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9022 Student Accident Report (Form Only)

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9027 Weapons; Code Of Acceptable Behavior And Discipline

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STUDENTS 9000 SERIES

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9040  Records
  9040.01  Annual Notification of Parents and Student Rights
  9040.02  Inspection and Review of Records
  9040.03  Fees for Copies of Educational Records
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  9040.05  Organizations and Persons Eligible to Review Records
  9040.06  Records Release to Juvenile Justice System
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9060  Student Activities, Rules and Regulations, Code of Acceptable Behavior And Discipline

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9064  OCSNET Student Acceptable Use Policy

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OLDHAM COUNTY BOARD OF EDUCATION POLICY
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9072 Lowering Grades for Misconduct; Code of Acceptable Behavior and Discipline
9074 Release for Student Fire Fighters (Form Only)
9075 Corporal Punishment; Code of Acceptable Behavior and Discipline
9076 Possession of Personal Telecommunication Devices; Code of Acceptable Behavior and Discipline
9077 Procedures Pertaining to Special Education Students; Code of Acceptable Behavior and Discipline
9080 Suspension; Code of Acceptable Behavior and Discipline
9081 Re-Admission; Code of Acceptable Behavior and Discipline
9082 Alternative School Program
9085 Use/Possession/Distribution of Alcohol or Drugs, Including Unauthorized Prescription and Over-The-Counter Drugs; Code of Acceptable Behavior and Discipline
9090 Random Drug Testing of Student Athletes
The Board of Education has identified six (6) characteristics that the community believes are desirable for the Oldham County Schools. They include:

1. **Neighborhood Schools**: Students attending the school closest in proximity to their homes.

2. **A K-5, 6-8, 9-12 Grade Level Organization Plan**: All Oldham County schools, with the exception of Buckner Alternative school, follow this configuration.

3. **Comprehensive Programs**: Schools are designed to meet the highest accreditation standards and provide instructional programs for all students.

4. **Reasonable School Sizes**: Desirable school sizes for elementary schools are 600-700 students; for middle schools, 700-800 students; and for high schools, 1,000 students.

5. **Open Enrollment**: Students are eligible to attend any public school in the district, provided that academic, attendance, and disciplinary standards are met, no additional staff is needed, and transportation arrangements are made by the parents, except during years following redistricting.

6. **Traditional Ten-Month Calendar**: The traditional school calendar allows the district to meet contact day and professional development requirements while preserving a significant amount of flexibility through the opening day and break schedule determined by the district calendar committee.

Attendance boundaries will be established for each school based primarily on these six identified desirable characteristics. Other factors may be considered when appropriate (such as traffic patterns that affect safety and travel time, history of prior redistrictings, and school feeder alignment).

Students in grades 5, 8, and 12 who are affected by redistricting to another school will be given the option of remaining at their present school whenever possible. The parents of these students must assume responsibility for transportation. All other students must attend the school serving the attendance boundary in which the student resides, except when otherwise required by policy or waiver due to hardship.

Redistricting will occur as needed to reduce overcrowding, and to establish attendance districts when schools are opened or closed.

The Superintendent will develop procedures for establishing and revising attendance districts. The procedures shall incorporate opportunities for the use of staff expertise, available technology, and parental input.
OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

9005

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

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

(Page 1 of 5)

9005.01  AGE REQUIREMENTS

1. In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled, and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services. Children referred by First Steps Early Intervention Program who meet state disability guidelines, shall be eligible to enroll in the program on their 3rd birthday for a free appropriate preschool education and related services. Children who are eligible for the Head Start program may enroll as three-year olds if there are enrollment slots available and if the child’s eligibility criteria score merits removing from waiting list. Children not otherwise eligible but who are at risk of educational failure and are four (4) by August 1 are eligible to enter preschool. All other four (4) year old children shall be served to the extent placements are available.

2. Kindergarten

Any child who is five (5) years old by August 1 of the year may enroll in kindergarten. Parents of students who will become five (5) years of age between August 1 and October 31 may petition their resides school for Early Entrance if they believe their child is ready for kindergarten despite not meeting the age requirement (see paragraph 5).

3. First Grade

Any child, who is six (6) years of age by August 1 and has successfully completed kindergarten shall attend public school or qualify for an exemption as provided by KRS 159.030.

4. Maximum Age of Students

All students between the ages of 18 and 21 and who have not graduated may continue in school until graduation, unless they are removed pursuant to KRS 158.150.

5. Early Entrance

Parents/guardians may petition their resides school to allow their child to enter school earlier than permitted under statutory age requirements. The school committee will review the petition and begin the evaluation process that determines the child’s readiness for school. The school committee will make a determination on the student’s readiness to engage in and benefit from early entry to school. Considerations may also include availability of space and funding. A decision denying early entrance due to the child’s lack of readiness may be appealed to a committee consisting of the Director of Elementary Education, the Director of the Department of Pupil Personnel, and the Preschool Principal. The appeal must be submitted to the Director of Elementary Education within ten (10) days of the decision denying early admission. The appeal committee will review all of the documents submitted by parents and the school committee to determine a student’s level of developmental, academic and social readiness.

9005.02  ENTRANCE REQUIREMENTS

1. Upon initial enrollment, each student shall present a birth certificate, and valid certification of complete immunizations by a registered physician or Health Department. Students must present a valid Kentucky immunization certificate to enroll. If the student is transferring from another district, see OCBE Policy 9020.03. Absences due to a failure to meet these requirements will be unexcused and subject to prosecution for truancy. Immunization and medical examination requirements for transfer and other students are as described in Board Policy 9020. Failure to present a certified birth certificate will result in the school’s notification of same to the Missing Child Information Center. Initially enrolled students and sixth grade students must present a completed Kentucky physical conducted within a period of twelve (12) months prior to initial admission to school or they will not be allowed to attend school. Initial enrollees, who are 3 through 6 years of age, to public school must also present documentation of a vision examination by an optometrist or ophthalmologist by January 1 of the school year. Five or six-year olds entering school must present documentation of a dental screening or examination no later than January 1 following their enrollment.
OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

2. Upon initial enrollment, all students who are enrolling from unaccredited schools shall present the following evidence of successful and appropriate previous school work:
   a. Written progress report from the previous school indicating the level of work completed by the student,
   b. A portfolio containing:
      • three samples of the students best written work each prepared for a different audience and purpose;
      • two items demonstrating the student’s highest level of math work;
      • one item related to another content area of the student’s choice.
   Placement in a grade level will be based on analysis of the above items.

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

9005.03 RESIDENCY REQUIREMENT

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

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

B. Students Who Are Not Residents of Oldham County:
   1. Child(ren) of a full-time employee of the Oldham County Board of Education, who resides outside of Oldham County, may attend the Oldham County Schools as a non-resident student(s) provided all of the following are met:
      a. There is sufficient school space;
      b. The Non-Resident Admission Procedure required by 9005.32-F is strictly adhered to;
      c. There is a signed non-resident state contract on file with the student’s district of residence;
      d. The parent/guardian pays full tuition for the upcoming school year, pursuant to the following conditions as determined by the OCBE budget for that school year: and
         i. the tuition is paid through payroll deduction of the employee’s OCBE pay;
         ii. the employee submits to the DPP the Non-Resident Agreement (9005.032-F); and,
         iii. if the employee begins to physically reside in the county during the semester, the employee’s paid tuition for that semester is refunded; and
      e. The following admission criteria are met:
         i. the applicant must have a record of good attendance;
         ii. the applicant must have a record of academic success in accordance with his/her academic potential; and,
         iii. the applicant must not have a history of disciplinary problems.
      f. The student must meet all requirements in order to be considered for acceptance in the Oldham County School District.
      g. The student lives with the employee-parent at least fifty-percent (50%) of the time during the school year.
OLDHAM COUNTY BOARD OF EDUCATION POLICY

ADMISSION REQUIREMENTS

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

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

2. Children who reside with their parents or legal guardians within the Anchorage Independent School District who have completed at least one year of high school in the Oldham County Schools may continue to attend high school in the Oldham County Schools until they graduate, withdraw, or are expelled from school. Beginning with the 2017-2018 school year, Anchorage Independent students may only enroll in a high school in the Oldham County Schools if they have a sibling currently attending an Oldham County high school under this policy. Non-resident students attend the Oldham County Schools under the following conditions:
   a. There is sufficient school space;
   b. The Non-Resident Admission Procedure required by 9005.32-F is strictly adhered to;
   c. There is a signed non-resident state contract on file with Anchorage School District;
   d. The Anchorage Independent School district pays full tuition for the upcoming school year.
   e. The following admission criteria are met:
      i. the applicant must have a record of good attendance;
      ii. the applicant must have a record of academic success in accordance with his/her academic potential; and,
      iii. the applicant must not have a history of disciplinary action.
   f. The student must meet all of the requirements to be considered for acceptance in the Oldham County School District

3. Continued attendance, as a non-resident in the Oldham County School System, is dependent upon availability of school space as well as the student’s continued compliance with the admission criteria. The parent must submit a new application each year and acceptance is required for each school year. All requirements outlined in 9005.03, subsection B., 1 must be satisfied each year.
   Attendance as a non-resident student in the Oldham County Schools is a privilege, not a right or entitlement, and non-compliance at any time may result in revocation of this privilege. Revocation, if necessary, will usually take place at the end of the semester; however, students who become truant, who experience disciplinary problems, or whose parent/guardian fails to fulfill tuition requirements in accordance with the Non-Resident Agreement, may be required to return to their home districts at any time.

4. Transportation shall be provided to the non-resident student by the student or parent.

C. Students Who Are Non-Residents But Show Clear Intent to Establish Residence in Oldham County

1. Should a non-resident of Oldham County have a clear intent to reside in Oldham County, the following conditions will govern:
   a. A contract with a builder or real estate contract to purchase an existing home must be presented to the Department of Pupil Personnel at the Board indicating expected occupancy at a time within the semester of enrollment.
   b. Payment representing one full semester of tuition shall be submitted with the building contract. Should occupancy of a residence occur within the semester of enrollment, that semester’s tuition payment will be refunded. Should occupancy be delayed beyond the first semester of enrollment, the next semester tuition payment must be submitted for continued enrollment.
   c. Non-resident enrollment may be denied or revoked under the following circumstances:
      i. There is insufficient space at the school at which enrollment is sought;
      ii. The applicant does not have or fails to maintain a record of good attendance;
      iii. The applicant does not have or fails to maintain a record of academic success corresponding to his or her academic ability;
      iv. The applicant does not have or fails to maintain an exemplary behavior record.
   d. A non-resident student will not be re-admitted a third semester unless a residence is occupied.
   e. Where there is some doubt as to whether a building is ready for occupancy, or residence requirements, the Superintendent’s designee will investigate each case and make a recommendation to the Superintendent regarding application of this policy.
f. A parent/guardian who withdraws their child/ren without establishing residence as required above will not have the tuition payment refunded. This amount will represent payment for non-resident educational services provided. The Board will take steps to collect outstanding tuition.

2. The Board reserves the right to rule on individual cases.

3. No other non-residents will be permitted to attend.

9005.04 CHANGE OF RESIDENCE DURING THE SCHOOL YEAR
Upon proper application, the Superintendent may permit students to complete the school year in the Oldham County Schools when a family changes residence during the school year and extraordinary circumstances can be shown. Twelfth grade students need not demonstrate extraordinary circumstances, but must still apply for continued attendance. Students approved for completion of the school year under provisions of this policy are subject to the following provisions:

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

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

9005.05 INTRA-DISTRICT TRANSFERS
Upon proper application, the Superintendent may permit students who reside in one Oldham County School attendance district to attend another Oldham County school provided such approval does not result in employment of additional staff, an imbalance in class size, or overcrowding in the receiving school.

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

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

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

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

9005

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

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

9005.06

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

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The District is committed to ensuring that all homeless students have equal access to the same free public education that other students have. This policy explains the District’s responsibilities under the federal No Child Left Behind Act of 2001 for identifying and serving homeless students.

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

2. DISTRICT LIAISON FOR HOMELESS STUDENTS
   The District has appointed the Director of Pupil Personnel, 502.241.3500, as the Liaison for homeless students. The Liaison for homeless students will provide enrollment support and coordinate services within the school district and through community agencies in order to ensure that each homeless child or youth has equal access to an education in the District. Specifically, the Liaison has the following responsibilities:
   • Making sure that homeless children enroll in and have a full and equal opportunity to succeed in district schools;
   • Making sure that homeless families and children receive educational services they’re entitled to, such as preschool care, and referrals to services, such as health care;
   • Making sure that the parents and guardians of homeless children are informed of the educational opportunities available to their children and are given opportunities to participate;
   • Distributing a public notice of the educational rights of homeless children where such children receive services, such as schools, family shelters and soup kitchens; and
   • Making sure that enrollment disputes are mediated appropriately. If a dispute arises between the District and parents about school selection or enrollment, the district must immediately enroll the student in the requested school, pending resolution of the dispute.

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

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

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

Adopted
Oldham County Board of Education
April 26, 2004
Oldham County Schools Wellness Policy

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

I. District Wellness Committee

Committee Role and Membership
The District Wellness Committee will meet at least four times per year to establish goals for and oversee school wellness policies and programs, including development, implementation and periodic review and update of this policy.

Members of the Wellness Committee will represent all school levels and to the extent possible will include the Director of School Nutrition*, the Director of Health Services*, parents, students, physical education teachers; health education teachers; school counselors, school administrators, school board members; outside health professionals, and members of the public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the Wellness Committee will include representatives from each school building and reflect the diversity of the community. (*or Designee)

The Assistant Superintendent for Support Services, in conjunction with the Director of School Nutrition, will facilitate development of updates to the District Wellness Policy, and will oversee compliance with the policy. In addition, each school will designate a school wellness policy coordinator, who will ensure compliance with the policy within their school.

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan
Each school in the District will form a School Wellness Committee to implement the school and district wellness policies. The School Wellness Committee should include physical education and health teachers, other teachers, parents, administrators, classified staff, the school nurse, and members of the public, as appropriate. Each School Wellness Committee will use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan and generate an annual progress report. The school-level assessment should be completed by September 30th of each school year.

Recordkeeping
The Assistant Superintendent for Support Services or designee will retain records to document compliance with the requirements of the wellness policy on SharePoint. Documentation maintained in this location will include:
- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the District Wellness Policy; including who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the District Wellness Committee;
- Documentation of compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation that the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy
The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) coordinating the committee, as well as information on how the public can get involved with the District Wellness Committee.
Triennial Progress Assessments
Every three years, the Director of School Nutrition will assess:

- The extent to which the District’s schools are in compliance with the wellness policy;
- The extent to which the District’s wellness policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District’s wellness policy.

The District Wellness Committee will update the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued.

Community Involvement, Outreach and Communications
The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

II. Nutrition

School Meals
All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.

(The District offers reimbursable school meals that meet USDA nutrition standards.)

- Promote healthy food and beverage choices.

Staff Qualifications and Professional Development
All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals.

Water
To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day, including mealtimes, at every school.

Competitive Foods and Beverages
Foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) must meet the USDA Smart Snacks in School nutrition standards, at a minimum (http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks). These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Celebrations and Rewards
All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District’s School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages that meet Smart Snacks nutrition standards.
Fundraising
Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas.

Nutrition Promotion
The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:
- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at http://www.foodplanner.healthiergeneration.org/.

Nutrition Education
The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:
- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education
Schools will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:
- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others’ healthy dietary behavior
Food and Beverage Marketing in Schools
Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Corporate brand names, logos, and trademarks for companies that markets products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line.

As the District, school athletic department, and parent teacher associations review existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

III. Physical Activity

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason.

Physical Education
The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All District secondary students are required to take one course of physical education. The District physical education program will promote student physical fitness through individualized fitness and activity assessments (such as the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education
Health education will be required in all grades (elementary) and the district will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition

Differences between physical activity, exercise and fitness

Phases of an exercise session, that is, warm up, workout and cool down

Overcoming barriers to physical activity

Decreasing sedentary activities, such as TV watching

Opportunities for physical activity in the community

Preventing injury during physical activity

Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active

How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity

Developing an individualized physical activity and fitness plan

Monitoring progress toward reaching goals in an individualized physical activity plan

Dangers of using performance-enhancing drugs, such as steroids

Social influences on physical activity, including media, family, peers and culture

How to find valid information or services related to physical activity and fitness

How to influence, support, or advocate for others to engage in physical activity

How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all school days. Principals may waive this policy on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms easily accessible to ensure proper hygiene prior to eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or district must conduct indoor recess, teachers and staff will promote physical activity for students, to the extent practicable. Recess will complement, not substitute, physical education class.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time, at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods. Ideas for classroom physical activity breaks are available through USDA and the Alliance for a Healthier Generation.

Before and After School Activities

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

Walking and Biking to School

The District will support walking or biking to school when determined safe by individual schools.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).
OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT HEALTH 9009

References: Section 504 of the Rehabilitation Act of 1973; KRS 158.834; KRS 158.836
Relates to: 9009.04-AR; 9009.03-F; 9009.04-F

I. Accommodation of Students with Serious Medical Conditions:
The board believes all students, with necessary accommodations if required, shall have an equal opportunity to participate in all school programs and activities.

In accordance with Section 504 of the Rehabilitation Act of 1973, a plan will be developed for each individual student with severe food allergies, asthma, diabetes or other major medical conditions that affects a major life activity. Regulations and procedures implementing this policy will be developed and recommended to the superintendent.

II. Provision of Health Services
“Health Services” means the provision of direct health care, including the administration of medication; the operation, maintenance, or healthcare through the use of medication equipment; or the administration of clinical procedures. “Health Services” does not include first aid or emergency procedures.

In accordance with K.R.S. 158.838, each district school shall have at least one employee on duty during the entire school day to administer or assist with the self-administration of Glucagon subcutaneously to students with diabetes who are experiencing hypoglycemia; insulin subcutaneously; and seizure rescue medication approved by the USDA. Each student prescribed these medications shall have a plan developed by the school and the student’s parent or guardian. The school and its employees and agents shall not incur any liability as a result of any injury sustained by the student from any reaction to Glucagon, insulin, or anti-seizure medications that a parent or guardian has authorized the school district to administer to a student to treat a hypoglycemic or hyperglycemic episode or a seizure, or its administration, unless the injury is the result of negligence or misconduct on behalf of the school or its employees.

The district’s Director of Health Services will develop and recommend to the superintendent procedures for the implementation of health services in the district’s schools.

III. Emergency Procedures
A. Illness or Injuries at School
First aid shall be provided all pupils in case of an accident or sudden illness until the services of a trained medical professional become available. In the event of a medical emergency involving a student, the Principal or other school staff shall make a reasonable effort to contact the parents or legal guardians, and shall use his or her best judgment when determining whether to call for emergency assistance (911).

B. Epinephrine (Epi Pens) for Allergic Reaction
Each school in the district is authorized to keep one or more epinephrine auto-injectors in the school office, school cafeteria, or other appropriate locations, so that epinephrine may be administered to any student believed to be having a life-threatening allergic or anaphylactic reaction. Schools electing to keep epinephrine auto-injectors shall maintain them in a secure, accessible, but unlocked location. The Director of School Health Services will develop and recommend procedures for managing a student’s life-threatening allergic reaction or anaphylactic reaction, which shall be approved by the superintendent. Students who are prescribed epinephrine injectors shall have a current Allergy Care Plan (9009-04-F) on file.

C. Naloxone (Narcan) for Opioid Overdose
The Board of Education authorizes schools in the district to have naloxone on its premises for the treatment of any individual suffering from an apparent opiate-related overdose. A school employee trained to administer medication under KRS 156.502 may receive a prescription for naloxone, may possess naloxone, and may administer naloxone to an individual who appears to be suffering from an opiate-related overdose. An authorized school employee who administers naloxone in good faith shall be immune from criminal and civil liability for the administration unless personal injury results from the gross negligence or willful or wanton misconduct of the employee administering the drug. The Director of Health Services will develop and recommend procedures for the administration of naloxone in district schools.
State law requires students to attend school every day school is in session unless they have a justifiable reason for their absence per KRS 159.030 and KRS 159.150. The parent/guardian/custodian is responsible for keeping the child in regular school attendance. Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Any student who is truant may be referred to the Department of Pupil Personnel (DPP). The DPP shall serve written notice of the violation on the parent/guardian/custodian giving the student one (1) day to terminate the violation. If the violation continues, the DPP may pursue court action against the parent and student to remedy the violation. For purposes of establishing a student’s status as truant, the student’s attendance record shall be cumulative for an entire school year. If a student transfers from one Kentucky public school to another during a school year, the receiving school shall include attendance information provided by the Kentucky Department of Education in the student’s official attendance record.

9010.01 ABSENCES

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

When an elementary school student accumulates a total of ten (10) absences that have not been excused by a physician’s note or a middle or high school student accumulates a total of eight (8) absences that have not been excused by a physician’s note, the school will require a physician’s authorization or other credible proof for each subsequent absence. Because of the academic concerns, the school should refer the student to the DPP for further inquiry, consideration of other programming or placement, and/or court action, if appropriate, if the student incurs two instances of unexcused absences of three (3) or more days. Depending on the time and location of the appointment, a physician’s note will not automatically excuse the student from school for an entire day. Absences, as a result of “educational” services not provided in Oldham County Schools and not approved by the appropriate Admission and Release Committee are unexcused absences. The Oldham County Schools do not permit dual enrollment or any arrangements in which a student pursues part of the student’s education under the direction and control of one public school district and part of the student’s education under the direction and control of another public school district or non-public school.

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

Middle schools may establish the circumstances under which schoolwork may be made up and how it may be made up for unexcused absences. High School class work missed during an unexcused absence may be made up for a maximum grade of 70% unless arrangements with the principal have been made prior to the unexcused absence. Absences due to suspension from school are unexcused and students will receive a zero for all work missed. The school principal has the obligation to ensure implementation of this absence policy and has authority to consider waivers based on extenuating circumstances. More specific policies concerning attendance can be found in the School Student Handbook. Those policies, which may not conflict with Board policy, must be reviewed by the Superintendent or his/her designee prior to the adoption by the school principal or SBDM Council.
9010.02 COMPULSORY ATTENDANCE - KRS 159.010; 159.030; 159.035; 702 KAR 7:010
All students between the ages of 6 and 16 who reside in the Oldham County School District shall attend school regularly for the full school term except as provided in KRS 159.030.

9010.025 EXCUSED ABSENCES
A student shall be excused from attending school for the following purposes:
1. Illness of the student;
2. Death in the family of the student;
3. Observation of religious holidays of the student’s faith;
4. Absences excused or authorized by state statute;
5. Absences excused by other provisions of Board policy or SBDM policy; or
6. Other absences approved by the principal.

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

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

9010.03 4-H ACTIVITIES AND COLLEGE DAYS
Participation in properly organized 4-H Club activities shall be considered as attendance if the 4-H leader is in attendance with the student and the student is participating in 4-H Club educational activities. The Board approves participation in an organized activity sponsored by a college or university to count as co-curricular activity days and students will be counted present for ADA purposes not to exceed more than two (2) days in a school year. College visit days must be approved by the school principal in advance. The principal may require appropriate documentation from the visited college or university. Shadow days by middle school students visiting high schools are not excused absences.

9010.035 EDUCATIONAL ENHANCEMENT OPPORTUNITY
Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experimental or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language and the arts.

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

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

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

For purposes of calculating average daily attendance (as defined by KRS 157.320) a student receiving an excused absence under this Section shall be considered present in school during the excused absence.
9010.04 WITHDRAWALS - KRS 159.010

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

A parent’s written permission for withdrawal shall not be required after the child's eighteenth birthday.

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COMMUNICABLE DISEASES; STUDENTS

References: KRS 158.160; 704 KAR 4:020
Relates to: 9011.01-AR; 9011.01-F; 9011.02-F

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

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

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

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

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

1. Certificate of the attending physician attesting to their recovery and non-infectiousness.

2. After a period of time corresponding to the duration of the communicability of the disease as established by the Kentucky Cabinet for Health Services.

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OLDHAM COUNTY BOARD OF EDUCATION POLICY

CONDUCT TOWARD STAFF; CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE 9012

Reference: KRS 161.190
Relates to: OCBE Policy 9068, Safe Schools Manual, Emergency Protocols

Abuse of Teacher Prohibited

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

B. No person shall insult or abuse any student, school employee or visitor to the school.

Adopted Oldham County Board of Education April 18, 1977
Revised Oldham County Board of Education August 8, 1983
Revised Oldham County Board of Education May 20, 1985
Revised Oldham County Board of Education July 7, 1986
Revised Oldham County Board Education July 22, 1996
Revised Oldham County board of Education June 28, 1999
Demonstrations, marches, or controversial activities that would disrupt the planned instructional day will not be permitted in schools or on school property. Students who disobey this regulation will be disciplined by the Principal at his/her discretion according to Code of Acceptable Behavior and Discipline.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Board of Education</th>
<th>Actions</th>
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<tbody>
<tr>
<td>April 18, 1977</td>
<td>Oldham County Board of Education</td>
<td>Adopted</td>
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<tr>
<td>July 25, 1983</td>
<td>Oldham County Board of Education</td>
<td>Revised</td>
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<td>July 7, 1986</td>
<td>Oldham County Board of Education</td>
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<td>May 21, 2001</td>
<td>Oldham County Board of Education</td>
<td>Revised</td>
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</tbody>
</table>
HONESTY, RESPECT AND FAIR DEALING;
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Relates to: OCBE Policy 9068

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

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

Periodic, meaningful testing is required to assess the extent of student progress toward proficiency. Students are required to make good faith efforts on state and district assessments. In accordance with OCBE Policy 4095, the district does not allow parents to opt students out of any required assessments.

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

Adopted Oldham County Board of Education June 28, 1999
Revised Oldham County Board of Education June 27, 2016
High school students are permitted to park and drive on school property pursuant to rules and regulations established by the school principal and this board policy. Any student who is cited by school officials for speeding or reckless driving on school property shall have his/her on-campus driving and parking privilege suspended for at least two weeks. Any student cited by school officials for speeding or reckless driving on school property a second time during the school year, shall have his/her on-campus driving and parking privilege suspended for the remainder of said school year. Any student cited for a moving violation off school grounds shall have his/her on-campus driving and parking privileges suspended for six school calendar months. If the suspended student rides the school bus for three (3) consecutive months during the suspension, or completes the Oldham County Attorney’s Diversion Program the suspension may be lifted and he/she may be eligible for having his/her on-campus driving and parking privilege reinstated. Students participating in the Diversion Program must provide documentation demonstrating completion of the program requirements in order to regain eligibility for their parking permit. The parking permit will be reissued upon the expiration of 90 days, or completion of the Diversion Program, whichever is later. Any student cited again during his/her tenure in the Oldham County Schools, or who is cited for driving under the influence (whether or not it results in a “DUI” conviction), shall lose his/her on-campus driving and parking privilege for one calendar year. Additionally, the privilege will be reinstated for a student whose citation is dismissed by the court that has jurisdiction over the citation. The student and his/her parent must consent to allowing the school access to the student’s official driving record in order to be permitted to park on and/or drive on school property. Any student parking on campus without a properly displayed permit is subject to penalties set forth by the high school, including but not limited to, ticketing and towing at the owner’s expense.
REVOCATION OF DRIVING PRIVILEGES

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

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

<table>
<thead>
<tr>
<th>Courses per Semester</th>
<th>Courses Needed to Pass</th>
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2. Students shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGES

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

Adopted

Oldham County Board of Education

July 30, 2007
OLDHAM COUNTY BOARD OF EDUCATION POLICY

PHYSICAL EXAMINATIONS 9020

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

The Board shall require physical examinations for students as follows:

9020.01 INITIAL MEDICAL EXAMINATION; PROGRAM OF CONTINUOUS HEALTH SUPERVISION; INITIAL ENROLLEE VISION EXAMINATION

Upon enrollment, the Board shall require parents to submit a medical examination of each child conducted within twelve (12) months prior to his/her initial admission to school. The medical examination shall be reported on forms furnished by the Department of Education and shall include a medical history; record of immunizations; assessment of growth and development and general appearance; physical assessment including hearing and vision screening; and recommendations to the school regarding health problems that may require special attention in classroom or physical education activities. The Superintendent shall ensure there exists a program of continuous health supervision for all school enrollees; such supervision shall include scheduled screening tests for vision, hearing and scoliosis.

All initial enrollees to public school who are ages 3 years through 6 years shall provide documentation of a vision examination performed by an optometrist or ophthalmologist by January 1 of the school year. In addition, evidence of a dental screening or exam must be provided no later than January 1 of the first year a five or six year old is enrolled in school.

9020.011 SIXTH GRADE MEDICAL EXAMINATION

A second medical examination shall be required within one (1) year prior to entry into sixth grade. The medical examination shall be reported on forms prescribed by the department of education. This is required to be on file at time of enrollment.

Out of state transferring students will be allowed 30 days from time of enrollment to present a medical examination on a Kentucky physical examination form.

In state transferring students must present copies of current Kentucky immunization certificates and Kentucky medical examination at time of enrollment.

9020.02 REFERRAL AND FOLLOW-UP

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

9020.03 IMMUNIZATIONS

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

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

PHYSICAL EXAMINATIONS 9020
References: KRS 156.160; 214.034; 704 KAR 4:020; Pupil Rights and Protection Act, as amended by the No Child Left Behind Act of 2001

(Please 2 of 2)

9020.04 MEDICAL EXAMINATION REQUIRED FOR STRENUOUS ATHLETIC ACTIVITY
The school district shall require a medical examination for each child that engages in a strenuous, athletic, physical activity at the beginning of each school year in which he/she or he/she participates or more often as deemed necessary due to illness or injury.

9020.05 REQUIREMENT FOR STUDENT ACCIDENT INSURANCE
The Board shall require student accident insurance for all students participating in extra-curricular athletic activities and field trips. This requirement does not apply to middle and high school interscholastic athletes.

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<td>Oldham County Board of Education</td>
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<td>Oldham County Board of Education</td>
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<td>Oldham County Board of Education</td>
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<td>Revised</td>
<td>Oldham County Board of Education</td>
<td>June 27, 2011</td>
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<td>Revised</td>
<td>Oldham County Board of Education</td>
<td>February 27, 2012</td>
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Orderly operation of the school is essential to maintaining a healthy, safe environment conducive to learning and growth. Therefore, student acts that cause disruption in the learning process will not be tolerated, and students will be subject to the consequences as stated in this Code.

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

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

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

Adopted
Oldham County Board of Education
June 28, 1999

Revised
Oldham County Board of Education
May 21, 2001
OLDHAM COUNTY BOARD OF EDUCATION POLICY

WEAPONS – CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References: KRS 158.150, KRS 160.290, KRS 160.340
Relates to: Board Policy 9033, 9068

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

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

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

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

9027.03 POSTING OF SIGN
There shall be displayed about each school in prominent location, including, but not limited to, sports arenas, gymnasiums, stadiums and cafeterias, a sign at least 6 inches high and fourteen (14) inches wide stating: UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR ($10,000) FINE.

Adopted	Oldham County Board of Education	August 8, 1983
Revised	Oldham County Board of Education	July 9, 1984
Revised	Oldham County Board of Education	February 14, 1994
Revised	Oldham County Board of Education	July 22, 1996
Revised	Oldham County Board of Education	July 28, 1997
Revised	Oldham County Board of Education	June 28, 1999
Revised	Oldham County Board of Education	June 26, 2000
Revised	Oldham County Board of Education	May 21, 2001
OLDHAM COUNTY BOARD OF EDUCATION POLICY

DISCIPLINARY POLICY; CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE 9028

References:  KRS 158.444; 158.148; 158.153; 158.165
Relates to:  Board Policy 9068, 9068.01-AR

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

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

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

This Code applies to all students enrolled in Oldham County Schools while in school, anywhere on the school campus, on their way to or from school, while on the bus or other school district vehicle, and while participating in or attending school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the Oldham County Schools. The Building Principal is responsible for administration and implementation of this Code within his/her school or at events sponsored by his/her school in a uniform and fair manner without partiality or discrimination. Teachers and other instructional personnel are responsible for administering this Code in the classroom, halls, and any other assigned locations. In this regard, the Board pledges its full support to all school employees responsible for implementing this Code. Students are encouraged to report code violations to a classroom teacher who will address the violation, if appropriate under the code, or refer the violation to an administrator for further action when the offense may warrant suspension or expulsion, when it involves a violation of law or is a reportable offense. No employee or student shall retaliate against a student because he or she reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation.

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

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

The Code shall be included in all student handbooks distributed at the various schools or made available to parents and students upon enrollment for each school year. It will be reviewed and updated at least every two (2) years.

STATEMENT OF NONDISCRIMINATION

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

Adopted
Oldham County Board of Education
May 20, 1985

Revised
Oldham County Board of Education
December 3, 1990

Revised
Oldham County Board of Education
July 22, 1996

Revised
Oldham County Board of Education
July 28, 1997

Revised
Oldham County Board of Education
June 28, 1999

Revised
Oldham County Board of Education
August 16, 2005

Revised
Oldham County Board of Education
December 15, 2008
OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENTS’ RIGHTS AND RESPONSIBILITIES;
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

RELATES TO:  Board Policy 9041, 9028, 9068

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

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

Adopted: Oldham County Board of Education, May 20, 1985
Revised: Oldham County Board of Education, July 7, 1986
Revised: Oldham County Board of Education, December 3, 1990
Revised: Oldham County Board of Education, January 29, 1991
Revised: Oldham County Board of Education, February 22, 1993
Revised: Oldham County Board of Education, July 22, 1994
Revised: Oldham County Board of Education, June 22, 1998
Revised: Oldham County Board of Education, June 28, 1999
Revised: Oldham County Board of Education, June 26, 2000
Revised: Oldham County Board of Education, March 24, 2008
Revised: Oldham County Board of Education, January 28, 2014
When a principal or principal’s designee administrator decides to consider recommending expulsion, the student shall be advised of his/her rights in the conference procedure. The Administrator shall use the following procedures:

a. The student shall be entitled to a formal parent/guardian/custodian conference before the administrator.

b. The administrator shall provide the student a statement in writing, at least one day prior to the conference, setting forth charges against him/her with sufficient clarity to enable him/her to present a reasonable defense thereto.

c. The student shall be entitled to present his/her defense at the conference, including the presentation by the student of a reasonable number of witnesses in his/her own behalf.

d. The student shall be accompanied by his/her parent/guardian/custodian during the parent conference; however, legal counsel is not permitted during the parent conference. The student and his/her parent(s)/guardian(s)/custodian(s) may be accompanied by or represented by legal counsel during any hearing before the Board of Education.

e. The student shall be entitled to an expeditious handling of his/her case and prompt decisions after the conference.

f. The administrator shall provide to the student a detailed written explanation of any decision by the administrator.

g. The administrator shall promptly file a formal report for any conferences conducted pursuant to this policy with the Superintendent.

h. In the case of a special education student or a regular education student receiving accommodations under Section 504 of the Rehabilitation Act of 1973, an appropriate Admissions and Release Committee (ARC) meeting or Section 504 Committee meeting replaces the formal conference described in this policy, and that committee must follow procedures outlined herein in addition to any procedures required by state and federal law. In the event of a conflict between this policy and state or federal law governing the education of these students, state and federal law shall be followed.
The Board may expel any student for misconduct as defined in KRS 158.150. Any student who is determined by the Board to have brought a weapon to school or used or possessed a weapon at school shall be expelled for a period of one (1) calendar year. Disciplinary action, in accordance with Board Policy 9068, up to and including expulsion, shall be required for a student who is determined to have possessed prescription drugs or controlled substances for the purpose of sale or distribution at school, or to have physically battered or abused school personnel or other students at a school or school function.

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

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

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

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

Adopted Oldham County Board of Education July 25, 1983
Revised Oldham County Board of Education May 20, 1985
Revised Oldham County Board of Education July 7, 1986
Revised Oldham County Board of Education July 28, 1997
Revised Oldham County Board of Education June 22, 1998
Revised Oldham County Board of Education June 28, 1999
Revised Oldham County Board of Education June 26, 2000
No student, following expulsion from school by the Oldham County Board of Education will be allowed access to any buildings or grounds after he/she is expelled, except when directed for the provision of services, beginning with the date and time of expulsion. Violation of this policy would result in the student being charged with trespassing.

Adopted by Oldham County Board of Education February 13, 1995
Revised by Oldham County Board of Education April 3, 2007
OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT RECORDS


Relates to: 9040-F

9040.01 ANNUAL NOTIFICATION OF PARENTS AND STUDENT RIGHTS

The Board shall, through the news media, provide notification annually to the parents of students, or the students, if they are eighteen years of age or older or emancipated ("eligible students"), of the rights to inspect and review any and all official records, files and data directly related to their child or to the eligible student. Additional notice may be given by schools individually, or by published notification in the student handbook, school catalog, school newspaper, or posted on the bulletin board.

Provisions for non-English speaking parents, to obtain interpretation of the act shall, upon request, be provided by the Superintendent.

A copy of the adopted policy for this act may be obtained in the office of the Superintendent of Schools or in the Principal's office of any Oldham County School.

9040.02 INSPECTION AND REVIEW OF RECORDS

a. The right to inspect and review educational records includes:
   1. A reasonable request for explanations and interpretations of records by those eligible to review records.
   2. The right to request copies of the record from the educational agency if the failure of the educational institution to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records.
   3. The right of either parent of the student to inspect and review the educational records of their student unless the educational agency has been provided with evidence that an instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

b. A request to review or inspect the records of a pupil currently in attendance or who has attended an Oldham County School shall be submitted in writing to the Principal of the school in which the student is enrolled or has been enrolled.

c. The principal shall reply to the request and the response shall specify the procedure, place and time the review and inspection is to take place. The review and inspection shall take place no later than 45 days after the request is received.

d. Request for copies of records may be denied if the record contains information relating to others. If the educational records of a student contain information on more than one student, the parent of the student or the eligible student may inspect and review or be informed of only the specific information which pertains to that student.

e. Persons wishing to inspect or review records must have an adequate means of identification such as driver's license or other picture identification card.

9040.03 FEES FOR COPIES OF EDUCATIONAL RECORDS

a. Copies of student records who transferred to another school district shall be sent free upon request of the district or school which receives that transferring student.

b. Upon request, one copy of student records shall be sent to post secondary educational institutions, first employer or vocational school free of charge.

c. Parents and adult students requesting copies of records other than stated in this section, item 1 and 2 may obtain copies at a cost of 25 cents per page.
OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT RECORDS


Relates to: 9040-F

(Page 2 of 6)

9040.04 TYPES OF EDUCATIONAL RECORDS AVAILABLE AND LOCATION

a. Student information available for inspection and review is included in a cumulative student record which has current information regarding the progress and growth of individual students as they go through school, including personal identifying data; selected family data; selected physical, health and sensory data; standardized test data; membership and attendance data; and school performance data.

b. Records may be reviewed in the director, program planner, or principal's office of the school or center in which the student is currently enrolled. The request shall be made to the principal and the schools' addresses are as follows:

Buckner Elementary, 4307 Brown Blvd., La Grange, KY 40031
Camden Station Elementary, 6401 W. Highway 146, Crestwood, Kentucky 40014
Centerfield Elementary, 4512 Centerfield Road, Crestwood, Kentucky 40014
Crestwood Elementary, 6500 W. Highway 146, Crestwood, Kentucky 40014
Goshen Elementary, 12518 Ridgemoor Drive, Prospect, KY 40059
Harmony Elementary, 1901 S. Highway 1793, Goshen, KY 40026
Kenwood Station Elementary, 6321 Veteran's Memorial Parkway, Crestwood, KY 40014
LaGrange Elementary, 500 W. Jefferson, La Grange, Kentucky 40031
Liberty Elementary, Department of Pupil Personnel, 6165 W. Highway 146, Crestwood, KY 40014
Locust Grove Elementary, 1231 East Highway 22, Crestwood, KY 40014
East Oldham Middle School, 1201 E. Highway 22, Crestwood, KY 40014
Oldham County Middle School, 4305 Browns Blvd., La Grange, KY 40031
North Oldham Middle School, 1801 S. Highway 1793, Goshen, Kentucky 40026
South Oldham Middle School, 6403 W. Highway 146, Crestwood, Kentucky 40014
North Oldham High School, 1815 S. Highway 1793, Goshen, Kentucky 40026
Oldham County High School, 1150 North Highway 393, La Grange, Kentucky 40031
South Oldham High School, 5901 Veteran's Memorial Parkway, Crestwood, Kentucky 40014
Buckner Alternative High School, 1350 North Highway 393, La Grange, Kentucky 40031
Oldham County Pre-School Center, 4309 Brown Blvd., La Grange, KY 40031
The Arvin Center, 1650 Colonels Drive, LaGrange, Kentucky 40031

c. Students attending or graduating from Oldham County Schools before 1954 may obtain records information from the Central Office, Director of Pupil Personnel, 6165 W. Highway 146, Crestwood, Kentucky.

d. Those students attending or graduating from the Oldham County High School after 1953 may obtain records information from the Guidance office at the Oldham County High School.

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

9040.05 ORGANIZATIONS AND PERSONS ELIGIBLE TO REVIEW RECORDS

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

a. To other school officials, including teachers within the district, who have been determined by the district to have a legitimate educational interest because the information is necessary to support any aspect of the student’s educational program;

b. To officials of another school or school system or postsecondary school in which the student seeks or intends to enroll;

c. To military recruiters when name, address and phone numbers are requested;

d. To authorized representatives of the Federal Government;

e. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed pursuant to State law;

f. If the disclosure is in connection with financial aid to attend an educational agency or institution for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine the eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce terms and conditions of the aid.
OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT RECORDS


Relates to: 9040-F

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g. To organizations or students conducting educational studies for a legitimate purpose, provided the studies ensure the confidentiality of the information and the information is destroyed after it is no longer needed;

h. To accrediting organizations in order to carry out their accrediting functions;

i. To comply with a judicial order or lawfully issued subpoena after reasonable effort has been made to notify the parent(s) or eligible student in advance of compliance, unless the court orders that the existence of the subpoena need not be disclosed;

j. To appropriate parties in a health or safety emergency as determined by the Superintendent;

k. If the disclosure is information designed by the Board as “directory information”.

9040.06 RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

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

9040.07 CONFIDENTIALITY OF STUDENT RECORDS

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

9040.08 DIRECTORY INFORMATION AND CONDITIONS FOR DISCLOSURE

Personally identifiable information which the Board designates as directory information includes: student’s name, age, place of birth, schools attended, grade level, participation in school sports and activities, photograph/picture, height and weight of members of athletic team, dates of attendance, awards, honors, and academic achievement. Directory information may be disclosed without prior notification to the parent. The parent of the student or the eligible student objecting to disclosure of directory information must inform the principal of the student’s school in writing within 2 weeks of the provision of the student handbook, which shall contain this policy; including what personally identifiable information the school is prohibited from disclosing. The Board does not permit release of any complete list of students, faculty or staff directories.

9040.09 DISCLOSURE OF RECORDS INFORMATION IN HEALTH AND SAFETY EMERGENCIES

An Oldham County School may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual.

a. The determining factors considered for released information are:

1. The seriousness of the threat to the health or safety of the student or other individuals;

2. The need for the information to meet the emergency; which the parties to whom the information is disclosed are in a position to deal with the emergency; and

3. The extent to which time is of the essence in dealing with the emergency.
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9040.10 DISCLOSURE RECORDS MAINTAINED

The Oldham County Schools shall maintain a record of each third party request and each disclosure of personally identifiable information from the records of a student. The record maintained shall indicate:

a. The parties who have requested or obtained the records or personally identifiable information from the education records of the student and the specific reason these parties had in requesting or obtaining the information.

b. The record of disclosures may be inspected:
   1. By the parent of the student or the eligible student,
   2. By the school official and his or her assistants who are responsible for the custody of the records, and
   3. For the purpose of auditing the record keeping procedure of the educational agency or institution by the parties authorized in, and under the conditions set forth on 9040.06 (organizations and persons eligible to review records).

9040.11 LIMITATIONS ON REDISCLOSURES

a. The Oldham County Schools shall disclose personally identifiable information from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student and the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purpose for which the disclosure was made.

b. The school releasing information shall inform the party to whom a disclosure is made of the requirement set forth in item “a”, of this section.

9040.12 AMENDMENT OF EDUCATION RECORDS

a. The parent of a student or an eligible student who believes that information contained in the education records of the students is inaccurate or misleading or violates the privacy or other rights of the student may request that the records be amended.

b. A teacher or school administrator may request that an education record of a student be amended in order to correct the information contained therein, to conform the information to district or school policies, or to add distinctions or designations earned by the student.

c. The principal at each school shall have sole authority for modifying the education records of students attending his or her school. The principal may designate the responsibility for amending records to a member of his or her staff. However, all changes and requests for amendment must be approved by the principal.

d. Any request to amend an education record shall be made in writing to the school principal, and shall clearly identify the portion of the record to which the request applies, and the reason for the request.

e. The principal shall decide whether the requested amendment to the education records of the student is warranted within a reasonable period of time after receipt of the request and shall notify the requesting party of his or her decision.

f. If the principal determines that the requested amendment to the education records of the student is not warranted, the principal shall so inform the requesting party in writing of his or her determination. If the request was made by a parent or eligible student, the principal shall also advise the parent or the eligible student in writing of the right to a hearing.

9040.13 REQUEST FOR A HEARING

The Oldham County Schools shall, on request, provide an opportunity for a hearing in order to challenge the content of a student’s education records to insure that information in the education records of the student is not inaccurate or misleading.
### 9040.14 CONDUCT OF THE HEARING

a. The hearing shall be conducted within the following procedures:

b. The hearing shall be held within a reasonable period of time after the educational agency or institution has denied the request, and the parent of the student or the eligible student shall be given notice of the date, place and time of the hearing in advance;

c. The hearing shall be conducted by an official of the central office as designated by the Superintendent who does not have a direct interest in the outcome of the hearing;

d. The Parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted, be represented by individuals of his or her choice at his or her own expense, including an attorney, be permitted to tape record the hearing if they so choose.

e. The official of the school involved shall make its decision in writing within a reasonable period of time after the conclusion of the hearing; and the decision of the school official shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

f. If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

g. If, as a result of the hearing, the school official decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school official.

h. Any explanation placed in the education records of the student under this section shall:

1. Be maintained by the school as part of the education records of the student as long as the record or contested portion thereof is maintained by the school and

2. If the education records of the student or the contested portion thereof is disclosed by the educational agency or institution to any party, the explanation shall also be disclosed to that party.

### 9040.15 STUDENT RECORDS MAINTENANCE, RETENTION AND DISPOSAL

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

### 9040.16 Retention and disposal of student records shall be determined by the Model Public School District schedule set forth in the General Agreement by the Board and the State Archives and Records Commission as partially outlined in Board Policy 1032.

### 9040.17 HEALTH RECORDS

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

STUDENT RECORDS 9040


Relates to: 9040-F

(Oldham County Board of Education)

9040.18 RIGHT TO FILE A COMPLAINT

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

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

Adopted Oldham County Board of Education April 18, 1977
Revised Oldham County Board of Education August 8, 1983
Revised Oldham County Board of Education July 7, 1986
Revised Oldham County Board of Education June 19, 1989
Revised Oldham County Board of Education December 3, 1990
Revised Oldham County Board of Education July 28, 1997
Revised Oldham County Board of Education March 22, 1999
Revised Oldham County Board of Education June 26, 2000
Revised Oldham County Board of Education April 28, 2003
Revised Oldham County Board of Education April 25, 2005
Revised Oldham County Board of Education April 24, 2006
Revised Oldham County Board of Education May 19, 2008
Revised Oldham County Board of Education June 25, 2012
Revised Oldham County Board of Education July 28, 2014
Revised Oldham County Board of Education July 2, 2015
Revised Oldham County Board of Education February 27, 2017
REPRESENTATIVE FREE:

References: KRS 158.183; First Amendment
Relates to: Board Policy 9029; 4080.03-AR; Board Policy 9010.025

I. In furtherance of the current state of the law regarding religious freedom of students, the Board’s policy is to allow a student to voluntarily:

(A) pray or engage in religious activities in public school to the same extent and under the same circumstances as a student is permitted to reflect, meditate, speak on, or engage in non-religious matters;

(B) express religious or political viewpoints to the same extent and under the same circumstances as a student may express viewpoints on non-religious or non-political topics in school;

(C) express religious or political viewpoints in classroom, homework, artwork, and other written and oral assignments free from discrimination or penalty based on the religious or political content of the submissions;

(D) speak to or attempt to speak to students to discuss religious or political viewpoints with them in a public school to the same extent and under the same circumstances as a student is permitted to speak to or attempt to speak to other students to share non-religious or non-political viewpoints. However, any student may demand that this speech or these attempts to share religious or political viewpoints not be directed at him or her;

(E) distribute religious or political literature, subject to reasonable time, place and manner restrictions to the same extent and under the same circumstances as a student is permitted to distribute literature on non-religious or non-political topics or subjects in the school; and

(F) display religious messages on items of clothing to the same extent that a student is permitted to display nonreligious messages on items of clothing;

(G) access public secondary school facilities during non-instructional time as a member of a religious student organization for activities that may include 19 prayer, Bible reading, or other worship exercises to the same extent that members of nonreligious student organizations are permitted access during non-instructional time;

(H) use school media, including the public address system, the school newspaper, and school bulletin boards, to announce student religious meetings to the same extent that a student is permitted to use school media to announce student nonreligious meetings; and

(I) meet as a member of a religious student group during non-instructional time in the school day to the same extent that members of nonreligious student groups are permitted to meet, including before and after the school day; and

(J) be absent, in accordance with attendance policy, from school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from school for non-religious purposes; so long as the student does not:

   (i) infringe on the rights of the school to (a) maintain order and discipline, (b) prevent disruption of the educational process or (c) determine educational curriculum and assignments;

   (ii) harass other persons or coerce other persons to participate in the activity or repeat attempts to speak to another student(s) once that student has expressed a desire to not be subjected to the religious speech or viewpoint; or

   (iii) otherwise infringe on the rights of other persons.

II. Consistent with its obligations to respect the rights secured by the Constitutions of the United States of America and the Commonwealth of Kentucky, the Board of Education shall ensure that:

(A) the selection of students to speak at official events is made without regard to the religious or political viewpoint of the student speaker;

(B) the prepared remarks of the student are not altered before delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is obscene, vulgar, offensively lewd, or indecent; and

(C) if the content of the student's speech is such that a reasonable observer may perceive affirmative school sponsorship or endorsement of the student speaker's religious or political viewpoint, the school shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the school;

(D) religious and political organizations are allowed equal access to public forums on the same basis as nonreligious and nonpolitical organizations; and

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

IV. In the event a student feels as though his or her rights under this policy are being denied, the student may state the circumstances surrounding the alleged denial in writing to the Principal who shall review the complaint and render a decision within seven (7) days of the date of the written complaint. If the student is unsatisfied with the resolution by the Principal, the student may appeal to the Superintendent, who shall review the complaint and the Principal’s response and render a decision within thirty (30) days of the date of the written complaint. The student has the right to file a final appeal with the Board of Education if the student is not satisfied with the decision rendered by the Superintendent. The Board will review the documentation during executive session of the next regularly scheduled board meeting following receipt of the appeal and render a decision in public session of that meeting. The student must exhaust all of the above administrative remedies before filing a civil suit.

V. This policy does not permit school employees to lead, direct or encourage any religious or anti-religious activity in violation of the First Amendment of the United States Constitution.
The Board believes that guardians and students who have reached the age of eighteen (18) or are emancipated ("eligible students") have a right to receive prior notice, inspect, and opt out before students are required to submit to a survey that concerns one or more of the following areas, if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility; or
9. Any other protected information survey regardless of where the funding comes from.

The Board further believes that guardians and eligible students have a right to inspect any instrument used to collect personal information from students for any marketing, sales or distribution purposes, except for personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:

1. college or other postsecondary education recruitment, or military recruitment;
2. book clubs or magazine companies offering low-cost literary products;
3. curriculum and instructional materials used by elementary schools;
4. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. the sale by students of products or services to raise funds for school-related or education-related activities; and
6. student recognition programs.

Parents or eligible students must be directly notified at the start of the school year of the approximate date during the school year when the school will administer the surveys.

Parents or eligible students who believe their rights under this policy have been violated should notify the principal of their school. The principal will attempt to resolve the concern and provide notification to the parent or eligible student of the resolution. Parents or eligible students, at any time they feel their rights are aggrieved under this policy, may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605; 202-260-3887.

Adopted
Oldham County Board of Education
May 19, 2003
The Board expects all students and parents/guardians to respect school property and the property of others. School or district property must be preserved and maintained for the benefit and use of all students and staff. A student shall not misuse, damage, or destroy school or private property. A student shall not steal, or attempt to steal, public or private property, or be in the possession of stolen public or private property.

Violations will be handled according to the consequences stated in the Code.

Adopted Oldham County Board of Education June 28, 1999
OLDHAM COUNTY BOARD OF EDUCATION POLICY

SEARCH; CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE 9045


Relates to: Board Policy 9068

1. **Areas Subject to Searches**
   Lockers and desks are property of the school and are subject to the Board's regulation, supervision and inspection. Locker and desk inspections or searches are not carried out as a harassment technique, but to protect the health, safety or welfare of students. Students should not expect privacy as to items left in these locations. A specific desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of school rules or the law is contained therein. Searches may also include searches of automobiles parked in student parking lots or anywhere on school grounds.

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

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

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

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

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

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

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

   All items that have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation.
5. **Cooperation by Student**
The student will have the opportunity to be present when a search of personal possessions is to be conducted unless:
   a. The student is absent from school.
   b. School authorities decide that the student's presence could endanger his/her health and safety.
   c. The student's presence interferes with the search.

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

6. **Witness**
No search of a student will be conducted in the presence of another student.
EQUAL EDUCATIONAL OPPORTUNITY

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

Relates to: Board Policy 9050

The Oldham County Board of Education does not discriminate in in the provision of educational services, extracurricular activities or athletics, or in the educational opportunity for students on the basis of age, sex, color, national origin, race, religion, handicap or disability, marital or parental status or veteran status, except as otherwise authorized or required by the Kentucky Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, the Americans with Disabilities Act, the Family Education Rights Privacy Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. The Superintendent shall insure that there is a District Gender Equity Committee that reviews compliance with applicable laws and makes recommendations on policies and procedures.

Inquiries regarding compliance should be directed to:
   General Counsel of the Oldham County School District
   6165 W. Highway 146
   Crestwood, KY 40014

Inquiries regarding Title IX can also be made to:
   Office for Civil Rights
   Department of Health, Education and Welfare
   Washington, D.C.

Adopted                     Oldham County Board of Education       March 7, 1977
Revised                     Oldham County Board of Education       July 15, 1985
Revised                     Oldham County Board of Education       April 19, 1993
Revised                     Oldham County Board of Education       July 11, 1994
Revised                     Oldham County Board of Education       July 28, 1997
Revised                     Oldham County Board of Education       March 20, 2000
Revised                     Oldham County Board of Education       February 28, 2006
Revised                     Oldham County Board of Education       June 23, 2014
OLDHAM COUNTY BOARD OF EDUCATION POLICY

SEXUAL HARASSMENT AND DISCRIMINATION OF STUDENTS 9050

References: Title IX of the Education Amendment of 1972
Relates to: Board Policy 4097; 9050.01-F

9050  SEX DISCRIMINATION AND SEXUAL HARRASSMENT

9050.01  PURPOSE

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

9050.02  DEFINITIONS

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

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

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

SEXUAL HARASSMENT AND DISCRIMINATION OF STUDENTS 9050

References: Title IX of the Education Amendment of 1972
Relates to: Board Policy 4097; 9050.01-F

9050.03 SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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

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

9050.04 COMPLAINT PROCEDURE

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

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

Complaint Procedure

Level 1
A student who feels aggrieved shall make a written complaint to the building principal or other office administrator with whom the student feels comfortable sharing the information. The principal or administrator shall conduct a full investigation, interviewing all available witnesses. The principal shall make a decision and arrive at a resolution of the issues, after consultation with any other administrator involved in the investigation, within five (5) school days of receiving the complaint. The principal shall provide the parent of the student complainant via hand-delivery or certified mail, the written decision. These timelines may be extended for extenuating circumstances, which shall be noted in the decision.

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

SEXUAL HARASSMENT AND DISCRIMINATION OF STUDENTS 9050

References: Title IX of the Education Amendment of 1972
Relates to: Board Policy 4097; 9050.01-F

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

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

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

Adopted Oldham County Board of Education April 5, 1976
Revised Oldham County Board of Education April 18, 1977
Revised Oldham County Board of Education July 26, 1982
Revised Oldham County Board of Education July 25, 1983
Revised Oldham County Board of Education June 19, 1989
Revised Oldham County Board of Education December 3, 1990
Revised Oldham County Board of Education April 19, 1993
Revised Oldham County Board of Education July 28, 1997
Revised Oldham County Board of Education February 22, 1999
Revised Oldham County Board of Education March 19, 2001
9052.01 The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable solutions to complaints alleging harassment, bullying or intimidation except sexual harassment or discrimination, in educational programs and activities in the Oldham County School District.

9052.02 DEFINITIONS
a. "Complaint" shall mean a formal written claim by a student or a parent of a student on behalf of a student, that the student has been harassed, bullied or intimidated by another student.

b. "Student" shall mean any individual legally enrolled in the public schools of Oldham County.

c. "Parent" means any natural parent or legal guardian or custodian of a student legally enrolled in the Public Schools of Oldham County.

d. "Complainant" means any student or parent of a student, making a complaint in writing alleging harassment, bullying or intimidation.

e. "Harassment, bullying or intimidation" means repeated unwelcome physical or verbal conduct, including menacing, taunting or threatening directed toward an individual, which may embarrass, offend or degrade, threaten or otherwise cause harm to the individual, or has the effect of creating a hostile environment because it unreasonably interferes with the student’s school work, school performance, or participation in school-related activities. “Harassment, bullying and intimidation” may also include “hazing,” which is any activity that recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or membership into an organization recognized by the Board and is considered a forced activity even if this student appears to participate willingly. This policy extends to all student language or behavior, including but not limited to the use of electronic or on-line methods.

9052.03 Harassment, Bullying or Intimidation of Students Prohibited: Harassment or intimidation including bullying, as defined in Board Policy 9052.02 or by law, by students, school employees, or third parties against other students is strictly prohibited in the Oldham County Schools and at all times in connection with school sponsored activities and will not be tolerated. Each incident will be investigated in a timely manner and information concerning the incident, including the identity of the alleged victim, will be kept confidential to the extent permitted by law, but will be used in the course of the investigation and shared with those persons with a need to know. In the event that harassment, bullying or intimidation is determined to exist, following investigation and due process, the offending student(s) will be disciplined in accordance with the Code of Acceptable Behavior and Discipline, including without limitation, referral to local officials for legal action where appropriate. Additionally, the school involved shall consider the appropriateness of a variety of intervention strategies and then implement appropriate intervention strategies for the offending student(s) in an attempt to prevent future harassing conduct. The school shall also consider the appropriateness of and necessity for a variety of counseling options for the victim.

9052.04 These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process.

9052.05 INFORMAL GRIEVANCE PROCEDURE
A student who experiences behavior that he or she believes is, or may be, hazing, bullying, harassment or intimidation may make an informal, verbal report to an administrator at his or her school. The administrator or principal will conduct a full investigation into the incident(s). In the course of the investigation, the administrator may interview witnesses, including the student and the alleged harasser. In addition, the administrator may request a written statement from the student, the alleged harasser, and any other witnesses. This written statement will not constitute a formal, written complaint under 9052.06.
Upon a finding of bullying, harassment or intimidation, the offending student will be disciplined in accordance with the Code of Acceptable Behavior and Discipline. Other information procedures for resolving the conflict and improving or minimizing the interaction between the students will also be considered. Students are encouraged, but not required, to take advantage of this Informal Grievance Procedure prior to filing a Formal Complaint.

9052.06 FORMAL COMPLAINT PROCEDURE

Level 1
A student who feels aggrieved may make a formal written complaint to the building principal or other office administrator with whom the student feels comfortable sharing the information. Upon receiving a formal written complaint, the principal or administrator shall conduct a full investigation, interviewing all available witnesses. The principal shall make a decision and arrive at a resolution of the issues, after consultation with any other administrator involved in the investigation, within five (5) school days of receiving the written complaint. The principal shall provide the parent of the student complainant via hand-delivery or certified mail, the written decision. These timelines may be extended for extenuating circumstances, which shall be noted in the decision.

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

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

Adopted Oldham County Board of Education June 28, 1999
Revised Oldham County Board of Education June 26, 2000
Revised Oldham County Board of Education May 21, 2001
Revised Oldham County Board of Education December 15, 2008
Revised Oldham County Board of Education March 23, 2009
OLDHAM COUNTY BOARD OF EDUCATION POLICY

SOLICITATION OF STUDENTS

There shall be no solicitation of students while they are under the supervision of the Board, without the approval of the Board or the Superintendent.

<table>
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<th>Oldham County Board of Education</th>
<th>April 18, 1977</th>
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<tr>
<td>Revised</td>
<td>Oldham County Board of Education</td>
<td>August 8, 1983</td>
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</table>
A basic responsibility of those who enjoy the rights of citizenship is a respect for the laws of the community. Since the school is a community, its rules and regulations are the existing law and must be respected. Students must be responsible for the manner in which they exercise their rights and privileges and the consequences of their actions. Respect for the rights of others must be a concern.

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

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

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

PARENT/GUARDIAN/CUSTODIAN RIGHTS AND RESPONSIBILITIES;  9061
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Parent/Guardians/Custodians have the following rights:

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

Parents/guardians/custodians have the following responsibilities:

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

Adopted: Oldham County Board of Education May 20, 1985
Revised: Oldham County Board of Education July 22, 1996
Revised: Oldham County Board of Education June 28, 1999
Revised: Oldham County Board of Education June 26, 2000
The Oldham County Board of Education supports the use of varied technology as instructional tools and expects every student to demonstrate skills in the use of technology as outlined in the District Technology Exit Standards. Oldham County Schools offer students access to electronic information through a service called the Oldham County School Network (OCSNET). Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Since it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. Teachers and other school staff shall monitor students’ computer use. The school district shall utilize current filtering technology to ensure to the best extent possible that obscene, sexually explicit inappropriate material, and information harmful to minors (as defined by CIPA) is not made available to students. The Superintendent shall implement procedures for determining whether inappropriate, including sexually explicit, materials are being accessed.

Oldham County Schools supports each family’s right to decide whether or not to allow their child to have access. Access is a privilege, not a right.

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

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

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

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

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

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

**Students will NOT:**
- violate any US or State regulation
- violate any copyright laws or plagiarize (including software copyright laws)
- use any other email account other than KETS approved standards
- not install any software on individual or school workstations without permission from the DTC
- transmit or receive materials in violation of federal or state regulations pertaining to copyright, or threatening or obscene materials, including sexually explicit materials;
- use for commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempts to break into another computer network, otherwise known as “hacking”;
- damage/attempts to damage, move/remove software, hardware or files;
- use/play non-educational computer games (whether online, or CD, flash drive, etc)
- use unauthorized multi-user games;
- use unauthorized software products;
OLDHAM COUNTY BOARD OF EDUCATION POLICY

OCSNET STUDENT ACCEPTABLE USE POLICY

References: KRS 156.675
Related to: 9064.01-F; 9064.02-F; 9064.03-F

- create or share computer viruses; or maliciously attempt to harm or destroy data of another user
- provide their password to anyone;
- offer your Internet access to anyone via OCSNET account
- illegally obtain any music to store on computers/network
- attempt to bypass the proxy server via any means
- block or attempt to block access of student files by district personnel
- stream music, radio, video for non-educational purposes
- access gambling sites
- access shopping sites for non-educational purposes (including checking bids on eBay purchases online)

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

Adopted Oldham County Board of Education May 24, 1999
Revised Oldham County Board of Education May 20, 2002
Revised Oldham County Board of Education April 28, 2003
Revised Oldham County Board of Education June 26, 2006
Revised Oldham County Board of Education April 3, 2007
Revised Oldham County Board of Education June 25, 2012
OLDHAM COUNTY BOARD OF EDUCATION POLICY

STUDENT APPEARANCE; CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Inappropriate Dress

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

Adopted

Oldham County Board of Education

May 20, 1985
All students are to be restricted to the school grounds during the hours that school is in session, including the lunch period, unless students have written permission from a parent/guardian/custodian and approval by the principal or his/her designee.

Adopted

Oldham County Board of Education

May 20, 1985
1. In accordance with OCBE Policy 9028, teachers, instructional personnel and administrators are responsible for administering the Code of Acceptable Behavior. Principals and/or their designees investigate disciplinary reports and will make final determination of whether particular conduct constitutes a behavior violation. The principal's decision concerning imposition of in-school discipline or parent conference shall be final.

2. School administrators, teachers or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom or the district transportation system pending any further disciplinary action that may occur.

3. School administrators or teachers may utilize more severe punishment consequences than the first consequences noted if the conduct is a repeated violation or if the conduct is sufficiently severe.

4. The principal or designee will hold a parent/guardian conference to discuss disciplinary measures pertaining to drugs and/or alcohol and may refer violators under this policy to the Department of Pupil Personnel, which will determine if a referral should be made to the district Student Services Specialist for a substance abuse assessment and substance abuse education. The DPP may file a report with the Court-Designated Worker (CDW).

5. The principal shall submit all information and evidence to local law enforcement as required by law.

6. Students with disabilities or those students being considered in the formal referral process for special education services shall be disciplined in accordance with this Code and applicable state and federal law governing the education of students with disabilities.

7. Disciplinary decisions are to be made at the school level. A student or parent may appeal the decision of a teacher or school administrator to the principal in accordance with the school's SBDM policy on discipline.

8. In cases involving suspension or referral to an alternative school, or suspension or removal from an athletic team or extracurricular activity, a student or parent may appeal to the superintendent only if there has been a violation of Board or SBDM policy or due process by the school administrator. Appeals to the Superintendent must be made in writing within three (3) days of the adverse action by the school and must include the basis for the alleged violation of due process or Board or SBDM policy.

9. Expulsions shall be governed by Board Policies 9030, 9033 and 9034.

*Principals are required by law to notify the police of these violations.

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

†These violations may not be used alone as a basis for referral to the alternative school.
## OLDHAM COUNTY BOARD OF EDUCATION POLICY

### BEHAVIOR VIOLATIONS AND CONSEQUENCES

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### DESCRIPTION OF BEHAVIOR VIOLATION LAW VIOLATIONS

**INCLUDES SAFE SCHOOL CODES**

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References: KRS 158.150; KRS 158.153; KRS, 158.154; KRS 161.190; 20 USC§1400; 707 KAR 1:280-1:380
Relates to: Board Policies 9028, 9030, 9033, 9080
Relates to: 9068.01-AR; 9068.02-AR; 9085.01-AR; 9085.02-AR

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BEHAVIOR VIOLATIONS AND CONSEQUENCES

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

Relates to: Board Policies 9028, 9030, 9033, 9080

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

DESCRIPTION OF BEHAVIOR VIOLATION

BOARD & SCHOOL VIOLATIONS

(INCLUDES SAFE SCHOOL CODES)

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<th>Description</th>
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<tr>
<td>Dangerous instrument (carrying, possession or use) (B-110)</td>
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<td>Defiance of authority/ Insubordination/ Failure to follow directions†</td>
<td>Cheating (B-1001)</td>
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<td>Dress Code Violation (B-1002)</td>
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<td>Leaving Campus w/o Permission (B-1003)</td>
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<td>Skipping Class (S-67), (S-49), (S-50) (B-1004)</td>
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<td>Tardy to Class (S-64), (S-65) (B-1006)</td>
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<td>Falsifying Note (Parent or Staff) (B-1008)</td>
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<td>Stealing (B-1009)</td>
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<td>Failure to Follow Staff Instructions (B-1010)</td>
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<td>Disrespectful Behavior (B-1011)</td>
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<td>Inappropriate Use of District/School Technology (B-1012)</td>
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<td>Violation of Personal Electronic/Telecommunication Device (B-1013)</td>
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<td>Look Alike Drug Possession/Distribution (B-1014)</td>
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<td>Physical Altercation (Minor) (B-1018)</td>
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<td>Inappropriate Use of Medication (B-1019)</td>
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<td>Disturbing Class †</td>
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<td>Disruptive Behavior (B-2001)</td>
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<td>Bus Disturbance (B-2002)</td>
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<td>Failure to attend detention †</td>
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<td>Fighting (B-50)</td>
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<td>Student to Student (B-5001)</td>
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<td>Student to Other (B-5003)</td>
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<td>Self-Endangerment (B-5004)</td>
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<td>Inappropriate sexual behavior /indecent exposure (B-60)</td>
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<td>Profanity/Vulgarity/Pornography †</td>
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<td>Threat/Intimidation</td>
<td>Bullying (B-8001)</td>
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<td>Harassment (B-8002)</td>
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<td>Threatening staff (B-8003)</td>
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<td>Verbal abuse (B-8004)</td>
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<td>Threatening Another Student (B-8006)</td>
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<td>Tobacco products: use/possession/distribution (B-90)</td>
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<td>Smoking (B-9001)</td>
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<td>Chewing (B-9002)</td>
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<td>Tobacco – other (B-9003)</td>
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<td>Alternative Nicotine Product (B-9004)</td>
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<td>Vapor Product (B-9005)</td>
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OLDHAM COUNTY BOARD OF EDUCATION POLICY

BEHAVIOR VIOLATIONS AND CONSEQUENCES

Adopted
Oldham County Board of Education
May 20, 1982

Revised
Oldham County Board of Education
July 8, 1984

Revised
Oldham County Board of Education
July 7, 1986

Revised
Oldham County Board of Education
December 3, 1990

Revised
Oldham County Board of Education
February 14, 1994

Revised
Oldham County Board of Education
April 17, 1995

Revised
Oldham County Board of Education
July 22, 1996

Revised
Oldham County Board of Education
July 28, 1997

Revised
Oldham County Board of Education
July 28, 1998

Revised
Oldham County Board of Education
June 22, 1998

Revised
Oldham County Board of Education
June 28, 1999

Revised
Oldham County Board of Education
June 26, 2000

Revised
Oldham County Board of Education
May 21, 2001

Revised
Oldham County Board of Education
May 20, 2002

Revised
Oldham County Board of Education
April 26, 2004

Revised
Oldham County Board of Education
May 23, 2005

Revised
Oldham County Board of Education
June 26, 2006

Revised
Oldham County Board of Education
March 24, 2008

Revised
Oldham County Board of Education
July 28, 2014

Revised
Oldham County Board of Education
July 24, 2017

References:  KRS 158.150; KRS 158.153; KRS. 158.154; 161.190; 20 USC§1400; 707 KAR 1:280-1:380
Relates to: Board Policies 9028, 9030, 9033, 9080
Relates to: 9068.01-AR; 9068.02-AR; 9085.01-AR; 9085.02-AR

(Page 5 of 5)
OLDHAM COUNTY BOARD OF EDUCATION

USE OF TOBACCO; ELECTRONIC VAPOR DELIVERY SYSTEMS

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

References:  KRS 438.050; KRS 160.290; KRS 160.340
Relates to:  OCBE Policy 9068

Use of any tobacco product or personal vapor delivery system (e.g. electronic cigarettes or cigars, non-prescribed inhaler, etc.) is prohibited in any facility or property owned, leased or operated by the Oldham County Board of Education where children routinely or regularly attend.

No student shall carry or use any tobacco products or electronic cigarettes (“e-cigarettes”, “e-cigs”) or non-medically prescribed inhalers in any school building, on any school premises, or at any school-approved activity. Violators will be disciplined in accordance with the Code and given information concerning the health risks of tobacco and inhalant use and the assistance available to them if they decide to quit using tobacco products.

Adopted
Oldham County Board of Education
December 19, 1994

Revised
Oldham County Board of Education
May 11, 1998

Revised
Oldham County Board of Education
June 28, 1999

Revised
Oldham County Board of Education
May 19, 2014
Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

Because of the potential for injury to students and staff, efforts should be made to limit the need for the use of restraint and for the use of seclusion. Restraint or seclusion should not be used as punishment or discipline (e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience. The use of effective alternatives to physical restraint and seclusion, such as positive behavioral interventions and supports, should be considered whenever possible and reasonably calculated to be effective.

A sufficient number of teachers and other personnel will be trained at regular intervals on the appropriate and safe use of physical restraint pursuant to the district’s Safe Schools Policy on crisis prevention and management (CPI or SCM). Schools will not use mechanical restraints to restrict a child’s freedom of movement, nor use a drug or medication to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health professional). Use of restraint should be continuously, visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel. Consistent with CPI and SCM training, incidents of restraint should be documented and parents should be notified following each instance in which restraint is used with their child.

All seclusion environments should be inspected at least annually to ensure that they are of reasonable size permitting students to lie or sit down, have adequate ventilation including heat and air conditioning as appropriate, have adequate lighting, and be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass. Areas designated as seclusion environments must permit direct continuous visual and auditory monitoring of the student and have non-locking doors. Staff members should document incidents of seclusion, including such information as the antecedent behavior, the amount of time in seclusion, the student’s behavior while in seclusion, and the effectiveness of the seclusion in calming the student’s behavior.

The use of restraint or seclusion, particularly when there is repeated use for an individual child, multiple uses within the same classroom, or multiple uses by the same individual, should trigger a review and, if appropriate, revision of strategies currently in place to address dangerous behavior. Behavioral strategies to address dangerous behavior that result in the use of restraint or seclusion should address the underlying cause or purpose of the dangerous behavior.

**Physical restraint:** personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. It also does not include behavioral interventions used as a response to calm and comfort (e.g., proximity control, verbal soothing) an upset student.

**Mechanical restraint:** the use of any device or equipment to restrict a student’s freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as: Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; Restraints for medical immobilization; or Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

**Seclusion:** the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include classroom timeouts, supervised in-school detentions, or out-of-school suspensions.
The academic grade for a student in a subject area shall not be lowered because the student has created discipline problems. However, this policy shall not prohibit school-based decision-making (SBDM) councils or principals from setting forth a policy against cheating that results in a student receiving a consequence of no credit or lowered credit for a violation of that SBDM policy. Pursuant to Board Policy 1070, all SBDM council policy must be reviewed by OCBE legal counsel for compliance with the law and potential conflict with Board policy.

<table>
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<tr>
<th>Adopted</th>
<th>Oldham County Board of Education</th>
<th>May 20, 1985</th>
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<tbody>
<tr>
<td>Revised</td>
<td>Oldham County Board of Education</td>
<td>July 22, 1996</td>
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<td>Revised</td>
<td>Oldham County Board of Education</td>
<td>April 26, 2004</td>
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The policy of the Board with regard to corporal punishment is that corporal punishment is prohibited.

<table>
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<th>Oldham County Board of Education</th>
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<td>April 18, 1977</td>
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<tr>
<td>Revised</td>
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<td>July 20, 1981</td>
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<td>Revised</td>
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<td>July 25, 1983</td>
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<td>Revised</td>
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<td>May 20, 1985</td>
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<td></td>
<td>December 3, 1990</td>
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<tr>
<td>Revised</td>
<td></td>
<td>August 17, 1992</td>
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</table>
POSSESSION OF PERSONAL TELECOMMUNICATION DEVICES: CODE
OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Reference: KRS 158.165
Relates to: OCBE Policy 9068

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

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

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

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

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

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

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

- Adopted: Oldham County Board of Education May 6, 1991
- Revised: Oldham County Board of Education March 22, 1999
- Revised: Oldham County Board of Education June 26, 2000
- Revised: Oldham County Board of Education May 20, 2002
- Revised: Oldham County Board of Education May 19, 2003
- Revised: Oldham County Board of Education July 26, 2004
- Revised: Oldham County Board of Education March 28, 2005
- Revised: Oldham County Board of Education August 27, 2007
- Revised: Oldham County Board of Education June 30, 2008
- Revised: Oldham County Board of Education June 27, 2011
- Revised: Oldham County Board of Education April 30, 2012
- Revised: Oldham County Board of Education April 29, 2013
1. Special Education Exceptions - The behavioral program of a special education student shall be reflected in the student's Individual Education Plan (IEP).

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

SUSPENSION; CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE 9080

Reference: KRS 158.150
Relates to: OCBE Policies: 9068; 9077; 9081

1. All pupils admitted to Oldham County Schools shall comply with the lawful regulations for the governance of the schools.

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

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

3. The principal of any school may suspend a pupil for up to three (3) days, but shall report such action in writing immediately to the superintendent or his/her designee and to the parent/guardian/custodian. The principal will notify the parent of the suspension immediately. If any student has been suspended three (3) times during one school year, any offense after the third suspension that would warrant suspension shall require that parent conference pursuant to Policy 9030 be held to consider a recommendation for expulsion.

4. A student does not have a right to representation prior to a suspension from school.

5. The superintendent may suspend a student for more than (3) days for serious offenses or pending a hearing for expulsion before the Board of Education.

6. Primary students shall not be suspended except where there are concerns for the safety of the child or others.

7. A student who is suspended from school shall not be permitted on school grounds or at school activities held off-campus during the period of suspension, unless the student has received express permission from the principal to do so.

Adopted
Oldham County Board of Education
April 18, 1977

Revised
Oldham County Board of Education
July 26, 1982

Revised
Oldham County Board of Education
July 25, 1983

Revised
Oldham County Board of Education
July 9, 1984

Revised
Oldham County Board of Education
May 20, 1985

Revised
Oldham County Board of Education
July 7, 1986

Revised
Oldham County Board of Education
December 3, 1990

Revised
Oldham County Board of Education
July 22, 1996

Revised
Oldham County Board of Education
June 28, 1999

Revised
Oldham County Board of Education
May 19, 2003

Revised
Oldham County Board of Education
March 24, 2008
When a student has been suspended under school or Oldham County Board of Education policies or regulations, one or both parents or guardian shall be required to return to school with the student for a conference when he/she is reinstated. Exceptions may be made in extreme hardship cases.

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

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<th>Action</th>
<th>Date</th>
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<td>August 8, 1983</td>
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<tr>
<td>Revised</td>
<td>July 27, 2009</td>
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OLDHAM COUNTY BOARD OF EDUCATION POLICY

ALTERNATIVE SCHOOL PROGRAM

References: KRS 160.380; 704 KAR 019:002; 707 KAR 001:320 Student Discipline Guidelines, Kentucky Department of Education

NOTE: This policy does not apply to a temporary/short-term intervention.

A. Definition
An “Alternative Education Program” is a program designed to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.

B. Purpose
The purpose of the Oldham County Board of Education’s Alternative Education Program is to provide:
1. Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
2. A curriculum that is aligned with the Kentucky Core Academic Standards and the learning goals in each student’s Individual Learning Plan (ILP).
3. Successful student transition to the regular school assignment, when possible, or to post-secondary status.
4. A meaningful alternative to suspension and/or expulsion of a student.
5. Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

C. District Support
1. The District’s Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
2. The Board shall review this policy and accompanying procedure(s) annually.

D. Eligibility Criteria
Alternative education placements may be utilized for students at all grade levels. Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site. A student’s parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.
An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:
1. The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
2. The student has contributed to substantial and on-going disruption of the educational process.
3. Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
4. Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
5. Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
6. The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
7. The student has been identified as being at risk of academic failure and/or dropping out of school.
8. The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
9. The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
10. Other reasons related to safety concerns and educational needs of the student referenced in 704 KAR 019:002.
E. Notification
The Principal or other designated administrator shall notify the parents by letter of their child's assignment to the alternative education program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student. The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the ILP team and approved by the Superintendent/designee.

F. ILPA Team
The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student’s current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate. The Superintendent/designee shall chair the team and invite the parents, and as appropriate, the student to participate. After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

G. Exceptions:
- Decisions for individual students with disabilities under the IDEA will be made through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student’s IEP.
- Decisions for students identified under Section 504 will be made through the team process as required under federal law and corresponding District policies and procedures.

H. Extracurricular Participation
Students assigned to alternative schools or programs shall not be eligible to access extracurricular activities including, but not limited to sports activities, dances, and clubs, at their home school while assigned to the alternative program.

I. Continuing Support
Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of Alternative Education Program staff. Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services already available in the District as determined through the development of the ILPA.

J. Transition
Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:
1. The Principal at the alternative school will invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry. For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.
2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
3. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

K. Collaboration with Outside Agencies
The principal of the alternative school will establish process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).
OLDHAM COUNTY BOARD OF EDUCATION POLICY

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

References: KRS 158.150, KRS 160.290, Chapter 218A, OAG 82-633
Relates to: Board Policies 4064, 9065, 9033, 9035, 9068, 9080, 9085.01-AR, 9085.02-AR

The Oldham County Board of Education is committed to the education of every student in drug/alcohol/tobacco abuse awareness and pledges to work cooperatively to achieve zero tolerance of substance abuse in our schools.

No pupil shall possess, use, consume, sell, distribute, or be under the influence of any alcohol, controlled substance or any substance that "looks like" a controlled substance, including synthetic marijuana and bath salts or substances illegally obtained, or used in a manner or for a purpose other than prescribed or intended use by the manufacturer, any unauthorized prescription or over-the-counter drugs, or any drug paraphernalia on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity.

A "controlled substance" is defined in federal regulation and includes such drugs as marijuana, narcotics, steroids, hallucinogens, and illegal stimulants or depressants. "Drug Paraphernalia" means all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

A student may be considered “under the influence” when one or more of the following indicators are noted: vomiting, staggering, odor, incoherence/disorientation, slurred speech, dilated pupils, and/or other physical evidence.

Toward the goal of maintaining a drug and alcohol-free environment, while acknowledging that drug and alcohol dependency in an illness that requires assistance and treatment, the Board fully supports the provision of instruction in the areas of substance abuse prevention and intervention and strongly encourages assessment of potential chemical dependency concerns. Further, knowledge of such matters shall be required as a graduation exit standard, pursuant to Board Policy 4064.

Adopted Oldham County Board of Education April 18, 1977
Revised Oldham County Board of Education March 12, 1979
Revised Oldham County Board of Education July 25, 1983
Revised Oldham County Board of Education May 20, 1985
Revised Oldham County Board of Education July 22, 1996
Revised Oldham County Board of Education July 28, 1997
Revised Oldham County Board of Education May 11, 1998
Revised Oldham County Board of Education June 28, 1999
Revised Oldham County Board of Education July 27, 2009
Revised Oldham County Board of Education June 25, 2012
OLDHAM COUNTY BOARD OF EDUCATION POLICY

RANDOM DRUG TESTING OF STUDENT ATHLETES AND EXTRA-CURRICULAR

702 KAR 7:065; KRS 156.070; KHSAA Rules and Regulations

(Page 1 of 3)

9090.1 ELIGIBILITY FOR TESTING
Participation in the Student Drug Testing Program shall include all athletes and competitive extra-curricular activities. Participation in athletics and extra-curricular activities is a privilege. Student participants, by virtue of their voluntary decision to participate in these athletic and extra-curricular activities, and because of their position as school leader and role models in the school community, have a heightened responsibility to be drug and alcohol free. Eligibility for testing shall apply to the entire calendar year.

9090.2 DRUG TESTING PROGRAM
The Oldham County School District (the “District”) has established a drug testing program for students because it recognizes that the problem of illegal drug and alcohol use presents a continuing challenge in its schools and is a clear danger to the student population as a whole. The District’s commitment to maintaining athletics and extra-curricular programs in a safe, healthy, and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use by the students involved in athletics and extra-curricular activities.

Each student who plans to participate in athletics or extra-curricular activities at the high school level and his/her parent or guardian shall be required to sign a written consent for drug testing at the beginning of the school year as a prerequisite to the student’s participation in a program.

Additionally, the District encourages any other student not participating in athletics or extra-curricular activities to voluntarily participate in the drug testing program. Both the parent and student voluntarily participating shall sign a written consent to be drug tested. Any such student will have her/his name included in the “pool” to be randomly selected for testing. The cost for any test performed on a student voluntarily participating shall be borne by the student’s parent. Results of any re-test that is positive shall be reported to the parent.

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

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

9090.3 DEFINITIONS
“Drug” means any illegal substance or any substance controlled by federal regulation.
“Alcohol” means beer, wine, distilled liquors and any other liquid containing alcohol.
“Student Athlete” means any student participating in athletic practices and/or contests under the control and jurisdiction of the District, including cheerleaders and dance team members.
“Extra-curricular Activity” means any activities which are sponsored or approved by the District but are not offered for credit toward graduation.

9090.4 CONSEQUENCES/PENALTIES
A student will be considered to have violated this policy if (1) the student attempts to alter or substitute a testing sample or (2) if a testing sample is determined to be “positive”. A test is “positive” if (1) a urinalysis performed in conjunction with the random drug testing under the policy produces a positive result or (2) if a student whose athletic activity is in season is determined by a school administrator or school resource officer to be under the influence of alcohol or drugs, as set forth in OCBE 9085, by any means of determination described in that policy.
OLDHAM COUNTY BOARD OF EDUCATION POLICY

RANDOM DRUG TESTING OF STUDENT ATHLETES AND EXTRA-CURRICULAR 9090


If a student’s urinalysis tests positive, a second, more specific urinalysis test shall be administered on the original sample as soon as possible to confirm the results. If the second urinalysis is negative, no further action shall be taken. If the second analysis is positive, the district coordinator shall notify the parents either in person, or by certified mail, within 48 hours of his receipt of the results. The coordinator, at that time, will provide the parent/guardian and the student with an opportunity to be heard before penalties are imposed.

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

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

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

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

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

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

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

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

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

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

Individual schools may impose additional sanctions based on their athletic code of conduct.
OLDHAM COUNTY BOARD OF EDUCATION POLICY

RANDOM DRUG TESTING OF STUDENT ATHLETES AND EXTRA-CURRICULAR  


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9090.5 APPEALS
The Superintendent shall adopt procedures for appeals of a decision to penalize a student under this policy, and those procedures shall afford the student proper due process.

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