CRESTWOOD ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK
STUDENT POLICY MANUAL

2019-20
Crestwood Elementary School

VISION/MISSION STATEMENT
The Crestwood school community is a diverse group of lifelong learners dedicated to becoming independent thinkers and problem solvers through exposure to real life experiences. We are devoted to continuous learning and utilizing every opportunity to expand our minds as we become productive citizens.

PHILOSOPHY OF CRESTWOOD ELEMENTARY SCHOOL
At Crestwood accept the responsibility of educating the whole child and providing opportunities to develop each child’s academic, social, emotional and physical abilities. We believe that before a child can learn, they need to feel secure and loved. One of our primary duties is to provide our students with a safe, caring and structured environment. We believe that all children can and will learn as we work collaboratively with parents and the school community to ensure the learning of all students. We must foster within each student a love of learning. We highly value the impact parents can have on a child’s education.

CRESTWOOD ELEMENTARY SCHOOL STUDENT CLIMATE PHILOSOPHY
Student climate is maintained by recognizing and praising good behavior and giving logical appropriate consequences for inappropriate choices and/or unacceptable behavior. Students are expected to put forth their best effort and to behave in a manner that will promote a safe, orderly and positive learning environment.

Promoting positive and appropriate behavior is a shared responsibility between home and school. If your child should receive an office referral for unacceptable and/or unsafe school behavior, the school will follow the policy contained in the Code of Acceptable Behavior and Discipline (see OCBE Policy 9068 Behavior Violations and Consequences).

COUGAR CODE
CRESTWOOD ELEMENTARY strives to develop students who:
- Cooperate and work with others.
- Organize for success.
- Use caring language.
- Give best effort.
- Accept responsibility.
- Respect self, others and property.
- Seek opportunities to learn.

EXPECTATIONS OF FACULTY AND STAFF
The Crestwood faculty and staff are committed to fostering a positive environment in which every child can achieve personal and academic growth. If we expect our students to be positive, supportive and respectful to others, it is essential that we model and teach this behavior.

The Crestwood faculty and staff will:
1. Maintain a commitment to excellence.
2. Continually improve our instructional knowledge and skills.
3. Establish high standards and expectations for ourselves and students in relation to behavior, work habits, and academic performance.
4. Positively reinforce students for appropriate behavior.
5. Make decisions based on what is best for each child.
6. Communicate with students and parents continuously about academic and behavior performance.

PROCEDURES TO REINFORCE APPROPRIATE BEHAVIOR AND SCHOOL PRIDE
1. Verbal and nonverbal praise
2. Positive communications with students and parents
3. Recognition/Awards programs (K-PREP Achievement/Growth Medals & Perfect Attendance)

Students and teachers develop classroom rules and consequences at the beginning of each school year. These will be communicated with parents at Open Houses and through Parent Newsletters.
OLDHAM COUNTY ELEMENTARY SCHOOL ATTENDANCE PROCEDURE

Parents are required to call the school office on the day their child is absent. Within 5 days of returning to school, a child is required to bring a note from his/her parents/guardians, doctor or dentist, stating the reason for the absence or tardy.

If no note is provided stating the reason for the absence, the absence will be considered unexcused.

**After 10 total absences or tardies, a doctor’s note is required to excuse any subsequent absences or tardies.**

Any unexcused absences will be brought to the attention of the principal or designee. After accumulating 3 unexcused absences, the parent will receive a letter from the principal or designee. If school personnel and parent/guardians are unsuccessful creating a plan to improve the attendance of the child, the Director of Pupil Personnel will be contacted.

**Six unexcused absences will be brought to the attention of the Director of Pupil Personnel.** (Board Policy 9010). If irregular attendance persists after the parents/guardians have been contacted by the school personnel and the Director of Pupil Personnel concerning the importance of regular attendance and the legal responsibilities of the parents/guardians, the Director of Pupil Personnel will then request a juvenile court appearance.

**ABSENCES/TARDIES**

Tardy students (arriving at 7:40 AM or later) are to immediately report to the office and be signed in by the parent/guardian. If it is necessary for a student to be dismissed early, the parent/guardian/designee must sign his/her child out in the school office, with an accompanying note or the tardy will be unexcused. A written acceptable excuse is required to excuse all tardies unless the student is sent home ill by school personnel. (A tardy is a total of 140 minutes or less missed during the school day.)

After accumulating 3 unexcused tardies, the parent/guardian will receive a letter from the school. If school personnel and parent/guardian are unsuccessful in improving the attendance of the child, the Director of Pupil Personnel will be contacted.

**Six unexcused tardies will be brought to the attention of the Director of Pupil Personnel.**

School personnel may call the student’s home or the parents’ work to check on the child. Oldham County Board Policy 9010.025 list the following reasons for excused absences: illness of the student, death in the family, absence excused or authorized by state statute, observation of religious holidays of the student’s faith including absences excused by other provisions of Board policy, SBDM policy or approved by the principal. Parents/guardians are encouraged to make doctor’s appointments after school.

**ATTENDANCE DEFINITIONS:**

- **Doctor’s Note Only Status:** After a student accumulates 10 attendance event absences that were unexcused, or excused by parent notes, the student will be placed on Doctor’s Note Status under Board Policy 9010 to excuse further absences.
- **Perfect attendance:** A student may accumulate up to a total of three (3) excused tardy or absent events in a school year that do not exceed 50% of any one school day.
- **Truancy Referrals:** Any child accumulating six (6) or more unexcused absences, or six (6) or more tardies, or a combination thereof, will be considered a habitual truant and will be subject to referral to the Department of Pupil Personnel.

Make-up work for extended excused absences may be obtained by contacting the school office. The office personnel will contact the teacher who will send the assignment to the office. Parents can pick up make-up work after 3:00 PM of the day the assignments were requested or any time during the following day. The student may obtain assignments missed due to unexcused absences after his/her return to school.

If a child is absent from school for a full day, the student will not be permitted to participate in after-school activities (i.e. basketball, cross-country, chorus, etc.) on the day of which the student was absent.

Any student missing the day before or day after Fall Break, Thanksgiving Break, Winter Break, Spring Break or any major holiday MUST have a doctor’s note to be excused.
ATTENDANCE PROCEDURE FOR STUDENTS ABSENT FROM SCHOOL FOR FAMILY TRIP
1. When parents plan a family trip necessitating absence of children from school, we encourage the family to notify the principal of the planned absence prior to the trip.
2. All absences of students on family trips are unexcused absences.
3. School assignments missed while absent from school shall be made up.
4. School assignments that are not completed will be counted as a zero. No further action will be taken on the truant absences unless the student continues to have attendance problems, at which time the truancy will be considered as part of the attendance record.

ADDITIONAL INFORMATION YOU NEED TO KNOW

ASSESSMENT
All third, fourth and fifth grade students must participate in the state mandated testing program each spring. In addition, all students will participate in district assessments such as Developmental Reading Assessment (DRA), Word Analysis and Measures of Academic Progress (MAP) including regular classroom progress assessments.

BOOKSTORE
As a service to our students and parents, school supplies are available at the bookstore. The bookstore is open Monday-Thursday from 7:20 a.m. - 7:40 a.m. A Bookstore Price List is included in the first day packet or upon request.

BREAKFAST AND LUNCH
Breakfast
Breakfast is served from 7:20 a.m.-7:40 a.m. Students may take their breakfast to the classroom.
Student Full Price Breakfast .................................................................$1.20
Student Reduced Price Breakfast.........................................................$0.30
Adult Full Price Breakfast .....................................................................$1.75

Lunch
Each student has a 25 minute lunch. Students receive a well-balanced meal through our federally funded nutrition services program. Parents are encouraged and welcome to join their child for lunch. If you plan to visit your child during lunch, please inform the teacher so the cafeteria has enough food prepared. Per Federal Lunch Program Guidelines/Policies, no fast food products contained in commercial bags, wrappers, or containers will be permitted in the cafeteria.
Student Full Price Lunch.................................................................$2.30
Student Reduced Price Lunch.........................................................$0.40
Adult Price Lunch ..............................................................................$3.60

Copies of the breakfast and lunch menus are available online on the Oldham County Schools Nutrition Services website at http://www.oldham.kyschools.us/nutrition/index.php/menus-prices

Free or reduced meals are available to students who qualify based on USDA guidelines. A new application must be completed each school year. Applications are available in the school office or online by visiting the Oldham County Schools Nutrition Services website http://oldhamnutritionservices.heartlandapps.com. Free or reduced meal applications may be completed anytime during the school year.

SNACKS
A healthy lifestyle is a life skill that we all need to strive to accomplish. Students are encouraged to bring healthy food for their daily snacks. Snacks will not be included in celebration or class parties.

CELEBRATIONS
Holidays are a very important part of our instructional curriculum. If there are religious or personal beliefs that prevent your child from participating in the holiday celebration, please notify your child’s teacher. Arrangements will be made for your child to participate in an alternate learning activity.

In May 2014, the Crestwood SBDM adopted a revised Wellness Policy, which includes a section on celebrations. It states: “Food will not be served as part of school holiday celebrations or birthdays, but crafts, games, treat bags with non-edible items are permitted.” This revision of the Wellness Policy helps to ensure the safety of all students who may have undiagnosed food allergies.
CHILD CUSTODY SITUATIONS
PLEASE INFORM THE OFFICE OF CUSTODY SITUATIONS AND PROVIDE THE MOST CURRENT LEGAL COURT DOCUMENTS.
The parent or legal guardian of the student has the authority to inspect/​review the educational records. Also the parent or legal guardian has the authority to sign out a student, unless our school records indicate that there is a current legally binding court order, or a state law, which provides to the contrary.

CONFIDENTIALITY
Confidentiality is defined as the protection of all personally identifiable information and records used by the school in relation to students and staff. At no time should volunteers discuss personal information of students or staff obtained while volunteering within or outside of the school. The violation of the confidentiality of any student and/or staff member by a volunteer may result in the volunteer no longer being permitted to volunteer within or outside of the school setting per the decision of the school principal.

COUNSELING SERVICES
Crestwood Elementary has a full-time guidance counselor who supports students’ needs in a variety of ways, such as classroom guidance, small groups, and individual counseling and mentoring. Please feel free to contact Tara Wise, the school guidance counselor at 241-8401 if you have any questions or concerns.

DRESS
Pride in our school is to be reflected by appropriate attire. A student shall not dress or appear in a fashion that directly interferes with the educational process or with the student’s safety, health and welfare. There are several stairs within the school and appropriate footwear must be worn. Students are not permitted to wear shoes without a back strap including flip-flops or clogs. No tank/halter or midriff tops, short shorts or short skirts should be worn. Hats and hoodies may not be worn in the school building. Undergarments should be covered at all times.

Students may not wear jewelry that distract from the learning environment as determined by building administration. Earrings must have posts and shall not extend below the bottom of the earlobe. Articles of clothing and/or accessories causing distractions and/or offense to any culture, race, gender or religion are not permitted (e.g., dangling earrings, large chains with medallions, large bracelets, and multiple bracelets). The principal will contact parents if clothing is disruptive to the learning environment. Parents may be asked to bring appropriate articles of clothing before the student can return to the educational setting. Coats, jackets, hats, mittens and gloves are required on cold days.

- PARENTS: Please label all outer clothing with your child’s name, i.e., jackets, sweaters, hats, gloves, boots.

EMERGENCY PROCEDURES
Directions are posted in each classroom that specifies procedures for disaster drills. Drills are conducted several times throughout the year, in accordance with state regulations.

EXTRA-CURRICULAR ACTIVITIES
A. Eligibility – All students in Primary and Grades 4 and 5 are eligible for participation in extra-curricular activities at the beginning of the year. Students participating in extra-curricular activities are placed on probationary status under any of the following circumstances: Primary students earning an notation or a grade of U on a progress report in the area of homework, class work, or conduct. Intermediate – Academics: A letter grade of D or F in any subject area on the mid-term or trimester progress report. Personal Development: A grade reflecting unsatisfactory progress either by teacher comments or notation on the mid-term or trimester progress report in the area of homework, class work, or conduct.

B. Probation – The student continues to participate in activities during a two-week probationary period. Upon completion of the probationary period, the teacher and/or the principal will determine eligibility status. The student will be declared eligible if progress is shown in the deficient area. Academic progress must be a minimum of B grade level. Progress in the area of Personal Development must be of the satisfactory level denoted by a check mark or + sign on the Progress Report. A student not meeting these criteria is declared ineligible. Ineligible students may not participate in the activity. Fees are non-refundable. Students may be placed on probation only one time during any activity before becoming ineligible.

C. Validation – The extra-curricular activity sponsor must obtain a completed Statement of Eligibility form from the classroom teacher at the start of each activity. It is the responsibility of the student to submit the form to the appropriate teacher requesting completion.

D. Notification – The extra-curricular activity sponsor is responsible for notifying both the student and parent in writing of the eligibility requirements specified in this policy at the beginning of the activity. The parent or guardian is immediately notified if there is any change in the eligibility status.
FIELD TRIPS
Field trips help supplement and build the learning that the child has been experiencing in class. Students on the field trip represent their school, the district and their parents/guardians and must act accordingly. Chaperones must have a state background check on file in the principal’s office.

Students must be covered by health insurance before they may attend a field trip. If a child is not covered by a health insurance plan, the school district has made arrangements with an insurance provider to make a reasonably priced insurance plan available that will provide coverage for school hours only or on a 24-hour basis. Information on how to obtain this policy will be sent to every parent at the beginning of the school year. This student accident insurance is secondary insurance. Whenever a student has other health insurance of any kind, such insurance is the primary insurance.

FOOD ALLERGIES
Parents of students with severe food allergies must agree and meet to review an individualized action plan developed by school personnel, the parents, and the student’s physician. The primary purpose of this action plan is the prevention and appropriate treatment of a potentially severe allergic reaction.

Most food-allergic children bring their lunch from home. Current federal regulations (USDA Policy Memo 84-6 and FNS783-2) require that a medical doctor authorize requests for modified meals and special diets. A form is to be completed and maintained with the student’s health records for each student who requests modified school meals. In an effort to prevent accidental ingestion of food to which a student is allergic, no trading of food is allowed and food is not allowed during class parties per the SBDM Wellness Policy.

GAMES AND TOYS
Students may only bring electronic devices as an educational resource with approval from the classroom teacher. The school is not responsible for any lost or damaged toys, games and/or devices. Fidget spinners may only be used by students who have a documented statement from their doctor, teacher or parent stating that it would help the student to focus on learning.

GIFTED/TALENTED EDUCATION SERVICES
Students in fourth or fifth grade may be formally identified as gifted/talented based on Kentucky requirements for such eligibility. Students formally identified will have an Individual Learning Plan (ILP) developed by the assistant principal, teachers and the parents of the student to address the child’s specific learning style and needs. A parent who would like to initiate a referral for his/her child for formal identification should contact the child’s teacher or the assistant principal.

HEALTH SERVICES
- Students themselves are not permitted to bring any medications into the school, carry medication on their person or transport medications during bus transportation to/from school. (Exception: Emergency or Life-Sustaining medications prescribed and documented by physician)
- All prescription medication must be brought to school office by parent/guardian in the most current, original pharmacy-labeled containers. This includes the student’s name, name of drug, dosage, route of administration, specific time of administration, and expiration date. School personnel cannot divide or cut pills in half. Please provide adequate quantity of medication needed for daily school administration for duration of current prescription, as school staff cannot accept medication from improper containers. Please request two prescription bottles from your pharmacy if needed.
- All prescription medication will be counted upon receipt by school personnel. Your signature will be required that we have received the documented amount of medication. Please allow adequate time for this when bringing medication to the school office.
- Medications will be administered according to prescription/manufacturer’s dosing instructions, unless documentation from a physician stating otherwise is received.
- An Authorization to Give Medication must be signed by parent/guardian for the administration of prescription medication. This form must be current, coinciding with the current prescription medication you are requesting school personnel to administer.
- Narcotic/Pain medication (i.e. Darvocet, Tylenol w/Codeine) is not permitted to be housed, stored or administered by OCBE employees.
- An Authorization to Give Medication must be signed by parent/guardian for the administration of over-the-counter (OTC) medication. Each time the student requests an OTC medication, school personnel are required to contact the parent/guardian to communicate the current student complaint. School staff cannot administer OTC medication until parent/guardian has been reached. This is to protect the student from an overdose of medication or change in student’s medical history. OTC medications must be provided to the school in a small, unopened, original
manufacturer’s container and can only be administered according to manufacturer’s dosing instructions. Adult strength medications will not be administered to a child without physician authorization and documentation. An OTC medication will not be administered more than three (3) consecutive days without a physician’s order.
- All oral medications for field trip purposes must be signed in by the parent/guardian in a pharmacy labeled prescription bottle. Only the amount required for the field trip shall be needed. This applies to SCHOOL DAY field trips only, not extended or overnight trips. When prescriptions are filled at your pharmacy, please request one additional pharmacy labeled container. This will provide one bottle for the school day medication and an additional bottle should a field trip be scheduled during that time.
- First dose of any new medication should not be given at school.
- Non-traditional forms of medication given for therapeutic purposes such as plants, herbs, vitamins or home remedies are NOT to be administered in the school setting unless prescribed by a licensed legal prescriber, authorized by the State of Kentucky.

HOLIDAYS
A student may receive an excused absence for a holiday(s) during the school year that has not been included on the school calendar. However, the following provisions must be met:
  a. The holiday must be:
     1. Listed in KRS 2.110; or
     2. Attendance of the State Fair; or
     3. A religious holiday and the family has a scheduled activity to honor the event; or
     4. A “Take Your Daughter/Son to Work” day (except during the state testing window);
  b. The student has satisfactory attendance during the school year.

A child is required to bring to his/her homeroom teacher a note from his/her parent/guardian with the information required as explained above.

HOMELESS POLICY (see Homeless Student Services – OCBE Policy 9006)
Crestwood Elementary strives to ensure the academic and social/emotional needs of all our students are met. Should a financial, housing, or other concern arise that might affect the academic and emotional needs of your child, please contact our Guidance Counselor and Homeless Coordinator, Tara Wise at 502-241-8401.

HOMEROOM PROCEDURE
Students must be in their homerooms by 7:40 a.m. Any student arriving at 7:40 a.m. or later must be walked and signed in by a parent/guardian in the office and that student will be counted tardy.

School hours (elementary): 7:40 a.m. – 2:20 p.m.
Buses will begin letting students off at 7:20 a.m.
Car rider students may be dropped off in the back of the school through the car rider line from 7:20 a.m.-7:40 a.m.

HOMEWORK POLICY
The primary purpose of giving homework is to provide practice and/or a review of the lesson taught in the class. After the homework has been completed, it is recommended that the parent and child review the work together orally. Through this process, parents can be kept aware of the curriculum and the on-going progress of their child. An additional purpose of homework is to provide opportunities for students to develop independent work habits and personal responsibility. Individual homework plans may be developed for some students based on unique learning styles and/or needs. In some cases, a teacher may ask for homework to be signed as a record that the parent has reviewed the work.

An assignment notebook, as per the supply list is required for all 3rd, 4th and 5th graders. This notebook may be picked up bookstore free of charge.

ILLNESS
If a student becomes ill, he or she should report their illness to the teacher. If, after a short rest in the health room, a student is unable to return to class, the parent/guardian is contacted to arrange for the student to go home. No student is to leave the school grounds without permission from the school office. In order to prevent the spread of illness, please do not send your child to school if he/she shows signs of a fever or a rash.
INCLEMENT WEATHER PROCEDURE
Under extreme inclement weather conditions, parents/guardians must use their best judgment in determining whether their child will attend school. The student will be counted absent per state attendance guidelines. However, the absence will be treated as an excused absence and the student will be permitted to make up work missed. The child is required to bring a note from his/her parent/guardian stating the reason for the absence. This note is to be turned into the classroom teacher. Please stay tuned to your local news channel for updates on school closing during extreme inclement weather, the Oldham County website, and/or the “Infinite Campus Messenger” phone, text and/or email messaging system.

LEAVING SCHOOL GROUNDS
Students are not permitted to leave the school grounds during the school day or stay after school, unless they have permission from the principal and a note from the parent/guardian.

LOST AND FOUND
The “Lost and Found” area is located in the downstairs lobby under the PTA counter. If you find articles in and around the building, please take them to the Lost and Found area. Money, jewelry, or electronic devices should be taken to the office.

PARENT RIGHTS AND RESPONSIBILITIES
In addition to the rights listed within OCBE Policy 9061, parents/guardians/custodians have the right to request teacher qualifications.

PARENT–TEACHER ASSOCIATION (PTA)
Crestwood Elementary School benefits from the tremendous support of the Parent Teacher Association. Active participation by parents is encouraged to maintain open communication between home and school. We encourage all parents to attend parent teacher meetings and activities. It is very important for children to know that their parents and teachers are working together.

PARENT-TEACHER CONFERENCE
Communication between home and school must be an integral part of the education process if students are to achieve the greatest educational success. During the fall and the winter, each classroom teacher will establish dates and times to meet with parents to discuss their child’s process. If you have concerns about your child at any time during the year please contact his/her teacher. The administrative team is available for conferences when needed. Teachers and administrators are asked to return parent phone calls/emails within 24 hours of the time the message was received.

PARKING
Visitor parking is located in front of the building and on either end of the building. There is handicap parking available in each of these parking areas. All visitors must enter through the main front doors and sign in with the office personnel.

PHYSICAL EXAMS/IMMUNIZATIONS
All students must have a certificate of physical exam upon entering school. New students must have an up-to-date physical within twelve months prior to registration. According to state law it is now required that all children enrolling in a Kentucky Public School for the first time to have an eye examination by an optometrist or ophthalmologist. All students must have an UP-TO-DATE IMMUNIZATION CERTIFICATE. No child will be assigned to a teacher until this certificate is received.

REPORT CARDS
Students in grades K-5 will receive progress reports three times yearly. The first progress report will be discussed at a scheduled parent-conference meeting in October/November (during the end of the 1st trimester).

SCHOOL PROPERTY
Textbooks and library books will be assigned to all students at no charge. There will be a replacement fee charged to any student who damages, destroys or loses any textbook during the school year. Students will be held responsible for their own books according to the policy of Oldham County Board of Education. Each year, parents and students must sign the OCBE Acceptable Use Policy to use school computers and technology equipment.
SOLICITATION
Students are not to engage in any type of buying or selling of articles to one another on school property, unless they have the permission of the principal. All vendors must be approved by the OCBE.

SPECIAL EDUCATION
Crestwood maintains a variety of programs designed to meet the special needs of students consistent with the special education law. An educational plan is developed with assistance of both parents and staff to meet the needs of our students.

The Special Education Department offers a wide range of services. Among these services are:
1. Students referred for suspected disabilities will be evaluated by personnel through Oldham County Board of Education.
2. Teachers, administration, district special education support staff and parents work collaboratively to support the student both academically, socially and emotionally.
3. Individual and small group instruction for children who meet eligibility criteria in any area.

STUDENT COUNCIL
Students complete an application process and one student is selected by the Student Council Sponsor to represent their grade level or class. Regular meetings are held and students work on projects of school-wide interest.

TITLE I
Crestwood Elementary is a Title I Targeted Assistance School with a goal to improve teaching and learning in order to enable participating students to meet the academic standards that all students are expected to master. This goal is met through the following:
- Planning for Title I services are incorporated into the school improvement plan
- Using effective research and evidenced based instructional strategies
- Coordinating with and supporting the regular educational program
- Providing instruction by highly qualified teachers
- Providing professional development opportunities for staff who work with participating students
- Offering strategies to families to continue learning at home
- Coordinating and integrating Federal, State, and local services and programs

TRANSPORTATION CHANGES – All transportation changes must be made in writing using the proper transportation change form and to the office before 1:00 PM. Changes in transportation should only be made for emergencies ONLY to assure all students arrive home safely and correctly. Transportation change forms can be found on our website or in the office. Changes in buses or routines should be given to the child before he/she leaves home. If the child is to ride another bus, it must be cleared through the office in the morning with a Transportation form from the parent/guardian. Due to overcrowding on our buses, students may not be allowed to ride the bus home with friends except in an emergency. SBDM Council will review this policy annually.

VISITORS
For the protection of our faculty, staff, and students, we require all visitors and volunteers (including parents) to ring the front doorbell to gain entrance, check-in at the front office, and exit through the front doors. A Crestwood visitor badge must be worn while on school property. Driver’s licenses will be held in the office for all visitors until you exit the building. All exit and classroom doors remain locked. If you would like to speak to your child’s teacher, appointments can be made with the teacher as we do not want to disturb the educational environment of the classroom setting. To ensure safety, the office must be notified when an adult other than a parent or guardian will visit a student.
If you need to give your child a message, medication, homework, lunch money or supplies, please contact the school office first. Do not go directly to your child’s classroom or to another classroom. This is a necessary precaution for the safety and security of all students.

VOLUNTEERS
Volunteers are a valuable resource to our students, teachers and school community. Volunteers serve as tutors, work in the library, chaperone on a field trips, and provide clerical assistance. Parents/guardians may not bring siblings/children to activities at which they are volunteering, supervising, or chaperoning. This procedure includes all in-class or out-of-class volunteer activities, field trips, class parties, and celebrations. Siblings may attend schoolwide public events such as assemblies, performances, concerts, and fifth-grade recognition program.
**Background check on Adult Volunteers**—During the 2000 Session of the Kentucky Legislature, a law was passed requiring all schools to obtain criminal records checks on adult volunteers. The law considers a volunteer to be any adult who assists teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who does not receive compensation for their assistance. The criminal records check is required on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on a school-sponsored trip. The request for records will be made to the Administrative Office of the Courts (AOC). You can be assured that the AOC, the school and your school district will take steps to maintain the confidentiality of this information. Additionally, this information will be used only for the purpose of volunteering in the school. The mandated background checks are used to ensure the safety of school children. We certainly appreciate your understanding of and cooperation with this request. All criminal records will be viewed and kept confidential by the school principal and office manager.

Background check forms may be obtained from the Office Manager, Heather Brennan. Please note that there is a $10 processing fee payable to Crestwood Elementary School. A confidentiality statement must be signed to complete the process.

**WITHDRAWALS**

If your family will be moving and your child will no longer be attending Crestwood, please inform the office as soon as possible. A withdrawal form will be given to the appropriate personnel to gather needed documents and/or information prior to the child’s records being sent to the new school.
# STUDENT-PARENT HANDBOOK
## Board/District Section
*(Policies & Regulations)*
2019-2020

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Board Members

**Joyce Fletcher, Board Chairperson**
- **District 1**
  - Elementary Schools
    - Goshen, Harmony
  - Middle Schools
    - North Middle
  - High Schools
    - North High

**Kevin Woosley, Vice-Chairperson**
- **District 4**
  - Elementary Schools
    - Buckner, Centerfield, La Grange, Locust Grove
  - Middle Schools
    - East Middle, North Middle, Oldham Middle
  - High Schools
    - North High, Oldham High

**Walt Schumm, Board Member**
- **District 2**
  - Elementary Schools
    - Camden Station, Crestwood, Kenwood Station
  - Middle Schools
    - South Middle
  - High Schools
    - South High

**Larry Dodson, Board Member**
- **District 3**
  - Elementary Schools
    - Camden Station, Centerfield, Crestwood, Locust Grove
  - Middle Schools
    - East Middle, South Middle
  - High Schools
    - Oldham High, South High

**Patrick Kehoe, Board Member**
- **District 5**
  - Elementary Schools
    - Buckner, Centerfield, Goshen, Harmony, Kenwood Station, La Grange
  - Middle Schools
    - North Middle, Oldham Middle, South Middle
  - High Schools
    - North High, Oldham High, South High
DISTRICT ADMINISTRATION

OLDHAM COUNTY ADMINISTRATIVE OFFICE
6165 W. Highway 146, Crestwood, KY 40014

Hours of Operation
8:00 A.M. - 4:30 P.M. (M-F)

(Ph): (502) 241-3500  (Fax): (502) 241-3209
Rachel Alldaffer, Receptionist

OLDHAM COUNTY ADMINISTRATIVE ANNEX
1900 Button Lane, La Grange, KY 40010

Hours of Operation
8:00 A.M. - 4:30 P.M. (M-F)

(Ph): (502) 222-3737  (Fax): (502) 222-3743

Greg Schultz, Ed. S
Superintendent

Jane Easton
Administrative Assistant to the Superintendent

Anne Courtney Coorssen, Esq.
General Counsel

Lori McDowell
Director of Communications & Development

Stephanie Anderson
Chief Finance Officer

Brent Bohannon
Architect/Director of Facilities Mgmt.

Brent Deaves
Assistant Superintendent for Support Services

Eric Davis
Director of Student Services

Michael Williams
Director of Pupil Personnel

Richard Graviss
Director of Personnel

Jeff Webb
Director of Transportation

Trey Greenwell
Technology Director

Carlina Lloyd
School Nutrition Director

Willie Foster
Assistant Superintendent for Student Learning

Michele Horn
Elementary Level Director

Carrie Pitsenberger
Secondary Level Director

Melissa Abernathy
District Intervention/504 Coordinator

John Roberts
Director of Specialized Academic Programming

Alec Johnson
English Language Learners Director

Dr. Angie White
District Technology Instructional Coordinator

Mac MacWilliams
OCS Arts Center Director

Leslie Robertson
District Assessment Coordinator
# Oldham County Schools Directory

**Oldham County Board of Education**
6165 W. Highway 146
Crestwood, KY 40014

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

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

## Elementary Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone #</th>
<th>Address</th>
<th>City, State</th>
<th>ZIP Code</th>
<th>Principal</th>
</tr>
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<tbody>
<tr>
<td>Oldham County Preschool</td>
<td>222-3700</td>
<td>4309 Brown Blvd.</td>
<td>La Grange, KY</td>
<td>40031</td>
<td>Jessica Kasten</td>
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<tr>
<td>Buckner Elementary</td>
<td>222-3712</td>
<td>4307 Brown Blvd.</td>
<td>La Grange, KY</td>
<td>40031</td>
<td>Elizabeth Dant</td>
</tr>
<tr>
<td>Camden Station Elementary</td>
<td>241-1271</td>
<td>6401 W. Highway 146</td>
<td>Crestwood, KY</td>
<td>40014</td>
<td>Stu Martin</td>
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<tr>
<td>Centerfield Elementary</td>
<td>241-1772</td>
<td>4512 Centerfield Dr.</td>
<td>Crestwood, KY</td>
<td>40014</td>
<td>Krista Mornar</td>
</tr>
<tr>
<td>Crestwood Elementary</td>
<td>241-8401</td>
<td>6500 W. Highway 146</td>
<td>Crestwood, KY</td>
<td>40014</td>
<td>Candace McDaniel</td>
</tr>
<tr>
<td>Goshen Elementary @ Hillcrest</td>
<td>228-0101</td>
<td>12518 Ridgemoor Drive</td>
<td>Prospect, KY</td>
<td>40059</td>
<td>Ryan Rodosky</td>
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<tr>
<td>Harmony Elementary</td>
<td>228-2228</td>
<td>1901 S. Highway 1793</td>
<td>Goshen, KY</td>
<td>40026</td>
<td>Suzie Hackmiller</td>
</tr>
<tr>
<td>Kenwood Station Elementary</td>
<td>241-1452</td>
<td>6321 Veteran’s Memorial Parkway</td>
<td>Crestwood, KY</td>
<td>40014</td>
<td>Katie Garrett</td>
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<tr>
<td>La Grange Elementary</td>
<td>222-9454</td>
<td>500 W. Jefferson Street</td>
<td>La Grange, KY</td>
<td>40031</td>
<td>Heather Thomas</td>
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<tr>
<td>Locust Grove Elementary</td>
<td>222-3521</td>
<td>1231 East Highway 22</td>
<td>Crestwood, KY</td>
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<td>Austin Collins</td>
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## Middle Schools

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<tr>
<th>School Name</th>
<th>Phone #</th>
<th>Address</th>
<th>City, State</th>
<th>ZIP Code</th>
<th>Principal</th>
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</thead>
<tbody>
<tr>
<td>East Oldham Middle School</td>
<td>222-8480</td>
<td>1201 E. Highway 22</td>
<td>Crestwood, KY</td>
<td>40014</td>
<td>Mark Robson</td>
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<tr>
<td>North Oldham Middle</td>
<td>228-9998</td>
<td>1801 S. Highway 1793</td>
<td>Goshen, KY</td>
<td>40026</td>
<td>Dr. Dylan Smith</td>
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<tr>
<td>Oldham County Middle School</td>
<td>222-1451</td>
<td>4305 Brown Blvd.</td>
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<td>Alissa Richards</td>
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<td>241-0320</td>
<td>6403 W. Highway 146</td>
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## High Schools

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<tr>
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<th>Principal</th>
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<tr>
<td>North Oldham High School</td>
<td>228-0158</td>
<td>1815 S. Highway 1793</td>
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<td>Craig Wallace</td>
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<td>Oldham County High School</td>
<td>222-9461</td>
<td>1150 North Highway 393</td>
<td>La Grange, KY</td>
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<td>Andy Moore</td>
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<td>South Oldham High School</td>
<td>241-6681</td>
<td>5901 Veteran’s Memorial Parkway</td>
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<td>Melissa Woosley</td>
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<td>Buckner Alternative High School</td>
<td>222-3767</td>
<td>1350 N. Highway 393</td>
<td>La Grange, KY</td>
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<td>Beth Carter</td>
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<tr>
<td>Arvin Education Center</td>
<td>222-0132</td>
<td>1650 Colonels Drive</td>
<td>La Grange, KY</td>
<td>40031</td>
<td>Matt Watkins</td>
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Oldham County School 2019 – 2020 School Calendar
Approved 4/22/19, Updated 6/24/19
Dates that are strikethroughs are testing dates

<table>
<thead>
<tr>
<th>July 2019</th>
<th>August 2019 13</th>
<th>September 2019 19</th>
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<th>April 2020 19</th>
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</tbody>
</table>

- **Professional Development (bright green)**: 4 days
- **Opening Day/Closing Day (violet)**: 2 days
- **Holidays (red)**: 4 days
- **Teacher Work Days (No Students) (orange)**: 5 days
- **Non-School Days (turquoise)**
- **First Day/Last Day for Students (yellow)**
- **Conference Flex Day**: 1 day
- **Make-up Days**: 12 total make up days 2/17, 5/1, 5/28, 5/29, 3/13, 2/14, 6/1, 6/2, 6/3, 6/4, 6/5, 6/8
MISSION STATEMENT
All Oldham County students, supported by family, community, and schools will participate in relevant engaging, quality learning tasks, in safe, well-designed schools, guided by highly skilled teachers and visionary leaders. Graduates of Oldham County Schools will pursue a life of continuous learning, contribute to their communities, participate thoughtfully in American democracy, and compete successfully in the local, national and international economy.

SLOGAN:
Continuing the Tradition of Excellence

PHILOSOPHY OF OLDHAM COUNTY SCHOOLS

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

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

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

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

LEADERSHIP
Graduates of Oldham County Schools will have experienced ongoing opportunities to grow as leaders who are capable of serving at various levels in society.
DISTRICT, SCHOOL AND CLASSROOM COMMITMENTS

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

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

**Rigorous Curriculum (What do students need to learn?)**
More than 300 teachers have worked at the district level in subject area or grade level teams to create curriculum that is aligned with state and national standards for implementation in each Oldham County classroom.

**Student Engagement in Learning (How will we engage them so they learn best?)**
Oldham County teachers, with the help of literacy coaches at each school, are working with their Professional Learning Community colleagues to engage students daily with research based instructional strategies.

Teachers and staff at each Oldham County school have established a student-centered culture that is safe and responsive to the holistic needs of our students.

**Assessment (How will we know when each student has learned?)**
Teachers use powerful formative assessment strategies to measure the learning of each student daily at the classroom level.

The learning of our students is assessed and compared to the learning of students throughout Kentucky each year on the State Mandated Assessment Program.

**Intervention (How will we respond when a student experiences difficulty in learning?)**
If any of the above assessments show that a student is experiencing difficulty in learning, teachers and school support staff intervene immediately using an intervention plan that consists of additional time and support for students.

**Enrichment and Acceleration (How will we respond when a student clearly has mastery of the learning standards?)**
To ensure continuous progress, teachers and school staff will provide learning activities to enrich material and accelerate students when a student demonstrates mastery of content.

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

Estos documentos contienen información importante de las escuelas del condado de Oldham. Si usted necesita ayuda con la traducción, por favor llame a (502) 225-6555, extensión 115.
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE
2019-2020

INTRODUCTION

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

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

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

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

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

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

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

STATEMENT OF NONDISCRIMINATION

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

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

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

9029 STUDENTS’ RIGHTS AND RESPONSIBILITIES

Students have the following rights:
1. The right to an appropriate public education until they have completed a 12-year program or reached their 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.

1050, 1055 PRINCIPAL/ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

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

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

PARENT’S/GUARDIAN’S/CUSTODIAN’S RIGHTS AND RESPONSIBILITIES

Parent/Guardians/Custodians have the following rights:

1. To send their child to a school with a positive educational climate.
2. To expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
3. To expect the school to maintain high academic and accreditation standards.
4. To examine their child's personal school record.
5. To address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances. If the grievance concerns the classroom situation, the parent/guardian/custodian should contact the classroom teacher first. If the teacher does not solve the problem to the parent/guardian/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.

Parent/Guardians/Custodians have the following responsibilities:

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

11. To expect your child to be responsible and respectful and behave appropriately in school.

12. To pay required fees or fines (unless on fee waiver).

REQUIRED STANDARDS OF BEHAVIOR

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

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

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

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

9012 CONDUCT TOWARD STAFF

Abuse of Teacher Prohibited

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

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

9050 SEX HARASSMENT AND DISCRIMINATION OF STUDENTS

9050.01 PURPOSE

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

9050.02 DEFINITIONS

a. "Complaint" shall mean an oral or written claim by a student or a parent of a student on behalf of a student, that the student has been unfairly or inequitably treated as a victim of sexual discrimination or harassment.

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

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

d. "Complainant" means any student or parent of a student, making a complaint in writing alleging discrimination or harassment on the basis of sex as determined in Title IX of the Education Amendments of 1972.

e. "Coordinator" means the person designated to serve as coordinator of Title IX for the Oldham County School District, as hearing officer for appeals made from decisions rendered by principals, and as chairman of the County-wide Hearing Committee.

f. "Hearing Committee" means the group of three persons designated to hear complaints that have not been satisfactorily resolved at a lower level.

g. "Sexual harassment" means verbal or physical conduct of a sexual nature, imposed on the basis of sex, that denies, limits, provides different treatment, or conditions the provisions of aid, benefits, services or treatment protected under the Title IX. This includes but is not limited to, unwelcome sexual advances, requests for sexual favor and other verbal or physical conduct of a sexual nature, which constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of a student's grade or other measure of performance in a school activity, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions or for academic decisions affecting that individual, or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance or of creating an intimidating, hostile or offensive environment.
A non-exhaustive list of examples of conduct that constitutes sexual harassment includes:

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

### 9050.03 SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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

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

### 9050.04 COMPLAINT PROCEDURE

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

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

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

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

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

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

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

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

9052 HARASSMENT AND INTIMIDATION OF STUDENTS
9052.01 The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable solutions to complaints alleging harassment, bullying or intimidation except sexual harassment or discrimination, in educational programs and activities in the Oldham County School District.

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

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

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

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

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

9052.03 Harassment, Bullying or Intimidation of Students Prohibited:
Harassment or intimidation including bullying, as defined in Board Policy 9052.02 or by law, by students, school employees, or third parties against other students is strictly prohibited in the Oldham County Schools and at all times in connection with school sponsored activities and will not be tolerated.

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

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

**9066 INAPPROPRIATE DRESS**
A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's safety, health and welfare or that of other students, or (2) causes disruption or directly interferes with the education process or (3) is contrary to the vocational requirements of a specific program.

**9076 POSSESSION OF PERSONAL COMMUNICATION AND ELECTRONIC DEVICES**

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

At the discretion of the principal, personal communication devices may be used during the instructional day. Otherwise, unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization, students possessing such devices must have them turned off, not displayed, and not in use or the student will be subject to discipline for being disruptive to the educational environment and student safety and will be required to forfeit the device. In accordance with Transportation Department rules, students may use cell phones or other electronic devices while riding a bus, motor coach or van provided by the OCBE as long as the device is on silent mode. This policy shall not prohibit students from using personal communications devices for educational purposes when such use is authorized by the teacher for an instructional activity.
Except as authorized by a teacher, administrator or IEP team, students are prohibited from using personal communication devices during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a personal communication device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Personal communication devices may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

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

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

As the number of offenses accumulates, the severity of the consequence may increase based on school policy. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

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

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

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

9010 ATTENDANCE
State law requires students to attend school every day school is in session unless they have a justifiable reason for their absence per KRS 159.030 and KRS 159.150. The parent/guardian/custodian is responsible for keeping the child in regular school attendance. Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Any student who is truant may be referred to the Department of Pupil Personnel (DPP). The DPP shall serve written notice of the violation on the parent/guardian/custodian giving the student one (1) day to terminate the violation. If the violation continues, the DPP may pursue court action against the parent and student to remedy the violation. For purposes of establishing a student’s status as truant, the student’s attendance record shall be cumulative for an entire school year. If a student transfers from one Kentucky public school to another during a school year, the receiving school shall include attendance information provided by the Kentucky Department of Education in the student’s official attendance record.

9010.01 ABSENCES
The Oldham County Board of Education recognizes that attendance is a vitally important part of the learning process and that absences may have a detrimental effect on a student’s performance. Schoolwork missed due to an absence cannot be duplicated in all situations outside the classroom, due to the nature and extent of the instruction provided, so it is essential for a student to be present. Failure to make up work can affect the student’s academics adversely.

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

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

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

A day missed due to suspension is an unexcused absence.

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

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

9010.02  COMPULSORY ATTENDANCE - KRS 159.010; 159.030; 159.035; 702 KAR 7:010
All students between the ages of 6 and 16 who reside in the Oldham County School District shall attend school regularly for the full school term except as provided in KRS 159.030.

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

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

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

9010.03  4-H ACTIVITIES AND COLLEGE DAYS
Participation in properly organized 4-H Club activities shall be considered as attendance if the 4-H leader is in attendance with the student and the student is participating in 4-H Club educational activities. The Board approves participation in an organized activity sponsored by a college or university to count as co-curricular activity days and students will be counted present for ADA purposes not to exceed more than two (2) days in a school year. College visit days must be approved by the school principal in advance. The principal may require appropriate documentation from the visited college or university. Shadow days by middle school students visiting high schools are not excused absences.
9010.035 EDUCATIONAL ENHANCEMENT OPPORTUNITY
Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value.

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

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

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

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

The following board policies address the above-prohibited behaviors:

9026 DISRUPTION OF SCHOOL
Orderly operation of the school is essential to maintaining a healthy, safe environment conducive to learning and growth. Therefore, student acts that cause disruption in the learning process will not be tolerated, and students will be subject to the consequences as stated in this Code.

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

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

A student shall not use or direct to or about a school employee, student or visitor, any words, phrases or actions that are considered to be slanderous or degrading, are obscene or profane, or are threatening or terroristic in nature.
9027    WEAPONS
9027.01 Students shall not deposit, possess, carry, transfer or cause to be brought to school any deadly weapon or any object made to look like a deadly weapon, including but not limited to firearms, destructive devices, or booby trap devices in any school building, on the school campus, grounds or bus, or at any school-sponsored event.

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

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

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

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

9069    USE OF TOBACCO PRODUCTS
Use of any tobacco product or personal vapor delivery system (e.g. electronic cigarettes or cigars, non-prescribed inhaler, etc.) is prohibited in any facility or property owned, leased or operated by the Oldham County Board of Education at all times.

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

9085    USE/POSSESSION/DISTRIBUTION OF ALCOHOL OR DRUGS, INCLUDING UNAUTHORIZED PRESCRIPTION AND OVER-THE-COUNTER DRUGS
The Oldham County Board of Education is committed to the education of every student in drug/alcohol/tobacco abuse awareness and pledges to work cooperatively to achieve zero tolerance of substance abuse in our schools. No pupil shall possess, use, consume, sell, distribute, or be under the influence of any alcohol, controlled substance or any substance that "looks like" a controlled substance, including synthetic marijuana and bath salts or substances illegally obtained, or used in a manner or for a purpose other than prescribed or intended use by the manufacturer, any unauthorized prescription or over-the-counter drugs, or any drug paraphernalia on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity.

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

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

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

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.

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.

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.

CONSEQUENCES/PENALTIES

A student will be considered to have violated this policy if (1) the student attempts to alter or substitute a testing sample or (2) if a testing sample is determined to be “positive”. A test is “positive” if (1) a urinalysis performed in conjunction with the random drug testing under the policy produces a positive result or (2) if a student whose athletic activity is in season is determined by a school administrator or school resource officer to be under the influence of alcohol or drugs, as set forth in OCBE 9085, by any means of determination described in that policy. If a student’s urinalysis tests positive, a second, more specific urinalysis test shall be administered on the original sample as soon as possible to confirm the results. If the second urinalysis is negative, no further action shall be taken. If the second analysis is positive, the district coordinator shall notify the parents either in person, or by certified mail, within 48 hours of his receipt of the results.

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

Students who test positive for any prescription drug must have a prescription in “their name” for the drug. It is illegal and a violation of this policy for a student to take a drug prescribed to another person, including a parent or other family member. Students whose urinalysis tests “non-negative” will be retested within 48 hours of the coordinator receiving the test results.
For first offenses, the student athlete or extra-curricular participant shall choose one (1) of the following options:

1. Be suspended from participation for a minimum of 1 week; Participate in a drug assistance program acceptable to the District (with costs to be paid by the student or student’s family); and undergo weekly drug testing for a period of times as designated in administrative procedures, or
2. Be suspended from participation in all athletics and extra-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.

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

IV. SCHOOL PROPERTY BELONGS TO THE SCHOOL DISTRICT AND THE STATE. IT MUST BE PROTECTED AND PRESERVED FOR EDUCATIONAL AND COMMUNITY USE.
Students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

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

The following board policies address the above-prohibited behaviors:

9043 THEFT AND ABUSE OF SCHOOL PROPERTY
The Board expects all students and parents/guardians to respect school property and the property of others. School or district property must be preserved and maintained for the benefit and use of all students and staff. A student shall not misuse, damage, or destroy school or private property. A student shall not steal, or attempt to steal, public or private property, or be in the possession of stolen public or private property. Violations will be handled according to the consequences stated in the Code.
9064 STUDENT ACCEPTABLE USE OF TECHNOLOGY

The Oldham County Board of Education supports the use of varied technology as instructional tools and expects every student to demonstrate skills in the use of technology as outlined in the District Technology Exit Standards. As part of our commitment to support student learning opportunities focusing on communication, critical thinking and problem-solving, collaboration, and creativity Oldham County Schools (OCS) provides all students with a variety of digital learning tools including “G Suite for Education” core and additional services. These learning tools are carefully selected for their educational value and compatibility with the OCS curriculum to support and enhance learning. Some digital learning tools require that the OCS share limited personal information, such as the student’s name and email address, for the purpose of creating an account to use the tool or service. Personal information (name and email address) is used and shared by the OCS for the above-noted purposes under the Children’s Online Privacy Protection Act (COPPA). Please find a list of district provided digital learning tools that are available to all students and teachers at the following link https://www.oldham.kyschools.us/Content2/vetted. Oldham County Schools offer students access to electronic information through a service called the Oldham County School Network (OCSNET). Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Since it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. Teachers and other school staff shall monitor students’ computer use. The school district shall utilize current filtering technology to ensure to the best extent possible that obscene, sexually explicit inappropriate material, and information harmful to minors (as defined by the Children’s Internet Protection Act “CIPA”) is not made available to students. The Superintendent shall implement procedures for determining whether inappropriate, including sexually explicit, materials are being accessed.

Access is a privilege, not a right.

Students are responsible for appropriate behavior when using OCSNET, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Each school will take measures to educate students about appropriate online behavior, including interacting with other individuals on social networking sites, and in chat rooms and cyber bullying awareness and response. Access to network services is offered to students who agree to act in a considerate and responsible manner. Vandalism or theft of OCSNet resources, including data, files, and hardware will not be tolerated. Parent permission is required before access is allowed. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Personally-owned devices may have access to OCSNet after receiving permission from School/District personnel. The use of personal computing devices must adhere to the Oldham County Schools Acceptable Use Policy and the computer will be used for schoolwork only while on the network. The owner of the personally-owned computing device is personally responsible for the equipment as well as all security, maintenance and repair.

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

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

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

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

Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:
  - Making abusive and harassing statements regarding race, gender, disability, religion or nationality.
  - Use of profanity
  - Lying
  - Ignoring or breaking rules and procedures established to maintain order
  - Otherwise behaving in a manner that is disrespectful of others
  - Disrespect/Insubordination
  - Cheating and Falsification of Records

9016 HONESTY, RESPECT AND FAIR DEALING

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

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

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

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

9068 BEHAVIOR VIOLATIONS AND CONSEQUENCES

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.

1. 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.
2. 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.
3. The principal or designee will hold a parent/guardian conference to discuss disciplinary measures pertaining to drugs and/or alcohol and may refer violators under this policy to the Department of Pupil Personnel, which will determine if a referral should be made to the district Student Services Specialist for a substance abuse assessment and substance abuse education. The DPP may file a report with the Court-Designated Worker (CDW).
4. The principal shall submit all information and evidence to local law enforcement as required by law.
5. Students with disabilities or those students being considered in the formal referral process for special education services shall be disciplined in accordance with this Code and applicable state and federal law governing the education of students with disabilities.
6. Disciplinary decisions are to be made at the school level. A student or parent may appeal the decision of a teacher or school administrator to the principal in accordance with the school's SBDM policy on discipline.
7. In cases involving suspension or referral to an alternative school, or suspension or removal from an athletic team or extracurricular activity, a student or parent may appeal to the superintendent only if there has been a violation of Board or SBDM policy or due process by the school administrator. Appeals to the Superintendent must be made in writing within three (3) days of the adverse action by the school and must include the basis for the alleged violation of due process or Board or SBDM policy.
8. Expulsions shall be governed by Board Policies 9030, 9033 and 9034.

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

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

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

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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DESCRIPTION OF BEHAVIOR VIOLATION
BOARD & SCHOOL VIOLATIONS

| In-school Discipline Examples: See handbook Parent/Guardian Conference Short-Term Suspension (1-3days) Long-Term Suspension (4 to 10 days) Referral to Alternative Program Initiate Expulsion Procedures |
|---|---|---|---|---|---|---|
| Academic Cheating/Plagiarism † |  •  |  •  |  •  |  •  |  •  |  •  |
| Bullying |  •  |  •  |  •  |  •  |  •  |  •  |
| Dangerous Instrument |  •  |  •  |  •  |  •  |  •  |  •  |
| Disrespectful Behavior † |  •  |  •  |  •  |  •  |  •  |  •  |
| Disruptive Behavior † |  •  |  •  |  •  |  •  |  •  |  •  |
| Dress Code Incident † |  •  |  •  |  •  |  •  |  •  |  •  |
| Failure to attend detention † |  •  |  •  |  •  |  •  |  •  |  •  |
| Fighting – Student to Other (Physical Aggression) |  •  |  •  |  •  |  •  |  •  |  •  |
| Fighting – Student to Staff (Physical Aggression) |  •  |  •  |  •  |  •  |  •  |  •  |
| Fighting – Student to Student (Physical Aggression) |  •  |  •  |  •  |  •  |  •  |  •  |
| Insubordination † |  •  |  •  |  •  |  •  |  •  |  •  |
| Leaving Campus † |  •  |  •  |  •  |  •  |  •  |  •  |
| No State Violation |  •  |  •  |  •  |  •  |  •  |  •  |
| Profanity/Vulgarity/Pornography † |  •  |  •  |  •  |  •  |  •  |  •  |
| Self-Endangerment |  •  |  •  |  •  |  •  |  •  |  •  |
| Skipping Class † |  •  |  •  |  •  |  •  |  •  |  •  |
| Skipping School † |  •  |  •  |  •  |  •  |  •  |  •  |
| Tardy to Class † |  •  |  •  |  •  |  •  |  •  |  •  |
| Threatening Another Student |  •  |  •  |  •  |  •  |  •  |  •  |
| Threatening Staff |  •  |  •  |  •  |  •  |  •  |  •  |
| Tobacco Distribution |  •  |  •  |  •  |  •  |  •  |  •  |
| Tobacco Possession |  •  |  •  |  •  |  •  |  •  |  •  |
| Tobacco Use |  •  |  •  |  •  |  •  |  •  |  •  |
| Violation of District Acceptable Use Policy |  •  |  •  |  •  |  •  |  •  |  •  |
OTHER POLICIES IN THE CODE

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

9030 PARENT CONFERENCE PRIOR TO RECOMMENDATION FOR EXPULSION
When a principal or principal’s designee administrator decides to consider recommending expulsion, the student shall be advised of his/her rights in the conference procedure. The Administrator shall use the following procedures:

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.

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.

9033 EXPULSION
The Board may expel any student for misconduct as defined in KRS 158.150. Any student who is determined by the Board to have brought a weapon to school or used or possessed a weapon at school shall be expelled for a period of one (1) calendar year. Disciplinary action, in accordance with Board Policy 9068, up to and including expulsion, shall be required for a student who is determined to have possessed prescription drugs or controlled substances for the purpose of sale or distribution at school, or to have physically battered or abused school personnel or other students at a school or school function.

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

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

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

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

f. The student shall be advised that he/she is entitled to an expeditious handling of his/her case, and a prompt decision after the hearing, consistent with the requirements of mature and careful reflection by the Board.

g. The student shall be afforded an explicit explanation in writing of the basis of any decision rendered against him/her.

9034 EXPELLED STUDENT ON CAMPUS
No student, following expulsion from school by the Oldham County Board of Education will be allowed access to any buildings or grounds after he/she is expelled, except when directed for the provision of services, beginning with the date and time of expulsion. Violation of this policy would result in the student being charged with trespassing.

9045 SEARCH AND SEIZURE
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.

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.

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.

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

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

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

Witness

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

9072 LOWERING GRADES FOR MISCONDUCT

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

9075 CORPORAL PUNISHMENT

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

9077 PROCEDURES PERTAINING TO SPECIAL EDUCATION STUDENTS

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.

Suspension and Due Process:

9080 SUSPENSION

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

2. A pupil shall not be suspended from any school until after at least the following due process procedures have been provided:

   a. The pupil has been given oral or written notice of the charge or charges against them which constitute cause for suspension;

   b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and

   c. The pupil has been given an opportunity to present his/her own version of the fact related to the charge or charges.

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

   1. 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.

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

   3. 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.

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

   5. A student who is suspended from school shall not be permitted on school grounds or at school activities held off-campus during the period of suspension, unless the student has received express permission from the principal to do so.
9081 RE-ADMISSION AFTER SUSPENSION
When a student has been suspended under school or Oldham County Board of Education policies or regulations, one or both parents or guardian shall be required to return to school with the student for a conference when he/she is reinstated. Exceptions may be made in extreme hardship cases.

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

Reports to Law Enforcement Officials
In addition to violations of this Code, students may also be charged with criminal violations.
Pursuant to KRS 158.154, when they have reasonable belief that certain violations have taken place, principals are required by law to immediately report to law enforcement officials.

Violations on school property or at a school-sponsored function requiring a report to the law enforcement officials include:
- Assault resulting in serious physical injury,
- A sexual offense,
- Kidnapping,
- Assault involving the use of a weapon,
- Possession of a firearm in violation of the law,
- Possession of a controlled substance in violation of the law; or
- Damage to school property.

POLICIES ON PRIVILEGES

9017 ON CAMPUS PARKING AND DRIVING PRIVILEGE
High school students are permitted to park and drive on school property pursuant to rules and regulations established by the school principal and this board policy. Any student who is cited by school officials for speeding or reckless driving on school property shall have his/her on-campus driving and parking privilege suspended for at least two weeks. Any student cited by school officials for speeding or reckless driving on school property a second time during the school year, shall have his/her on-campus driving and parking privilege suspended for the remainder of said school year. Any student cited for a moving violation off school grounds shall have his/her on-campus driving and parking privileges suspended for six school calendar months. If the suspended student rides the school bus for three (3) consecutive months during the suspension, or completes the Oldham County Attorney’s Diversion Program the suspension may be lifted and he/she may be eligible for having his/her on-campus driving and parking privilege reinstated. Students participating in the Diversion Program must provide documentation demonstrating completion of the program requirements in order to regain eligibility for their parking permit. The parking permit will be reissued upon the expiration of 90 days, or completion of the Diversion Program, whichever is later.

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

Additionally, the privilege will be reinstated for a student whose citation is dismissed by the court that has jurisdiction over the citation. The student and his/her parent must consent to allowing the school access to the student’s official driving record in order to be permitted to park on and/or drive on school property. Any student parking on campus without a properly displayed permit is subject to penalties set forth by the high school, including but not limited to, ticketing and towing at the owner’s expense.
9018 REVOCATION OF DRIVING PRIVILEGES

9018.01 REVOCATION OF DRIVING PRIVILEGES

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

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

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<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.

9018.02 REINSTATEMENT OF DRIVING PRIVILEGES

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

9060 STUDENT ACTIVITIES, RULES AND REGULATIONS

General Guidelines for Student Activities

1. No student or student organization shall engage in any school sponsored activity which:
   a. violates any school, school board, city, county, state or national statutes, regulations or policies and/or incites students so as to create a clear and present danger of the imminent commission of same.
   b. is libelous or slanderous.
   c. expresses or advocates racial, ethnic, or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on the school premises or of the violation of lawful school regulations or of substantial disruption of the orderly operation of the school.

2. Local school sponsored organizations which are affiliates of national and state organizations shall be granted the authority to abide by the state and national rules and regulations insofar as they do not conflict with the policy of the Board.

3. Rules and guidelines that are set forth by local school organizations shall be consistent with school board policy.

4. Attendance at practices and competition during school vacation may be a requirement for team membership.

Eligibility

1. To be eligible to participate in extra-curricular activities, all students must be enrolled in an Oldham County Board of Education school (K-12). The school council may establish additional rules. All students participating at a particular school must have minimum grades as established by school policy and as stated in that school’s handbook.

2. A club and/or class officer must have a cumulative average as determined by school or school-based decision-making (SBDM) policy.

3. Appeals process for a student expelled from membership in a school sponsored student activity: The SBDM policy on participation in student activities should contain an appeal process for a student expelled from membership, which should contain, at a minimum, an opportunity for the student to present evidence favorable to him/her and to respond to the charges. If a coach or other administrator imposes a suspension or expulsion, the student may appeal to the principal. Appeals to central office staff, including the superintendent, shall be made pursuant to Board Policy 9068.

9067 CLOSED CAMPUS

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

1075 SAFE SCHOOLS
The Board strives to provide a safe and healthy environment conducive to learning for all students. Therefore, the Board hereby adopts the policies and procedures contained in the "Safe Schools Manual" (under separate cover).

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

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

Each school shall have a committee that addresses individual school safety issues and updates its School Safety Plan annually. This plan must be submitted prior to September 30 each year to the Director of Pupil Personnel.

2001 ACCESSIBILITY AND NONDISCRIMINATION STATEMENT

2001.01 DISCRIMINATION PROHIBITED
The District does not discriminate on the basis of age, sex, color, national origin, race, religion, handicap or disability, marital or parental status or veteran status in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups. In addition, the District does not discriminate on the basis of political affiliation or religion.

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

2001.02 ACCESSIBILITY
The Oldham County School district is committed to improving opportunities and providing services to our students, parents/guardians, the public, and our staff that are free of barriers. We strive to ensure that key principles of independence, dignity, integration, and equality of opportunity are reflected and valued in our learning and working environments. We believe that diversity bring strength to our communities.

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

All new construction and alterations of District-controlled buildings shall be designed and constructed in such a manner that the facility or altered part of the facility is readily accessible to and usable by individuals with disabilities. In addition, alterations to a primary function area will be performed such that the path of travel to that area is readily accessible to the extent required by law.
B. **Website:** The Oldham County School District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504, and Title II so that students, parents, and members of the public with disabilities can independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Oldham County School District programs, services, and activities delivered online.

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

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

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

### 2001.03 FOR ADDITIONAL INFORMATION REGARDING THE DISTRICT’S NON-DISCRIMINATION POLICIES SEE THE FOLLOWING:

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

### 2007 EDUCATION FOUNDATION

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

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

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

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

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

### 2026 VOLUNTEERS

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

Such individuals may be used in supplementary instruction and non-instructional activities with students under the direction and supervision of teachers and/or administrators. Volunteers shall not be used in any capacity that requires operation of potentially hazardous equipment, or contact with hazardous substances. Volunteers are not allowed to use personally owned or district-owned vehicles, mowers, chainsaws, gators, forklifts, floor buffers, scissor lifts, chemical sprayers, or similar items on school property.
All volunteers who have contact with students on a regularly-scheduled or continuing basis, or who have supervising responsibilities for students at a school or on school-sponsored trips, must submit to a state criminal record check before being permitted to volunteer. Criminal background checks shall be requested by school principals on forms provided by the Administrative Office of the Courts. Forms can be obtained from Pupil Personnel. Schools must provide an orientation of school policies and safety and emergency procedures to volunteers under the policy.

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

2024  INDIVIDUALS OBSERVING IN THE CLASSROOM
If an individual wishes to observe a classroom, the following procedures are to be followed:
1. Requests shall be made at least twenty-four (24) hours in advance through the principal or teacher.
2. For classroom visits the date and time will be approved or disapproved by the principal and if approved will be coordinated with the classroom teacher by the principal.
3. The class observation shall be limited to one class period in middle and high schools and one hour in elementary school per year. Observers must sign-in at the front office. Under no circumstances should an individual proceed directly to a classroom.
4. All observers must conduct themselves so as not to interfere with the daily operation of the school program. In order to minimize disruption of the class, observers should avoid initiating interaction with the child they are observing. The Oldham County Schools does not allow private counseling or therapy services to be provided in its school during the instructional day.
5. Individuals may be requested to complete a school developed questionnaire pertaining to the observation.
6. Individual cases concerning classroom observations may be taken under consideration by the principal.
7. A building principal has the latitude to deviate from the above guidelines to allow more frequent visits anytime he/she perceives the change to be in the best interest of the child, parent or teachers.

9041  RELIGIOUS FREEDOM
I. In furtherance of the current state of the law regarding religious freedom of students, the Board’s policy is to allow a student to voluntarily:
   (A) pray in public school to the same extent and under the same circumstances as a student is permitted to reflect, meditate or speak on non-religious matters;
   (B) express religious viewpoints to the same extent and under the same circumstances as a student may express viewpoints on non-religious topics in school;
   (C) speak to or attempt to speak to students to discuss viewpoints with them in a public school to the same extent and under the same circumstances as a student is permitted to speak to or attempt to speak to other students to share non-religious viewpoints;
   (D) distribute religious literature, subject to reasonable time, place and manner restrictions to the same extent and under the same circumstances as a student is permitted to distribute literature on non-religious topics or subjects in the school; and
   (E) be absent, in accordance with attendance policy, from school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from school for non-religious purposes; so long as the student does not: (i) infringe on the rights of the school to (a) maintain order and discipline, (b) prevent disruption of the educational process or (c) determine educational curriculum and assignments; (ii) harass other persons or coerce other persons to participate in the activity or repeat attempts to speak to another student(s) once that student has expressed a desire not to be subjected to the religious speech or viewpoint; or (iii) otherwise infringe on the rights of other persons.
II. In the event a student feels as though his or her rights under this policy are being denied, the student may state the circumstances surrounding the alleged denial in writing to the Principal who shall review the complaint and render a decision within seven (7) days of the date of the written complaint. If the student is unsatisfied with the resolution by the Principal, the student may appeal to the Superintendent, who shall review the complaint and the Principal’s response and render a decision within thirty (30) days of the date of the written complaint. The student has the right to file a final appeal with the Board of Education if the student is not satisfied with the decision rendered by the Superintendent. The Board will review the documentation during executive session of the next regularly scheduled board meeting following receipt of the appeal and render a decision in public session of that meeting. The student must exhaust all of the above administrative remedies before filing a civil suit.
III. This policy does not permit school employees to lead, direct or encourage any religious or anti-religious activity in violation of the First Amendment of the United States Constitution.
4050 FEES

1. Oldham County Schools shall charge a basic fee to be determined annually by the Board of Education to supplement the purchase of instructional materials and supplies. Basic fees do not include items of personal attire, purchase or rental of musical instruments or materials other than instructional materials, which become the property of the pupil.
   a) Students are who qualify for the federal free or reduced lunch program may apply to have the basic fee, textbook rental fee, and other instructional fees waived.
   b) The policy of the Board is to pursue the collection of any unpaid fees or textbook rental for more than one year, (non-consecutive) from non-indigent students through a claim against the parents in Small Claims Court.
   c) With the exception of students qualifying for the federal free and reduced lunch program, no student may participate in co-curricular or extracurricular activities unless basic fee and textbook rentals are paid and current.
   d) The Board may take action to waive its fee requirement for all students. Fees charged by individual schools for instructional materials and supplies must be pre-approved by the Board for legal compliance and compliance with this policy.

2. Students may be charged for admission fees and transportation costs for cultural enrichment programs or field trips, or co-curricular activity under the following conditions:
   a) Participation is voluntary and is not necessary to fulfill the requirements of any course of study.
   b) The activity is of a type authorized by the Board.
   c) The activity has been approved by the Superintendent as a qualifying activity.
   d) The program or trip is for other than an athletic activity; and
   e) The school has arranged to pay such charges for those students who could not otherwise participate.

3. Any student seeking a waiver of any fee shall make a written request to be submitted on Form 4050 to the school principal. Such request must be decided in writing and the student must be notified within fourteen (14) days or prior to the event, if for an activity. If the request is denied, the student and/or parent may submit the request and denial to the Superintendent for reconsideration. The Superintendent shall decide and notify the student/parent within fourteen (14) days.

4057 EDUCATION OF GIFTED AND TALENTED STUDENTS (Partial Policy)

4057.01 DESCRIPTION OF AREAS IF GIFTEDNESS ADDRESSED

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

General Intellectual Ability:
Possessing either the potential or demonstrated ability to perform at an exceptionally high level in general intellectual ability and possessing a consistently outstanding mental capacity as compared to children of one's age, experience, or environment. General intellectual ability is usually reflected in extraordinary performance in a variety of cognitive areas, such as abstract reasoning, logical reasoning, social awareness, memory, non-verbal reasoning, and the analysis, synthesis, and evaluation of information.

Specific Academic Aptitude:
Possessing either potential or demonstrated ability to perform at an exceptionally high level in specific academic areas significantly beyond one's chronological peers. While students with specific academic aptitude are typically of at least above average intellectual ability, they are often extremely capable of high performance in one, or a very few related, academic areas.

Creative or Divergent Thinking:
Possessing either potential or demonstrated ability to perform at an exceptionally high level in creative thinking and divergent approaches to conventional tasks as evidenced by innovative or creative reasoning, advanced insight and imagination, and solving problems in unique ways.

Psychosocial or Leadership Ability:
Possessing either potential or demonstrated ability to perform at an exceptionally high level in social skills and interpersonal qualities such as poise, effective oral and written expression, managerial ability and the ability or vision, to set goals and organize others to successfully reach those goals.
Visual or Performing Arts:
Possessing either potential or demonstrated ability to perform at an exceptionally high level in the visual or performing arts and demonstrating the potential for outstanding aesthetic production, accomplishment, or creativity in areas such as art, dance, music, or drama.

4057.02 PROCEDURES
In accordance with KRS 157.200, the Oldham County Board of Education shall provide procedures, which address, at a minimum, determining eligibility for services and service delivery based on a process that includes:
1. A data gathering system for identifying likely candidates for services
2. Data analysis
3. District Identification Committee for determining eligibility, services, and placement of students as defined in Sec. 4(c) of 704 KAR 3:285 designed to:
   • Provide feedback on the adequacy of the identification and diagnostic procedure
   • Insure a variety of views during the selection process
   • Determine which students should receive services and at what level
   • Help provide communication and support in the community
4. The provision of services subject to continuous assessment
5. A petition and appeal process as a safeguard for a student who may have been missed in the identification process.
6. A procedure for the identification and diagnosis of students displaying gifted and talented behaviors and characteristics, which includes:
   • Informal selection and diagnosis in the primary program
   • Formal identification and continuous diagnosis of students in grades four through twelve.
   • Determination of appropriateness of level and type of services provided to a student shall be subject to continuous assessment.
7. A procedure to obtain parental or guardian permission prior to the administration of any test, given as a follow-up to a test routinely administered to all students, used in formal identification and prior to official identification and placement.

4057.03 SELECTION AND IDENTIFICATION OF STUDENTS
No single assessment instrument or measure shall be the basis for selecting (primary program) or formally identifying (grades four through twelve) students nor for denying services once a child has been selected and placed in the Primary Talent Pool or formally identified and placed in the Gifted and Talented Program.

A system will be provided for screening and identifying strengths, gifted behaviors, and talents which provides equal access for racial and ethnic minority children, disadvantaged children and children with disabilities.

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

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

Not included in Policy 4057.03 but part of the screening process for the Primary Talent Pool includes the following:
In Oldham County Schools, the process of discovering PTP students begins in kindergarten. In the spring of each year, informal criteria including observations, specific lessons on divergent thinking, portfolios and teacher input are collected and reviewed on all students. At that point, parents of students who are potential candidates for PTP are contacted and asked to complete a questionnaire and give permission for their child to be further evaluated using more formal measures. Finally, each school has a Primary Review Committee which meets in the late spring to discuss the data gathered on each student and make a decision on their inclusion in the Primary Talent Pool. Parents are notified of the result by appropriate school or district staff. Because young children reach developmental milestones at different rates, there are multiple entry points for Primary Talent Pool. In addition to the kindergarten screening process described above, a nomination process also exists where school staff and parents may recommend a child for PTP.
Grades Four through Twelve - For students in grades four through twelve, identification and diagnosing gifted and talented must be based on the use of at least three of the assessment options as defined in Section 3, (11b) of 704 KAR 3:285, with eligibility based on the student meeting the criteria provided in at least one of the gifted and talented categories defined in Section 3, (12) of 704 KAR 3:285.

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

**4057.04 PROGRAM EVALUATION**
Provisions shall be made for program evaluation on an annual basis and shall be used in the school and district instructional planning process. Such evaluation should include:
1. student progress,
2. parent and faculty attitudes,
3. community involvement,
4. cost effectiveness,
5. integration of the program into the regular school program,
6. quality of instruction and credentials of personnel,
7. future program directions and modifications.

**4057.05 FUNDING**
Local and state funds identified for gifted and talented education may be used to service only those students who are identified as eligible for services [704 KAR 3:285, Section 9 (1)]. Funding decisions shall be based on the evaluation process referenced above, with seventy-five (75%) percent of the State's gifted and talented education allocation to the district being used to employ professionally qualified and certified personnel to provide direct instructional services. Efforts are to be made to secure the assistance of community members to work directly with eligible students so as to extend the impact of available funds.

**4057.06 GIFTED EDUCATION COORDINATOR**
A gifted education coordinator shall be designated whose role is defined in Section 9(4) of 704 KAR 3:285.

**4057.07 SERVICE DELIVERY AND PLACEMENT**
Students, primary through grade twelve, diagnosed as possessing gifted and talented characteristics shall be provided which are qualitatively differentiated to meet the individual needs of the identified students and result in educational experiences commensurate with the interests, needs and abilities of these students, and which facilitate the high level of attainment of goals established in KRS 158.6451.

**Primary Program** – For a student selected for the Primary Talented Pool services shall be provided within the framework of primary program requirements and consistent with 704 KAR 3:285 Section (4). With two exceptions of the special school and the self-contained classroom, all service delivery options shall be available in the Primary Talent Pool and will be determined by the school.

**Grades Four through Twelve** – For students identified for the Gifted and Talented Program there shall be multiple service delivery options with no single option existing alone, district-wide, at any grade level as to be consistent with KRS 157.200(1). These service delivery options shall be differentiated to such a degree as to be consistent with KRS 157.200(1). Each student shall have a Gifted Student Services Plan (GSSP) identifying the services and placement of the identified student. Information will be obtained from the parent or guardian related to interests, needs and abilities of the identified student for use in determining appropriate interventions. The District Identification Committee will determine placement of identified students based on individual students needs and details of this placement will be placed in the Individual Learning Plan developed by the school.

Grouping for instructional purposes and multiple service delivery options shall be utilized in the district educational plan, with no single service option existing alone at any grade level district wide. These service delivery options shall
be differentiated to such a degree as to be consistent with KRS 157.200. With the exception of academic competitions and optional extracurricular offerings, all services shall be provided during the regular school hours.

4057.08 CURRICULUM
Each school shall differentiate and supplement the District Curriculum Framework and the school's curriculum to facilitate high-level attainment of the learning goals in KRS 158.6451 and to assist students in developing their individual interests, needs and abilities. Personnel providing services to selected and identified students will be prepared through appropriate credentials or professional development.

4057.09 GRIEVANCE PROCEDURE
A grievance procedure to allow parents and students to resolve concerns regarding the appropriate and adequate provision of talent pool services or services addressed in a formally identified student's Individual Learning Plan shall be established as defined by (704 KAR 3:285, Section 10).

4057.10 PROGRESS REPORT
School personnel shall report to the parent or guardian once a semester the progress of the child related to the GSSP student services.

The Board's goal is to provide an educational program that affords all students the opportunity to develop to their maximum learning potential. The Board will provide learning opportunities, differentiated from those provided through the regular program of studies, for students in Primary through grade twelve who meet the eligibility requirements. Each principal shall assure that the instructional program in the school fulfills the intent of this policy with the support and assistance of the District's Coordinator of Gifted Education.

4060 GRADING/GRADE REPORTING

4060.01 REPORT CARDS
Pupil progress shall be reported at regularly scheduled intervals as set forth by the school's site based decision-making council. The school calendar (see 4085) shall specify the day for grade reporting. Report cards should not be the first communication of academic failure or inadequate performance. Teachers shall inform parents if the teacher determines that the student is in danger of failing or not performing up to his/her capacity.

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

<table>
<thead>
<tr>
<th>Academic Grades</th>
<th>90-100</th>
<th>80-89</th>
<th>70-79</th>
<th>Below 70</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>F</td>
</tr>
</tbody>
</table>

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

4064 GRADUATION EXIT STANDARDS
The Oldham County Board of Education has adopted the following graduation exit standards. These are minimum requirements. Just as the district strives to provide the best educational opportunities possible to our students, so it is expected that the students shall challenge themselves to perform their best and to exceed these minimums in as many areas as their abilities and interest allow.

ACADEMIC REQUIREMENTS
1. Successful completion of a core curriculum of courses (see Board Policy 4065 Section E) and satisfy Kentucky state graduation requirements.
2. Demonstration of skills and processes required for effective verbal and written communication.
3. Demonstration of the student's ability to become an effective citizen through continuation of their education and/or entering the workforce. This requirement shall be met through development of the student's Individual Learning Plan (ILP).
4. Demonstration of the student's ability to conduct research on a chosen topic and present the findings through a medium (i.e. speech, prose, drama, video, computer program, written paper) of their choice.
5. Demonstration of the content contained in the Guidelines for Practical Living and Vocational Studies including knowledge of the dangers associated with use of drugs, alcohol and tobacco.
CITIZENSHIP REQUIREMENTS
The Board of Education further affirms that certain standards are important to membership in a free society. Although the primary duty for teaching these traits is found with the student's parents or guardians, Oldham County schools endeavor to reinforce responsible citizenship.

We expect that our students will:

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

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

4065 GRADUATION REQUIREMENTS; PROMOTION/RETENTION
A. PROMOTION OR RETENTION - ELEMENTARY/MIDDLE SCHOOLS
Promotion or retention from one grade or class level to another at the elementary and middle school level for students not in a special education program is based upon satisfactory academic achievement as indicated by demonstration of content/grade level academic standards, grades, progress reports, portfolios, and other pertinent data including, the probable effect of promotion or retention upon the student.

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

C. SPECIFIC PROVISIONS - MIDDLE SCHOOL - Grades 6-8
Guidelines
a. Students must pass all four (4) Core subjects Math, Language Arts, Science and Social Studies. Failure to meet these requirements will result in a student becoming a candidate for retention.
b. A student should not spend more than one extra year in grades 6-8; however, teachers, counselors, and principals are responsible to render a judgment that will best meet the individual needs of the student under consideration. Parents are to be included in this discussion.
c. Any student who will reach the age of 16 while in the middle school should be considered for promotion to high school.
d. In situations where the principal feels retention is warranted, he or she must notify the level director, who will assemble a committee to review the request and provide district level approval for retention. The Superintendent will establish the committee structure and process for review by administrative regulation.
D. SPECIFIC PROVISIONS - HIGH SCHOOL - Grades 9-12

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

<table>
<thead>
<tr>
<th>Schools Using Block Scheduling</th>
<th>Grade</th>
<th>Credits</th>
<th>Completed Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>6</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>13</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>20</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6-Period Scheduling</th>
<th>Grad</th>
<th>Credits</th>
<th>Completed Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>10</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>16</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schools Using 7-Period Scheduling</th>
<th>Grade</th>
<th>Credits</th>
<th>Completed Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>17</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

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

2. Students may be awarded high school credit toward graduation for:
   a. Standards-based coursework that constitutes satisfactory demonstration of learning in any high school course, consistent with 704 KAR 3:305(1) and (2);
   b. Standards-based online or other technology mediated courses;
   c. Standards-based dual credit or other equivalency courses; and
   d. Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community. Credit shall be granted in accordance with Board Policy 4066.

E. GRADUATION REQUIREMENTS

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

1. Complete eight (8) semesters of high school unless the student qualifies for Early Graduation under Section G.
2. Earn 22 credits or their equivalent if on a six-period schedule, earn 24 credits or their equivalent if on a seven-period schedule, or earn 28 credits or their equivalent if on a block schedule as identified in the required courses listing. An exception to the mandatory credit rule will be considered on a case-by-case basis by a committee chaired by the Secondary Supervisor of Instruction for students enrolled in a credit-recovery program.
3. Fulfill the state graduation requirements.
4. Make a good faith effort to complete the appropriate state mandated assessment to the best of the student’s ability. A deceased student may be awarded a posthumous honorary diploma if the student completed 16 Carnegie units and attended three full years of high school.

F. GRADUATION HONORS

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

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

Requirements for each of the Board’s recognition levels:

<table>
<thead>
<tr>
<th>Recognition</th>
<th>Weighted GPA Requirements</th>
<th>Required Courses (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.8</td>
<td>None</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>4.0</td>
<td>Two AP or IB Courses</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>4.2 for Block Schedule</td>
<td>Four AP or IB Courses</td>
</tr>
<tr>
<td></td>
<td>4.15 for 6-Period Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.14 for a 7-Period Day*</td>
<td></td>
</tr>
</tbody>
</table>

*Phased in (see student handbook for additional information)

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

G. EARLY GRADUATION

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

Students who meet all applicable legal requirements shall be eligible for receipt of an Early Graduation Certificate. A student
who wishes to participate in this program must complete an "Early Graduation Application Form," prior to the beginning of
grade nine (9) or as soon thereafter as the intent is known, but no later than within the first thirty (30) school days of the
academic year in which he or she intends to graduate. A letter of intent to apply shall be entered into the student information
system by October 1 of the year the student declares intent to graduate early. Students working toward receipt of an Early
Graduation Certificate shall be supported by development and monitoring of an individual learning plan. Students who meet
all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

H. HARDSHIP GRADUATION REQUESTS

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

4095 ASSESSMENT PROGRAMS

4095.01 STANDARDIZED TESTING PROGRAM

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

4095.02 TESTING FOR PLACEMENT IN SPECIAL PROGRAMS

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

4095.03 FINAL EXAMINATIONS

Final examinations may be administered for academic courses at the high school level at the end of each semester in
accordance with policies developed by the SBDM council at each high school

4095.04 STANDARDS BASED ASSESSMENTS

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

4095.05 STATE MANDATED ASSESSMENT PROGRAM

The Kentucky State Board of Education has designated certain grades as "accountability" grades for the purpose of
assessing the results of instruction. The scores which result from this accountability assessment are the decision-
points for high-stakes consequences for the Oldham County Schools.
Therefore, notwithstanding grade point average, Carnegie unit, notations on report cards, teacher recommendations, every Oldham County student in an accountability grade MUST
(a) participate in the appropriate State Mandated Assessment Program,
(b) make a good faith effort to complete the appropriate State assessment to the best of his/her ability, and
(c) submit the appropriate State assessment to the school staff for preparation for scoring in order to be promoted to the next grade or receive a diploma from the Oldham County Schools.

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

4097 EQUAL EDUCATIONAL OPPORTUNITIES

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

9006 HOMELESS STUDENT SERVICES
The District is committed to ensuring that all homeless students have equal access to the same free public education that other students have. This policy explains the District’s responsibilities under the federal McKinney Vento Act for identifying and serving homeless students.

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

2. DISTRICT LIAISON FOR HOMELESS STUDENTS
   The District has appointed the Director of Pupil Personnel, 502.241.3500, as the Liaison for homeless students. The Liaison for homeless students will provide enrollment support and coordinate services within the school district and through community agencies in order to ensure that each homeless child or agencies in order to ensure that each homeless child or youth has equal access to an education in the District. Specifically, the Liaison has the following responsibilities:
   - Making sure that homeless children enroll in and have a full and equal opportunity to succeed in district schools;
   - Making sure that homeless families and children receive educational services they’re entitled to, such as preschool care, and referrals to services, such as health care;
   - Making sure that the parents and guardians of homeless children are informed of the educational opportunities available to their children and are given opportunities to participate;
• Distributing a public notice of the educational rights of homeless children where such children receive services, such as schools, family shelters and soup kitchens; and
• Making sure that enrollment disputes are mediated appropriately. If a dispute arises between the District and parents about school selection or enrollment, the district must immediately enroll the student in the requested school, pending resolution of the dispute. Disputes over eligibility, school selection, or enrollment are to be appealed to the Kentucky Department of Education using the Dispute Resolution for Homeless form located at: https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf
• The liaison shall provide a copy of the referenced form to the complainant.

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

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

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

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

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

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

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

4. BEST INTEREST OF THE CHILD
Determining the best interest of the child takes into consideration the following factors, including but not limited to:
• The benefits to the child of maintaining educational stability;
• The appropriateness of the current educational setting;
• The child’s attachment and meaningful relationships with staff and peers at the current educational setting;
• The influence of the school’s climate on the child;
• The safety of the child; and
• The proximity of the placement to the school of origin, and how the length of a commute would impact the child.
5. IMMIGRANT STUDENTS
No student shall be denied enrollment based on his or her immigration status, and documentation of immigration status shall not be required as a condition of enrollment. The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

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

4040 DISCRIMINATION PROHIBITED
The Oldham County Schools (“the District”) shall not discriminate against any pupil because of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status. The intent of Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is to accommodate for differences within the regular education environment in order to provide an education that is comparable to that provided to non-disabled students. A parent may request the District to provide appropriate accommodations necessary for their child to participate in instructional activities during the school day. A student who is eighteen (18) years of age may make such a request on his or her own behalf. A parent who has a disability may request the District to provide appropriate accommodations necessary for the parent to participate in decisions regarding their child’s instructional activities during the school day.

It is the policy of the District to provide a free appropriate education to each qualified student of mandatory school age, who has a documented disability and is residing within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 are identified, evaluated and provided with appropriate educational accommodations and services. Students may be disabled under Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act. The District guarantees due process rights of students with disabilities and their parents under Section 504. The Superintendent or designee shall prepare regulations for and provide training to staff to implement this policy. The superintendent’s designee is the District Coordinator for Section 504 compliance. Individuals having requests, questions or concerns may contact the designee at the Oldham County Schools Central Office, the Oldham County Board of Education, 6165 W. Highway 146, Crestwood, KY 40014, phone 502.241.3500 or facsimile 502.241.3209, between the regular business hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Principals or their designees are the school level Section 504 Chairpersons and may be contacted directly at the particular school buildings.

8025 PUPIL TRANSPORTATION (Partial Policy)
References: KRS 156.070; KRS 156.160; KRS 157.370; KRS 158.110; KRS 158.150 KRS 161.180; 702 KAR 5:030; 702 KAR 5:080; Gun Free Schools Act

8025.04 CONDUCT OF PUPILS - 702 KAR 5.050; 702 KAR 5.090
A pupil riding the school bus shall conduct himself or herself on the bus in a manner that will not endanger his or her life or the lives of the other pupils on the bus through distraction of the driver's attention or failure to comply with the driver's instruction. Evidence of failure of a pupil to conduct himself or herself in a proper manner on the school bus includes: fighting; scuffling; loud talking; throwing items into the bus, inside the bus, or out of the bus; making remarks to people on the road or street; failure to follow the driver's instructions; changing seats or moving around while the bus is in motion; failure to share seats; and damaging parts of the bus.
Specific provisions are as follows:

a. **Bus Assignment**
A pupil shall ride the school bus to which he/she is assigned each day, and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal of the school or his/her designee. The decision of whether to grant permission to get on or get off the bus at a different location other than the pupil’s assigned stop shall be within the discretion of the principal, after considering all relevant factors including but not limited to the effect of the change on regular bus route and its impact on other students. An exception to this policy shall be made in cases where a pupil is asked to leave the bus or must be ejected from the bus for unacceptable behavior endangers the safety of the student, the driver, or other persons on or off the bus. Ejecting a pupil from the bus shall be done only in the most extreme circumstances.
b. **Disciplinary Action by Principal**
   When a pupil is reported in writing or in person to the Principal of the school for failure to cooperate on the bus, appropriate disciplinary action shall be taken by the Principal after the complaint has been investigated. In case of repeated failure to cooperate or serious misbehavior, the pupil shall be excluded from riding any school bus for whatever period of time deemed necessary by the Principal and the student shall be disciplined in accordance with Board Policy 9060.

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

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

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

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

g. **Use of Tobacco on the Bus Prohibited**
   At no time shall any pupil or adult riding the school bus use a tobacco product. This includes special trips such as ball games, class trips, etc.

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

8025.05 **ELIGIBILITY AND LIMITATIONS**

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

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

C. **LIMITATIONS OF TRANSPORTATION**
   1. The Board will make a reasonable effort to pick-up pupils near their home subject to these limitations.
   2. Pupils will be required to walk to certain specified points to be picked up on public roads where traffic hazards do not exist.
   3. Pupils living close together will be required to assemble themselves at a central point to be picked up by the school bus.
   4. Pupils will not be required to walk an excessive distance to bus stops. Lanes that exceed .75 of a mile may be traveled by bus if the road is properly maintained. Parents must insure that turning points and lanes are maintained so buses can turn. As a safety factor, all bushes must be kept cut back on these lanes so they do not strike the bus. Drivers are to report hazardous road conditions to the Director of Transportation and parents will be notified of the hazardous conditions. If the conditions are not corrected after a reasonable time, transportation of the lane will be discontinued.
   5. Pupils may be dropped off at multiple regular drop-off locations, which must be submitted in writing by the parent to the school, and which may not be changed except for emergency circumstances.
9005 ADMISSION REQUIREMENTS

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

9005.01 AGE REQUIREMENTS

1. In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled, and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services. Children referred by First Steps Early Intervention Program who meet state disability guidelines, shall be eligible to enroll in the program on their 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 1st following their enrollment.

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

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

3. If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in this or any other state, the district may review the details of the charges, suspension or expulsion and determine if the student will be admitted and if, so, what conditions may be imposed.
9005.03 RESIDENCY REQUIREMENT

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

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

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

   2. Children who reside with their parents or legal guardians within the Anchorage Independent School District who have completed at least one year of high school in the Oldham County Schools may continue to attend high school in the Oldham County Schools until they graduate, withdraw, or are expelled from school. Beginning with the 2017-2018 school year, Anchorage Independent students may only enroll in a high school in the Oldham County Schools if they have a sibling currently attending an Oldham County high school under this policy.

   Non-resident students attend the Oldham County Schools under the following conditions:
   a. There is sufficient school space;
   b. The Non-Resident Admission Procedure required by 9005.32-F is strictly adhered to;
   c. There is a signed non-resident state contract on file with Anchorage School District;
   d. The Anchorage Independent School district pays full tuition for the upcoming school year.
   e. The following admission criteria are met:
      • the applicant must have a record of good attendance;
      • the applicant must have a record of academic success in accordance with his/her academic potential; and,
      • 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:
      • There is insufficient space at the school at which enrollment is sought;
      • The applicant does not have or fails to maintain a record of good attendance;
      • The applicant does not have or fails to maintain a record of academic success corresponding to his or her academic ability;
      • 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.
   d. A parent/guardian who withdraws their child/ren without establishing residence as required above will not have the tuition payment refunded. This amount will represent payment for non-resident educational services provided. The Board will take steps to collect outstanding tuition.

2. The Board reserves the right to rule on individual cases.
3. No other non-residents will be permitted to attend.

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

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

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

Parents must pay tuition for each student applying to stay in the district for the number of days remaining in the school year at the district’s daily tuition rate. Tuition for twelfth-grade students applying to remain in attendance at a district school may be waived.
9005.05 INTRA-DISTRICT TRANSFERS
Upon proper application, the Superintendent may permit students who reside in one Oldham County School attendance district to attend another Oldham County school provided such approval does not result in employment of additional staff, an imbalance in class size, or overcrowding in the receiving school.

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

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

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

9005.06 CHILDREN OF MILITARY FAMILIES
1. A child of a military family may pre-enroll or participate in pre-admission in a school district if the parent or guardian of the child is transferred to or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.
2. A school district shall accept an application for enrollment and course registration by electronic means for a child who meets the requirements set forth in subsection (1) of this section, including enrollment in a specific school or program within the school district.
3. The parent or guardian of a child who meets the requirements set forth in subsection (1) of this section shall provide proof of residence to the school district within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, the address of:
   a. A temporary on-post billeting facility;
   b. A purchased or leased home or apartment; or
   c. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture.
4. A child who utilizes this section shall not, until actual attendance or enrollment in the school district:
   a. Count for the purposes of average daily attendance as defined in KRS 157.320 or KRS 157.350;
   b. Be charged tuition pursuant to KRS 158.120; or
   c. Be included in the state assessment and system pursuant to KRS 158.6453 or 158.6455

9005.07
The Superintendent or designee shall investigate any reported cases of non-residency that have not been approved under the conditions of this policy.

9011 COMMUNICABLE DISEASES; STUDENTS
The parent/custodian/guardian of any student that has a medical condition as defined by the Kentucky Cabinet for Health Services is required to report the condition to the principal as soon as the medical condition is known and upon each subsequent enrollment.

Principals shall report to the School District Nurse those students who are suspected of having a reportable disease as defined by the Kentucky Cabinet for Health Services. The School District Nurse shall report to the Oldham County Health Department those students who are suspected of having such a medical condition as defined by the Kentucky Cabinet for Health Services.
Principals shall exclude from attendance any student suffering from a medical condition as defined by the Kentucky Cabinet for Health Services until one of the criteria for re-admittance is fulfilled.

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

Students excluded from attendance for reason of reportable disease will be readmitted upon advice of the local health officer by one or more of the following methods:
1. Certificate of the attending physician attesting to their recovery and non-infectiousness.
2. After a period of time corresponding to the duration of the communicability of the disease as established by the Kentucky Cabinet for Health Services.

9015 DEMONSTRATIONS
Demonstrations, marches, or controversial activities that would disrupt the planned instructional day will not be permitted in schools or on school property. Students who disobey this regulation will be disciplined by the Principal at his/her discretion according to Code of Acceptable Behavior and Discipline.

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

9020 PHYSICAL EXAMINATIONS
References: KRS 156.160; 214.034; 704 KAR 4:020; Pupil Rights and Protection Act, as amended by Every Student Succeeds Act of 2015

9020.01 INITIAL MEDICAL EXAMINATION; PROGRAM OF CONTINUOUS HEALTH SUPERVISION; INITIAL ENROLLEE VISION EXAMINATION
Upon enrollment, the Board shall require parents to submit a medical examination of each child conducted within twelve (12) months prior to his/her initial admission to school. The medical examination shall be reported on forms furnished by the Department of Education and shall include a medical history; record of immunizations; assessment of growth and development and general appearance; physical assessment including hearing and vision screening; and recommendations to the school regarding health problems that may require special attention in classroom or physical education activities. The Superintendent shall ensure there exists a program of continuous health supervision for all school enrollees; such supervision shall include scheduled screening tests for vision, hearing and scoliosis. All initial enrollees to public school who are ages 3 years through 6 years shall provide documentation of a vision examination performed by an optometrist or ophthalmologist by January 1 of the school year. In addition, evidence of a dental screening or exam must be provided no later than January 1 of the first year a five or six year old is enrolled in school.

9020.011 SIXTH GRADE MEDICAL EXAMINATION
A second medical examination shall be required within one (1) year prior to entry into sixth grade. The medical examination shall be reported on forms prescribed by the department of education. This is required to be on file at time of enrollment. Out of state transferring students will be allowed 30 days from time of enrollment to present a medical examination on a Kentucky physical examination form. In state transferring students must present copies of current Kentucky immunization certificates and Kentucky medical examination at time of enrollment.

9020.02 REFERRAL AND FOLLOW-UP
An effective mechanism for referral and appropriate follow-up of any apparent abnormality noted by screening assessment or teacher observation shall be recorded on school health records within nine weeks of screening program or detection of abnormality. A parent/guardian will be notified in advance of any non-emergency invasive screening conducted by school officials and provided the opportunity to opt out of the screening.

9020.03 IMMUNIZATIONS
The Board shall require all vaccinations and immunizations as required by law or regulations:
1. Except as otherwise provided by law, all children shall be required to present a valid immunization certificate upon enrollment in school, and a valid up-to-date immunization certificate shall be on file on all children at all times.
2. Students transferring from another Kentucky school district must obtain a copy of their immunization certificate from the former district, or have a copy faxed to the Board prior to enrollment.
3. Out-of-state enrollees may be required to provide their out-of-state immunization documents to the Oldham County Health Department for transfer PRIOR to enrollment. Depending on your child’s current immunization documents, we may be able to accept the certificate as is. If a Kentucky Certificate is necessary, the Oldham County Health Department will provide the parent or guardian with an Immunization Transfer Receipt, which is then submitted to the school to complete enrollment. The Oldham County Health Department is located at 1786 Commerce Parkway, LaGrange, Kentucky and can be reached by calling (502) 222-3516.

4. Failure to have a valid Kentucky immunization certificate on file for greater than two (2) weeks will result in the student’s ineligibility to continue to attend Oldham County schools.

5. This policy shall not apply to a student when, in the written opinion of the student's physician, such immunization would be injurious to the student's health, or if the students' parents object by a written sworn statement to the immunization on religious grounds.

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

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

9040 STUDENT RECORDS

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. The right to review and inspect does not include the right to obtain copies. Request for copies of records may be denied. If the educational records of a student contain information on more than one student, the parent of the student or the eligible student may inspect and review or be informed of only the specific information which pertains to that student.

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

9040.04 TYPES OF EDUCATIONAL RECORDS AVAILABLE AND LOCATION
1. Student information available for inspection and review is included in a cumulative student record which has current information regarding the progress and growth of individual students as they go through school, including personal identifying data; selected family data; selected physical, health and sensory data; standardized test data; membership and attendance data; and school performance data.
2. Records may be reviewed in the director, program planner, or principal's office of the school or center in which the student is currently enrolled. The request shall be made to the principal and the schools' addresses are as follows:
   - Buckner Elementary, 4307 Brown Blvd., La Grange, KY 40031
   - Camden Station Elementary, 6401 W. Highway 146, Crestwood, Kentucky 40014
   - Centerfield Elementary, 4512 Centerfield Road, Crestwood, Kentucky 40014
   - Crestwood Elementary, 6500 W. Highway 146, Crestwood, Kentucky 40014
   - Goshen Elementary, 12518 Ridgemoor Drive, Prospect, KY 40059
   - Harmony Elementary, 1901 S. Highway 1793, Goshen, KY 40026
   - Kenwood Station Elementary, 6321 Veteran's Memorial Parkway, Crestwood, KY 40014
   - LaGrange Elementary, 500 W. Jefferson, La Grange, Kentucky 40031
   - Liberty Elementary, Dept. of Pupil Personnel, 6165 W. Highway 146, Crestwood, KY 40014
   - Locust Grove Elementary, 1231 East Highway 22, Crestwood, KY 40014
   - East Oldham Middle School, 1201 E. Highway 22, Crestwood, KY 40014
   - Oldham County Middle School, 4305 Browns Blvd., La Grange, KY 40031
   - North Oldham Middle School, 1801 S. Highway 1793, Goshen, Kentucky 40026
   - South Oldham Middle School, 6403 W. Highway 146, Crestwood, Kentucky 40014
   - North Oldham High School, 1815 S. Highway 1793, Goshen, Kentucky 40026
   - Oldham County High School, 1150 North Highway 393, La Grange, Kentucky 40031
   - South Oldham High School, 5901 Veteran's Memorial Parkway, Crestwood, Kentucky 40014
   - Buckner Alternative High School, 1350 North Highway 393, La Grange, Kentucky 40031
   - Oldham County Pre-School Center, 4309 Brown Blvd., La Grange, KY 40031
   - The Arvin Center, 1650 Colonels Drive, La Grange, Kentucky 40031
3. Students attending or graduating from Oldham County Schools before 1954 may obtain records information from the Central Office, Director of Pupil Personnel, 6165 W. Highway 146, Crestwood, Kentucky.
4. Those students attending or graduating from the Oldham County High School after 1953 may obtain records information from the Guidance office at the Oldham County High School.
5. Graduates of all other high schools may obtain records from the Guidance office at the appropriate school.

9040.05 ORGANIZATIONS & 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, certified and classified administrators, school resource officers and school security officers, and the district’s attorneys, who have been determined by the district to have a legitimate educational interest because the information is necessary to support any aspect of the student’s educational program or for the school official to perform his or her duties;
   b. To officials of another school or school system or postsecondary school in which the student seeks or intends to enroll;
   c. To military recruiters when name, address and phone numbers are requested;
   d. To authorized representatives of the Federal Government;
   e. To state and local officials or authorities to who information is specifically allowed to be reported or disclosed pursuant to State law;
f. If the disclosure is in connection with financial aid to attend an educational agency or institution for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine the eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce terms and conditions of the aid.

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

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

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

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

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

9040.06 RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

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

9040.07 CONFIDENTIALITY OF STUDENT RECORDS

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

9040.08 DIRECTORY INFORMATION AND CONDITIONS FOR DISCLOSURE

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

9040.09 DISCLOSURE OF RECORDS INFORMATION IN HEALTH & SAFETY EMERGENCIES

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

The determining factors considered for released information are:

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

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

3. The extent to which time is of the essence in dealing with the emergency.

9040.10 DISCLOSURE RECORDS MAINTAINED

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

1. The parties who have requested or obtained the records or personally identifiable information from the education records of the student and the specific reason these parties had in requesting or obtaining the information.
2. The record of disclosures may be inspected:
   a. By the parent of the student or the eligible student,
   b. By the school official and his or her assistants who are responsible for the custody of the records, and
   c. For the purpose of auditing the record keeping procedure of the educational agency or institution by the
      parties authorized in, and under the conditions set forth on 9040.06 (organizations and persons eligible to
      review records).

9040.11 LIMITATIONS ON REDISCLOSURES
1. The Oldham County Schools shall disclose personally identifiable information from the education records of a
   student only on the condition that the party to whom the information is disclosed will not disclose the information
   to any other party without the prior written consent of the parent of the student or the eligible student and the
   personally identifiable information which is disclosed to an institution, agency or organization may be used by its
   officers, employees and agents, but only for the purpose for which the disclosure was made.
2. The school releasing information shall inform the party to whom a disclosure is made of the requirement set forth
   in item “a”, of this section.

9040.12 AMENDMENT OF EDUCATION RECORDS
1. The parent of a student or an eligible student who believes that information contained in the education records of
   the students is inaccurate or misleading or violates the privacy or other rights of the student may request that the
   records be amended.
2. A teacher or school administrator may request that an education record of a student be amended in order to correct
   the information contained therein, to conform the information to district or school policies, or to add distinctions
   or designations earned by the student.
3. The principal at each school shall have sole authority for modifying the education records of students attending
   his or her school. The principal may designate the responsibility for amending records to a member of his or her
   staff. However, all changes and requests for amendment must be approved by the principal.
4. Any request to amend an education record shall be made in writing to the school principal, and shall clearly
   identify the portion of the record to which the request applies, and the reason for the request.
5. The principal shall decide whether the requested amendment to the education records of the student is warranted
   within a reasonable period of time after receipt of the request and shall notify the requesting party of his or her
   decision.
6. If the principal determines that the requested amendment to the education records of the student is not warranted,
   the principal shall so inform the requesting party in writing of his or her determination. If the request was made
   by a parent or eligible student, the principal shall also advise the parent or the eligible student in writing of the
   right to a hearing.

9040.13 REQUEST FOR A HEARING
The Oldham County Schools shall, on request, provide an opportunity for a hearing in order to challenge the content
of a student's education records to ensure that information in the education records of the student is not inaccurate or
misleading.

9040.14 CONDUCT OF THE HEARING
1. The hearing shall be conducted within the following procedures:
2. The hearing shall be held within a reasonable period of time after the educational agency or institution has denied
   the request, and the parent of the student or the eligible student shall be given notice of the date, place and time
   of the hearing in advance;
3. The hearing shall be conducted by an official of the central office as designated by the Superintendent who does
   not have a direct interest in the outcome of the hearing;
4. The Parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence
   relevant to the issues raised and may be assisted, be represented by individuals of his or her choice at his or her
   own expense, including an attorney, be permitted to tape record the hearing if they so choose.
5. The official of the school involved shall make its decision in writing within a reasonable period of time after the
   conclusion of the hearing; and the decision of the school official shall be based solely upon the evidence presented
   at the hearing and shall include a summary of the evidence and the reasons for the decision.
6. If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate,
   misleading or otherwise in violation of the privacy or other rights of students, it shall amend the education records
   of the student accordingly and so inform the parent of the student or the eligible student in writing.
7. If, as a result of the hearing, the school official decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school official.

8. Any explanation placed in the education records of the student under this section shall:
   a. Be maintained by the school as part of the education records of the student as long as the record or contested portion thereof is maintained by the school and
   b. If the education records of the student or the contested portion thereof is disclosed by the educational agency or institution to any party, the explanation shall also be disclosed to that party.

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

9040.17 HEALTH RECORDS
Each elementary and secondary school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil’s attendance. Such record shall be uniform and shall include screening tests related to growth and development, vision and hearing; teacher observation of general appearance and behavior; and findings and recommendations of physician and dentist including immunization record. A follow-up by the proper health or school authorities shall be made on each defect noted and the result recorded. This information will be safeguarded according to applicable health requirements of the Insurance Profitability and Accountability Act of 1996.

9040.18 RIGHT TO FILE A COMPLAINT
The parent of a student or an eligible student has the right to file a complaint with the U.S. Department of Education if they believe that the Board has failed to comply with the above provisions of the Federal Education Rights and Privacy Act. Complaints should be addressed to:

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

4090 NOTIFICATION OF FERPA RIGHTS AND CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION SERVICES
The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

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

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law. The District may release “directory information” without consent. Directory information includes the student’s name, place of birth, schools attended, participation in school sports and activities, height and weight of members of athletic teams, dates of attendance, awards and academic achievement. Any eligible student or parent who does not wish to have Directory Information released shall notify the Superintendent in writing on or before September 30.

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

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

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

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

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

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

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

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

The District has an ongoing “Child Find” System to locate, identify and evaluate any child residing in a home, facility or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of exceptional educational services. This includes children not currently in school, in other schools, homeschooled, homeless or migrant, and those who are advancing from grade to grade, but are not receiving exceptional children services. If identified as eligible under IDEA or Section 504, a student shall be provided a free and appropriate public education.

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

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

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

WHILE WAITING TO BOARD A BUS
1. Students shall arrive at their designated bus stop five (5) minutes prior to the official bus stop time. The driver will not wait for late students.
2. The roadway should be clear of books, clothing and other articles. Students must not play in the path of traffic and should stand well away from the road when the bus approaches.
3. Students shall not damage property at the bus stop such as flowers, shrubbery, windows, fences and other items while waiting for a bus.
4. Students must avoid making excessive noise.
5. Parents are responsible for students while waiting at the bus stop.
6. Students should never run to or alongside the bus when the bus is moving but should wait until the bus stops and the driver gives them the signal indicating it is safe to approach the bus. Once the driver has given students the signal it is safe to approach the bus, the student shall walk to the door and board the bus in an orderly manner, using the handrail.
7. Students living on the opposite side of the road from a bus stop should wait on their side of the road until the bus arrives and the driver gives them the signal to cross the road. The student shall cross approximately ten to fifteen feet (10’ to 15’) in front of the bus maintaining eye contact with the driver until the crossing is complete.
WARNING: For student safety; if a student should drop an object in the roadway, he/she should never stop and pick it up until the driver is made aware and gives permission.
8. If the stop is designated as “door side only” the student shall not cross the road.
9. Passengers are permitted to board the bus only at their regular designated stops. Any change must be made with the parent’s request in writing and approved by the director of transportation or designee. The alternate or requested stop must be an established bus stop.

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

2. If a student lives on the opposite side of a road from the bus stop, the student shall go approximately ten to fifteen feet (10’ to 15’) in front of the bus and wait for the driver’s signal to cross the road. Students should not cross the road in the rear of the stopped school bus.

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

4. If the stop location is designated as “door side only” the student shall not cross the road and the parent request to allow student crossing at door side only locations will not be granted.

5. Parents are responsible for their students once they arrive at the bus stop and depart the bus.

EXTRA-CURRICULAR TRIPS
1. The above rules and regulations shall apply to any trip under school sponsorship.

2. Pupils shall follow instructions of the bus driver, coach, sponsor, or chaperon appointed by the school. Brochure for students and parents also includes board policy 8025.

8025.04 OCBE ADMINISTRATIVE REGULATION
ITEMS PROHIBITED FROM BEING TRANSPORTED ON DAILY REGULAR ROUTE BUSES
FIELD TRIP BUSES
The purpose of the district’s transportation service is to transport students to and from school safely. Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any window that would be dangerous in case of collision, or would present an additional fire hazard, or that would take up needed pupil seating space. Book bags, lunch boxes and other items may be transported on the school bus provided these items are secured on the student’s lap. Items carried onto district school buses should be no larger than 13 inches by 13 inches, to be no higher than the students’ shoulders but not to exceed the height of the seat back. Items may be placed between their legs or on their lap, but may not encroach on other students’ seat space.

The bus driver may limit items transported on the school bus if he or she feels that the items pose a risk or danger to the safety of the passengers. The undercarriage of the bus may only be used during extra-curricular trips.

When teams/clubs going on extracurricular trips need to transport items that are on the “prohibited” list below, the athletic director/sponsor will need to request a bus with an undercarriage. If there are too many items to fit in the undercarriage, then the coach/sponsor will be responsible for making sure that the items are not taken onto the bus.

Musical instruments that are permitted aboard a school bus include but may not be limited to:
- Alto Clarinet
- Bass Clarinet
- B-flat Clarinet
- Flute
- Oboe
- Piccolo
- Trumpet

Items prohibited from being brought aboard a district school bus include but are not limited to:
- Animals/reptiles
- Balls
- Baseball bats
- Coolers
- Field hockey equipment
- Fishing poles and tackle
- Glass containers
- Golf clubs/bags
- Ice skates/roller blades
- Illegal drugs, alcohol, tobacco
• Inflated balloons
• Lacrosse/football helmets
• Lacrosse sticks
• Large class projects
• Oversized sports bags
• Paintballs guns
• Pole vault poles
• Shot puts/discus
• Shoulder pads
• Skateboards/snowboards
• Skis and ski poles
• Small trees/shrubs
• Steel-cleated sports shoes
• Tennis racquets
• Tents
• Weapons
• Any other items as identified by the driver as being too large or potentially dangerous

Musical Instruments/Miscellaneous Items:
• Baritone horn
• Cello
• Drums
• Euphonium
• French horn
• Guitar
• Keyboard
• String bass
• Tenor saxophone
• Trombone
• Tuba