



Todd County Central High School

2015 – 2016

STUDENT HANDBOOK

The administration, faculty, and staff of Todd County Central High School would like to welcome each student to an exciting new school year. Continuous academic improvement is our goal each year. This handbook will continue to be revised and updated as needs change and situations arise. Please feel free to contact the school at any time if you have questions, comments or concerns.

Parents are encouraged to stay informed and support all school-related events. We invite you to visit our school any time, attend SBDM Council meetings, Open House, Parent/Teacher Conferences, and serve on council committees.

TCCHS MISSION STATEMENT

The mission of Todd County Central High School is to provide a student-centered environment that promotes post-secondary success.

TCCHS VISION STATEMENT

Our vision is to provide a curriculum that is both rigorous and relevant in order to prepare students to become productive citizens.

TCCHS STUDENT (REBELS) EXPECTATIONS

**Respect
Empowers
Belief
Excellence
Leadership
Success**

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

NOTE---Changes in or additions to the policies and procedures in this Handbook or in the Code of Acceptable Behavior may be made at any time during the school year. These changes or additions will be issued to each student in printed form.

TABLE OF CONTENTS

ACADEMICS

Promotion, Middle School Courses for High School Credit, Co-op, Student Aides, Advanced Placement, Course Weights, Final Grade Average, Nontraditional High School, Credit Recovery, Progress Reports, Report Cards, Honor Roll, Student Eligibility, Schedule Changes, Dropping Courses, Withdrawal

ATTENDANCE.....

Attendance Policy, College Visit, Home Hospital, Tardies, Check Outs, Emancipated Student Check Out, Make-Up Work

GENERAL INFORMATION.....

Bell Schedule, Balloons and Flowers, Cafeteria-Free and Reduced Lunch, Class Fee Policy, Dance, Plays, Concerts and Athletic Contests, Dissemination of Data, Emergency Information Forms, Hall Pass Policy, Lost and Found, Posters/ Handbills/etc, School Closings/Delays, Snacks and Drinks, Student Sales Policy, Telephones, Valuables

STUDENT ACTIVITIES

Class Officers, Co-Curricular Activities/Clubs, School Related Student Trips, Student Council

STUDENT SERVICES.....

Counseling, Family Resource Youth Center, ESS, School Pictures, Class Rings, ILP's

STUDENT BEHAVIOR EXPECTATIONS.....

SWEEP Policy, CELL Phone Policy, Cafeteria Behavior, Dress Code, Internet Rules, Off Campus Behavior

STUDENT DISCIPLINE

Discipline Procedures, Detention, ISAP Room, Friday School, Suspension

CODE OF CONDUCT

Due Process, Search and Seizure

FACILITIES.....

Building and Grounds, Building Hours, Closed Campus, Gym/Auxiliary Gym, Library, Lockers, Teachers Lounge/Work Room

STUDENT DRIVERS.....

No Pass/No Drive, Student Driver Contract, Graduated License Law

STUDENT RECOGNITION/AWARDS.....

Outstanding Student of Grading Period, PBIS Awards, Final Exam Exemption Policy

SAFETY

Safe Learning Environment, Fire/Tornado, Lock Down, Earthquake Drills, Visitors

HEALTH POLICIES

Todd County District Policy Regarding Medication, Personal Medication Policy, Dispensing Medication, Insurance

ATHLETICS

Policies, Season Passes

TRANSPORTATION.....

In collaboration with the Kentucky Center for Instructional Discipline, TCCHS has implemented the REBEL Instructional Discipline Program. This program promotes positive proactive behavioral interventions and instructional strategies and supports so that our students can become self-disciplined, responsible, and productive members of the community.

ACADEMICS

All classes offered at TCCHS are approved in the Kentucky Department of Education Program of Studies, and all textbooks have been approved by the Kentucky Department of Education.

For graduation requirements and courses taught at each grade level, please refer to the curriculum and scheduling guide in the TCCHS guidance office.

COURSE LOAD

All students at Todd County Central High School must take 7 classes per year.

PROMOTION

*To promote to grade 10, a student must have a minimum of 6 credits

*To promote to grade 11, a student must have a minimum of 12 credits

*To promote to grade 12, a student must have a minimum of 19 credits

MIDDLE SCHOOL COURSE FOR HIGH SCHOOL CREDIT

Incoming freshmen who have completed and passed courses such as Algebra I and/or other courses typically taken in high school, will be placed in Geometry, Alg. II, and/or other sequential courses depending on middle school course credits and state regulations. These students will be given the option of repeating the class or classes at the high school if they wish, or their middle school classes will be included on their high school transcript for a course grade and GPA credit. Per policy, all students must take a math course each year they are in high school.

CO-OP PROGRAM

Todd County Central High School offers a cooperative education program in Vocational Agriculture for senior students who have met state guidelines. Students in the co-op program must attend regular classes for a portion of the day. (See program instructors for guidelines.)

STUDENT AIDES

- Student aides must be seniors and have a minimum GPA of 2.0. Students must request to be an aide on the schedule request form that is turned in to the Guidance Office.
- Guidance will screen the applicants and compile a list of eligible prospective aides that will be made available to teachers.
- A student may be an aide for no more than one period per day and may not be an aide during a teacher-planning period.
- Co-op and independent study students may not be aides.
- No more than 2 student aides may be assigned per period in the Front Office and no more than 1 aide per period for the Guidance Office. The Library requests no more than 1 aide per period.
- Student aides should be assigned to the Library, Front Office, and Guidance Office prior to being assigned elsewhere since they serve the entire school.
- Teachers will fill out and submit a student aide request form to the Principal for approval. (forms available in Guidance Office)

- Aides must wear a nametag identifying them as Office or Teacher aides. The tag, bearing the name of the supervising teacher, would serve as the aide's hall pass.
- Student aides who do not maintain a 2.0 GPA or have a high absentee rate will be reassigned to a class.
- Aides must be supervised at all times and not allowed in the halls except to take care of teacher/office assigned business.
- Students will not receive credit for this course.

ADVANCED PLACEMENT

Todd County Central High School will offer a core curriculum that includes Advanced Placement coursework. According to 704 KAR 3:510, a school may designate a course as Advanced Placement if it meets all of the following criteria: 1) the course is identified as Advanced Placement by the College Board; 2) the course includes the content as described in the College Board overview, description recommended course syllabus for the appropriate course; 3) the course is aligned with Kentucky's Academic Expectations as established in KRS 158 and Kentucky's Program of Studies as established in 704 KAR 3:303; 4) the course prepares a student to take and be successful on the appropriate Advanced Placement examination administered by the College Board.

All students have the right to be academically challenged and will be encouraged to participate in these courses. Students will be chosen to participate based on their GPA, teacher recommendation, test scores, and student desire. If enrollment is too small for an AP class, students have the opportunity to take classes and receive credit through the Kentucky Virtual High School as mandated by Senate Bill 74.

COURSE WEIGHTS

The following course weights will be utilized when calculating grade point averages:

- Advanced Placement will carry a 5.5 point weight:

A=5.5 B=4.5 C=3.5 D=2.5 F=0

(This does not apply to dual credit classes or classes in which a student receives both high school and college credit)

- Honors Classes will carry a 5 point weight:

A=5 B=4 C=3 D=2 F=0

- All other classes will carry a 4 point weight:

A=4 B=3 C=2 D=1 F=0

***In order to receive AP credit weight for any AP class, the AP test must be taken. If the AP test is not taken, honors class credit weight will be applied to this class. The course weight will be assigned on an individual basis and AP test completion.

FINAL GRADE AVERAGE POLICY

The following procedure will be followed when determining a student's final grade average:

Starting with the 2013-2014 school year students final grade will be determined by the following:

- 1st grading period average counts 20%
- 2nd grading period average counts 20%
- 3rd grading period average counts 20%
- 4th grading period average counts 20%
- End of Course Exam (EOC) counts 20%

Grading Scale:

A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
D	60 - 69	Poor
F	Below 60	Failing
I	Incomplete (no credit)	

NONTRADITIONAL HIGH SCHOOL

A student who wishes to enter TCCHS from a nontraditional high school setting, will be required to meet the following guidelines:

- Student will be required to take final exams from TCCHS for each course for which they would like to achieve credit. These exams must be taken prior to the semester for which the student intends to enroll.
- Student must pass the final exam with a score of 60 or better, and the score achieved on the exam will be entered on the student's official transcript as the grade for that class. If the student fails the exam, he/she will be required to take the class at TCCHS.

All credits awarded will be standard level.

CREDIT RECOVERY SUMMER SCHOOL

Summer school offers students an opportunity to receive credit for a failed course during regular session. Students must have obtained a failing (minimum) grade of 45 - 59% to repeat a class during summer school. A final average below 45% requires that the student repeat the class during the regular year. ONLY English, mathematics, science and Social Studies courses can be remediated. Any failed elective(s) must be retaken during the regular school year.

MID-GRADING PERIOD PROGRESS REPORTS

Progress reports are printed half way through each grading period. These reports are sent home to the parent / guardian of all students. Students/parents may request a progress report at any time by contacting the teacher or the Guidance Office at 265-2506.

REPORT CARDS/GRADE REPORTING

Report cards are distributed to students during 5th period within one week following the end of the grading period. End of the year report cards **must be picked up at the school at the scheduled time and date announced.**

HONOR ROLL/PRINCIPAL'S LIST

To be named to the TCCHS Principal's List, a student must earn an A average in all classes in a grading period. To be named to the TCCHS Honor Roll, a student must have at least a B average in all classes for a grading period.

STUDENT ELIGIBILITY FOR FIELD TRIPS, EXTRA-CURRICULAR AND CO-CURRICULAR

Students must be passing 240 minutes of instruction (five classes or four classes and A+) and have regular attendance (non truant) to be eligible for field trips, co-curricular and extra-curricular activities.

- Summer and first grading period participation will be based on the previous year's final averages.
- Second grading period participation will be based on first grading period averages.
- Third grading period participation will be based on second grading period averages.
- Fourth grading period participation will be based on third grading period averages.

Correspondence credit and summer school credit for a failed class shall be acceptable as a means of becoming eligible. Students may become eligible upon the official receipt of verification of the successful completion of the correspondence / summer school credit. If the grade is not received prior to the first day of school, the student will be ineligible until the next Monday following the issuance of report cards the next grading period.

SCHEDULE CHANGES

Students sign up for next year's classes in the spring of each year. Schedules may be checked and changed, if needed, before the end of the school year or during pre-registration in July or August. Once the new year begins, schedules will not be changed without a well-founded reason and permission of the principal.

DROPPING COURSES

Students may be removed from a class as a disciplinary measure. In this case, students will be placed in an alternative setting at the discretion of the principal. Students removed from two classes for disciplinary reasons may be recommended to the Board of Education for expulsion.

WITHDRAWAL PROCEDURE

Any student who plans to terminate his/her education prior to graduating from high school or plans to transfer to another school shall do so by completing a conference with a guidance counselor. Parents/guardians must sign the necessary paperwork. All outstanding obligations (fees, books, etc.) must be met before official withdrawal/transfer procedures may be completed.

ATTENDANCE

ATTENDANCE POLICY

- Students are allowed up to 5 absences per school year with a parent note.
- All excuse slips must be turned into the front office within 3 school days after the absence.
- Beginning on the 6th day absent, students are required to have the Medical Release Form filled out by an attending Physician/medical provider.
- If a student has to be in court for any reason they must have a letter from the court with the time that they were required to be there and the time that they were dismissed and signed by a court designee.
- If a student has to be at a funeral they must return with proper written documentation of the death in the family.

These absences do not count as part of the 5 days:

- One half (1/2) day for Permit / Drivers License
- Three days for death in immediate family (parents, grandparents, siblings)
- One College Days for students in 12th grade only (paperwork has to be picked up and returned to guidance before taking a college day)
- One Half day for Court (if the correct paperwork is turned in)

- One day to attend the Kentucky State Fair (must bring in ticket stub)

COLLEGE VISITATIONS (SENIORS ONLY)

Seniors are granted one college days or post-secondary education visitation days. Prior arrangements must be made with the Guidance Office and a permission form received. The parent and an official with the college or post secondary institution must sign the visitation permission form. The student must submit the form to the front office upon his/her return to school.

HOME HOSPITAL (Homebound Program)

If a physician feels it is necessary for a student to be absent 5 or more days in a row due to illness, surgery, etc., homebound forms should be filled out. Homebound forms can be picked up at the board office. If a student has been diagnosed with the flu, please have the doctor put it on the doctor excuse. Flu is coded in a different manner for attendance.

TARDIES

Students are allowed 5 excused tardies per year. On the 3rd late check-in, they will begin to receive detentions. The 6th tardy to school will result in a code of conduct violation and loss of driving/parking privileges for 1 week. The 10th tardy to school will result in loss of driving/parking privileges for rest of school year.

CHECK OUTS

Students can sign themselves in to school, but cannot sign themselves out. Someone must come to school to sign a student out. We will accept 1 phone call check out per school year from a parent, we will accept a note from a parent/guardian, but verification of note will be made before student is allowed to check out. We must talk to a parent or guardian.

You may fax school excuses to (270)265-9408 or email to becky.lanier@todd.kyschool.us

EMANCIPATED STUDENTS CHECK OUT

- Emancipated students (18 years or older) who check themselves out of school must present a doctor's excuse before re-entry on the same day.
- Emancipated students must have their parent/guardian come to the high school and sign a form granting permission for their child to check himself/herself out of school, even if they are 18.
- The parent/guardian must check one of the following options on the emancipated student permission form: (a) they wish to be notified by school personnel each time their child checks out; (b) they wish to be notified by phone each time their child checks out and do not give permission for their child to check out unless they speak to school personnel to grant permission; (c) they do not wish to be notified each time their child checks out.

MAKE-UP WORK

Excused Absences: It is the student's responsibility to see the teacher and arrange for make-up work. Make-up work must be completed in the space of time equal to the time missed. For instance, if a student has excused absences for two days, he/she has two school days to complete the work missed. In the case of an extended absence, make-up work may be requested on one day to be picked up after 2:00 PM the following day. In the cases of extended illnesses, students are encouraged to request make-up work before returning to school in order to keep up with class work and to attend ESS as needed upon returning to

school. Students who are on school-sponsored trips must make arrangements with their teachers for make-up work prior to their absence.

Unexcused or Suspended Absences: Student assignments and/or tests missed during any unexcused or suspended absence cannot be made up and the student will receive a zero for course work missed with the following exceptions: Any project or homework assigned before a suspension occurs, but due during the suspension, will be accepted for credit providing the work is turned in to the teacher on the day the student returns to school. Long-term projects assigned during the suspension, but not due until a date after the suspension ends, will be accepted. Make up of semester exams, since they are comprehensive in nature, will also be allowed on the day of the return. Work assigned **AND** due during suspension will not be accepted.

DAILY SCHEDULE

Monday-Thursday Schedule	
1 st Period	8:00 – 8:50
<i>Transition</i>	<i>8:50 – 8:52</i>
2 nd Period	8:53 – 9:43
<i>Transition</i>	<i>9:43 – 9:45</i>
3 rd Period	9:46 – 10:36
<i>Transition</i>	<i>10:36 – 10:38</i>
Advisory	10:39 – 10:54
<i>Transition</i>	<i>10:54 – 10:56</i>
4 th Period	10:57 – 11:47
<i>Transition</i>	<i>11:47 – 11:49</i>
5 th Period	11:50 – 1:11
<i>Transition</i>	<i>1:11 – 1:13</i>
6 th Period	1:14 – 2:04
<i>Transition</i>	<i>2:04 – 2:06</i>
7 th Period	2:07 – 3:00

Early Release Friday Schedule	
1 st Period	8:00-8:30
<i>Transition</i>	<i>8:30-8:33</i>
2 nd Period	8:33-9:03
<i>Transition</i>	<i>9:03-9:06</i>
3 rd Period	9:06-9:36
<i>Transition</i>	<i>9:36-9:39</i>
4 th Period	9:39-10:09
<i>Transition</i>	<i>10:09-10:12</i>
5 th Period	10:12-10:42
<i>Transition</i>	<i>10:42-10:45</i>
6 th Period	10:45-11:15
<i>Transition</i>	<i>11:15-11-18</i>
7 th Period	11:18-11:48
<i>Transition</i>	<i>11:48-11:51</i>
Advisory	11:51-1:23

BALLOONS AND FLOWERS

Delivery of balloons and flowers to students at Todd County Central High School will be permitted; however, such items are not allowed on the buses. If a student rides the bus, other arrangements must be made for transporting the flowers or balloons. TCCHS staff will not be responsible for collection of payment.

CAFETERIA – FREE AND REDUCED LUNCH

Free and/or reduced lunches are available to students who qualify under federal guidelines. Applications are available during pre-registration or in the office of the Food Service Accounting Clerk and the guidance office. They are also available on the district website. Application must be made yearly. See Mrs. Templeman in the Family Resource Center for information and/or help with this.

CLASS FEE POLICY

Students may be charged fees for certain classes. Fees may be waived/reduced for students who qualify for free or reduced lunches. However, there are some classes in which all students must pay fees regardless of lunch status. Some classes require dues to national curriculum-related organizations, such as FFA and FCCLA. Students enrolled in the second year Health Science classes are required to carry personal liability insurance in order to participate in clinical rotations.

If class fees are not paid in a timely manner, students may be prohibited from participating in certain activities at TCCHS, such as purchasing a parking permit.

SCHOOL FEES

Todd County Schools will be charging a school fee for each student enrolled within the Todd County School System. The school fee for TCCHS will be \$60.00 per year per student.

DANCES, PLAYS, CONCERTS, BALLGAMES, ETC.

The behavioral expectations and consequences outlined in the Code of Conduct apply to all TCCHS dances, ballgames, practices and other extracurricular events. Dances are open ONLY to TCCHS students and their individual guests; one guest per student. Non-TCCHS students accompanying TCCHS students must be registered in the front office during the school day, prior to the dance. Students are responsible for the behavior of guests at the dances and any other school-related functions, such as concerts and ballgames. Once a student leaves the event, there is no re-admittance. The junior-senior prom, held in the spring of the year, is open only to students classified as junior or senior and their individual invited guest. TCCHS students wanting to bring a Non-TCCHS student must request permission to bring guest to a dance/prom. The Non-TCCHS student must meet the age requirements specified by the student handbook and school policy 08.01. **The guest must be at least a freshman in high school and may not be 21 or older as of the date of the event.** Additionally, the guest must be in good standing with their school/or must have graduated from said high school. All students and guests attending the prom/dances must sign up in advance and must have a background check submitted and passed according to Todd County District Guidelines. Specific guidelines concerning the prom will be provided in advance to all of those students who plan to attend. TCCHS administration/designee reserves the right to dismiss students and/or guests from any school activity for non-compliance with behavioral expectations.

DISSEMINATION OF DATA TO PARENTS

Data/information will be disseminated in the following manner:

Student progress

- Mid-term progress reports are posted in Infinite Campus and will be given to students to take home.
- Report cards are posted in Infinite Campus and will be given to students to take home.
- A Parent-Teacher Conference night will be held each semester.
- An open house will be held each fall semester.
- Good News Notes will be sent by the teachers to the parents each semester.
- Guidance counselors, teachers, and the YSC Coordinator contact students/parents on an as needed basis.

General School Info

- A daily report is emailed to students and parents each day with general school information posted. If you wish to receive this daily report the school will need your email address to receive.
- Code of Conduct handbooks that require a parental receipt acknowledgement will be posted on the school web page.
- All local news media will be notified by the PR Committee and/or Principal for important news events/information
- The Principal will disseminate general school information and announcements to parents, utilizing a regular email report or newsletter.

Assessment Data

- The Principal will release basic assessment information to the local media.

EMERGENCY INFORMATION FORM

The first week of school each student will be given an Emergency Form to be completed and signed by the parent / guardian. It is very important the form be filled out completely and correctly. If a student becomes seriously ill or injured at school, or if an emergency occurs at home, the form would be invaluable. Please make sure you list as many emergency contacts as possible so that your child can get help if needed. Parents may list responsible adults permitted to check their child out of school in the event that they cannot check the child out themselves.

HALL PASS POLICY

All teachers will have one hall pass to allow students to leave the room. Hall pass must be with student and visible at all times. If student is out of class without a hall pass then student is subject to discipline referral.

LOST AND FOUND

Personal items that have been lost or found should be reported or taken to the front office. All personal items, including books, should be clearly marked. The school is not responsible for lost or stolen personal items. Personal items of value should not be brought to school, nor should large amounts of money.

POSTERS, HANDBILLS, ETC.

TCCHS allows the posting of such items only with the permission of the Principal. Items must be school-related and must be placed on the bulletin boards only, except as otherwise directed by the Principal.

SCHOOL CLOSING/DELAYED OPENINGS/EARLY DISMISSAL

In the event of severely inclement weather or mechanical breakdown, school may be closed, starting time may be delayed, or there may be early dismissal. The school district will send an automated phone notification to parents that have registered their phone numbers. These will be announced on radio stations: (WEKT 1070 AM, WHOP 98.7 FM). It will be announced on the following TV stations: (WBKO 13, WSMV 4, WKRN 2, WTVF 5, and WZTV 17)). If no report is heard, school will be in session. Please do not call the school or school personnel.

SNACKS AND DRINKS

Soft drink machines are available for use only after school hours. Snacks and drinks are strictly prohibited in the classroom unless being used for designated academic purposes.

STUDENT SALES POLICY

The purpose of a student sales policy is to establish an acceptable program whereby student organizations in the school may engage in activities for fund-raising purposes that will not conflict with each other or become a financial burden to the businesses and citizens in the community. All student sales must have the prior approval of the bookkeeper and principal, or vice-principal, according to SBDM policy. To obtain approval, the class/club/activity must fill out a Fundraising Request Form.

1. In cases where tickets are involved in dealing with the public, the bookkeeping records shall be conducted in accordance with the SBE regulations governing the handling and reporting of school funds.
2. All cash sales must be conducted in a similar manner as Item 1.
3. All money shall be deposited in the school's central fund and credited to the proper class or club account. These funds shall be subjected to an annual rate audit by a public official.
4. Each class or club shall be under the direction of a sponsor. A secretary shall be appointed by the class or club for the purpose of keeping proper records. These names shall be recorded with the central fund treasurer in the Principal's office.
5. Each year, a budget shall be declared by the class or club in accordance with SBE regulations submitted to the Todd County Superintendent with the School's annual budget. Legal Ref: KRS 160.290

TELEPHONES

Classroom telephones are provided as a safety/security measure. Students and teachers should not use them during instructional time and students should not use classroom telephones except in the case of an emergency. All student phone calls concerning checking out of school must be done in the Nurse's office or Front office. Student calls for check out must not be made from the classroom.

VALUABLES

Valuable goods and large amounts of cash should not be brought to school. Should any valuable object be needed for classroom use, it is the responsibility of the student to make arrangements for the object's safety. The school assumes no responsibility for lost or stolen materials, property, or money.

STUDENT ACTIVITIES

CLASS OFFICERS

Each school year, each class will elect the following by popular vote: President, Vice-President, Secretary, Treasurer, and Reporter. The class officers will be responsible for organization of projects and other activities concerning the class. They are members of the Student Council and must attend Student Council meetings.

CO-CURRICULAR ACTIVITIES/CLUBS

Todd County Central High School offers the following activities to students: Band, Pep Club, FCCLA, FFA, National Beta Club, Junior Beta Club, National Honor Society, Heritage Language Club, Student Council, STLP, League of Legends, Literacy, Drama, Spanish, and 4H. Some organizations are open to all students; others such as Beta Club, by invitation only. Some organizations, such as FFA and FCCLA are curriculum-related and must be joined by students taking certain elective classes. The Area Technology Center sponsors Skills USA and HOSA. There are academic eligibility requirements for participation in co-curricular activities. (See Academic and Field Trip Eligibility)

The Todd County Board of Education disapproves of exclusive social organizations for students which maintain undemocratic bases for participation. Such groups are not permitted to meet or carry on their activities in school buildings, school buses, or on the school grounds. The board recognizes its obligations to broaden its activities programs as to better provide for the total development of all pupils. Social and economic status of the child shall play no part in determining participation in school activities. Legal Ref: KRS 160.290

SCHOOL RELATED STUDENT TRIPS (BOE POLICY)

- Overnight Trips: The Board shall approve all overnight school-related trips.
- Other Trips: The Superintendent or the Superintendent's designee shall approve all other school-related trips.
- Drivers/Vehicles: All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations. KRS 156.153, 702KAR 5:130, KRS 189.540, KAR 5:080
- Supervision: A member of the faculty or administrative staff shall accompany students on all school-sponsored and school-endorsed trips under the principal's discretion. KRS 161.185
- Insurance: Only Board insured vehicles or appropriately certified common carriers shall be used for transporting students. 702 KAR 5:060, KRS 158.110, KRS 160.340, 702 KAR 5:030, 702 KAR 3:220
- Certified Common Carriers: Use of certified common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes 702 KAR 5:060, KRS 158.110, KRS 160.340, 702 KAR 5:030, 702 KAR 3:220

STUDENT COUNCIL

Student Council officers and representatives are elected each school year. All class officers are members of the Student Council and are required to attend all meetings. It is the Student Council's responsibility to work for the general welfare of the school through service projects and other functions. The administration will meet with the council whenever possible.

STUDENT SERVICES

COUNSELING

One guidance counselor is available to counsel with students on personal and/or educational issues or provide career counseling. The school psychologist is available by appointment for individual counseling. The FRYSC Center Coordinator is available to provide peer mediation, tobacco cessation sessions, drug/alcohol awareness, information on community resources and to assist with counseling.

FAMILY RESOURCE YOUTH SERVICE CENTER

The Todd County Family Resource Youth Service Center coordinates resources to address individual needs of students and their families through networking and collaboration of existing school resources and community agencies. The objectives of the center are:

1. To make more accessible pertinent information on available community resources in health and social services.
2. To increase the availability of career development.
3. To develop student awareness and linkage to summer and part-time job.
4. To provide programming and referrals for substance abuse prevention and treatment.
5. To increase services for family crisis and mental health counseling.

SCHOOL PICTURES

Although the services of a photographic studio are bid and contracted by the Board of Education, students are not required to purchase pictures. Senior pictures are usually taken in the summer before the start of school. Underclass pictures are taken in the fall. Seniors who wish to have their pictures included in the hall composite and yearbook are required to have their picture taken by the studio under contract with the Board of Education.

CLASS RINGS

As a service, the school makes available the services of a reputable ring company. Rings are generally ordered at school during the spring of the sophomore year and fall of the junior year and are delivered during the second semester. However, students are not required to order from this company. Rings may be purchased from any source.

INDIVIDUAL LEARNING PLAN

The Individual Learning Plan (ILP) is an on-line curricular plan that helps students translate their career and education exploration into concrete plans for success. At the same time, career advisors, teachers, administrators, and parents have access to real-time information and statistics to track student progress and achievement. It is a tool which helps parents and students set learning goals based on academic and career interests. The ILP is designed to be a working document to help students understand the connection between high school coursework and actual job requirements in the world of work.

Appropriate grade-level career assessments will be utilized throughout the four years of study to better help students understand their own interests and skills. ILP's are intended to be monitored and adjusted yearly to meet the individual career needs for each student. During high school, students as well as parents

have access to this website through a state assigned user name and password. Parents may set up accounts at www.careercruising.com/ILP

STUDENT BEHAVIOR EXPECTATIONS

SWEEP Policy

Purpose: To create a more positive learning environment by reducing the number of students receiving tardies and by improving time on task instruction.

All Classroom Teachers must do the following:

- All classroom teachers should be in their doorway encouraging students to get to class and welcoming students into their class.
- A student is considered tardy if they enter the room as the bell begins ringing. (Students must be in the room prior to the bell ringing) Teachers will not let any students into their room after the tardy bell unless they are escorted by a member of the faculty/staff or have the pink admit form with dismissal time noted.
- If teachers need a student aide to run an errand, please wait until at least 10 minutes into the period. Otherwise, they will be swept to the front office or library, depending on location, along with the tardy students. If they have a hall pass or student aide ID, they will not be processed but will be escorted back to class.
- As tardy students are escorted to their class after processing, they should come in and take a seat silently without disrupting the class.

All Planning Period Teachers must do the following:

- Each teacher/staff member has been assigned a sweep area during their planning period.
- When the tardy bell rings, teachers will begin sweeping their area, beginning with the point farthest from the office and working toward the gym.
- ANY student out in the hall when the bell rings including student aides, whether they have a pass or not, should be swept to the gym.
- Teachers/designated staff will sweep all students into the gym/other designated area. Once they have been swept, designated staff will process these students.
- Once swept, the student will fill out a referral form.
- Students will receive ONE detention for each tardy. Failure to serve detention within the five (5) day time limit will result in a discipline referral.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/communication devices/electronic devices (i.e. Mp3 players, iPods, Gameboys, CD players, etc.) are not to be used or to be visible or audible during class, unless being used for designated academic purposes. This includes but is not limited to receiving calls, making calls, text messaging, playing games, or taking/sending photographs. Failure to adhere to this policy will result in the following:

- 1st offense - the phone/device will be confiscated until the end of the day. Student retrieves the device from school administration after 2:47 p.m.
- 2nd offense - the device and/or phone and SIM card will be confiscated for the remainder of the school day when a parent/guardian may retrieve the phone from school administration.

- 3rd and subsequent offenses - the device and/or phone and SIM card will be confiscated for the remainder of the school year when a parent/guardian may retrieve the phone/device from school administration. Students will be notified of the date/time that their phones may be retrieved at the end of the year.

NOTE---Cell phone searches are strictly prohibited.

CAFETERIA - BEHAVIOR

Behavior in the cafeteria should at all times be courteous. No horseplay or cutting in line will be allowed. Good table manners should be practiced at the table, and the surrounding area should be left clean. Trash should be put in proper containers and student trays should be stacked on the counter. No food or drinks should leave the cafeteria. Disciplinary action will be taken for improper behavior, which may include cafeteria-cleaning duties or lunch detention. All students should remain in the cafeteria during lunch periods. The hallways, gym, classrooms, and parking lots are off limits during lunch.

DRESS CODE

Shirts, blouses, tops

1. All tops/blouses/shirts/sweat shirts/light-weight jackets must be short sleeved, $\frac{3}{4}$ length sleeved, or long sleeved.
2. No sleeveless tops/blouses/shirts/sweat shirts
3. The length of tops/blouses/shirts/sweat shirts must be long enough to be tucked in.
4. Absolutely no midriff area or cleavage may show at any time.
5. No spaghetti strap, backless, strapless, mesh, sheer, halter or see-through tops/blouses/shirts
6. No slits may be worn in tops or in sleeves.
7. Decals, slogans, pictures or 'sayings' that are rude, vulgar, obscene, advertise alcohol or alcoholic beverages, or promote illegal drugs, or are overtly racially or sexually suggestive/ offensive or reference illegal or immoral behavior are not allowed.

Pants, Trousers, Jeans, Skirts, Dresses

1. All pants, including blue jeans, must not drag or sag.
2. The length of pants, trousers, shorts, skirts and dresses must be two (2) inches above the knee or longer.
3. No spaghetti strap, backless, strapless, mesh, sheer dresses.
4. Holes above the knee **MUST NOT** show skin.
5. Leggings, jeggings, spandex, and yoga pants are not allowed as the primary - the length of shorts, skirts and dresses must be two (2) inches above the knee or longer over any spandex wear.
6. Decals, slogans, pictures or 'sayings' that are rude, vulgar, obscene, advertise alcohol or alcoholic beverages, or promote illegal drugs, or are overtly racially or sexually suggestive/offensive or reference illegal or immoral behavior are not allowed.

Additional Inappropriate Clothing/Accessories

1. Head apparel including but not limited to hats, caps, sun-visors, sunglasses, bandanas, combs, rakes, picks, weave caps, and do rags. (these items will be confiscated if seen in the school)
2. Facial Piercings are limited to studs. No hoops or piercings that could be deemed a distraction or safety issue will be allowed. (i.e. bars with pointed tips, spikes, etc.)
3. Visible tattoos will be allowed under the following conditions:
4. No tattoos on the face or head

5. No tattoos that are rude, vulgar, obscene, advertise alcohol or alcoholic beverages, or promote illegal drugs, or are overtly racially or sexually suggestive/ offensive or reference illegal or immoral behavior
6. Jewelry, body glitter, eye contacts, and/or any other accessories deemed inappropriate and/or distracting to the educational process by school personnel/administration
7. Pajamas and/or house shoes
8. Overcoats, trench coats, and heavy jackets must be put in student lockers upon entering school and may not be worn during the school day.
9. Accessories, including chains, that could create a safety issue
10. Decals, slogans, pictures or 'sayings' that are rude, vulgar, and obscene, advertise alcohol or alcoholic beverages, or promote illegal drugs, or are overtly racially or sexually suggestive/ offensive or reference illegal or immoral behavior are not allowed.

****All TCCHS faculty/staff and administrators will monitor student compliance with the dress code. Students who do not comply with the dress code will be asked to change, call home for appropriate attire, and/or spend the rest of the day in ISAP. Each dress code violation will result in a Code of Conduct discipline referral and the appropriate consequences will be assigned. Confiscated items will only be released to a parent/guardian.**

INTERNET AND ELECTRONIC MAIL RULES AND REGULATIONS

Per Board policy 08.2323, Todd County schools will offer students the privilege of accessing the Internet and resources on the local District network. These privileges can be revoked due to violation of the District's Acceptable Use Policy. Access to network services is a privilege, not a right, and is given to students who agree to act in a considerate and responsible manner. Parent/Guardian permission is required for students under 18 to use these services.

Approved users are responsible for their use of the network. Todd County schools maintain the right to limit access to all types of electronic resources in order to assure that District resources are used for intended educational purpose. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, vulgarity, or material protected by trade secret. The District technology staff has the right to access information stored in any user directory, on the current user screen, or in electronic mail (email). District administrators may close a student account at any time. The administration, faculty, and staff of each District school may also deny, revoke, or suspend specific use accounts at the facility. Their decision shall be final.

UNACCEPTABLE USE:

- * Giving our your password or log-in credentials to another student;
- * Allowing other students to use your log-in;
- * Using or altering another user's account;
- * Accessing, altering or destroying another user's files;
- * Vandalizing programs, data, computers or networks;
- * Harassing, insulting or threatening other on the network, Internet or via email;
- * Sending mass emails to all student or staff;
- * Forwarding junk emails and or chain letters;
- * Using the network to access copyrighted materials such as music or software;
- * Accessing inappropriate or objectionable websites;

* Use of on-line social sites including, but not limited to, MySpace, LiveJournal, Facebook, etc.)

* Use of online proxy sites, circumventors or other firewall redirecting sites; and

* Mass printing; printing is limited to assignments and projects assigned by staff.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal action.

REPRESENTATION OF TCCHS AT SCHOOL SPONSORED EVENTS NOT HELD ON THE TCCHS CAMPUS

All school rules and board policies apply in all cases, including traveling to and from events, when a student represents TCCHS as a visitor, spectator, or is a participant in any event away from school.

STUDENT DISCIPLINE

DISCIPLINE PROCEDURES

Teachers/staff have several options when students misbehave. Two of those options include: (1) assigning detention or (2) writing students up on the Code of Acceptable Behavior and Discipline (Code of Conduct.) Detention is held in the morning from 7:30-7:43 and in the afternoon from 2:55-3:15. Code of Conduct discipline referrals will be administered by the Principal/Assistant Principal.

If a student does not serve assigned detentions within the specified time period, the student will/may receive a Code of Conduct referral. A student will/may receive a Code of Conduct discipline referral for excessive detention referrals received throughout the course of the school year. Students will receive appropriate consequences based on the Class Code upon receiving the following number of detention referrals:

4th detention referral: Level I Code

6th detention referral: Level II Code

8th detention referral: Level III Code

Upon receiving the 7th Code of Conduct referral, the Principal/Assistant Principal may recommend Alternative School Placement to the Alternative Entrance / Exit Committee. The committee will determine the length of the stay. Successful completion of the goals and objectives of the Alternative School will be required prior to a student's return to the high school. TCHS administration, in conjunction with the Alternative School Entrance/Exit Committee, may place a child in the Alternative School at any time due to special circumstances /situations.

Students written up for tobacco products may be required to attend tobacco cessation classes during or after school in addition to Code of Conduct actions taken.

DETENTION

Detention will be held each morning (7:10am- 7:40 A.M) and each afternoon (3:05- 3:35 P.M). A bell will sound to start detention and no students will be admitted to detention after the bell rings.

When students are assigned detention(s), they have 5 school days or an assigned time frame beginning the day after the detention is assigned to serve all assigned detention(s). If a student does not serve all detention(s) within a 5 school day period or assigned time frame, he/she will be written up for a Code of Conduct offense that will result in a Friday School assignment or other behavioral consequence.

Students assigned to after school detention MAY NOT leave the building or campus before detention begins. Students may choose morning or afternoon detention. Students who cannot serve morning or afternoon detentions may/will be assigned to ISAP and/or suspended.

ISAP

Student Assignment: ISAP is used for in-school suspension. Students may be assigned to ISAP based on the following:

- Code of Conduct violations
- At the discretion of the principal/assistant principals
- As documented in the student IEP or Behavior Intervention Plan
- While in ISAP, students are expected to follow all rules and regulations of the school.

Reporting to ISAP

Students who receive an ISAP assignment will report to the room on the date specified as if it were their 1st period class.

Work Assignments

Student work to be completed in ISAP will be provided to the ISAP teacher by the student's teachers using procedures established by the principal/assistant principals. Students are to complete assignments and return them to the ISAP teacher in a timely manner.

ISAP Room Rules

1. Students will not be allowed to sleep or rest their heads on their desk.
2. Students must remain in seats at all times unless given permission to move. Students must raise hand to get permission to leave their seat.
3. Students will complete assignments in a timely manner as outlined by the assigning teacher. When students complete their work they will inform the teacher, who will then assign additional work (packets, AR reading, etc.) as needed to ensure that students are on task.
4. Students must work continuously on academics during their stay. THERE WILL BE NO "DOWN TIME".
5. Students will not be allowed to share or exchange materials, books, etc. with other students.
6. Completed work will be given to the ISAP teacher who will place it in a folder to be put in the teacher's mailbox.
7. The teacher will establish a schedule of restroom breaks for the group. Students will travel to the restroom as a group. A doctor's excuse must be provided if a student should require more breaks than the schedule allows.

8. Students will not be allowed to leave the room at any other time to go to their lockers, other teacher's rooms, etc. DON'T ASK! Students should arrive at ISAP with all necessary materials for the day.
9. Students will not be allowed to talk. There will be no communication with other students in ISAP, either oral or written.
10. The Code of Conduct is strictly enforced. ZERO TOLERANCE!
11. Students may attend ESS and after school activities on a day while they are in ISAP, but they are NOT allowed to practice, compete, or participate in any extra-curricular activities while assigned to ISAP. They may attend practice or a game, but may not participate
12. If a student is absent or suspended, he/she must still make up any un-served ISAP time.

FRIDAY SCHOOL

Another potential option available to TCCHS is assignment to Friday School. Friday School will be held on Friday afternoons, each month of the school year, from the hours of 1:30 – 3:10 pm. Friday School assignments will be prearranged with parents to ensure transportation home for the assigned student.

On the day of the assignment, school personnel will collect the assigned students from their last period class and escorted to the library, where they will serve their time. During their time in Friday School, students will be taught character education-related curriculum, and will have time to work on homework/class assignments.

SUSPENSION

Students may be suspended from school as a result of disciplinary action. Suspended students may not participate in or attend any extra-curricular school functions or be on school property for the suspension period. (This includes ballgames, dances, etc.)

STUDENT CODE OF CONDUCT

Code of Acceptable Behavior and Discipline

In accordance with KRS 158.148 and 704 KAR 7:050, the Todd County Board of Education shall develop a student discipline code, which shall be posted at each school, referenced in all school handbooks, and provided to school employees and parents. The code shall establish standards of acceptable student behavior and will include district-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

Once reviewed and approved, the student discipline code shall be distributed to students and parents in the district, including those students who enroll during the school year.

The student discipline code shall be reviewed annually by the board.

CLASSIFICATION OF UNACCEPTABLE BEHAVIORS

1. CLASSIFICATIONS OF VIOLATIONS:

Violations of the Code of Acceptable Behavior and Discipline are grouped into four (4) Levels – I, II, III, IV. Each classification is followed by the disciplinary consequences that are to be implemented by principals/designees.

The number of violations within each specific class has been designated to give distinction.

2. DISCIPLINARY CONSEQUENCES:

The consequences are progressive in severity. The following are taken into consideration when assigning consequences for a violation: definition of specific offense committed, circumstances of the offense, the type of offense, the degree of seriousness of the offense, and the number of times the offense has occurred. Code of Conduct consequences may be modified by school site administrator for a student with a Behavior Management Plan (BMP) as approved by an Administrative Admission Release Committee (AARC).

LEVEL I VIOLATIONS

Level I Violations: Minor misbehavior on the part of the student which impeded orderly classroom procedures or interferes with the orderly operations of the school. These behaviors can usually be handled by the teacher or other individual staff member but sometimes require the intervention of other support personnel.

1.01 CLASSROOM DISTURBANCES

1.02 MINOR INSTANCES OF DISRESPECT

1.03 NON DEFIANT FAILURE TO COMPLETE ASSIGNMENTS OR CARRY OUT DIRECTIONS

1.04 COPYING OTHER STUDENT'S WORK

1.05 HARASSMENT AND/OR DISCRIMINATION

1.06 DISORDERLY CONDUCT

1.07 GAMBLING

1.08 EXCESSIVE TARDINESS

1.09 USE OF PROFANE/OBSCENE OR GANG-RELATED LANGUAGE/GESTURES/PICTURES

1.10 NON-CONFORMITY TO DRESS CODE

1.11 PUBLIC DISPLAY OF AFFECTION

1.12 POSSESSION OF STOLEN PROPERTY

1.13 LOITERING IN AN UNAUTHORIZED AREA

1.14 UNAUTHORIZED ITEMS OR OBJECTS

1.15 FAILURE TO SERVE DETENTION

1.16 FAILURE TO SERVE FRIDAY OR SATURDAY SCHOOL

1.17 ANY OTHER VIOLATION OR DISRUPTION TO THE EDUCATIONAL PROCESS, WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL IN THIS CATEGORY. SEE KRS 158.150.

LEVEL I CONSEQUENCES

Level Consequences are identified as a progressive list of options from which the principal/designee may choose. High School (HS) represents students enrolled in grades 9-12.

1st Violation

CONSEQUENCE OPTIONS

Detention (1-2 days) and/or ISAP (1 day) and/or Friday School

2nd/3rd Violation

CONSEQUENCE OPTIONS

Detention (2-3 days) and/or ISAP (2-3 days) and/or Friday School

4th/5th Violation

CONSEQUENCE OPTIONS

Detention (6 days) and/or
ISAP (3 days) and/or Friday School and/or
Suspension (1-2 days)

LEVEL II VIOLATIONS

NOTE: Damages must be paid for in Level II offenses.

Level II Violations: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which may result from the continuation of Level I behaviors, require intervention of personnel on the administrative level because the imposition of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

2.01 REPEATED LEVEL I VIOLATIONS

2.02 SKIPPING CLASS

2.03 SCHOOL TARDINESS

2.04 TRUANCY

2.05 USING FORGED NOTES OR EXCUSES

- 2.06 DISRUPTIVE CLASSROOM BEHAVIOR**
- 2.07 DESTROYING PROPERTY AND/OR DESTROYING FILES OR DELETING WORK FROM FILES OR MACHINES**
- 2.08 DISPLAYING OR DISTRIBUTING ITEMS WHICH HAVE A DISRUPTIVE EFFECT ON THE SCHOOL ENVIRONMENT**
- 2.09 FIGHTING**
- 2.10 THEFT**
- 2.11 POSSESSION OF STOLEN PROPERTY** – that it is stolen and valued at less than fifty dollars (\$50.00).
- 2.12 TRESPASSING**
- 2.13 HARASSING COMMUNICATION/ DISCRIMINATION**
- 2.14 USE OF PROFANITY ORAL, WRITTEN, GRAFFITI OR GANG GESTURES**
- 2.15 ACTS OF DISRESPECT TOWARD SCHOOL BOARD OR OTHER APPROVED VISITORS TO SCHOOL.**
- 2.16 TOBACCO PRODUCTS** - use or possession of any tobacco product including (*but not limited to, e-cigarettes, alternative products, vaporizers, and vapor products and*) smoking materials such as matches, lighters, etc. (KRS 438.050, OAG 81-295, KRS 160.290, KRS 160.340, OAG 91-137)
- 2.17 INTENTIONALLY PROVIDING FALSE OR UNTRUE INFORMATION**
- 2.18 CONCEALING/FAILURE TO REPORT INFORMATION RELATED TO CODE**
- 2.19 FAILURE TO FOLLOW DIRECTIVE.**
- 2.20 DEFACING SCHOOL PROPERTY**
- 2.21 POSSESSION OF UNAUTHORIZED SUBSTANCES**
- 2.22 INAPPROPRIATE USE OF TECHNOLOGY**
- 2.23 STUDENT SAFETY (HORSEPLAY)**
- 2.24 FAILURE TO FOLLOW ISAP RULES**
- 2.25 ANY OTHER VIOLATION OR DISRUPTION TO THE EDUCATIONAL PROCESS, WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL IN THIS CATEGORY. SEE KRS 158.15**

LEVEL II CONSEQUENCES

Level Consequences are identified as a progressive list of options from which the principal/designee may choose. (HS) represents students enrolled in grades 9-12. Number of violation sequence differs between the two levels.

1st, 2nd Violation

CONSEQUENCE OPTIONS

Detention (6 days) and/or ISAP (3 days)
and/or Friday School and/or

Suspension (1 day)

3rd, 4th Violations

CONSEQUENCE OPTIONS

Detention (7-8 days) and/or ISAP (7-8 days)
and/or Friday School and/or
Suspension (2-4 days)

LEVEL III VIOLATIONS

NOTE: Damages must be paid for in Level III offenses.

Level III Violations: Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts may result from continuation of Levels I and II behavior and/or might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

3.01 REPEATED LEVEL II VIOLATIONS

3.02 SKIPPING SCHOOL

3.03 CONCEALING/FAILURE TO REPORT INFORMATION RELATED TO INDIVIDUALS/SCHOOL SAFETY— students have a duty to report any knowledge that relates to harm of self, others and/or school.

3.04 DEFIANCE OF SCHOOL BOARD EMPLOYEE'S AUTHORITY

3.05 DIRECTING OBSCENE OR PROFANE LANGUAGE TO A SCHOOL BOARD EMPLOYEE OR OTHER APPROVED VISITORS TO SCHOOL

3.06 THREATS TO OTHERS/OR INTIMIDATION

3.07 NON-CRIMINAL HAZING/HARASSMENT/OR DISCRIMINATION

3.08 SEXUAL HARASSMENT

3.09 ATTEMPTED EXTORTION

3.10 FIGHTING

3.11 VANDALISM / CRIMINAL MISCHIEF/ STEALING

3.13 POSSESSION AND/OR DISTRIBUTION OF PORNOGRAPHY 3.14

POSSESSION OF STOLEN PROPERTY – that it is stolen and valued at more than fifty dollars.

3.15 ANY OTHER VIOLATION OR DISRUPTION TO THE EDUCATIONAL PROCESS, WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL IN THIS CATEGORY. SEE KRS 158.150.

LEVEL III CONSEQUENCES

Level Consequences are identified as a progressive list of options from which the principal/designee may choose. (HS) represents students enrolled in grades 9-12. Number of violation sequence differs between the three levels. Schools may refer students to school-based counseling services in an attempt to deter any future misconduct. All Level III violations will be investigated by two (2) certified employees.

<u>HS</u>	<u>CONSEQUENCE OPTIONS</u>
1 st Violation	ISAP (8-10 days) and/or Friday School and/or Suspension (2-4 days)
	<u>CONSEQUENCE OPTIONS</u>
2 nd Violation	ISAP (10-12 days) and/or Friday School and/or Suspension (4-6 days)
	<u>CONSEQUENCE OPTIONS</u>
3 rd Violation	Suspension (6 - 10 days)
	<u>Automatic Level IV</u>
4 th Violation	<u>Violation (Code 4.01)</u> (As deemed by school site administrator.)

*****Parents will receive a disciplinary notice via mail regarding notice of any **LEVEL III** violations and consequences. Principal/Designee shall make a reasonable attempt to notify the parent/guardian in person and/or phone, as soon as possible.***

NOTE ON LEVEL IV VIOLATIONS:

All special education students who commit Level IV Violations will be referred to an Administrative Admission/Release Committee (AARC) for a review of all evaluation documentation including a manifestation determination. The AARC will recommend appropriate disciplinary consequences and placement options to the Superintendent.
NOTE: Damages must be paid for in Level IV offenses. Law authorities will be called due to criminal nature of offenses.

LEVEL IV VIOLATIONS

***All regular education students enrolled in the Todd County School System who commits Level IV Code of Acceptable Behavior and Discipline violations may appear before the Todd County Board of Education for a student disciplinary hearing. All Level IV violations will be investigated by two (2) certified employees.**

Due to the seriousness of Level IV violations police notification maybe necessary.

Level IV Violations: Acts which result in violence to another's person or property of which pose a direct threat to the orderly operation of schools and/or safety of others in the school. These acts are so serious that they always require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board of Education.

- 4.01 REPEATED LEVEL III VIOLATIONS**
- 4.02 INCITING OR PARTICIPATING IN A MAJOR STUDENT DISORDER**
- 4.03 ARSON**
- 4.04 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM**
- 4.05 ASSAULT/BATTERY**
- 4.06 DAMAGING THE PERSON/PROPERTY OF SCHOOL BOARD EMPLOYEE OR OTHER APPROVED VISITORS TO SCHOOL**
- 4.07 FALSIFYING SCHOOL RECORDS**
- 4.08 STEALING - LARCENY - GRAND THEFT**
- 4.09 BURGLARY**
- 4.10 TERRORISTIC THREATENING**
- 4.11 VANDALISM / CRIMINAL MISCHIEF**
- 4.12 POSSESSION AND/OR DISCHARGING OF FIREARMS**
- 4.13 POSSESSION OF WEAPONS**
- 4.14 BOMB THREATS**
- 4.15 EXPLOSIVES**
- 4.16 CRIMINAL HAZING**
- 4.17 SEXUAL OFFENSE**
- 4.18 AGGRAVATED BATTERY - MALICIOUS FIGHTING**
- 4.19 DRUGS AND ALCOHOL- POSSESSION, USE, SALE, RECEIPT OR TRANSFER OF AND/OR ASSISTANCE IN THE SALE, RECEIPT OR TRANSFER OF DRUGS AND ALCOHOL**
- 4.20 EXTORTION**
- 4.21 ABUSIVE LANGUAGE DIRECTED TOWARD SCHOOL PERSONNEL**
- 4.22 HARASSMENT AND/OR DISCRIMINATION**
- 4.23 ANY OTHER VIOLATION OR DISRUPTION TO THE EDUCATIONAL PROCESS, WHICH THE PRINCIPAL MAY REASONABLY DEEM TO**

FALL IN THIS CATEGORY. SEE KRS 158.150.

LEVEL IV CONSEQUENCES

For any violation, the parents/guardians of all students and law enforcement will be notified immediately. Office of the Superintendent will be notified immediately and a Board of Education student hearing process may be initiated. Parent notification and Board Orders will be sent to Parents/Guardians. For special education students an ARC will be convened and the proceedings will be made available to the Board.

HS

CONSEQUENCE OPTION

1st Violation

Suspension and Board of Education student expulsion hearing process maybe initiated.

DUE PROCESS

RIGHT TO DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures.¹

1. The pupil shall be given oral or written notice of the charge(s) against him.
2. If the pupil denies the charge(s), he shall be given an explanation of the evidence against him.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

STUDENTS WITH DISABILITIES

In cases that involve students with disabilities, procedures mandated by federal and state law shall be followed.²

Due Process procedure to be followed by the principal/assistant principal/designee:

1. Evaluate the violation
2. Obtain statements from witnesses such as teachers, students and others regarding the incident
3. Tell the accused student the charges against him/her
4. Give the accused student an opportunity to explain the incident
5. Have the student who violated the rule prepare, date, and be given the opportunity to sign statement;

6. Refer to the **Code of Acceptable Behavior and Discipline** to determine the severity of the offense and appropriate disciplinary action.

Transfer of Records: Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing is completed.

SEARCH AND SEIZURE

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's personal effects shall be conducted only with the express authority of the Principal.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school, which the student attends.

WITNESS

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search.

PERSONAL SEARCHES

No search of a pupil's personal effects shall be conducted in the presence of other students.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

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

REGULAR INSPECTION

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items, which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

MOTOR VEHICLE INSPECTION

Driving rules shall be given to each driver, including a statement giving school officials the right to search a vehicle parked on school property and to search individual automobiles when conditions exist in the school or community that would cause reasonable suspicion that dangerous weapons or items could exist that threaten the safety of employees and/or students.

ILLEGAL ITEMS

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

OTHER DISRUPTIVE ITEMS

Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to suspension and expulsion.

**A FULL COPY OF THE SCHOOL CODE OF CONDUCT MAY BE FOUND ON
THE SCHOOL WEBSITE AT WWW.TODD.KYSCHOOLS.US**

FACILITIES

BUILDING, GROUNDS AND EQUIPMENT

Any student who willfully or negligently defaces or destroys school property shall be subject to appropriate disciplinary action **INCLUDING THE PAYMENT IN FULL FOR DAMAGE.**

BUILDING HOURS

No student should be on the grounds or in the building before 7:40 A.M., unless he/she has morning detention. Only students under the direct supervision of a teacher, coach, or other board employee should be on the grounds or in the buildings after 3:10 P.M. Any student in the building after school hours not under supervision will/may be required to report to after school detention.

CLOSED CAMPUS

Students, upon arriving at school, are to immediately enter the building. There is no food allowed in the gym or classrooms, so students **MUST** eat in the cafeteria. Students are not to go to vehicles or parking lot without permission from the Principal or designee. Students are not allowed at any time in unsupervised areas of the campus.

GYM

In order to keep our gym floors looking their very best, the following rules should be followed:

- A certified staff member must be present at all times that students are using the gym or weight room facilities.
- Only gym shoes should be worn on gym floor;
- No soft drinks except during basketball games;
- The gym floor should not be used as a hallway;
- Bleachers may be moved only on instructions by a staff member or custodian;
- The back door of the main gym shall be kept closed and locked at all times as mandated by fire and safety codes

LIBRARY

The library media center provides print and audio-visual materials to supplement and enrich classroom educational activities. All students are encouraged to take advantage of the availability of these materials for enjoyment, as well as, for educational experiences. Students are expected to adhere to the TCCHS Student Handbook, Code of Acceptable Behavior, and library rules. Students coming from a class to the library must have a note from the classroom teacher. The Librarian welcomes questions and offers assistance in locating materials in the proper manner.

LOCKERS

Lockers are the property of TCCHS and may be inspected by the administration at any time if the Principal/Assistant Principals have reason to believe a situation exists that involves the health, safety, and/or welfare of the school. The school is not responsible for lost or stolen items. If the locker does not lock or otherwise function properly, the Front Office should be notified. Students may be charged for damaged or defaced lockers assigned to them. Students are required to close and lock their lockers at all times. This rule will be enforced.

TEACHERS' LOUNGE/WORKROOM

This area is off-limits to all students. If a teacher is needed or a student has been sent on an errand to this area, the student should knock on the door and wait to be admitted. Students may not use the copy machines. Students should not be lounging/left unattended in this area.

STUDENT DRIVERS

NO PASS/ NO DRIVE

Students must obtain a school "Verification" form (required by the State of Kentucky KRS 159.051) prior to taking the test for a driver's permit. These forms are available in the Guidance office and Front office.

- Students ages 16 or 17 must not have (9) nine or more unexcused absences and not fail (3) three or more classes to be eligible for driving privileges.
- Students ages 16 or 17 who drop out of school will not be eligible for driving privileges.
- Student ages 16 or 17 may have his license/permit revoked if the student accumulates (9) nine unexcused absences or fails (3) three classes.
- A student who has had his/her license revoked may reapply as early as the end of the following semester that the student successfully completes the educational requirements.

Example

If a student has his/her license revoked in the month of May he/she may reapply after the fall semester (January) if the student met all requirements during the fall semester.

STUDENT DRIVER CONTRACT

Seniors will be given first chance at parking spaces due to limited availability. After August 12, the remaining spaces will be allotted on a first-come, first-served basis. If a student has not paid his/her student fees, he/she will not be issued a parking permit. A \$20 parking fee is assessed to all drivers for the year, this fee may be paid by semester for \$10.

The following rules shall apply to students driving to and from school and on the Todd County Central High School grounds or on any other property of the Todd County Board of Education:

- All students shall hold a valid operator's license and must have a contract with the Board of Education/TCCHS prior to driving a car to school.
- These contracts must be approved by the Principal before they become valid.
- Students must provide evidence of insurance.
- All students must purchase a parking tag to be displayed in the vehicle being driven.
- Students are assigned to a parking area by the Principal/designee. Each student will receive a numbered parking tag which corresponds to the spot in which they are to park.
- Students who drive are expected to observe the rules of the road at all times.
- The speed limit on campus is not to exceed (15) fifteen miles per hour.
- Students who take other students away from school during school hours in cars will have his/her contracts revoked.
- No student may park near the high school or school structures unless approved by the Principal.
- Student drivers are not to pass school buses while they are loading or unloading. Violation will result in the student losing his/her parking permit.
- Students are to park his/her vehicles immediately upon arrival on the parking lot.
- No sitting in cars will be allowed at anytime during the day. This includes before school begins, during lunch periods, and after school.
- Students will leave his/her vehicles parked and shall not return to the vehicle until they leave the campus at the end of the day.
- Students are not to be on the parking lot during school hours unless permission has been granted by the Principal or Assistant Principal.
- Cars are not to be driven to the ATC unless special permission is granted by ATC Principal and TCCHS Principal or Assistant Principal.
- Drivers who enter or leave the grounds in a reckless or improper manner, who are truant, habitually tardy, park improperly, or otherwise violate driving conditions, will have his/her driving privileges revoked. Privileges may be revoked in other special disciplinary situations, as determined by school/district administration.
- Drivers and parent/guardians consent to the search of any vehicle driven by the student and parked upon the grounds of TCCHS when, in the opinion of school officials, there is reasonable cause to believe that the vehicle may contain weapons and/or non-prescribed controlled substances. Reference: KRS 161.180, KRS 160.290, OAG 74-783

STUDENT GRADUATED DRIVER'S LICENSING LAW

Drivers under the age of 18 must attend a 4-hour course (Graduated License) or a Driver's Education Class within one year from the date they receive his/her license. The 4-hour course does not have any hands-on driving and may not be eligible to reduce insurance rates. (Individual companies vary)

SAFETY

SAFE LEARNING ENVIRONMENT

Providing a safe learning environment is the top priority of TCCHS Administration. Students have the responsibility not only for his/her own personal safety, but also for the safety of others. Dangerous acts, such as running, shoving, and general horseplay are not allowed. Special care should be taken in lab/shop areas. Lab/shop instructions and rules will be provided by individual teachers.

Students are not allowed at anytime in unsupervised areas of the campus. Students have a responsibility to promptly report inappropriate/unsafe behaviors or activities to school personnel.

FIRE, TORNADO, LOCKDOWN, AND EARTHQUAKE DRILLS

Each teacher will cover specific procedures for each drill with each class. Routes and instructions will be posted in each classroom and lab, as well as in the cafeteria and gym. Drills will be conducted periodically throughout the school year. Lockdown drills are scheduled periodically throughout the year so students and faculty are familiar with the procedures in case of a real emergency situation.

VISITORS

All parents/guardians are encouraged to take an active part in all activities at TCCHS. Upon entering the school building, all visitors and parents must report to the front office to receive a visitor's pass. If a parent/guardian wishes to have a conference with a teacher or administrator, an appointment is necessary. Friends and students from other schools are not permitted on school grounds or in the buildings except with special permission from the Principal or Assistant Principal. Individuals in the building without a visitor's pass should be reported to the front office or nearest faculty or staff member.

HEALTH POLICIES

A student who sustains an injury should report immediately to the nurse and/or front office for evaluation and first aid. A student accident form must be filed in any case when the student checks out of school due to accident.

TODD COUNTY POLICY CONCERNING MEDICATION

Parents of students who must take life sustaining medication, a child with special needs requiring medication, or a student requiring a temporary doctor's prescription must follow the following guidelines if the medication must be taken during school hours:

- 1) The parents/guardians of the students must deliver the medication to the school in person. The medication must be in the original container bearing the pharmacy label, which includes the directions from the physician, the physician's name, the name of the medication, the date and the student's name.
- 2) Written instructions from the parent/guardian are required for all over-the-counter and non-prescription medicines.
- 3) All medication must come with written instructions, or must have the instructions on the medication container.
- 4) All medications, including over-the-counter or non-prescription medications, must be turned in to the school nurse or front office.

5) Students will be required to go to the school nurse/front office to take his/her medication.

PERSONAL MEDICATION POLICY

The School Nurse, the Principal/Assistant Principals, Guidance Counselors, and Front Office personnel should be advised of any personal medical problems that may require special attention. These problems should also be listed on the Medical Card. Such problems may include diabetes, epilepsy, heart disorder, asthma, or allergies.

DISPENSING MEDICATION

Internal medicine, including aspirin, shall not be kept at school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit. Pupils may take medicine brought from home with written parental request, (OAG 73-768) provided the following conditions are met:

- 1) Medication shall be brought to school in the original prescription container.
- 2) Information listed on the container shall include the student's name and the name and prescribed dosage of the medicine.
- 3) The medication shall be registered with the School Nurse and/or Front Office.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, i.e., an asthma inhaler.

INSURANCE

TCCHS does not sell insurance but makes school group insurance available as a service to its students. All students participating in athletics, including the cheerleading and dance team must either take out school group coverage or provide an insurance release form from his/her parents.

RANDOM STUDENT DRUG TESTING

According to District Policy 09.423, students participating in competitive extracurricular activities at the high school or middle school and students who wish to exercise parking privileges shall participate in the District's student random drug-testing program. Students who do not exercise the privilege of participating in extracurricular activities or driving and/or parking on campus may participate in the random drug-testing program on a voluntary basis upon receipt of parental consent and completion of all appropriate forms. Competitive extracurricular activities include participation in school clubs or organizations not required by a class and athletic teams, including but not limited to baseball, basketball, cheerleading, cross-country, dance, football, softball, tennis, track, volleyball, swimming and golf.

While not required, other students may voluntarily participate in the District's random drug-testing program upon receipt of parental consent and completion of all appropriate forms.

Required consent forms will be given to the student by their coach/sponsor and must be completed, signed and returned in order for the student to participate.

Voluntary consent forms can be picked up at your child's school or requested by contacting Sandra Brown, RN at 270-265-2506 ext. 210 or email Chelsea.Adams@todd.kyschools.us

ATHLETICS

TCCHS offers the following interscholastic athletic programs: football, cross country (boys and girls), basketball (boys and girls), track (boys and girls), golf (boys and girls), tennis (boys and girls), softball, baseball, soccer (boys and girls), cheerleading, and dance team.

(See TCCHS Athletic Handbook for ALL policies and information)

BUS /TRANSPORTATION DEPARTMENT RULES

Waiting for the Bus:

- Be at the stop 5 minutes before the scheduled arrival of the bus.
- Respect other people and their property. No roughhousing or horseplay; No throwing, etc.
- Wait in an orderly manner.
- Wait a safe distance off the road. Do not enter or be on the road.

Boarding the Bus:

- Board on the bus to which you are assigned. No change of buses without written permission from the transportation department.
- If you have to cross the road, cross only in front of the bus.
- Wait for the driver's hand signal before approaching the bus or crossing the road.
- Cross the road at least 12 giant steps in front of the bus.
- Use the handrail when boarding.
- Go quietly to your assigned seat and be seated without touching others or their property.

Riding the Bus:

These rules apply while the bus is moving or stopped to load or unload other students.

- Always obey the driver's instructions and directives.
- Sit quietly in assigned seat and do not stand up until the bus is stopped.
- Do not distract or disturb the driver in any manner.
- Stay in your seat until the driver tells you otherwise.
- No food or drink allowed. This includes candy and chewing gum 5. Keep all carry-on items in your lap or on the floor between your feet.
- Report any damage to the driver.
- Extend nothing out the bus window. This includes any part of the body.
- Do not throw anything inside the bus or out of the bus window.
- Be courteous and respectful to everyone on the bus, students and adults.
- Do not use inappropriate language or gestures.
- Do not be disrespectful, rude, impolite, or surly to anyone.
- Abuse, aggression, ridicule, intimidation, insult, threats, force, and harassment by verbal, physical, or visual means will not be tolerated.
- Treat others, including the driver, as you wish to be treated.
- Do not do or say anything which disrupts the safe and orderly operation of the bus.

Exiting the Bus:

- Do not stand until the bus has completely stopped.
- Do not crowd or push.
- Use the handrail when going down the steps.
- Do not jump off the steps.
- Get off the bus only at your assigned stop unless you have a note signed by your principal to get off at another stop.
- Wait for the driver's hand signal before crossing the road.
- Cross only in front of the bus, at least 10 feet in front of the bus.
- If you drop anything, do not stop to pick it up, and do not run back towards the bus.
- Do not go into the road to pick up dropped objects until you have talked to your parent or guardian.
- Go immediately to your home when you exit the bus.

Items not allowed on the Bus:

- Weapons of any kind.
- Tobacco products of any kind.
- Alcohol or illegal drugs.
- Prescription drugs unless you have permission from the principal and give them to the driver when entering the bus.
- Radios, tape or CD players or other mechanical/electrical devices.
- Any glass objects.
- Food or drink of any kind.
- Items which cannot be held in the lap or on the floor between the feet. Check with your driver concerning band instruments.
- Any items likely to cause a disturbance or distract the driver.
- Balloons/Flowers of any type.
- Any live animals.
- Any item which extends into the aisle or above the seat back.
- Any item which disrupts the safe and orderly operation of the bus.



Todd County Central High School ACKNOWLEDGEMENT

Student Name (Please Print)

Homeroom Teacher

I have read and discussed the *Student Handbook 2015-2016* and the District Code of Conduct and will conform to all rules and regulations of Todd County Central High School and the District Code of Conduct.

Parent/Guardian Signature

Date

Student Signature

Date

(The acknowledgement of Student Handbook and Code of Conduct sign off sheet will be filed with Principal/designee and will remain on file until the close of school year)

Please detach and return this form to your child's homeroom teacher.