

# Ludlow Independent Schools

## Code of Acceptable Behavior and Discipline



2015-2016

### Ludlow Board of Education

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### **Ludlow Independent Schools**

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*The Ludlow School District provides equal educational and employment opportunities.*

## INTRODUCTION

The Ludlow 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 also requires compliance with established standards and rules of the district and the laws of the community, state, and nation.

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

- Orderly operation of the schools
- A safe environment 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
- Protection of property.

This Code applies to all students in the District while at school, on their way to and from school, while utilizing transportation provided by the District, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each SBDM Council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

**This Code 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.**

## DISTRICT MISSION STATEMENT

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

## **DISTRICT BELIEFS**

- Challenging educational opportunities will be provided in a safe environment.
- The Board of Education and the School-Based Decision-Making (SBDM) Councils will make program decisions on the basis of student needs.
- Schools are responsible for creating an environment in which learners can and do succeed.
- The District will not tolerate incompetent performance, mediocre effort or harmful behavior by students or staff.
- Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.
- Teachers and school administrators should involve parents at the earliest stage when a student shows signs of serious behavior problems.

## **STATEMENT OF NONDISCRIMINATION RIGHTS AND RESPONSIBILITIES REQUIRED BEHAVIORAL STANDARDS**

The Board expects employees, students, parents/guardians and others associated with the schools to apply the following standards in a reasonable and fair manner. To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires employees to make supervision of students at school activities a top priority among their assigned duties.

## **SCHOOL ATMOSPHERE**

A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. *Examples of prohibited behavior include, but are not limited to:*

- Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability
- Insubordination (disobedient or defiant behavior)
- Sale of items without prior approval of the Superintendent or Principal
- Wearing apparel, body piercings, accessories or hairstyles that disrupt the educational process or threaten health or safety
- Possession of prohibited items, such as cell phones, laser lights, and paging devices (except for members of a volunteer fire fighting or emergency medical organization).

## **SCHOOL ATTENDANCE**

Regular and punctual school attendance is both a privilege and a responsibility of the student and parent. Regular attendance is necessary to satisfactory progress and successful academic achievement. Absences and/or tardies without a valid excuse are in violation of school attendance policies. Excessive absenteeism and/or tardiness will result in administrative action.

Habitual truancy will result in referral to Kenton County Juvenile Court. As described in KRS 159.150, any child who has been absent from school without valid excuse for three (3) or more days is

a truant. According to KRS 150, the definition of Habitual Truancy is any child who has been found by the court to have been absent from school without a valid excuse for three (3) or more days during one (1) year period or tardy for three (3) or more days on at least two (2) occasions during a one (1) year period. Any child who has been reported as a truant two (2) or more times is a Habitual Truant.

**PARENTS AND STUDENTS SHOULD REFER TO THEIR SCHOOL'S STUDENT HANDBOOK FOR DEFINITIONS OF UNEXCUSED ABSENCES AND TARDIES.**

**SCHOOL PROPERTY**

School property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, 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 to include intentional or careless damage or destruction
- Extortion of money or property
- Prohibited use of electronic media and other District technological resources
- Littering.

**STUDENT SELF-CONTROL**

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system.

When a student demonstrates chronic non-compliant behavior he or she may be referred to court as being beyond control of the school. Students may be referred for Beyond Control of School Charges in court for any of the following:

- Nine (9) or more documented discipline referrals in a school year.
- Three (3) or more separate incidents of out of school suspension in a school year.
- One (1) single issue that is of a very serious nature.

These actions may result in a mandatory court appearance by the student and parent.

In addition, a student may be barred from participating in extracurricular activities, pending investigation that he/she has violated either the District's or the school's behavior standards. *Examples of prohibited behaviors include, but are not limited to:*

- Fighting and physical attacks
- Possession of a weapon
- Threats by verbal or written statements or gestures with intent to harm or demean others
- Use of alcohol or prohibited drugs
- Use of tobacco products.

## RESPECT AND COURTESY

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
- Cheating
- Ignoring or breaking rules and procedures established to maintain order
- Otherwise behaving in a manner disrespectful of others.

**The Board has included samples of prohibited behaviors to help the reader understand how the Required Behavioral Standard will be enforced. Other behaviors not included in the examples may also be prohibited.**

## CONSEQUENCES OF VIOLATIONS

**NOTE: State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.**

VIOLATION OF STANDARD	RESPONSE OPTIONS		
	Scope	1 <sup>st</sup> Time	Repeats
Tardiness	Minimal	Conference	Parent Involvement
	Excessive	Detention	Alternative Education *
Unexcused Absence	Minimal	Parent Involvement	Detention
	Excessive	Alternative Education	Referral to DSSS/ Court Referral
Insubordination (defiance of authority)	Minimal	Conference	Parent Involvement/ Alternative Education
Disrupting the educational process	Minimal	Conference	Parent Involvement
	Excessive	Alternative Education/ Suspension/Court Referral	Expulsion
Dress Code	Minimal	Conference/ Parent Involvement	
	Excessive	Alternative Education/ Suspension	
Forgery/ Lying/ Cheating	Minimal	Parent Involvement/ Alternative Education	
	Excessive	Alternative Education/ Suspension	
Stealing	Minimal	Parent Involvement/ Alternative Education	
	Excessive	Alternative Education/ Suspension	Expulsion
Tobacco Violation	Minimal	Parent Involvement/	Smoking Alter- Alternative
	Excessive	Involvement/	native Program/ Education/ Suspension
Alcohol & Drug Violation	Incident	Alternative Education/	Suspension/ Expulsion
Arson	Incident	Expulsion	
Weapons	Incident	Expulsion	

\* **ALTERNATIVE EDUCATION** may include one of, or any combination of the following response options:

- Friday Afternoon Extended Day Detention
- In-school Alternative Assignment
- Saturday School

**Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:**

- Verbal warning
- Teacher-student conference
- Notification of parents
- Classroom isolation
- Loss of privileges
- Detention
- Behavior Contract
- Referral for counseling/mediation
- Other techniques established by SBDM Council policy

**For repeated or more serious violations, administrators may also use these options:**

- Suspension (up to 10 days per violation)
- Petition to Juvenile Court
- Alternative Education
- Expulsion
- Referral to Smoking Alternative Program
- Referral to court-designated worker
- Referral to appropriate agencies
- Referral to police

**GANGS, GANG-RELATED, AND GANG-LIKE ACTIVITIES:** The presence of, or student involvement in gangs, gang related or gang-like activities on school grounds, at school related events, including the display of gang symbols, paraphernalia or apparel, is strictly prohibited. *Any student who violates this policy shall be subject to disciplinary action including, but not limited to: parental involvement, Alternative Education, suspension, or expulsion.*

### **SEARCH AND SEIZURE**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student and/or his/her property if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code, or a school rule, or law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy (09.436).

Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

### **PHYSICAL RESTRAINT/CORPORAL PUNISHMENT**

Employees are authorized by law to physically restrain students as may be necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object; or to protect property from serious harm.

The Board does not permit use of corporal punishment as a disciplinary technique.

## **STUDENT RECORDS**

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program.

Request for information concerning access or corrections to student records should be directed to the appropriate building Principal.

## **REPORTS TO LAW ENFORCEMENT OFFICIALS**

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

### **KRS 158.154**

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving 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 the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, “school property” means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

### **KRS 158-155**

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
    - i Carrying, possession, or use of a deadly weapon; or
    - ii Use, possession, or sale of controlled substances; or
  - b. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

### **KRS 158**

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 408 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

### **KRS 620-030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who received from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

### **WEAPONS**

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The Gun-Free Schools Act of 1994 and KRS 158.150) Any case-by-case modification of the one (1) year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

### **ASSAULT AND THREATS OF VIOLENCE**

For purposes of this policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

### **PUPILS**

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

### **SCHOOL PERSONNEL**

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.



## **REMOVAL OF STUDENTS**

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of student from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

## **REPORT TO LAW ENFORCEMENT AGENCY**

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

## **ASSAULT AND THREATS OF VIOLENCE**

### **NOTIFICATION**

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of weapons violation and/or physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

## **BULLYING/HAZING**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

### **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational

process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

## **USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED PROHIBITED SUBSTANCES**

### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following 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:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

### **DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.

### **AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

## **PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

## **REPORTING**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

## **PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

## **SUSPENSION, EXPULSION & DUE PROCESS**

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident.

Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the education process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against the student.
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity for the student to present his/her own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

## **GRIEVANCES**

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Principal
3. School Council (when appropriate)
4. Superintendent
5. Board of Education

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

## **DRIVER'S LICENSE REVOCATION**

Students who are sixteen (16) or seventeen (17) years old who becomes 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**

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

## **REINSTATEMENT OF DRIVING PRIVILEGE**

Students whose driving permit 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.

## **ACCESS TO ELECTRONIC MEDIA**

The Board supports the right of students, employees, and community members to have reasonable access to various information formats for students, employees, and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

## **SAFETY PROCEDURES AND GUIDELINES**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
2. Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
4. Unauthorized disclosure, use and dissemination of personal information regarding minors; and
5. Restricting minor’s access to materials harmful to them.

The district shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

### **PERMISSION/AGREEMENT FORM**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

### **EMPLOYEE USE**

Employees shall use electronic mail only for purposes directly related to work-related activities. Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one’s duties.) Each employee is responsible for the security of his/her own password.

### **COMMUNITY USE**

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District’s technology system, provided they attend any training and abide by the rules of usage established by the Superintendent/designee.

### **DISREGARD OF RULES**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using

equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

### **RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### **RESPONDING TO CONCERNS**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

### **AUDIT OF USE**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials.

The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

### **PROCESS FOR DEVELOPMENT, MAINTENANCE AND DISTRIBUTION OF THE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

A committee representing each school, the Board of Education, and the Central Office developed this Code. The Board of Education has reviewed and adopted this Code. Schools have distributed copies of the code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed the Code be available in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. On request, the School District shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in this Code.

Each year, the Code Committee will review the Code in preparation for the coming school year. The Committee welcomes input as to how to improve this document. This code is part of the Board's policy on student behavior and discipline.

**ADVISORY:** After this code is distributed for the school year, changes to Board policy, including those affecting provisions of this code, may be necessary due to new and/or revised statutes and regulations and case law.

A complete copy of the Board Policy Manual is available for inspection at each school and at the Board office. Parents and community members may also reference the following additional documents on file at each school or at the Board office:

- Board of Education Policy Manual
- Kentucky Revised Statutes and Administrative Regulations
- School Student Handbooks
- District Safe Schools Plan
- SBDM Council Policies
- District Special Education Policy and Procedures Manual
- Student Records Information (FERPA)

## DISTRICT PERSONNEL

STAFF	POSITION	TELEPHONE	E-MAIL
Mike Borchers	Superintendent	859-261-8210	<a href="mailto:mike.borchers@ludlow.kyschools.us">mike.borchers@ludlow.kyschools.us</a>
Rick Smith	Director of Special Education	859-261-8210	<a href="mailto:rick.smith@ludlow.kyschools.us">rick.smith@ludlow.kyschools.us</a>
Glen Wise	Director of Student Supervision	859-261-8211	<a href="mailto:glen.wise@ludlow.kyschools.us">glen.wise@ludlow.kyschools.us</a>
Jenny McMillen	College and Career Readiness Coordinator	859-261-8210	<a href="mailto:jenny.mcmillen@ludlow.kyschools.us">jenny.mcmillen@ludlow.kyschools.us</a>
Jason Steffen	Elementary Principal	859-261-2100	<a href="mailto:jason.steffen@ludlow.kyschools.us">jason.steffen@ludlow.kyschools.us</a>
Jodi Schmidt	Elementary Dean of Students	859-261-2100	<a href="mailto:jodi.schmidt@ludlow.kyschools.us">jodi.schmidt@ludlow.kyschools.us</a>
Travis Caudill	High School Principal	859-261-8211	<a href="mailto:travis.caudill@ludlow.kyschools.us">travis.caudill@ludlow.kyschools.us</a>
Steve Hart	High School Assistant Principal	859-261-8211	<a href="mailto:steve.hart@ludlow.kyschools.us">steve.hart@ludlow.kyschools.us</a>
Cathy Pedro	FRYSC Coordinator	859-261-3223	<a href="mailto:cathy.pedro@ludlow.kyschools.us">cathy.pedro@ludlow.kyschools.us</a>
Tony Lainge	District Technology Coordinator	859-261-8210	<a href="mailto:tony.lainge@ludlow.kyschools.us">tony.lainge@ludlow.kyschools.us</a>
Lynn Alig	Student Information Systems Coordinator	859-261-8210	<a href="mailto:lynn.alig@ludlow.kyschools.us">lynn.alig@ludlow.kyschools.us</a>
Randy Wofford	Director of Maintenance	859-261-8210	<a href="mailto:randy.wofford@ludlow.kyschools.us">randy.wofford@ludlow.kyschools.us</a>
Lisa Brownfield	Director of Food Services	859-655-7522	<a href="mailto:lisa.brownfield@ludlow.kyschools.us">lisa.brownfield@ludlow.kyschools.us</a>



# Ludlow Independent Schools

## SPECIAL NOTE

TO: Parents, Guardians and School Employees

FROM: Mr. Mike Borchers /LEA Designee

SUBJECT: Asbestos Management Plan for Ludlow Independent Schools  
2015-2016 Academic School Year

This notice is sent to assure you that Ludlow Independent Schools is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased or otherwise occupied by Ludlow Independent Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school is available at the Principal's office during regular business hours.

We will continue to notify you at least once each year on the status of the Asbestos Management Plan. Additional notifications may be issued as a result of an additional inspection, normal surveillance practices, response actions or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well being of students and employees of Ludlow Independent Schools.

**CONFIRMATION OF RECEIPT**

**CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

I have received a copy of the Ludlow Independent Schools  
Code of Acceptable Behavior and Discipline for the 2015-2016 school year.

I have read the code and agree to abide by its content.

\_\_\_\_\_

Parent

Date

\_\_\_\_\_

Student

Date

\_\_\_\_\_

Date Form Received by School

**PLEASE TEAR OUT, SIGN, AND RETURN TO  
YOUR CHILD'S HOMEROOM TEACHER.**