

SCHOOL POLICIES AND PROCEDURES

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

ATTENDANCE

Absenteeism

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

Excused Absences include:

- a. Absences due to illness, physician visits, funeral/death of immediate family, and court appearances must meet established criteria. Parent notes are accepted for up to (5) days per semester.
- b. Additional absences in a school year may be deemed unexcused without a certified doctor's statement stating that the student was unable to attend school for the total number of days. Documentation including, but not limited to, physicians' statements, court subpoenas, and other proof may be required to excuse an absence in a case other than personal illness.

Unexcused Absences include:

- a. Absences which are for reasons other than illness or death in the family.
- b. Absences where there is no excuse from a parent or guardian, or an improperly signed excuse is presented.
- c. Absences for shopping, working, being needed at home, visiting relatives, etc., are not excused absences.
- d. Absences over the five day per semester limit without a physician's statement.

Unexcused Absences and Make-up Work:

Students who receive unexcused absences may only make up their work within five school days of the absence during the following times:

- a. Tuesday ESS—3:15-4:15 P.M.
- b. Thursday ESS—3:15-4:15 P.M.
- c. Focus Friday—7:30-8:10 A.M.

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

Attendance-Based Discipline

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

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

**** RULES FOR DETENTIONS AND FRIDAY SCHOOLS WILL ALSO APPLY TO TARDIES THE SAME AS DETENTIONS.***

DETENTION

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

Students who fail to report to a detention assigned by a teacher may be assigned to School Detention and will still serve that teacher's detention. Repeated failure to report to a teacher's detention may result in detention, FAED detention, alternative assignment (AA), or suspension.

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

Failure to attend detention when assigned may result in FAED detention, AA, or suspension from school.

Students assigned to detention are expected to bring lessons and/or textbooks to work on during this period. Failure to do so may result in additional days of detention.

Continued failure to adhere to regulations regarding detention may result in FAED detention, AA, or suspension.

Rules for School Detention

- a. Only the Principal, Assistant Principal, or designee may assign a student to the school detention.
- b. Detention begins at 3:15 and ends at 4:00.
- c. Detention monitor will not admit a late student without Principal/Assistant Principal approval.
- d. Students may not talk or sleep.
- e. ***Students will be expected to do their homework assignment(s) or they will receive a Math or English assignment (grade specific) and will work until assignment is finished or put in a good faith effort.***
- f. Students violating the above rules will be referred to the Principal or Assistant Principal which may result in additional days of detention, FAED Detention, AA, or Suspension.

FRIDAY AFTERNOON EXTENDED DAY (FAED) DETENTION

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

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

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

ALTERNATIVE ASSIGNMENT GUIDELINES

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

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

1. ***Students who are sent to AA will go to room 210 (Mr. Wise's).***
2. ***Students are to go to lockers, get all materials needed for the day and be in Mr. Wise's room before the bell rings at 8:20.***
3. Time of the Alternative Assignment Program: 8:20 a.m. - 3:10 p.m.
4. Students will receive classwork assignments from their teachers which will be completed and evaluated.
5. Students assigned to AA may also participate in individual counseling sessions.
6. Students will have minimum contact with other students and will be under the direct supervision of the AA teacher.
7. Only the Principal or Assistant Principal may assign a student to AA.
8. Students are advised that they may still be suspended from school for severe discipline code infractions or if previous disciplinary actions are not effectively correcting student behavior.
9. Students will work on random math and/or English materials if they do not have any work to do.
10. Students are expected to act appropriately and according to classroom procedures while in AA.
11. Students will eat lunch in the AA room, not in the cafeteria.

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

TARDINESS

Students who are tardy to school may receive an excused tardy. However, excused tardies will be very rare. ***Unexcused Tardies carry the same guidelines as Unexcused Absences, as explained on page 2 of this handbook.***

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

All classes will be checked each period for tardies.

COMPULSORY ATTENDANCE

Compulsory Attendance is mandated by KRS 159.010, which requires parents, guardians or custodians to send their child/children to school except as provided in KRS 159.030. Each parent, guardian, or other person residing in the state and having custody, guardianship, or in charge of any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) shall send their child to a regular public day school for the full term that

the public school of the district in which the child resides is in session, or to the public school that the Board of Education of the district makes provision for the child to attend.

DEFINITION OF TRUANCY & HABITUAL TRUANCY

As described in KRS 159.150, any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on 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 a 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.

EXCUSED ABSENCES including illness, physician visits, funeral/death of immediate family, and court appearances must meet established criteria. Parent notes are accepted for up to (5) days per semester. Additional absences in a school year may be deemed unexcused without a certified doctor's statement stating that the student was unable to attend school for the total number of days. Documentation including, but not limited to, physicians' statements, court subpoenas, and other proof may be required to excuse an absence in a case other than personal illness.

NO PASS, NO DRIVE LAW

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

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

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

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

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

When a student is considered noncompliant, the school will notify the state and if the student currently has a driver's license/permit, it will be revoked. That student will remain noncompliant for one full school semester. At the end of that semester, if they are considered compliant, the school will contact the state to notify them of the student's compliance.

Any 16 or 17 year-old applying for a driver's license/permit will be required to have a form completed by the school, verifying that the student is compliant (in good standing) with the requirements of the No Pass/No Drive Law. Students/Parents, these forms can be obtained in the high school office. Please give at least a 2-day notice for these forms. You can contact our school secretary at 859-261-8211.

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

Navigo

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

ACTIONS

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

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

DEFINITIONS

ACADEMIC PROBATION – *Eligibility for the following school year is based on academic performance and will be determined using a student's final year average grade in Infinite Campus and the KHSAA's guideline that defines a student's grade level. (See Page 29) To be considered eligible during the school year, a student-athlete cannot be failing more than one class when the weekly grade check is generated. If a student is failing two classes, he/she will be ruled ineligible. After 3 such times during a season, student will be removed from team.*

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

REQUESTED STUDENT ABSENCES

There must be two weeks advance notice unless an emergency exists.

It is imperative that the student be doing passing work.

All work missed must be made up at a time other than regular class time.

ENTERING AND LEAVING

Students may enter the building at 7:15 A.M., but those arriving any time before 8:10 A.M. must congregate in the 1st floor hallways (by office area) and Valedictorian Hall or the area by the computer labs and down Middle School hallway. ***Students are not permitted to be in classrooms or the classroom hallways until 8:10 A.M. unless working directly with a teacher or in the library/lab on days meetings are not taking place and Friday Focus Days.*** All students in the building at 8:10 A.M. or entering anytime thereafter will report immediately to their 1st period classes. Students will be tardy after 8:20 A.M.

Students should leave the building at the conclusion of the school day. Those students under the supervision of a teacher for extra-curricular activities must be with that teacher. Pupils who are in the building without permission and unsupervised will be referred to the office. The

building should be cleared no later than 3:30 P.M. Teachers will be requested to take note of any unattended students in the building.

LEAVING SCHOOL DURING SCHOOL HOURS

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

HALL PASSES

When it is necessary for a student to leave the room for any purpose, it is the responsibility of the student to obtain a hall pass from the teacher. The teacher will indicate the student's name, destination, time leaving and time returning on the hall pass list.

LOCKS AND LOCKERS

Each student will be assigned his or her own lock and locker. Only official locks of Ludlow High School shall be used on lockers. Students who lose locks will be required to pay the full cost of a new lock. This is approximately \$5.00.

Students are to keep their lockers locked, not to give their lock combinations to others, not to keep their belongings in friends' lockers, not to allow friends to put items in their lockers, and to keep the locker clean and neat at all times. Students are to use only their assigned lockers and are not to change lockers without permission of the Principal.

Lockers are school property and may be inspected by the Principal at any time throughout the year. Lockers will be inspected periodically.

TEXTBOOKS

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

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

TELEPHONE

Students must ask for and be given permission through an office worker or administrator to obtain use of an office phone in the case of illness or emergencies.

SCHOOL VISITATION

All parents/visitors must register in the office before visiting classrooms. Staff members may not talk to parents/visitors or allow entrance to classrooms until parents/visitors have registered in the office. Visits during lunch will be very limited and must be arranged prior to the day of the visit. This is for the protection of all of our students.

LOST AND FOUND

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

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

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

CONFERENCES

Conferences may be requested by an administrator, teacher, or parent. If an issue exists with a teacher or classroom situation, parents are expected to first discuss the issue with the teacher. Additional problems should be referred to the principal. If parents wish to confer with an administrator or teacher, please call the school office to arrange an appointment. This is the only way we can insure that the individual you wish to meet with will be available. If parents have any questions, concerns, or problems, they should not hesitate to call and arrange to meet with us.

IMMUNIZATION CERTIFICATES

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

DISPENSING OF MEDICATION

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

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

FEDERAL LUNCH PROGRAM

Breakfast and Lunches will be **FREE** to **ALL STUDENTS** this year. Because of this, Free and Reduced Lunch applications will be given to each student at the beginning of the school year. Every student's Parent/Guardian **MUST FILL OUT** a Free and Reduced lunch form. Along with the free breakfast and lunch, a snack will be available after school for those students who are participating in any extra-curricular activities after school. We are required to randomly verify the information contained on a percentage of the applications.

CAFETERIA RULES

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

The following rules must be observed in the cafeteria:

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

STUDENT DISCIPLINE CODE

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

DEVELOPMENT

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

ANNUAL REVIEW

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

ANNUAL ORIENTATION

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

ASSURANCES

NON-DISCRIMINATION

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

DUE PROCESS

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

- (2) A pupil shall not be suspended until after at least the following due process procedures have been provided:
 - (a) A pupil has been given oral or written notice of the charge or charges against him 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 own version of the facts relating to the charges.

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

APPEAL PROCEDURES

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

1. STUDENTS HAVE THE RIGHT TO:
 - a. A system of public education which meets the needs of the individual students.
 - b. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
 - c. Physical safety and protection of their personal property.
 - d. Consultation with teachers, counselors, administrators, and other school personnel.
 - e. Free election of their peers in student organizations in which students have the right to seek and hold office.
 - f. Examination of their own personal school records by the students, their parents/guardians, or their authorized representatives.
 - g. Involvement in school activities without being subject to discrimination on the basis of race, sex, or religion.
 - h. Respect from other students and school personnel.
 - i. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.
2. EACH STUDENT HAS THE RESPONSIBILITY TO:
 - a. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
 - b. Exhibit neatness and cleanliness of personal dress and hygiene.
 - c. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or building, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
 - d. Refrain from gambling, extortion, theft, or any other unlawful activity.

- e. Refrain from using tobacco or using, possessing, or transmitting any alcoholic beverage or illegal or controlled substance.
- f. Show respect for the education process by taking advantage of every opportunity to further his/her education.
- g. Practice self-control at all times.
- h. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
- i. Follow the rules and regulations of the Board of Education and/or the school administration.

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

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

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

TEACHER RIGHTS AND RESPONSIBILITIES

1. TEACHERS HAVE THE RIGHT TO:
 - a. The support of co-workers, administrators, and parents.
 - b. Work in an educational environment with minimum disruptions.
 - c. Expect all assignments or homework to be completed and turned in as assigned.
 - d. Remove any student from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area.

- e. Safety from physical harm and freedom from verbal abuse.
 - f. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
 - g. Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.
2. **TEACHERS HAVE THE RESPONSIBILITY TO:**
- a. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
 - b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
 - c. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
 - d. Evaluate students' assignments and return them as soon as possible.
 - e. Exhibit exemplary behavior in action and speech.
 - f. Exhibit neatness and cleanliness of personal dress and hygiene.
 - g. Reward exemplary behavior or work of students.
 - h. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
 - i. Recommend for retention in a class any student who fails to meet the basic standards for such class.
 - j. Maintain necessary records of student progress and attendance as accurately as possible.
 - k. Follow and enforce rules and regulations of the Board of Education and/or school administration.
 - l. Care for the equipment and physical facilities of the school.

PRINCIPAL RIGHTS AND RESPONSIBILITIES

1. **PRINCIPALS HAVE THE RIGHT TO:**
- a. The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
 - b. Provide input for the establishment of procedures and regulations that relate to the school.
 - c. Safety from physical harm and verbal abuse.
 - d. To take necessary action in emergencies to protect their own person or property or the persons or property of those in their care.
 - e. Suspend any student whose conduct disrupts the educational process.
 - f. Administer the school environment to provide the proper learning atmosphere.
2. **PRINCIPALS HAVE THE RESPONSIBILITY TO:**
- a. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
 - b. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
 - c. Exhibit exemplary behavior in action, dress, and speech.
 - d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.

- e. Direct a program of dissemination of information explaining the Code of Conduct to the school and community.

DISCIPLINE

POLICY AND PHILOSOPHY STATEMENT

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

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

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

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

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

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

The following code of conduct provides grievance procedures to promote an atmosphere of open communication and fairness as required by constitutional due process.

This code should also encourage behavior that will enable pupils to develop to their fullest potential. Students will be responsible for this code in school, at school-sponsored or school-related activities and on school buses. It is expected that sound, fair and equitable judgment should be considered by pupils, teachers, principals, parents/guardians and others in applying the principles of the code of conduct. This policy applies to all students in the Ludlow Independent School District.

INAPPROPRIATE BEHAVIORS

CLASS I OFFENSES

General Note:

The enumerated inappropriate behaviors listed here are applicable at all times while students are on school property as well as off school property at school-sponsored activities unless otherwise specifically accepted herein. (KRS 161.180 and KRS 158.150 Kentucky Statutes and Laws).

- 1.1 Disruptive Behavior is an intentional act, behavior, or conduct in the classroom or in the school building or upon school grounds which disrupts the educational process.
- 1.2 Excessive Tardiness is repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas after the "tardy bell" rings or after the stated starting time for the class period. Three instances of such conduct at the start of the school day is presumed to be excessive tardiness, and one instance of being tardy to class during the school day may be considered to be excessive.
- 1.3 Verbal Abuse is an intentional or willful maligning or gross insult of another student.
- 1.4 Academic Cheating or Plagiarizing is the use of unauthorized notes or other aids or the copying or using of the work of other students without prior permission of the teacher when such use or copying relates to required school work. Cheating will also result in a grade of zero for that work.
- 1.5 Failure to Complete Assignments is the failure to turn in assignments or failure to do required assignments within the time specified.
- 1.6 Unexcused Absence is any unauthorized absence from class or school. A note from the parent or physician should be furnished for the day/days that the student was absent. Failure to do so constitutes unexcused absence. (See also the statement on compulsory attendance in this booklet).
- 1.7 Gambling is the act of wagering, betting, or taking risks for gain either monetarily or otherwise. Examples include, but are not limited to, playing cards, throwing dice, or other like games.
- 1.8 Skipping Class is the failure of a student to report to a scheduled class without first obtaining consent of the proper school authority.
- 1.9 Distribution of Unauthorized Material is the distribution of pamphlets, leaflets, buttons, insignia, or the posting of signs or slogans without permission of proper school authority.
- 1.10 Falsification of Information is the intentional falsifying of information given to school authorities in the legitimate pursuit of their jobs.

- 1.11 Dress Code Violation is the failure to abide by reasonable dress and appearance codes set forth by the administration and the Board of Education. (See dress code in this booklet).
- 1.12 Inappropriate Use of Gum is the act of chewing gum within the school buildings. This is prohibited.
- 1.13 Inappropriate Eating of Food or Snacks is consuming food or snacks in other than designated areas, such as the cafeteria, in a classroom when it is an activity related to instruction, or during nutrition break.
- 1.14 Inappropriate Behavior – Unacceptable behavior in the classroom towards a student, teacher, or staff member that disrupts the learning environment.
- 1.15 Disrespectful Behavior – Any behavior deemed condescending and/or insulting towards a student, teacher or staff member. (Could also be a class II offense if deemed extreme)

CLASS II OFFENSES

General Note:

The enumerated inappropriate behaviors listed here are applicable at all times while students are on school property as well as off school property at school activities and on the way to and from school or school sponsored trips and activities unless otherwise specifically excepted herein. (KRS 161.180 and KRS 158.150 Kentucky Statutes and Laws).

- 2.0 Leaving School Grounds Without Permission is the leaving of school grounds during the designated school day without first obtaining permission of the Principal.
- 2.1 Skipping School (Entire Day) is the unexcused and/or unauthorized absence from school for the entire designated school day.
- 2.2 Physical Attack on Another Student or School Board Employee is the intentional striking or touching of another student or school board employee or attempt to do so against his or her will. (This offense is not to be confused with "fighting" which is set out in number 2.5 below).
- 2.3 Defiance of Authority is any verbal or non-verbal refusal to comply with a lawful directive or order of a school employee. (KRS 158.150 sub section (1) Kentucky Statutes and Laws).
- 2.4 Use, Possession or Distribution of Controlled Substances (Drugs) or Alcohol is the use, possession or distribution of any drug or substance which is defined **by KRS 217.9** and KRS 218A as a controlled substance or the use, possession or distribution of any alcoholic beverage. Any student found to be under the influence of any controlled substance (drugs) or alcoholic beverage is in violation of this statute. This includes any imitation, simulation-type drugs or ***synthetic compounds/substances***. Drug paraphernalia is also prohibited.
- 2.5 Fighting is any physical conflict between two or more students.

- 2.6 Vandalism is the willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or use of paint or like materials to deface any portion of the interior or exterior of school property. (KRS 512.020 sub section (1) Kentucky Statutes and Laws).
- 2.7 Theft is the unlawful taking or disposition of property of another with intent to deprive him of the property. Receiving stolen property or possession of stolen property is included in this offense.
- 2.8 Terroristic Threatening is the intentional, unlawful threat by word or act to do violence to the person or property of another or any act which creates a well-founded fear within the other person.
- 2.9 Terroristic Threatening of School Personnel is the intentional, unlawful threat by word or act to do violence to the person or property of a school employee or any act which creates a well-founded fear within the school employee.
- 2.10 Extortion is the solicitation, either verbally, in writing or by printed communication, of money or anything of value from another person (regardless of amount) in return for protection or in connection with a threat to inflict harm.
- 2.11 Arson is the intentional damaging of a building by starting a fire therein or causing an explosion therein. (KRS 513.030 Kentucky Statutes and Laws). The possession and/or lighting of matches or lighters is also prohibited.
- 2.12 Possession or Use of Fireworks is the possession or use of any combustible or explosive composition or any substance or combination of substance or article prepared for the purpose of producing a visible or an audible effect by combustion explosion, deflagration or detonation. (KRS 437.095 sub section (2) Kentucky Statutes and Laws).
- 2.13 Possession or Use of Weapons is the possession or use of any object such as a switchblade knife or knife, or metallic knuckles, or tear gas gun, or chemical weapon or device, or any other weapon, instrument, or object with the intent to be armed.
- 2.14 Possession or Use of Firearms It is the policy of the Ludlow School System to report to the criminal justice or juvenile delinquency system any student who is determined to have brought a weapon or firearm to a school, to the school grounds, or to a school function under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA students. IDEA-eligible students may be expelled for behavior unrelated to their disabilities as long as the procedural safeguards required by IDEA and KRS 158.150 are followed. Non-IDEA eligible students will be expelled for not less than one calendar year from their regular school setting in our school system.

- 2.15 Inciting Student Disorder is the intentional promotion or advocacy of student misconduct by any student for any purpose.
- 2.16 Activation of a Fire Alarm is the intentional, unjustified activation of a fire alarm or like warning devices. (KRS 438.200 Kentucky Statutes and Laws).
- 2.17 Commission of Sexual Acts is the commission, or attempt thereof, of any unlawful act of sexual or carnal nature including, but not limited to, sexual intercourse, rape or sodomy. Indecent exposure of any part of the body is an offense within the meaning of this statute.
- 2.18 Trespassing is entering of or remaining in any structure, means or conveyance, or property without being authorized, licensed, or invited, or having been authorized, licensed or invited, refusing to depart there from after being warned or directed to do so by proper authority. (KRS 511.080, Kentucky Statutes and Laws).
- 2.19 Possession, Display or Distribution of Obscene Materials or Objects is the possession or circulation of obscene materials or objects.
- 2.20 Excessive Absenteeism is unauthorized absence from class or school in excess of five (5) days in any one semester, or ten (10) days for the total school year, unless accompanied by a physician's statement reporting these days absent and the nature of the illness. (KRS 159.150, Kentucky Statutes and Laws).
- 2.21 Incorrigible Bad Conduct - persistent violation of the Code of Conduct or persistent violation of the criminal laws of Kentucky constitutes "Incorrigible Bad Conduct." Ten Class I offenses during the school year can be considered as "persistent." (KRS 158.150 sub section (1) Kentucky Statutes and Laws).
- 2.22 Abuse of Teacher is any act that upbraids, insults or abuses any teacher of the public schools in the presence of the school or in the presence of a pupil of the school. (KRS 161.190 Kentucky Statutes and Laws).
- 2.23 Use of Profane Language is the use of any language, act, expression, or remark which is offensive to modesty or decency.
- 2.24 Possession or Use of Tobacco, Tobacco Products and/or Smoking Paraphernalia is the possession or use of tobacco products or smoking paraphernalia on school grounds and immediately outside the school buildings.
- 2.25 Illegal use of School Lockers or Facilities is the secreting or hiding of controlled substances (drugs) alcohol, weapons, or any other items detrimental to the welfare of students and the educational process.
- 2.26 Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an

individual. It is prohibited to harass or discriminate due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability.

Conduct and/or actions prohibited under this policy include but are not limited to:

1. Unwanted touching, sexual name calling, sexual jokes, and spreading sexual rumors;
2. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
3. Impeding the progress of a student in class by questioning the student's ability to do the required coursework based on the gender of the student;
4. Limiting students' access to education tools, such as computers, based on the student's gender; and
5. Teasing a student's subject choice or assignment based on the gender or religious affiliation of the student.
6. Persistent teasing, name calling, or other activities that cause another individual distress or negatively impact that individual's self-esteem.

2.27 Bullying: means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

1. *That occurs on school premises, on school-sponsored transportation, or at a school sponsored event: or*
2. *That disrupts the education process.*

This definition shall be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the educational process.

2.28 *Personal Telecommunication Devices*

“Personal telecommunication device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

Possession and Use Restrictions

Students shall be permitted to possess, but shall not be permitted to use telecommunications and other related electronic devices on school property or on any location of a school-sponsored activity during the school day or while attending school-sponsored trips associated with the regular school day schedule.

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

- a. Poses a threat to academic integrity, such as cheating;

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

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

Cell phones must contain the SIMS Card when applicable or it will not be considered a confiscated phone. Students who have these devices confiscated for a 3rd time will then be assigned a Friday School that must be served before student can get device back. Confiscated phones may be accessed if information, which may be in violation of school rules, is brought to the attention of the Principal or Assistant Principal.

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.

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 st Time	Repeats
Tardiness	Minimal	Conference	Parent Involvement
	Excessive	Detention	Alternative Education *
Unexcused Absence	Minimal	Parent Involvement	Detention
	Excessive	Alternative Education	Referral to DSSS / Court proceedings
Insubordination (defiance of authority)	Minimal	Conference / Alternative Education	Parent Involvement / Alternative Education
	Excessive	Alternative Education / Suspension	Expulsion
Disrupting the educational process	Minimal	Conference / Alternative Ed.	Parent Involvement
	Excessive	Alternative Education / Suspension	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 /	Alternative Education /
	Excessive	Suspension	Suspension
Alcohol & Drug Violation	Incident	Alternative Education /	Suspension / Expulsion
Arson	Incident	Expulsion	
Weapons	Incident	Expulsion	

* *Alternative Education* may include one or more of the following response options:

- Friday Afternoon Extended Day Detention
- In-school Alternative Assignment
- Lunch Detention
- Ludlow Learning Academy
- Detention

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 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 court-designated worker
- Referral to appropriate agencies
- Referral to police

CORPORAL PUNISHMENT POLICY

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

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

SUSPENSION AND EXPULSION

All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.

A pupil shall not be suspended from the common schools 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 him 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 own version of the facts relating to the charge or charges.

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

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

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

SEARCH AND SEIZURE POLICY

School Lockers and Desks

School lockers and desks in the Ludlow Independent School District are school property and are under the ultimate control and custody of the Board. The Board hereby declares it to be a matter of public policy that it reserves the right for school officials to inspect the contents of school lockers and desks.

The following guidelines are to be followed before a school official searches the contents of school lockers, desks, or confiscated cell phones:

- (a) The search is based on reasonable suspicion for believing that something contrary to school policy or significantly detrimental to the school and its students will be found in the locker, desk, or cell phone. Police drug dogs may be used to search the school facility.
- (b) The school officials have attempted to notify all students by written word and public announcement that school lockers and desks are school property and are subject to search for contraband, stolen articles, controlled drugs, alcoholic beverages, dangerous weapons, or any property belonging to the Board which is not property in the possession of the student.
- (c) The school officials have attempted to notify all students by written word and public announcement that school officials have keys or combinations to the school lockers and that the Board reserves the right for school officials to search the lockers and desks.
- (d) The primary purpose of the search bears a rational relationship to a legitimate education interest and is to secure evidence of student misconduct for school disciplinary purposes. However, in certain circumstances the evidence could be made available to a law enforcement official. If evidence of a crime or grounds for a juvenile proceeding is lawfully obtained by a school official, it may be turned over to a law enforcement officer for his/her use.
- (e) Any search of student lockers or desks shall be, when possible, conducted by the school official in the presence of the student whose assigned locker is the subject of the search.

Search of a Student's Person or Personal Belongings

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

Should the school official not be of the same sex as the student to have his/her person searched, said school official shall designate a staff member to conduct the "pat down." Other staff members that could be designated for this purpose include, but are not limited to, the school health nurse or a guidance counselor. Witnesses designated by the school official could be

classroom teachers. No official shall conduct a strip search of any student enrolled in the Ludlow Independent School District.

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

- (a) The search is based on a reasonable suspicion for believing that something contrary to school rules or significantly detrimental to the school and its students will be found in the search of the student's person or personal belongings.
- (b) The school officials have attempted to notify all students by written word and public announcement that the Board hereby grants school officials the authority to search a student's person or personal belongings.
- (c) The primary purpose of the search of a student's person or personal belongings bears a rational relationship to the legitimate education interest of the school system.
- (d) The school officials have attempted to notify all students by written word and public announcement that, if during a search of a student's person or personal belongings the school official, or his designee, does discover contraband, stolen articles, controlled drugs, alcoholic beverages, or dangerous weapons such unlawful items found could stand as evidence and as a basis for cause in a suspension or expulsion hearing.

SCHOOL RESOURCE OFFICER or LAW ENFORCEMENT OFFICER

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

DISPOSAL OF ANYTHING FOUND IN COURSE OF SEARCH

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

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

DEFINITIONS OF TERMS IN THIS POLICY

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

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

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

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

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

CRIMINAL VIOLATIONS

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

SPECIAL EDUCATION STUDENTS

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

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

LUDLOW INDEPENDENT SCHOOLS

**Notice of Probation
Behavioral Contract**

Name of Student _____ Grade _____ Date of Birth _____

Address _____ Phone _____

Parents/Guardians _____

Date Probation begins _____ Date Probation ends _____

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

The reason for probation includes: _____

The terms of probation shall include: _____

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

Signature of Student _____

Signature of Principal or Designee _____

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

LHS DRESS CODE

Dress is the responsibility of the student and of their parents. Uniformity of dress that guides certain areas is a concern of parents, students and the school. Areas of dress that relate to Ludlow students are as follows:

1. Excessively baggy clothing, such as pants, jeans, shirts, etc. is not permitted.
2. All pants, shorts, or skirts must be worn at waist with no undergarments showing. Shorts must come six inches from the top of the knee (**all the way around**). Any holes in pants/shorts/skirts must be below 6 inches from the top of student's knees. Girls' dresses, skirts or suits must come 2-3 inches above the knee in length (**all the way around the leg**). Mini and/or short skirts are not permitted.
3. Facial hair is to be clean and trimmed.
4. Hair on the head is to be clean and well-groomed. Dyeing or coloring of the hair that is radical to the point of being disruptive is prohibited. Hair styles that are radical to the point of being disruptive are prohibited.
5. T-shirts with inappropriate printing or illustrations are not to be worn. Muscle shirts, cut-off shirts, tank tops, and see through mesh/lace shirts (unless another shirt, meeting the dress code standards, is worn underneath) are not permitted. The midriff must not show. Blouses/shirts must meet skirts, pants, slacks, or shorts.
6. Open back blouses or tops are not permitted. Tank tops, tube tops, halter tops, etc., are not to be worn to school. The midriff must not show, whether standing or sitting. Sleeveless shirts are not permitted.
7. Hats are to be secured in lockers and not carried from class to class. Hoods on sweatshirts are not to be worn up on the head.
8. Body ornamentation that is of a radical style or nature that may cause a disruptive atmosphere in the classroom is not permitted. This also applies to a student's overall general appearance. Inappropriate language, designs, and symbols may not be permitted.
9. Stretch pants of any kind must covered with shorts or dress that meets the standards of each. (refer to #2)
10. Any chains or other accessories that are such that they may be used as a weapon or otherwise deemed dangerous are not permitted.
11. Pajamas and/or slippers are not permitted.
12. No garment endorsing schools other than Ludlow Schools may be worn. Exceptions include those garments that come from a competition in which Ludlow participated. Shirts from or endorsing legitimate colleges and universities are also acceptable.
13. Any shirt that reveals cleavage is prohibited.

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

LUDLOW HIGH SCHOOL
EXTRA CURRICULAR ATTENDANCE AND GRADING REQUIREMENTS

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

<u>HIGH SCHOOL ACTIVITIES</u>	<u>NUMBER OF ABSENCES</u> (Can Not Exceed)	<u>DATE</u>
High School Homecoming	5 Absences	September 29, 2017
High School Snowball Dance	10 Absences	February 10, 2018
High School Prom	15 Absences	April 28, 2018
Graduation	18 Absences	May 31, 2018

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

NOTE: 10 Tardies constitute one day absent and 1 tardy a % of an absence. For example: If a student has been absent 18 days and tardy 7 days, they would be considered absent 18.7 days. This would cause this student to be unable to walk at the graduation ceremony.

ACADEMIC REQUIREMENTS

- Refer to page 6 under “Academic Probation”

Both attendance and academic information will be checked 1 week before the event.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

The General Graduation Program contains the specific minimum credit requirements for graduation from Ludlow High School (Grades 9-12). These are as listed below:

English	4 credits – English I, II, III, and IV
Math	4 credits – Algebra I, Geometry, Algebra II, plus on additional math credit
Science	3 credits – Biology I, Chemistry, Earth/Space Science
Social Studies	3 credits – Integrated Social Studies, Modern World Civilization, U.S. History
Health/PE	1 credit
Fine Arts	1 credit
Electives	6 credits

In addition to the above credit requirements, the following items are included:

- Regardless of number of credits, students need to have passed their English and math classes in order to be promoted to the next grade level. Summer school for remediation purposes may be an option. Check with the Guidance Counselor if you have questions regarding this.
- All seniors must take and pass at least three core classes in the following areas: English, math, science, or social studies.
- In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement of a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of “3” or higher on a College Board Advanced Placement examination or a grade of “B” or better in a high school equivalent.

In order to be promoted to the next grade level each year, students must earn a minimum number of credits. The requirements are as follows:

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

A total of three (3) credits will be accepted from summer school and/or correspondence courses toward graduation. No more than (2) of these credits may be earned in any one content area (English, Math, Science, Social Studies). These credits are to be earned only as a means of remediation (student took class, but did not pass it).

Any twelfth-grade student who is deficient in credits to graduate must show evidence (grade and assigned credit) of completing those deficient credits to the high school Principal by May 15th of the following year that his/her class graduated in order to receive his/her diploma from Ludlow High School.

In addition to the credit requirements, all candidates for graduation must also meet the following attendance requirements in order to participate in senior activities and the graduation ceremony: Students must have no more than eighteen (18) absences (both excused and unexcused) during their senior year. Every ten (10) tardies (no matter what type of tardy— excused or unexcused, or morning tardies or afternoon early dismissals) will be considered one (1) absence. Exceptions may be made at the discretion of the Principal, but will need written physician documentation. (To help clarify the exceptions, it

is not simply for absences that have a doctor's excuse/note. It is referring to consecutive absences due to prolonged illnesses, injury, or surgery.)

If a student does not meet these attendance requirements, he/she will NOT be allowed to participate in senior activities and the graduation ceremony.

During the 2017-2018 school year, Ludlow High School students may earn credit through the online APEX System. All APEX students must accept the terms of the APEX Ethics and Acceptable Use Agreement, as well as the terms of the school's Acceptable Internet Use Contract. If students are interested in taking an online course, they should see the Guidance Counselor for more information.

General Graduation Program

The General Graduation Program contains the specific minimum credit requirements for graduation from Ludlow High School. These are as listed below:

English	4 credits – English I, II, III, and IV
Math	4 credits – Algebra I, Geometry, Algebra II, and one additional math credit (Financial Literacy Math, Probability & Stats, Pre-Calculus, or AP Calculus)
Science	3 credits – Biology I, Chemistry, Earth/Space Science
Social Studies	3 credits – Integrated Social Studies, Modern World Civilizations, U.S. History
Health/PE	1 credit
Fine Arts	1 credit
Electives	6 credits

In addition to the above credit requirements, the following items are included:

- Regardless of number of credits, students need to have passed their English and math classes in order to be promoted to the next grade level. Summer school for remediation purposes may be an option. Check with the Guidance Counselor if you have questions regarding this.
- All seniors must take and pass at least three core classes in the following areas: Language Arts, Math, Science, or Social Studies.

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

VARIOUS PROGRAMS OF STUDY THAT LHS OFFERS

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

The programs are as follows:

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

All students must meet the requirements for the General Graduation Program. These requirements are listed on the previous page in this handbook. The other three courses of study are described on the pages that follow.

Pre-College Curriculum

The Pre-College Curriculum is subscribed to by all public colleges and universities in the Commonwealth. This program sets **course minimums** for unconditional acceptance to these schools. In addition, an individual institution of higher education could add an academic performance qualification - such as high school grade average, class rank, ACT scores, or other relevant indicators to the statewide requirements. Students who plan to attend a Kentucky public college must complete the minimum course of study listed below:

English	4 credits – English I, II, III, IV
Math	4 credits – Algebra I, Geometry, Algebra II, and one additional credit (Financial Literacy Math, Probability & Stats, Pre-Calculus, or AP Calculus)
Science	3 credits – Biology I, Chemistry, Earth/Space Science
Social Studies	3 credits – Integrated Social Studies, Modern World Civilizations, U.S. History
Health/PE	1 credit
Fine Arts	1 credit
<i>Foreign Language</i>	<i>2 credits in one foreign language</i>
Electives	4 additional credits

LHS Program of Academic Studies

Please note that the requirements listed under the heading Pre-College Curriculum are minimal, and the Council on Higher Education **strongly recommends additional academic coursework.**

Therefore, Ludlow High School has adopted a Program of Academic Studies to encourage students to take stronger academic courses and to reward them for doing so. The main thrust of the Program of Academic Studies (PAS) is that certain courses have been identified as academic and may be weighted. Also, students who successfully complete the PAS will receive recognition on their official transcript. **Students planning to attend a four-year college are strongly urged to complete these minimum requirements!**

English	4 credits
Math	4 credits – Algebra I, Geometry, Algebra II, and one additional credit (Financial Literacy Math, Probability & Stats, Pre-Calculus, or AP Calculus)
<i>Science</i>	<i>4 credits – Biology I, Chemistry, Earth/Space Science and one additional science credit</i>
Social Studies	3 credits – Integrated Social Studies, Modern World Civilizations, U.S. History
<i>Foreign Language</i>	<i>2 credits in one foreign language</i>
Fine Arts	1 credit
Health/PE	1 credit
Electives	3 additional credits

ONLINE COURSES

Ludlow High School offers online courses to students through an accredited online provider, APEX. Students may be placed in an online course for various reasons including Credit Recovery and scheduling needs.

Students who are taking an online course for high school credit as part of their regular six period schedule of classes will receive a grade during each grading period. Students are expected to complete the online course by the end of the school year. Students should understand that they may need to complete coursework from home (as homework) in order to keep up with the proper rate of completion. Grades will be recorded based on a student's completion percentage and recorded grade average at each grading term (including progress reports). Please refer to the below table for rate of completion.

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

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

DISTINGUISHED SCHOLAR PROGRAM

Students will receive the Commonwealth Diploma when they complete the minimum unit requirements for high school graduation set by the Ludlow Board of Education, and all minimum requirements of the Pre-College Curriculum. In addition, students must successfully complete (receive a grade of "C" or above) at least four (4) courses in the Advanced Placement (AP) Program or Dual Credit Program:

- a. English – 1 course
- b. Math or Science – 1 course
- c. Foreign Language – 1 course
- d. One additional AP course or Dual Credit Course

Students must also complete 3 of the 4 AP examinations in order to receive the Commonwealth Diploma. (*LHS requires all students enrolled in an AP class to take that AP exam, with the exception of Spanish IV.*) Upon the successful completion of the requirements stated above, students will be honored with the Commonwealth Diploma at graduation.

As an incentive, the state reimburses AP exam fees for any students that earns the Commonwealth Diploma and earns a score of 8 or higher on any three (3) AP exams. (Exams are scored on a scale of 1 to 5; Five is the highest score.)

GRADUATION EXERCISES

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

In addition to the credit requirements, all candidates for graduation must meet the following attendance requirements in order to participate in senior activities and the graduation ceremony: Students must have no more than eighteen (18) absences (both excused and unexcused) during their senior year. Every ten (10) tardies (no matter what type of tardy— excused or unexcused, or morning or afternoon early dismissals) will be considered one (1) absence. Exceptions may be made at the discretion of the Principal, but will need written physician documentation.

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

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

EXAMS

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

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

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

EXAM EXEPTIONS

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

- Students in grade 7-12 will be exempt from exams if they have a 93% for their final year average. There will be a date in May to determine exemptions.
- Juniors and Seniors who have hit all three ACT benchmarks and have a 90% for their final year average in any class will be exempt from that particular exam (including junior college readiness course).
- Students in EOC (End of Course) classes must have a 70% final year average and score a “C” or better on their EOC exam to be exempt. If the exam is given by “paper and pencil,” the proctor will determine exemption.
- Students in grades 7-9 who scored a “Proficient” or “Distinguished” on K-PREP the previous year and who have a 90% or higher will be exempt from the exam in the class that matches the content area in which he/she scored “Proficient” or “Distinguished.” In order to be exempt from an English class, the student must have scored “Proficient” and/or “Distinguished” in both reading and on-demand writing.
- Student aides will be exempt based upon supervisor’s recommendation.
- Peer tutors must have an “A” average for the year based on supervisor’s/coordinator’s recommendation through discussions with the supervising teacher.
- A student taking an online course will be exempt from an exam if he/she has fulfilled all requirements for the course and is passing the course.

- Credit recovery students will not be exempt from exams unless all coursework is completed and the student has passed all of those classes.
- Students do not have to be at school during any exam time that they are exempt.
- The exam schedule will be three days with two exams each day.
- Dual Credit and AP exam policy will be determined by teacher.

END OF YEAR ASSESSMENT EXAMS

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

GRADE POINT AVERAGE

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

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

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

The courses that are weighted on the 4.5 scale are as follows:

Honors English I	Honors Algebra II
Honors English II	Pre-Calculus
Honors English III	Physics
Honors Algebra I	Biology II
Honors Geometry	Spanish III

The courses that are weighted on the 5.0 AP scale are as follows:

English IV AP	U.S. History AP	Gateway Dual Credit Classes
Calculus AP	Spanish IV AP	
Biology AP	Art AP	
AP KVHS Classes	NKU Early Enrollment Classes	

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

Unweighted Scale

A = 4.00 points
 B = 3.00 points
 C = 2.00 points
 D = 1.00 point
 F = 0.00 points

Weighted Scale

A = 4.50 points
 B = 3.375 points
 C = 2.25 points
 D = 1.125 points
 F = 0.00 points

Advanced Placement

A = 5.00 points
 B = 3.75 points
 C = 2.50 points
 D = 1.25 points
 F = 0.00 points

GRADING SYSTEM

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

A = 93 – 100 B = 85 – 92 C = 76 – 84 D = 70 – 75 F = 0 – 69

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

HONOR ROLL

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

LIBRARY SERVICES

The library is open from 7:30 a.m. until 3:15 p.m. each day. The library is also open after school during ESS and by appointment.

During class time, students will only be admitted to the library with a pass.

Books will be checked out for 14 days but may be returned prior to the due date. Reference books, magazines, dictionaries, and newspapers may not be taken from the library except by special permission of the librarian.

Some books may be renewed for a period determined by the need of the student and the library. Books that are overdue for more than a month will be considered lost, and a fine will be assessed.

Any loss or damage must be made good to the satisfaction of the librarian.

The librarian is your teacher while you are in the library. She will enforce all school rules. Personal assistance and direction may be requested at any time just as in any classroom situation.

GUIDANCE SERVICES

The primary purpose of our school counselor is to help each student realize his or her fullest potential both in high school and in preparing for post-high school experience.

The counselor is available to help you with decisions about your current and future education, possible career choices and personal problems.

The counselor is an excellent source of career information, college, vocational-technical school information and information concerning any aspect of your educational and career future.

The counselor is here to help with problems related to school, home, friends, and other aspects of your life.

Most often a student can see the counselor before or after school. If you want to leave class to see the counselor, you must receive permission from your teacher.

One important thing to remember... the counselor is here to help the student. When a problem is arising, please come to the Guidance Office at the beginning so that solutions can help you to have a successful, happy school year.

EXTRA CURRICULAR ACTIVITIES

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

Students must be in attendance at least half of the school day to be eligible to participate in any school activity.

SCHOOL ACTIVITIES

School activities include athletics, cheerleading, band, clubs, dances, honor day, and homecoming.

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

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

- a. Maintain eligibility requirements as required by the Kentucky High School Athletic Association or by the sport's governing constitution.
 - b. Pass a physical examination.
 - c. Practice good sportsmanship while representing Ludlow High School.
2. **Band:** All students interested in joining the band may see the band director after school. The band participates in numerous contests during the year and annually presents two concerts. Band members also play at home football and basketball games, and at the commencement ceremony.
 3. **Clubs:** Ludlow High School offers a variety of clubs for students wishing to participate in extra-curricular activities. These clubs include:
 - a. National Honor Society: NHS is an honorary group open to sophomores, juniors, and seniors maintaining a 3.3 weighted grade point average. Once a student meets the 3.3 minimum requirement, he/she may complete an application for selection. A faculty team will select students based on the following areas: leadership in the school and community, involvement in school and community activities, character, and service or volunteer hours/activities in the school or community. New members are inducted in the spring. NHS sponsors a winter dance and provides scholarships in May.
 - b. Student Council: The student council will consist of homeroom elected representatives in grades 7-12, and four executive officers for each grade level, as well as for the school council.
 - c. Academic Team: Students in grades 7-12 who are interested in various academic team competitions that are scheduled during the school year are encouraged to join.
 - d. Students Against Destructive Decisions (SADD): Formerly known as Students Against Drunk Driving, this national organization changed its name in 1997 to Students Against Destructive Decisions. Ludlow High School now runs a chapter of this group, open to all students in grades 7-12. This is for students who are willing to commit to a healthy lifestyle and help promote this lifestyle. Topics addressed will include the use of drugs or alcohol, driving safety issues, smoking,

sex/abstinence, suicide, and violence. Students will help run campaigns on these topics to encourage students and parents to have a healthier lifestyle.

- e. Fellowship of Christian Athletes (FCA): This club is open to any student who wishes to enjoy food, fun, and fellowship with their peers and faculty members.
- f. Yearbook: The dedicated members of this organization put together the school's yearbook each year. If you enjoy taking photos, writing stories about your school, and designing page layouts, you should consider working on the yearbook.
- g. Student Technology Leadership Program (STLP): Students work with technology staff on learning about computer hardware and software. Students meet after school and in the summer to work on/maintain the school's actual computers.

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

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

In general, school rules apply to the dance, whether it is on or off school grounds.

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

Video cameras are not permitted.

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

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

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

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

SEE ATTENDANCE AND GRADING REQUIREMENTS FOR SCHOOL DANCES. (Page 28)

PROBLEM-SOLVING PROCESS

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

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

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

EQUAL OPPORTUNITY

Ludlow High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, handicap, or veteran status.

ANNUAL NOTIFICATION

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

STUDENT COMPLAINT PROCEDURE

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex or handicap in an educational program and/or activities have the right to file an informal and/or formal complaint as follows. This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. This person in our school system is Mike Borchers (261-8210) 525 Elm Street - Ludlow, KY 41016

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

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

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

Formal Complaint - General Provisions (KRS 1:170)

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

FORMAL COMPLAINT PROCESS

Step 1

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

Response

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

Note

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

Step 2

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

Response

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

Step 3

If the student (complainant) is not satisfied with the action by the school principal in Step 2, the complainant may notify in writing within five (5) days of response the Regional Director, (Vocational Education or Technical School), or the local superintendent of schools (regular student). This written notice must identify the complaint and dates and all written information and response from all previous steps.

Response

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

Step 4

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

Note

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

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

Complaint Procedures for Parents:

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

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

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

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

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

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

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

NOTICE TO PARENTS OF A TEACHER'S QUALIFICATIONS/CERTIFICATION

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

LUDLOW INDEPENDENT SCHOOL DISTRICT
USE OF ELECTRONIC MAIL AND THE INTERNET

We are pleased to offer students of the Ludlow Independent School District access to the district computer network for electronic mail and the Internet. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, and the military and other organizations. In schools and libraries, the Internet can be used to educate, inform and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM and other electronic informational sources. To gain access to E-mail and the Internet, all students must obtain parental permission and must sign and return the attached form to the District Technology Coordinator.

Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our

intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Ludlow Board of Education supports and respects each family's right to decide whether or not to apply for access.

ELECTRONIC MAIL AND INTERNET RULES AND REGULATIONS

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

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

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

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

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

THE FOLLOWING ARE NOT PERMITTED:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Other unethical use of the Internet
- Violating the integrity of the private electronic mail system

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

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

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

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

KETS – District Operations Guide for Active Directory and Messaging Services

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

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

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

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

RESTRAINT AND SECLUSION PROCEDURES

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

CHILD FIND

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

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

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

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

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

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

Student Records

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

PROCEDURE TO BE ESTABLISHED

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

DISCLOSURE OF RECORDS

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

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

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

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

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

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as

contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

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

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

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

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

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

DUTY TO REPORT

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

DIRECTORY INFORMATION

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

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

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

SURVEYS OF PROTECTED INFORMATION

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

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

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

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

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

STUDENTS WITH DISABILITIES

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

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

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

JUVENILE COURT RECORDS

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

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

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

COURT ORDER/SUBPOENA

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

REFERENCES:

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

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

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

Individuals with Disabilities Education Improvement Act of 2004

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

RELATED POLICIES:

09.111; 09.12311; 09.43

Adopted/Amended: 7/21/2016

Tobacco Free Campus

Effective Spring 2017, the Ludlow Independent School District is a 24/7 Tobacco-Free Campus. Tobacco products of any kind are expressly prohibited on campus grounds.