Valedictorian and Salutatorian is determined by the highest GPA based on a weighted scale. This determination is made at the conclusion of the senior year, once final grades/credits are awarded.

In order to participate in the graduation exercises, all seniors **MUST** be present for both of the graduation practices. These are generally held on the last two days of the school year. Senior sponsors will communicate this information to students/parents.

EXAMS

Semester Exams will count no more than 20% of the semester grade. Final grades for the year are an average of the first and second semester grades. Semester Exams will be comprehensive and cover the material that was taught during the semester. Exams will assess student mastery of core content and material taught.

Semester exams will mirror skills required by students on state assessments and ACT assessments.

Semester exams will meet District Curriculum Goals in the specific content and may be submitted to the Principal for review.

EXAM EXEPTIONS

Students will be exempt from **FINAL EXAMS ONLY** if they meet the following criteria:

- Students in grade 7-12 will be exempt from exams if they have a 90% for their final year average. There will be a date in May to determine exemptions.
- Sophomores, Juniors, and Seniors who have attained “transition readiness” and who have an 85% for their final year average in any class will be exempt (if they so choose) from that particular exam (including junior college readiness course). For example, a student who has attained “transition readiness” and has 85% in Art I will be exempt from the Art I exam.

- Students in grades 7-8 who have two or fewer behavior referrals may choose a class in which they have an 85% or higher for their final year average to be exempted from that final exam.
- Students in grades 7-12 who scored a “Proficient” or “Distinguished” on state assessment the previous year and who have an 85% or higher will be exempt from the exam in any class that matches the content area in which he/she scored “Proficient” or “Distinguished.” For example, an 11th grade student who scored “Proficient” in reading while in 10th grade and who has an 85% in English III will be exempt from the English III exam. A 12th grade student who scored “Proficient” in on-demand writing or editing/mechanics and who has an 85% will be exempt from the English IV exam (note: this bullet does not apply to any exam exemptions in college-level courses; exemptions in those courses will be completely at the discretion of the teacher/professor).
- Freshmen who scored proficient or distinguished in both reading and on-demand writing the year before can choose one elective exam from which to be exempt if they have an 85% average or higher in that class. Seniors who scored proficient or distinguished in on-demand writing and editing/mechanics the year before can choose one elective exam from which to be exempt if they have an 85% average or higher in that class.
- Student aides will be exempt based upon supervisor’s recommendation.
- Peer tutors must have an “A” average for the year based on supervisor’s/coordinator’s recommendation through discussions with the supervising teacher.
- Students taking an online course will be exempt from an exam if they have fulfilled all requirements for the course and are passing the course.
- Credit recovery students will not be exempt from exams unless all coursework has been completed and the student has passed all of those classes.
- Students scoring 70% or higher on the state citizenship test and having 85% or higher in Integrated Social Studies will be exempt.
- Students do not have to be at school during any exam time for which they are exempt.
- The exam schedule will be three days with two exams each day.
- Dual Credit exam policy will be determined by teacher.
- EXAM EXEMPTIONS WILL ONLY BE AVAILABLE DURING THE SECOND SEMESTER.

END OF YEAR ASSESSMENT EXAMS

If the state of Kentucky requires schools to perform “End of the Year” Assessment Exams in the following classes: English II, Algebra II, Biology, and US History, these exams will be given at the end of the second semester and cover the whole year. **The scores from these exams will count no more than 20% of the student’s final grade.**

GRADE POINT AVERAGE

A student’s grade point average (GPA) is calculated at the end of each year (not each semester), based on the final yearly grade for each class. The student receives a point value for each letter grade, the sum of which is divided by the total number of credits attempted. The GPA is a weighted, cumulative one, which averages a student’s 9th grade through 12th grade averages. (KEES GPA is based on each individual year’s unweighted GPA, adding weight for AP and/or dual credit classes.)

The GPA is recalculated after each year’s grades have been assigned. Ludlow High School uses a weighted 4.0 system. The system of weighted values encourages students to extend themselves academically by taking classes that demand much higher levels of achievement.

Colleges, universities, and various scholarships may require that the student's GPA be reported only on an unweighted 4.0 scale. Both unweighted and weighted GPAs are reported on the student's transcript.

The courses that are weighted on the 5-pt. scale are as follows:

Honors English I	Pre-Calculus
Honors English II	Physics
Honors English III	Anatomy & Physiology
Honors Algebra I	IB Courses (transfer only)
Honors Geometry	AP Courses
Honors Algebra II	Any College-Level Dual Credit Courses

ALL classes other than those listed above are calculated on the unweighted scale.

Unweighted Scale

A = 4.00 points

B = 3.00 points

C = 2.00 points

D = 1.00 point

F = 0.00 points

Weighted Scale

A = 5.00 points

B = 4.00 points

C = 3.00 points

D = 2.00 points

F = 0.00 points

GRADING SYSTEM

The following is the grade scale used at Ludlow High School:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

The school year is divided into four 9-week grading periods (quarters). Students/Parents will receive a report card approximately one week after the quarter has ended, along with Progress Reports half way through each quarter. Final grades for the year are an average of the first and second semester grades.

HONOR ROLL

Students with a weighted grade point average of 4.0 or above will be awarded "High Honors" at the end of each quarter. Students with a weighted grade point average of 3.0 to 3.9 will be awarded "Honors." During the end-of-the-year awards banquet, students will be recognized for earning Honors or High Honors during the 1st three quarters of the school year. To earn an Honors trophy, students must receive either Honors or High Honors for the first three quarters. To receive a High Honors trophy, students must earn High Honors for all of the first three quarters.

LIBRARY SERVICES

The LHS Library is open for quiet reading/study, project completion, group work, and book circulation before school from the time the school doors open. SOAR students may come to the library during morning SOAR for study, tutoring, and makerspace activities. At times, the library will be closed in the morning (for example, if the librarian needs to attend a faculty meeting). No food or drink is allowed in the library during the morning. SOAR students will be released 5 minutes before the first bell in order to pick up their breakfast.

During the school day, you must have permission from your teacher to visit the library. The library generally closes 10 minutes after dismissal unless you make prior arrangements with the librarian.

ALL LHS students are welcome to:

Check out library books

Pick up free school supplies

Borrow art supplies for projects

Grab some free books (when available)

The librarian can help you with finding books, printing, research, study hacks, or anything else you might need. Students may be charged for lost/damaged materials.

Kenton County Public Library provides a free student card to all students who go to school within the county. See the librarian for information.

GUIDANCE and MENTAL HEALTH SERVICES

Guidance and counseling services shall be provided for students. Counselors may perform mental health services and provide implementation and training on trauma-informed practices as addressed in law.

SERVICES

Services provided by the guidance program shall consist of educational counseling; career and personal counseling; testing, and other services requested by students, parents, or staff. Twice annually, students will participate in the Terrace Metrics Resiliency and Behavioral Health Screening. A parent/guardian must provide written consent for his/her student to participate in the Terrace Metrics Screening. Additionally, the Ludlow Independent School District contracts with Mainspring Wellness and Counseling to provide more in-depth mental health services for our students when needed or requested.

CRISIS INTERVENTIONIST

A full-time crisis interventionist is employed by Ludlow Schools to work with students in grades K-12 to provide support when they experience overwhelming events in their lives.

INDIVIDUAL LEARNING PLANS

In keeping with Kentucky Administrative Regulation, the District shall implement an advising and guidance process to support development and implementation of an Individual Learning Plan (ILP) for each student that includes career development and awareness. The ILP shall specifically address the content as provided in the Kentucky Academic Standards for career studies.

CONFIDENTIAL MATERIAL

All records and counseling information shall be kept in confidence as provided by applicable law.

EXTRA CURRICULAR ACTIVITIES

All extra-curricular activities are conducted under the guidance of sponsors or coaches. All participants are subject to the rules and regulations of the sponsors or coaches. Students may not participate in extra-curricular activities while under suspension or expulsion.

Students must be in attendance at least half of the school day to be eligible to participate in any school activity. Any student with an unexcused absence on a Friday is ineligible to participate in a weekend activity (it is important for a parent/guardian to call the office on Friday regarding the absence).

SCHOOL ACTIVITIES

Examples of school activities include athletics, cheerleading, band, clubs, dances, honors day, and homecoming.

1. **Athletics and Cheerleading:** Ludlow High School offers a wide range of opportunities for students interested in athletics and cheerleading. Fall sports include varsity, reserve, freshman, and middle school football; girls' volleyball; girls' soccer; and cross country. Winter sports include boys' and girls' varsity, reserve, and freshman basketball. Spring sports include boys' varsity and reserve baseball; girls' varsity and reserve softball; and boys' and girls' track. Cheerleading tryouts are held in the spring. The squad will participate on an annual basis, throughout football and basketball seasons.

All students participating in athletics or cheerleading will be required to:

- a. Maintain eligibility requirements as required by the Kentucky High School Athletic Association, by the sport's governing constitution, or (if stricter) by the school.

At LHS, students must meet the following criteria:

1. Eligibility will be determined using a student's final year average grade in *Infinite Campus*. To be considered eligible, a student-athlete cannot be failing more than one class when the weekly grade check is generated. If a student is failing two or more classes, he/she will be ruled ineligible. Each Friday, reports will be generated to determine eligibility; e.g., if a student is determined to be ineligible on Friday, August 7, then that student would be ineligible to participate the following week beginning Saturday, August 8 through Friday, August 14. A middle school student's rotation classes will be averaged together to get a final year average. Should he/she be failing the yearly average of the rotation class, it will count as 1 failure with regard to eligibility.
2. Students may regain eligibility on the next Saturday (August 15) only if they have raised their grade to ONE failure or fewer by the Friday of the week of their ineligibility.
3. Once competitions begin, if a student-athlete is ineligible for two grade checks (grade checks do not have to be consecutive) in a season, on the third grade check, if the student is deemed ineligible, the athlete will be dismissed from the team as he/she should be focusing more on academics.
4. During the time athletes are deemed ineligible, they are not permitted to attend practices, ride busses to away games and/or sit on the team bench during home and/or away games.
5. Student-athletes participating in off-campus college dual credit programs who, at the end of the first semester, are failing their two off-campus dual credit classes, will be ineligible from participation for a minimum of three weeks. A student-athlete

in such a situation must meet with LHS administration to discuss the matter. Administrators will map out a pathway for the student-athlete to regain eligibility and then re-evaluate status at the end of that mandatory minimum period of ineligibility.

- b. Pass a physical examination.
- c. Practice good sportsmanship while representing Ludlow High School.

NON-RESIDENT STUDENT ATHLETIC ELIGIBILITY

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements.

MIDDLE SCHOOL STUDENT-ATHLETES “PLAYING UP”

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student’s disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making (“SBDM”) requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

- 2. **Band:** All students interested in joining the band may see the band director after school. The band participates in contests during the year and annually presents two concerts. Band members also play at home football and basketball games, and at the commencement ceremony.
- 3. **Clubs and Organizations:** Ludlow High School offers a variety of clubs and organizations for students wishing to participate in extra-curricular activities. These include:
 - a. National Honor Society: NHS is an honorary group open to sophomores, juniors, and seniors maintaining a 3.3 weighted grade point average. Once a student meets the 3.3 minimum requirement, he/she may complete an application for selection. A faculty team will select students based on the following areas: leadership in the school and community, involvement in school and community activities, character, and service or volunteer hours/activities in the school or community. New members are inducted in the spring. NHS sponsors the Snowball Dance and provides scholarships in May.
 - b. Student Council: The student council will consist of elected representatives in grades 7-12, and four executive officers.

- c. Academic Team: Students in grades 7-12 who are interested in various academic team competitions that are scheduled during the school year are encouraged to join.
- d. Students Against Destructive Decisions (SADD): Formerly known as Students Against Drunk Driving, this national organization changed its name in 1997 to Students Against Destructive Decisions. Ludlow High School now runs a chapter of this group, open to all students in grades 7-12. This is for students who are willing to commit to a healthy lifestyle and help promote this lifestyle. Topics addressed will include the use of drugs or alcohol, driving safety issues, smoking, sex/abstinence, suicide, and violence. Students will help run campaigns on these topics to encourage students and parents to have a healthier lifestyle.
- e. Drug-Free Club of America - LHS Chapter – Students, with the support and blessing of their parents/guardians, commit to a drug-free lifestyle and submit voluntarily to random drug testing throughout the year. Students who hold a membership card receive special school and community rewards.
- f. Yearbook: The dedicated members of this organization put together the school's yearbook each year. If you enjoy taking photos, writing stories about your school, and designing page layouts, you should consider working on the yearbook.
- g. Student Technology Leadership Program (STLP): Students work with technology staff, learning about computer hardware and software. Students meet after school and in the summer to work on/maintain the school's actual computers.

Other clubs may be developed during the school year. Details of these new clubs will be described during the morning and afternoon announcements.

4. **School Dances**: A number of school dances will be sponsored by various classes or clubs during the school year. Dances are an excellent opportunity for students to get together without the worry of tests, homework, etc.

In general, school rules apply to the dances, whether on or off school grounds.

Any student attending a dance under the influence of or in possession of alcohol, drugs or marijuana will be disciplined with possible suspension or expulsion. Students engaging in a fight or general misbehavior also will be subject to similar discipline.

Any student dismissed from a school dance will be denied permission to attend future dances during the school year.

The Homecoming Dance, Snowball Dance, and Prom are for students in grades 9-12 only (Prom is only for juniors/seniors and 9th/10th grades guests whom they invite). LHS students are permitted to bring dates of at least high school-status from other schools to certain dances. However, LHS students will be held accountable for the behavior of their dates. No one 21 or older will be permitted to attend.

Students attending from another school must obtain and fill out a verification form from their parents/guardians and school administration.

Several dances will also be held throughout the year for 7th and 8th graders. All school rules still apply at these activities as well.

SEE ATTENDANCE AND GRADING REQUIREMENTS FOR SCHOOL DANCES. (Page 30)

PROBLEM-SOLVING PROCESS

Should a parent/student have a concern regarding any extra-curricular activity, the following process should be followed to resolve the issue:

1. Meet with/contact the appropriate sponsor/coach to address the concern. If the sponsor/coach does not resolve the problem to the parent's/student's satisfaction,
2. Meet with/contact the Athletic Director for further discussion. If the Athletic Director does not resolve the problem to the parent's/student's satisfaction,
3. Meet with the Assistant Principal or the Principal. If the problem is not resolved at this level,
4. Meet with the Superintendent.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

In accordance with the Family Education Rights and Privacy Act parents shall have the right to inspect and review all education records relating to their child by making request to the Principal or other designated official.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of the school district to forward educational records on request, to a school in which a pupil seeks or intends to enroll. Parents may obtain, upon request, copies of the records transferred.

Parents shall have the right to file complaints, in compliance with the Family Education Rights and Privacy Act, regarding any alleged failures of the district to comply with this act.

Parents of a pupil who has left the district, and who was formerly enrolled in a program for exceptional children, may request the destruction of any personally identifiable information in the education record of their student that was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such requests should be addressed in writing to the Director of Special Education.

EQUAL OPPORTUNITY

Ludlow High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, sexual identity/orientation, handicap, or veteran status.

ANNUAL NOTIFICATION

In compliance with Title VI, Title IX, and Section 504, students, their parents, and employees of the Ludlow Independent Schools are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, gender, sexual identity/orientation, sex, handicap, religion, marital status, or veteran status in employment practices or educational activities. Any person believing that he/she has been discriminated against on such a basis by the Ludlow Independent Schools should contact the district office at 525 Elm Street, Ludlow, Kentucky 41016. A meeting will be arranged within five (5) working days. If the complainant is not satisfied with the response by the Ludlow Schools, he/she may appeal to the State department of Education, Capital Plaza Tower, Frankfort, Kentucky 40601, and if unsatisfied with the response of the State Department of Education may subsequently appeal to the U.S. Office of Civil Rights, 101 Marietta Tower, Atlanta, Georgia 30323.

STUDENT COMPLAINT PROCEDURE

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex or handicap in an educational program and/or activities have the right to file an informal and/or formal complaint as follows.

This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. This person in our school system is Mike Borchers (261-8210) 525 Elm Street - Ludlow, KY 41016

Step 1: If a student feels he/she has been discriminated against, the student should first bring the problem to the attention of the coordinator (listed above within five (5) days of the knowledge or alleged cause for complaint occurs).

Step 2: The student and the coordinator (and others involved) will work informally to negotiate a solution within five (5) school days.

Step 3: If the complaint cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal complaint.

Formal Complaint - General Provisions (KRS 1:170)

1. Any full or part-time student, who believes he/she has been subject to unfair, discriminatory, or abusive treatment may request in writing that an investigation be carried out without delay. The student shall be assured of a prompt, orderly, and fair response in writing.
2. The student is entitled to file his/her complaint without interference, coercion, discrimination, or reprisal.
3. A student at any point in the complaint process has the right to call the Equal Educational Opportunities Coordinator in Frankfort at (502)564-6916. They will only act as a consultant.
4. At any step in the informal or formal process, the student has the right to call the Office for Civil Rights in Atlanta.
5. The school authorities shall inform all students, staff, and parents of the provisions of this regulation and any modifications. This must be done once a year.

FORMAL COMPLAINT PROCESS

Step 1

A complaint shall be filed in writing with the Title IX, Title VI, and Section 504 Coordinator within fifteen (15) school days of the knowledge or alleged cause. The student shall set forth in writing the nature of the violation and the dates it occurred, and it must be signed by the student making the complaint.

Response

The designated Title IX, Title VI, and Section 504 Coordinator shall notify the complainant in writing within five (5) school days from the date of the written notice what (if any) action was/or will be taken.

Note

If the coordinator does not resolve the complaint to the satisfaction of the student, the student may appeal to the next step.

Step 2

The student (complainant) may appeal in writing to the school principal within five (5) school days of the date of the coordinator's response in Step 1. This written notice must contain all written information from the student and the coordinator's response.

Response

The principal of the school will notify the complainant in writing within five (5) school days, from the date of the appeal, as to what action was/or will be taken.

Step 3

If the student (complainant) is not satisfied with the action by the school principal in Step 2, the complainant may notify in writing within five (5) days of response the Regional Director, (Vocational Education or Technical School), or the local superintendent of schools

(regular student). This written notice must identify the complaint and dates and all written information and response from all previous steps.

Response

The Regional Director or Superintendent of the local school will notify the complainant in writing within twenty (20) school days of the date of the appeal letter in Step 3 as to what action was/or will be taken.

Step 4

In the event that the complainant is still not satisfied with the action taken, the complainant may write, within five (5) days of the last response, to the Office of Civil Rights, U.S. Department of Education, 101 Marietta Tower, Suite 280, Atlanta, Georgia 30323

Note

If appeals are not made, it is assumed the decision at that level is accepted.

If a student has a complaint other than discrimination based on the above items, you would follow the procedure identified above except for contacting the Office of Civil Rights.

Complaint Procedures for Parents:

This procedure is for the use of any parent or guardian to appeal disciplinary measures in regard to any Class II Offense or Class I Offense which results in Suspension or Corporal Punishment. Parents/guardians desiring to question any and all actions taken by school personnel may follow this procedure.

If the problem is related to the classrooms, the parent/guardian will contact the principal to arrange a conference with the classroom teacher as soon as possible to discuss the problem.

If this conference does not resolve the situation, the teacher and the parent will arrange for a conference with the Principal or his/her designee with a minimum of delay.

If the problem is not related to the classroom, the parent will contact the principal directly.

If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with the Superintendent or his/her designee. During this conference either party may have present individuals having knowledge of factors involved. The other party shall be notified in advance if such persons are to be present.

The Superintendent or his/her designee will advise the parent in writing of the disposition of the case fourteen (14) days after the conference.

Ludlow Independent Schools does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or the handicapped in this Code of Conduct.

NOTICE TO PARENTS OF A TEACHER'S QUALIFICATIONS/CERTIFICATION

Upon request, parents may ask to be provided information regarding the professional qualifications of their child's classroom teacher. In complying with such requests, the District shall provide the information designated by federal law. To obtain this information, contact the Superintendent's Office at 859-261-8210.

LUDLOW INDEPENDENT SCHOOL DISTRICT
USE OF ELECTRONIC MAIL AND THE INTERNET

We are pleased to offer students of the Ludlow Independent School District access to the district computer network for electronic mail and the Internet. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, and the military and other organizations. In schools and libraries, the Internet can

be used to educate, inform and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM and other electronic informational sources. To gain access to E-mail and the Internet, all students must obtain parental permission and must sign and return the attached form to the District Technology Coordinator.

Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Ludlow Board of Education supports and respects each family's right to decide whether or not to apply for access.

ELECTRONIC MAIL AND INTERNET RULES AND REGULATIONS

Students are responsible for appropriate behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege-not a right.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals using the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices,

THE FOLLOWING ARE NOT PERMITTED:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws

- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Other unethical use of the Internet
- Violating the integrity of the private electronic mail system

Violations may result in loss of access as well as other disciplinary or legal action.

Before a student can access the Internet for research materials, the student must perform the following procedures:

- Read the E-mail and Internet Rules and Regulations
- Sign the E-mail and Internet User Agreement
- Have a parent or guardian read and sign the E-mail and Internet User Agreement
- Give the signed agreement to the District Technology Coordinator

This form is completed at the time of enrollment in Ludlow High School.

KETS – District Operations Guide for Active Directory and Messaging Services

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@Edu service from Microsoft . By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@Edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services are subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement . Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response. Internet safety measures shall be implemented that effectively address the following:

Controlling access by minors to inappropriate matter on the Internet and World Wide Web;

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

EXPECTATIONS FOR SCHOOL-ISSUED STUDENT DEVICES

Each student, grades 7-12, will be issued a laptop or chrome book for personal use. These devices will be transported to and from school and should be handled with great care. Each device should hold a charge for the day when fully charged. It is expected that students will bring the device to school daily with a full charge. Teachers will have a few chargers in their classrooms; however, these will be for emergency use only. There will also be a couple of charging stations in the main office. When using these devices at home, students will still be working through the Ludlow Independent Schools network and are subject to the rules of use outlined in the acceptable use policy while on the school-issued device. When not in use, devices should be stored in a cool, dry place. Again, they should be transported and handled with care. If damage occurs to the device, the student should notify an administrator immediately so that the damage can be documented. Parent/guardian will be responsible for any expenses charged to the school by Dell.

RESTRAINT AND SECLUSION PROCEDURES

The newly adopted Restraint and Seclusion provisions can be found in our district policies and procedures by going to the Board of Education link on our district website (www.ludlow.kyschools.us) and clicking on policies and procedures.

CHILD FIND

The Ludlow Independent School District has an ongoing “Child Find” system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

Ludlow’s “Child Find” system includes children with disabilities attending private or home schools within the school district boundaries that may need special education services.

The Ludlow Independent School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Ludlow Independent School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parent(s) or guardian(s); the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Ludlow Independent School District collects the information needed. The information the Ludlow District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Ludlow Independent School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call Beth Ketzer, Director of Special Education (859-261-8210).

STUDENT RECORDS

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.

- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

DIRECTORY INFORMATION

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

SURVEYS OF PROTECTED INFORMATION

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

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

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in

writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

REFERENCES:

1Section 152 of the Internal Revenue Code of 1986 2KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345 KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 159.160; KRS 159.250 KRS 160.990; KRS 161.200; KRS 161.210; KRS 365.732; KRS 365.734; KRS 600.070 702 KAR 001:140; 702 KAR 003:220

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98 OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35 Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705 KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

Individuals with Disabilities Education Improvement Act of 2004

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

09.111; 09.12311; 09.43 Adopted/Amended: 7/21/2016

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

MEDIA & DIRECTORY INFORMATION

Parents/Guardians can choose to not allow a student's image to be used in outside publications, such as the newspaper or the school/district's social media. Parents/Guardians also have the right to not allow their child's directory information to be released to organizations, such as colleges or military branches (typically applies to older students). If a parent/guardian chooses not to allow the release of both/either item listed above, the parent/guardian must notify Susan Mahan in writing. Once received, that notice will be applied to the student's record for that full school year. Mrs. Mahan can be reached at susan.mahan@ludlow.kyschools.us or 859-261-8211.

COVID-19

At various points throughout this student handbook, provisions have been made to adjust for serious public health concerns that may be present in the community, state, or nation. During the course of the school year, the Board of Education or the Ludlow High School Site-Based Decision Making Council may vote to amend sections of this handbook to address those health concerns as it deems necessary. Such adjustments will be communicated to Ludlow High School stakeholders.