

Mary A. Goetz Elementary

“Reaching Each and Every Child”

512 Oak Street

Ludlow, KY 41016

859-261-2100

www.ludlow.kyschools.us



Student Handbook

2014-2015

“Mary A. Goetz Elementary is committed to providing all students with an environment that fosters a love of learning, enhances student achievement, cultivates respect for individual diversity, and prepares students for making sound personal choices.”

EQUAL OPPORTUNITY EMPLOYER

No person shall be subjected to discrimination in regard to employment, retention, promotion, national origin, political affiliation, marital status, or age

The Panther Way

Ludlow Elementary School staff and students will adhere to the basic concepts of *The Panther Way* which include being respectful to yourself and others, doing your personal best, and being responsible.

Staff and students will model these concepts to establish a positive school-wide sense of community.

The Panther Way

**BE RESPECTFUL TO YOURSELF AND OTHERS
ALWAYS DO YOUR PERSONAL BEST
BE RESPONSIBLE**

The Panther Way incorporates two areas:

A school-wide focus demonstrating a respect for everyone, instilling a personal best attitude, and being responsible.

Staff efforts to enhance a school-wide sense of community, shared learner expectations, and challenging students to meet their full potential.

OUR MISSION

Ludlow Elementary School is committed to providing all students with an environment that fosters a love of learning, enhances student achievement, cultivates respect for individual diversity, and prepares students for making sound personal choices.

SCHOOL INFORMATION

Address/Phone/Fax

Mary A. Goetz Elementary School
512 West Oak Street
Ludlow, Kentucky 41016
Telephone: (859) 261-2100
Fax: (859) 655-8793

Office Hours: Monday-Friday 7:30 am-3:30 pm
All visitors are required to sign in at the office

Internet Web Site Address

www.ludlow.kyschools.us

Find a wealth of information on the homepage, as well as a complete list of email addresses for all faculty members.

Administration Team

Mr. Jason Steffen, Principal
jason.steffen@ludlow.kyschools.us

Ms. Jodi Schmidt, Dean of Students
jodi.schmidt@ludlow.kyschools.us

TABLE OF CONTENTS

SCHOOL POLICIES AND PROCEDURES

Attendance	6
Excused Absences	6
Unexcused Absences	6
Unexcused Absence Make-up Work	7
Tardiness	7
Pre-Arranged Student Absences	7
Compulsory Attendance	7
Truancy & Habitual Truancy	8
Habitual Unexcused Absence and/or Tardy Procedures.....	8
Detention	9
Rules for School Detention	9
Friday Afternoon School Detention Guidelines.....	10
Entering and Leaving	11
Procedures for Early Dismissal of Student	11
Hall Passes.....	11
Textbooks.....	11
Telephone	11
School Visitation	12
Lost and Found	12
Deliveries to Students.....	12
Conferences	12
Immunization Certificates.....	12
Dispensing of Medication	12-13
Federal Lunch Program.....	13
Cafeteria Expectations... ..	14
Cafeteria Consequences	14

STUDENT DISCIPLINE CODE

Development	15
Annual Review	15
Annual Orientation	15
Non-Discrimination.....	16
Due Process.....	16
Appeal Procedures.....	16
Discipline Policy and Philosophy Statement.....	17-18
Inappropriate Behaviors-Class I Offenses.....	18-19
Inappropriate Behaviors-Class II Offenses.....	19-22
Discipline Alternatives	22-23
Effective Communication and Documentation.....	23
Corporal Punishment Policy	23
Suspension and Expulsion	24
Search and Seizure Policy	24-26
School Resource Officer.....	27
Criminal Violations	27
Special Education Students.....	27
Dress Code	28

TABLE OF CONTENTS (continued)

GRADING SCALE	29
GUIDANCE SERVICES.....	30
EXTRA-CURRICULAR ACTIVITIES	30
FAMILY EDUCATION RIGHTS AND PRIVACY ACT	30
EQUAL OPPORTUNITY	31
ANNUAL NOTIFICATION	31
STUDENT COMPLAINT PROCEDURE	31-32
FORMAL COMPLAINT PROCESS	32-33
COMPLAINT PROCEDURES FOR PARENTS.....	33
USE OF ELECTRONIC MAIL AND THE INTERNET	34-36
CONFIRMATION OF RECEIPT OF HANDBOOK	36

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 to all students. The following policies and procedures are basic to the smooth and efficient operation of an elementary 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 bring a parent or doctor's note to excuse the absence. Notes will be given to the student's homeroom teacher.
- b. All classes will be checked for absentees in the morning and after lunch.
- 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.

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 (3) days per quarter. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian's signature.
- b. The school is the final arbitrator of whether or not an absence is to be excused, even though the parent has sent an explanation.
- c. 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, physician's statements, court subpoenas, and other proof may be required to excuse an absence in a case other than personal illness.

Excused Absences and Make-up Work:

Make up and the deadline for turning in such work should be arranged cooperatively between the student and teacher.

Unexcused Absences:

After three unexcused absences, a child may be referred to the school counselor or service team for follow-up with the parents/guardians and initiation of supportive services, if necessary. **Students who have three or more unexcused absences will be required to attend a school detention from 3:15pm until 4:00pm to make up for lost time in class.** Parents will be notified in advance if their child is being held for detention.

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 are 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.

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

TARDINESS

- a) Students who are tardy to school must have a written note from a parent/guardian containing the reason for being tardy, a phone number where a parent or guardian can be reached, and the parent or guardian's signature.
- b) A student may receive an excused tardy with a doctor's note
- c) If tardiness persists, the student and parent may be required to appear for a conference with the Principal or Assistant Principal. If tardies persist after this conference, other disciplinary measures will be initiated. **Students who have three or more unexcused absences or tardies will be required to attend a school detention from 3:15pm until 4:00pm to make up for lost time in class.** Parents will be notified in advance if their child is being held for detention.

PRE-ARRANGED ABSENCES

- a. A request to the principal must be given at least two weeks in advance.
- b. It is imperative that the student be doing passing work.
- c. All work missed must be made up at a time other than regular class time.
- d. The principal has the authority to grant or deny a request.

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 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 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 (3) days per quarter. 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, physician's statements, court subpoenas, and other proof may be required to excuse an absence in a case other than personal illness.

The following table illustrates how habitual unexcused absences and tardies will be handled:

Violation	Procedure
2 days of unexcused absences or tardies	2 day truancy letter and notification sent home from the elementary office that the next unexcused absence or tardy and any further unexcused absences and tardies, will result in a formal school detention.
3 days of unexcused absences or tardies	3 day truancy letter sent home from the elementary office, parent conference will be held with school officials, and a formal school detention will be assigned.
5 days of unexcused absences or tardies	Habitual truancy letter sent home from the elementary office, hearing with school officials will be held to place the student on a behavior contract, student may be assigned a Friday afternoon extended day detention (FAED), and home visits may also be conducted to determine reasons for habitual absenteeism or tardiness.
6 or more unexcused absences or tardies and lack of success by prior deterring consequences	The school may pursue truancy charges against the child and the child's parent (s) or legal guardian (s) through the Kenton County Court.

DETENTION

- a. Teachers may hold their own detention for students pertaining to discipline purposes as they deem necessary.
- b. 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 or suspension.
- c. There will be general School Detention held for 45 minutes Monday through Friday each day after school. Only the Principal or designee will assign students to this detention.
- d. Extracurricular activities and other parental requests will not be considered as an excused absence from detention.
- e. 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.
- f. Failure to attend detention when assigned may result in FAED detention or suspension from school.
- g. Students assigned to detention are expected to bring classroom work to work on and needed materials to complete the assigned tasks.
- h. Continued failure to adhere to regulations regarding detention may result in FAED detention 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. Students may not talk or sleep.
- d. Students must always bring classroom assignments with materials and work through entire detention.
- e. Students violating the above rules will be referred to the principal, which may result in additional days of detention, FAED Detention, 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.

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. Number of detentions - The maximum number of detentions that will be assigned is three (3) for each offense. If it is decided that three detentions is not enough punishment for a particular offense, another form of punishment such as suspension will be administered.
4. 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.
5. 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.
6. Skipping one (1) FAED Detention - If a student is assigned one (1) FAED detention and misses that detention, the detention will be doubled.
7. Consecutive FAED detention - A student may not accumulate more than two (2) consecutive FAED detentions for different offenses. This will result in a student hearing to discuss further disciplinary action.
8. Skipping two (2) or more FAED detentions - If a student skips two (2) or more FAED detentions, the student may be suspended and still be expected to serve the detentions.
9. 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.
10. Assignment of FAED detention - Only the Principal or Assistant Principal may assign this detention.
11. Excused absences - Only a death in the immediate family or a doctor's excuse for the day of detention will excuse a student from FAED detention.
12. 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.
13. Dress - School dress code rules will be in effect during FAED detention.

ENTERING AND LEAVING

Students may not enter the building prior to 8:00 A.M. unless they are eating breakfast. All students should be in the building at 8:10 A.M. where they will report immediately to their homeroom. Students arriving after 8:20 A.M. will be considered tardy.

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 supervised by 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 3:20 P.M. Teachers will be requested to take note of any unattended students in the building.

PROCEDURES FOR EARLY DISMISSAL OF STUDENT

All children are expected to stay in school until dismissal at the regular hour. All students dismissed before the end of the day are considered tardy. No child is allowed to leave school early for any reason, unless it is first cleared through the office. To leave school before the regular dismissal hour, a pupil should have a note from the parent stating the time the parent will be in the office to get the child. For the child's safety, the child shall not wait outside to be picked up. You will need to sign your child out in the office where he/she will meet you. Unless the school receives notice in writing from you, only those listed on the emergency data form will be allowed to sign out your child. Identification may be required.

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.

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.

TELEPHONE

Students may be granted use of an office phone only in the case of illness or emergencies.

SCHOOL VISITATION

All parents/visitors must register in the office before visiting classrooms and/or gaining access to the building. Access to classrooms and/or the building will not be granted unless an appointment or conference has been scheduled and the office is notified. 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 limited to once per week 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 at semester breaks.

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 Health Center at 859-655-7500 if you have questions.

DISPENSING OF MEDICATION

Medications should be given at home when possible. However, should a student 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

Free and reduced cost lunches are available to those students of families who qualify and who wish to apply. Applications will be given to each student at the beginning of the school year. If you wish to apply, the application, including financial information, must be completed in full. We are required to randomly verify the information contained on a percentage of the applications.

CAFETERIA EXPECTATIONS

All students at Ludlow Elementary School have the opportunity to participate in a nutritionally well-balanced breakfast/lunch program. The following expectations must be observed in the cafeteria:

1. Students will enter the cafeteria 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 lunch.
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 objects.
5. Students are to leave their eating area clean.
6. Students are not to buy extra food for other students who did not purchase a lunch or share their food with other students.
7. Students are to 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.
8. Students who pack their lunch from home are not permitted to bring canned or bottled soft drinks.
9. Students violating the above expectations are subject to disciplinary action.

CAFETERIA CONSEQUENCES

- Verbal warning - re-teach expectations
- Time out – moved to isolation table - re-teach expectations
- Time owed – loss of privilege(OPE) - re-teach expectations
- Disciplinary referral

STUDENT DISCIPLINE CODE

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

DEVELOPMENT

This CODE OF CONDUCT 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 the CODE OF CONDUCT shall be sent home with each student so both parent and student 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 preceding 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 pupil has been given oral or written notice of the charge or charges against them which constitute cause for suspension;
- The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
- 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.

APPEAL PROCEDURES CONTINUED

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.

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, parent/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. Five 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.

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 Skiping 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 KRS218A as a control 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 or simulation-type drugs. 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 are 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 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 or Tobacco Products is the possession or use of tobacco products on school grounds and immediately outside the school buildings.
- 2.25 Illegal use of 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 Illegal Possession of Paging Devices is the possession of a paging device in violation of KRS 158.165 which states that a student in a public school shall not possess a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization. **Students who bring cell phones/paging devices to Ludlow Elementary School should leave their phone/paging device turned off and secured in their backpacks during school hours. Cell phones/Paging devices that are visible, ring, or used for any reason during the school day will be confiscated and kept until Friday at 3:15 p.m. of the week in which it was confiscated. Students who repeatedly have their phone/device confiscated will risk further disciplinary action.** "Paging devices" means any telecommunications device that emits an

audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

- 2.27 Personal Security Devices and/or alarms that emit a sound, tone, noise, or other response that might be disruptive, are not permitted inside the school buildings.
- 2.28 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 class work 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 of the student.
6. Persistent teasing, name calling, or other activities that cause another individual distress or negatively impact that individual's self-esteem.

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.*

DISCIPLINE ALTERNATIVES

Students who violate policies and rules are subject to the following disciplinary alternatives:

- Verbal correction
- Change of seating assignment
- Student conference
- Parent conference
- Sending student to the office
- Cooling off or timeout period
- Behavior contracts
- Counseling sessions
- Loss of privileges
- Detention

- Suspension of extra-curricular activities
- Suspension
- In school suspension
- Removal to alternative education program
- Referral to civil authorities
- Expulsion

EFFECTIVE COMMUNICATION AND DOCUMENTATION

The Discipline Committee believes that effective and clear communication between administrators, teachers, parents, and students are the cornerstones for a successful discipline policy.

The committee recommends the following:

- a) Any correspondence of a disciplinary nature will be done in writing by the teacher to the principal on the school's disciplinary referral form. This will be done to avoid any misunderstandings and this documentation will be kept on file by the teacher and principal. This correspondence will be returned in written form describing the administrative response to the occurred situation no later than the morning of the following day.
- b) Any student sent to the office will be required to take a copy of this before mentioned correspondence home to be signed and returned to the principal. Failure to do so may result in school detention.
- c) To allow for a student's rights and the reflection upon inappropriate behavior, the student will complete a form where he/she will describe his/her actions (when appropriate for age of student).

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 and desks:

- (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 or desk. 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 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 bases for cause in a suspension or expulsion hearing.

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.

SCHOOL RESOURCE OFFICER or LAW ENFORCEMENT OFFICER

A school resource officer will now 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.

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, KRS 158.154, KRS 158.155, KRS 158. (), and KRS 620.030

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.

DRESS CODE

Dress is the responsibility of the student and of 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. are not permitted.
2. Facial hair is to be clean and trimmed.
3. Hair of the head is to be clean and well groomed. Dyeing or coloring of the hair that goes beyond normal highlighting or tinting and is radical to the point of being disruptive is prohibited. Hair styles that are radical to the point of being disruptive are prohibited.
4. T-shirts with inappropriate printing or illustrations are not to be worn. Muscle shirts, cut-off shirts, tank tops, and see through mesh shirts (unless another shirt is worn underneath) are not permitted. The mid-drift must not show. Blouses/shirts must meet skirts, pants, slacks, or shorts.
5. Girls' dresses, culottes, jumpers, skorts, skirts or suits must come to just above the knee in length. Mini and/or short skirts are not permitted.
6. Open back blouses or tops are not permitted. Tank tops, tube tops, halter tops, etc., are not to be worn to school. The mid-drift must not show, (whether standing or sitting.)
7. Headbands, wristbands, head scarfs and or hats are not to be worn. Hats are to be secured in lockers and not carried from class to class.
8. Clothing, hairstyle, and 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, if worn, must be worn with an over garment that comes at least to the point between mid-thigh and the knee.
10. Students are not to wear coats or jackets in class except in the event that the building is extremely cold due to some unforeseen circumstance.
11. Any chains or other accessories that are such that they may be used as a weapon or otherwise deemed dangerous are not permitted.
12. Backpacks, book bags, gym bags, etc. are not to be carried from class to class. Leaving these items in the floor in classrooms and carrying them in crowded hallways creates a safety hazard.
13. Shorts are permitted, however they must come at least between mid-thigh and the knee and must be tasteful in appearance. Mid-thigh may be defined as being within the length of the fingers with the arms fully extended at one's side. Failure of students to abide by this rule will result in this privilege being revoked.
14. Appropriate footwear is required. Shoes should provide sufficient support and allow for safe movement if the student were required to exit the building in an emergency. Sandals are required to have a strap on back to support the heel. Roller skate shoes, slippers, and flip flops are not permitted.
15. Pajamas may not be worn in the school.
16. 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.

GRADING SCALES

Primary (Kindergarten – 3rd grade)

Students in the primary program receive four updates on their progress during the school year. Students are not graded on a numerical scale, but an evaluation code as follows:

NE = Not Evaluated	The student has not been introduced to the skill or concept yet in the school year.
AC = Area of Concern:	The student has been introduced to the skill or concept, but has not made progress toward independently mastering the skill or concept.
BG = Beginning:	The student has been introduced to the skill or concept. The teacher needs to provide much support.
DV = Developing:	The student is developing mastery of the skill or concept. The teacher provides some support.
IN = Independent:	The student is capable to doing the skill or concept independently. Needs little or no teacher support.

Intermediate (4th – 6th grade)

95 – 100 = A
86-94 = B
76-85 = C
70-75 = D
0-69 = F

GUIDANCE SERVICES

The primary purpose of our school counselor is to help each student realize his or her fullest potential both in elementary school and in their own personal life. The counselor is here to help with problems related to school, home, friends, and other aspects of their life. Most often a student can see the counselor before or after school. If a student would like to leave class to see the counselor, they must receive permission from their teacher. One important thing to remember is that the counselor is here to help your child. When a problem is arising, please come to the Guidance Office at the beginning so that solutions can help your child 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.

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. 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 Elementary 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.

STUDENTS 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. This person 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 or the local superintendent of schools.

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 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 school office or your child's homeroom teacher
-

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

**CONFIRMATION OF RECEIPT OF
LUDLOW ELEMENTARY SCHOOL STUDENT CODE OF CONDUCT**

Print Student's Name: _____ Grade: _____

I have received a copy of the Ludlow Elementary School Student Handbook for the 2013-2014 school year. I have read the Handbook and agree to abide by its content.

_____ Parent/Guardian Signature	_____ Date
------------------------------------	---------------

_____ Student Signature	_____ Date
----------------------------	---------------

Date Form was Received by School

Please tear out, sign, and return to your child's homeroom teacher.