

# STUDENT/FAMILY HANDBOOK

2022 - 2023



TAYLOR COUNTY HIGH SCHOOL

## Taylor County High School

**Vision:** All students will transition from TCHS college or career ready productive citizens.

**Mission:** TCHS staff will uphold high academic, behavioral, and social expectations as well as work collaboratively to ensure all students succeed at the next level.

**“TCHS: Committed to Achieving Excellence”**



### *Disclaimer*

*This handbook has been designed as a quick reference for students, parents/guardians, teachers, and administrators. It highlights most of the major policies that affect the day to day operation of the school. All students and employees of Taylor County High School are held accountable to Kentucky Administrative Regulations (KAR), Policies and Procedures Manual of the Taylor County Board of Education, The District Code of Student Behavior and Discipline, and policies established by the SBDM Council of Taylor County High School.*

Taylor County High School  
 2705 Hodgenville Avenue  
 Campbellsville, KY 42718  
 Phone: 270-465-4431 Fax: 270-465-5731

**ADMINISTRATION:**

Principal- Sara Tucker  
 Assistant Principal - Jennifer Fitzpatrick  
 Assistant Principal – Sam Marple  
 Guidance Counselor – Shea White  
 Guidance Counselor – Candace Gilpin  
 College/Career Readiness Counselor – Dana Rogers

<b>Taylor County High School</b>	<b>Phone #</b>
Main Office/Receptionist-	270-465-4431
School Fax	270-465-5731
Guidance Secretary- Gina Sapp	Ext. 61018
Guidance Counselor- Shea White	Ext. 61023
Candace Gilpin	Ext. 61018
Senior Counselor- Dana Rogers	Ext. 61017
Attendance Clerk- Becky Wood	Ext. 61011
Bookkeeper/Finance- Shari Walters	Ext. 61012
ECE Recorder- Kasey Pierce	Ext. 61620
Media Specialist/Librarian- Katie Harris	Ext. 64112
School Resource Officer- Ricky Underwood	Ext.
Youth Service Center- Mariah Nicholas	Ext. 61310
Athletics (AD)- Chris Goodin	Ext. 61211
Kid Spot Services	Ext. 61260
Nurses Station	Ext. 60013

## TCHS Bell Schedule

7:30 AM.....Doors Open/Supervision Begins

7:50 AM.....Students Released to Class

8:00 AM.....1<sup>st</sup> period/School begins

## Class Bell Schedule

	Monday - Thursday	Friday
<b>1st period</b>	8:00 - 8:55	8:00 - 8:35
<b>2nd period</b>	9:00 - 9:50	8:40 - 9:10
<b>3rd period</b>	9:55 - 10:45	9:15 - 9:45
<b>4th period</b>	10:50 - 12:15	9:50 - 10:20
<b>5th period</b>	12:20 - 1:10	10:25 - 10:55
<b>6th period</b>	1:15 - 2:05	11:00 - 12:15
<b>7th period</b>	2:10 - 3:05	12:20 - 1:05

## Lunch Schedule

	Monday - Thursday	Friday
<b>1st lunch</b>	10:50 - 11:15	11:00 - 11:25
<b>2nd lunch</b>	11:20 - 11:45	11:25 - 11:50
<b>3rd lunch</b>	11:50 - 12:15	11:50 - 12:15

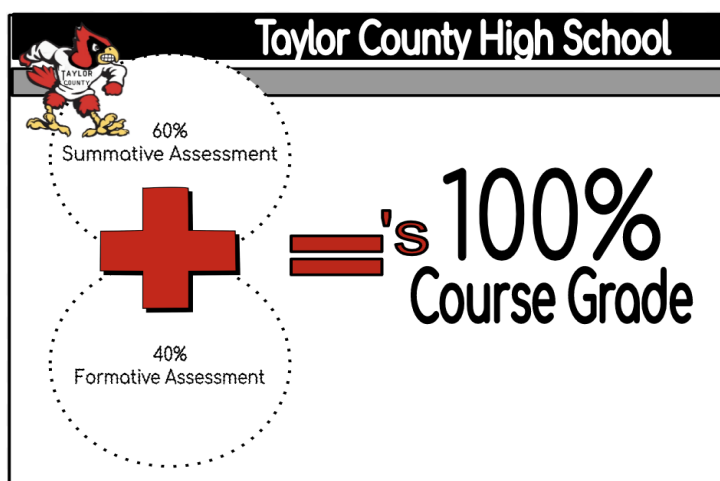
**Dismissal-** All students are released at 3:05 PM.

# Taylor County High School Grading Policies and Academic Supports

## Grading Policy -

Grades will be based solely upon individual learning and accurately reflect the achievement of outcomes defined by state/national standards. When there is insufficient evidence of learning to report a grade, an “incomplete” will be used for reporting student achievement.

Class grades and overall course grades are determined in this manner:



Grades should be an accurate reflection of what students know and how they would perform on state-mandated tests, EPAS, Advanced Placement, KOSSA, industry-recognized certifications, etc.

60% reflects mastery of content (common assessments, performance-based assessments)

40% reflects the practice to reach mastery (homework, quizzes, etc.)

Grading Scale:	A	B	C	D	F	Missing Work
	100—90%	89—80%	79—70%	69—60%	59—1%	0
KSA Equivalence	Distinguished High Proficient	Proficient	Apprentice	Apprentice (79% - 65%) Novice (64% > x)	Novice (59% - 50%) Incomplete (49% > 1%)	
ACT Equivalence	20+	19+	18 - 17	16 - 13	13 - 1	0

\*\*\*AP and Dual Credit Courses will follow the grading guidelines set forth by their organizations.

## **Summative Assessment Retake Opportunities**

When students are not successful at mastering a standard on a summative assessment, all students will have an opportunity to improve their learning results after completing additional instruction (Excluding final exams/projects/EOCs.)

- Students must complete all related formative assessments satisfactorily before requesting a reassessment on a standard.
- For standards repeated within the same semester, teachers may embed the reassessment later rather than offering a stand-alone re-take and reflected in the student's grade.

**Mid-Term Report/Report Cards**- Midterm grades will go out in the middle of each nine-week term; Report Cards will go out at the end of each nine-week term.

**ESS Opportunities**- ALL students will have the opportunity to attend Extended School Services (ESS) throughout the school year to improve academic standing/grades or complete missing assignments. ESS sessions will be available designated Saturdays per nine-week term (every other Saturday), before school twice a week and once a week after school each week. Specific dates and days will be provided on Remind and social media.

**Summer School** – In the event, a student is unsuccessful in completing a course with a 60% or higher, summer school will be an option for those who had an average for the year of 50% - 59%. Any student that does not meet this requirement will repeat the needed course due to many necessary skills being unmastered. The administration will review and make final decisions.

# Taylor County High School Testing

## **KSA**

Kentucky Summative Assessment (KSA) is the state assessment, including a series of achievement tests aligned to the Kentucky Academic Standards (KAS) in reading, math, writing, science, and social studies. The assessment for all grades is standards-based driven and criterion-based consisting of multiple-choice, multiple-select, extended-response, and short-answer items. KSA is based on Kentucky Academic Standards and customized for Kentucky. For each grade and subject, there are cut scores determined by the Department of Education that differentiate the performance levels of Novice, Apprentice, Proficient, and Distinguished.

\*\*\* KSA is administered within the last 14 days of school. \*\*\*

## **CASE21**

TE21's CASE Benchmark Assessments are designed to gauge students' academic progress and provide timely feedback that can be used by teachers to guide instruction. These benchmark assessments are administered to 9<sup>th</sup>-grade students in ELA and Math as mid-year assessments and as final comprehensive tests to 10<sup>th</sup>-grade students in ELA and Math as a mid-year assessment before administering the 10<sup>th</sup>-grade KSA state test. The benchmark assessments are aligned to the Kentucky Academic Standards. They will provide valuable data regarding all students' knowledge of the standards and their mastery level to be on track for College and/or Career Readiness.

## **ACT**

The ACT program is a comprehensive system for collecting and reporting information about students planning to enter post-secondary education. The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The ACTs emphasize reasoning, analysis, problem-solving, and the integration of learning from various sources, as well as the application of these proficiencies to the kinds of tasks that college students are expected to perform.

## **Industry Certifications**

Kentucky has a clearly defined process to ensure industry-recognized credentials are practical, relevant, and align with career pathways. The valid industry certification list is based on local workforce investment boards (WIBs), reviewed by multiple business and industry groups, and presented to the Kentucky Workforce Innovation Board (KWIB) Business and Education Alignment Committee and approved by the KWIB.

## **End of Program Test (formerly known as KOSSA)**

To ensure that career and technical education students have acquired the skills necessary for a successful transition from high school to post-secondary studies or the workforce, Kentucky has initiated a Skill Standards, Assessment, and Certification System. This system is based on clear and concise standards identified by employers across the state, culminating in a performance-based training and assessment system.

## How can students get involved at TCHS?

<b>Extra-curricular Clubs/Activities</b>	<b>Girl Sports/ Athletics</b>	<b>Boy Sports/ Athletics</b>
Academic Team	<b>Fall Sports</b>	
Art Club	Cross Country	Cross Country
Band	Golf	Football
BETA	Soccer	Golf
Cardinal Kids	Volleyball	Soccer
DECA	<b>Winter Sports</b>	
Drama	Archery	Archery
FCA	Basketball	Basketball
FCCLA	Bowling	Bowling
FFA	Swimming	Swimming
HOSA	Wrestling	Wrestling
JAG	<b>Spring Sports</b>	
Junior Conservation	Fast-Pitch Softball	Baseball
Pep Club	Fishing	Fishing
STLP	Tennis	Tennis
Student Advisory Council	Track/Field	Track/Field
Tri-M	<b>Year Round Sports/Activities</b>	
TSA	Cheerleading	
Ultimate Frisbee	Dance	
Y-Club		
Yearbook		
Young Historians		

\*At Taylor County High School, we recognize the benefits for students that stem from getting involved in our extra-curricular offerings and athletic programs. Research shows that being involved outside of the academic school day in such programs boosts academic performance, improves student behavior/attendance, and improves students' overall well-being. We encourage your child to find something that interests them and get involved in one or more programs.



# How can parents get involved at TCHS?

## **Parent-Teacher-Student Organization**

PTSO's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. PTSO plans school-wide and community events to provide engagement opportunities and raise funding for various school initiatives, resources, and events. For more information about joining PTSO, contact Taylor County High School.

## **School Volunteer Program**

All volunteers are required to complete an application. Application forms are available through the Family Resource & Youth Services Centers or online at the Taylor County Schools District Website. Training will be provided at the school by the Family Resource & Youth Services Centers or other school staff. If you need to be trained in any area not offered, please contact the Family Resource/Youth Services Center. For more information about volunteering at TCHS contact: April Melton, FRC Director (270) 465-4431 Ext. 61310 or (270) 849-3622

## **Site-Based Decision Making Council (SBDM)**

Site-based decision-making councils share leadership among those who are close to the students. Membership of each council includes parents, teachers, and an administrator of the school. The council has the responsibility to set school policy and make decisions outlined in the statute, which should provide an environment to enhance student achievement. The policies should assist in meeting the goals established in KRS 158.645 and KRS 158.6451. For more information about SBDM contact: Sara Tucker, Principal (270) 465-4431

## **2022 - 2023 Site Base Council Members:**

- Sara Tucker, Principal
- Marcus Rodgers, Teacher
- Sydney Newton, Teacher
- Dana Roney, Teacher
- Sondra Gribbins, Teacher
- Heather Wise, Parent
- Michelle Murphy, Parent
- Satara Gartin, Parent
- Chastity Spalding, Recorder

# Taylor County High School Attendance Procedures and Policies

## Attendance Expectations:

At TCHS, we expect our students to practice those habits that will help them be successful in school and as adults. Therefore, we expect our students to be present and to be punctual because Attendance Matters. The TCHS team will collaborate with students, parents, district leadership, and community agencies to ensure that our students maintain good attendance and academic standing.

## Attendance Procedures:

### Student Absence:

1. Parents should call TCHS attendance at 270-465-7313 by 8:15 to report their students' absence.
2. Students should be accompanied by a parent or excuse note when he/she returns to school and give it to the attendance clerk before the 1<sup>st</sup>-period tardy bell.
3. Absences will be marked excused or unexcused according to district policy.

### Check-In/Check-Out Procedures:

1. Parents, guardians, or approved adult(s) must check all students out who are leaving school. Please enter the FRONT of the building and report to the front desk. You will be directed to the attendance office to complete the check-in/check out procedure. A license is required to sign-out any student.
2. Students may check-in without parents/guardian/approved adult(s), but if tardy to **TUTORING and SUPPORT**
3. Support is always available. I will set up support after school one day during the week; a second afternoon may be created as we move into more rigorous material. I will arrange to meet you before school but must be discussed with me a day beforehand. Support during lunch can also be arranged. If in the event I need to cancel or move a support day, I will make it known immediately so other arrangements can be made.
4. You will not be welcomed in my support sessions if off-task behavior is practiced during class (in other words: if you goof off in class and miss information during my instruction or activities).
5. school, they must present a parent or excuse note to the attendance clerk.
6. Any changes regarding the mode of dismissal must be submitted to the front office in writing by 2:30 PM, to ensure ample time to get out the appropriate notifications.

## **Attendance Protocols for Absences and Tardies:**

### **Levels of consequence/action taken for School Level Tardies:**

- 5 unexcused absences will result in an attendance letter from the attendance clerk.
- 6 unexcused absences will result in a second letter from the attendance clerk.
- 7 unexcused absences will result in final notice from the Director of Pupil Personnel.

\*Additional Consequences can be administered by school administration if circumstances merit as determined by the school administration.

# **Taylor County High School General Procedures and Policies**

## **School Entrance Procedures:**

1. All visitors **MUST** enter through the front doors and **MUST** park in the front visitor parking lots. A license is required to enter the building.
2. From 7:30-8:00 Visitors must: Sign-in and wear a visitor sticker with the school identified.
3. After 8:00 AM, visitors must: ring the buzzer beside the front door, be greeted with a welcome statement, and asked how we can help you. Provide your name/child's name/and reason for visiting the school and enter the school to the receptionist's desk to sign in and receive a name badge with school, visitor name, and arrival time. A license is required to enter the building.

## **Morning Drop-Off /Afternoon Pick-Up Procedures:**

1. Morning Drop Off begins at 7:30 AM. Afternoon Pick Up begins at 2:55 PM.
2. Students may be dropped off in the morning/picked up in the afternoon through the student drop-off/pick-up line in the front of the building.
3. For safety concerns, there will be **NO** drop-offs/pick-ups behind the school.
4. If you wish to enter the school with your child, please park in the visitor's parking lots, which are located in front of the building.
5. Staff members will be on hand daily to assist with drop-offs/pick-ups.

## **TCHS Prom Policy**

**Who can attend:** Any Junior or senior in good standing may bring one guest.

**Guest:** Must be 20 years of age or younger. Middle school students are **NOT** permitted to attend prom.

## What does it mean to be in “good standing”?

**Academics:** Must be passing ALL courses for the year

**Attendance:** Must have fewer than ten unexcused absences and fewer than ten unexcused school tardies.

**Discipline:** No major infractions (Level 3's) or habitual discipline issues, including tardies to class.

## Taylor County High School General Policies Cont'd

**TCHS School Trip Policy-** To be eligible for any school-related trip during school hours, students must maintain a 93% attendance rate that includes absences and school tardies. Advisors, teachers, and coaches must submit student names to the attendance clerk at least one week before the trip. The attendance clerk will notify the advisor and any student who is not eligible to go on the trip. Students who do not meet the 93% attendance eligibility may set up a parent/student conference with a TCHS administrator to review the student's attendance record and determine a plan to improve the student's attendance rate.

### **TCHS Cell Phone/Personal Device Policy:**

1. All cell phones should be on silent during the school day.
2. Cell phones should be put away during instructional time unless permitted by the teacher for instructional purposes.
3. Students are expected to comply with the classroom teachers' expectations and procedures for cell phone usage.
4. Students who do not comply with the policy or who practice inappropriate use of their cell phone/personal device will be subject to the device's confiscation until the end of the day as well as disciplinary actions determined by the TCHS administration.
5. Students are permitted to use their personal cell phones while in the cafeteria during their allotted lunch period only.
6. Students who use their cell phone/personal device to bully, harass, embarrass, video, or threaten a student or staff member will immediately be referred to TCHS administration and/or the school resource officer.
7. For repeated abuse of the cell phone policy, a parent conference will be set to determine further consequences and loss of privileges.

*Note:* Taylor County School District and TCHS are not responsible for the loss, theft, or destruction of personal devices that students bring on school property.

**Drink Machines** - Students may ONLY purchase drinks from machines in our building after 1:15. Students are expected to comply with the classroom teachers' expectations for food/drinks in the classroom.

**Social Media Incidents-** Taylor County High School administration will ONLY investigate social media incidents that occur during school hours, derived from school associations, or in any way inhibit teaching and learning during the school day.

## Taylor County High School Anti-Bullying Policy

### SB 228 BULLYING DEFINITION

The definition is codified in Kentucky State Law KRS 158.148, subsections (1) (a) and (b):

(1)(a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or that disrupts the education process.

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

### STATEMENT OF INTENT

At Taylor County High School, we are committed to providing a caring and safe environment for all students. Bullying of any kind will not be tolerated in our schools. This includes bullying on school grounds, buses, and at school-sponsored events. Students should be assured that any incidents will be addressed quickly and thoroughly.

*Specific types of bullying may include, but are not limited to:*

**Verbal:** ex. name-calling, teasing, abuse, put-downs, sarcasm, insults, threats, offensive racial comments, offensive sexual comments, threatening to cause harm, taunting, any words used to intimidate

**Physical:** ex. hitting, punching, kicking, pinching, scratching, pushing, tripping, spitting, unwanted contact of a sexual nature, taking or breaking someone's things, making mean or rude hand gestures, any physical act used to intimidate

**Social:** ex. excluding and encouraging others to socially exclude others, spreading rumors about someone, embarrassing someone in public, intimidation through written communication

**Psychological:** ex. spreading rumors, dirty looks, hiding or damaging possessions, playing mean jokes to embarrass or humiliate

**Cyber:** ex. social media misuse to distress and humiliate, intimidating text and/or voice messages, inappropriate use of school email or technology privileges, and inappropriate use of camera phones

## **WHAT BULLYING IS NOT**

Some incidents that students experience are distressing and require teacher intervention and management, but are not considered bullying. Following are three socially unpleasant situations that are often confused with bullying:

**Mutual conflict:** There is an argument or disagreement between students where intervention may be needed to resolve the dispute, but there is not an imbalance of power, and one person is not being targeted repeatedly.

**Social dislike:** Social dislike is not bullying unless the rejection is directed towards someone to cause distress purposefully.

**Single-episode random acts of aggression or meanness:** ex. If a student is pushed on one occasion, they are not being bullied. Also, meanness or physical aggression directed towards many different students is not the same as bullying. However, since the school has an obligation to care and provide a student with a safe environment, single episodes should not be ignored or condoned. Ignoring these episodes could lead to the development of a bullying situation.

## **PROPER BULLYING REPORT AND RESPONSE PROCEDURES**

1. All bullying incidents will be immediately reported to a staff member.
2. The staff member will record all reports of bullying and share the incidents with the principal, assistant principal, and school guidance counselor.
3. In severe cases, the School Resource Officer (SRO) and School Safety Director will be contacted.
4. Parents/guardians of the bully will be informed by telephone or mail and summoned for a meeting concerning the incident. The victim's parents/ guardians may also be contacted.
5. The reported behavior will be investigated thoroughly, and the bully will be informed that the behavior must stop immediately.
6. After the incident has been dealt with, teachers, principals, and counselors will monitor both the bully and the victim to ensure the unacceptable behavior(s) does not reoccur.
7. Students are encouraged to communicate with school staff regarding future occurrences.
8. The victim and bully will receive counseling as deemed necessary.
9. All bullying incidents will be recorded in Infinite Campus, regardless of the outcome.

\*\*Anyone reporting an incident shall be protected from retaliation. Strong responsive action will be taken if retaliation occurs.

\* Incidents that are severe in nature may be referred to a School Resource Officer and could result in legal action.

# **Taylor County High School Behavior Management Plan**

I. The Taylor County High School Behavior Management Plan has been developed and approved by the SBDM Council to improve and maintain a positive and safe learning environment. All students, parents/guardians, teachers/staff members, and principals/administrators of our learning community should treat each other with respect.

## **II. EXPECTATIONS**

### **As a student, I should expect:**

1. To come to school to learn.
2. To have a safe environment. (Examples: no hoods on the head, no earbuds in the ears in the hallway)
3. To be treated according to all school and district rules and policies.

### **Classroom expectations:**

1. Be in the classroom and seated when the tardy bell rings.
2. Come to class prepared with all materials needed for class.
3. Follow the teacher's instructions and procedures respectfully.
4. Complete tasks to the best of your abilities and ask questions when you need help.
5. Be a team player and treat classmates, teachers, and visitors to the class with respect.
6. Be courteous and remain seated until the teacher dismisses the class.
7. Refrain from intentionally damaging/destroying school buildings or property.

### **Hallway expectations:**

1. To have Safe Hallways (Examples: walk on the right side of the hallways, walk instead of run or skip, no hoods on the head, etc.)
2. Respect Others (Examples: Keep hands and feet to yourself, use kind and appropriate language, etc.)
3. Be Responsible and Respect yourself by attending classes on time, prepared to learn with all the needed materials.

### **Cafeteria Expectations:**

1. To have Safe Cafeteria environment (Examples: walk at all times, stay seated until permitted by faculty and staff)
2. Respect Others (Examples: Keep hands and feet to yourself, use kind and appropriate language, etc.) as well as ALL staff in the cafeteria.
3. Be Responsible (Examples: Clean after yourself and throw all trash away, keep food and drink in the cafeteria, etc.)

**Restroom Expectations:**

1. To have Safe Restrooms (Examples: only enter restrooms to use them, be prompt, no horseplay)
2. Respect Others (Examples: wait your turn, keep hands and feet to yourself, and keep noise level down)
3. Be Responsible (Examples: flush toilets after use, wash hands and dispose of garbage in trash cans, report any incidents to a staff member)

**III. Hall Pass Procedures (10/10 Rule)**

Class time is valuable, and students should use the time between classes wisely. However, there will be times when students need to be out of class for various reasons. Students may be excused from the classroom with a hall pass issued by the teacher. We ask that teachers and students honor the 10/10 rule. Hall passes may be issued **AFTER** the first 10 minutes of class and **BEFORE** the last 10 minutes of class. Hall passes should be issued to one student at a time. To protect instructional time, students will only be allowed to leave a class 3 times per 9 weeks unless a medical emergency is on file in Infinite Campus.



## **IV. TCHS Tardy Code**

**Tardies are classified into two categories, School and Class Tardies:**

### **School Tardy:**

1. A school tardy occurs due to being late to school in the morning (after 8:00) or from leaving school before school is dismissed (2:50).
2. A school tardy is recorded by the school attendance clerk and reported to STATE officials for attendance purposes.
3. This type of tardy affects student attendance and may result in or contribute to truancy. Court appearances will be determined by state law.
4. Students who are persistently tardy will be subject to loss of school privileges, including school activities (prom), driving privileges, and field trips.

### **Levels of consequence/action taken for School Level Tardies:**

3 Tardies: Office Referral, Warning, Home Contact

5 Tardies: Office Referral, One Day ISS, Home Contact

8 Tardies: Office Referral, Two Days ISS, Home Contact

10 Tardies: Office Referral, Three Days ISS & Parking Permit Revoked for the remainder of the school year, Home Contact.

\*Additional Consequences can be administered by school administration if circumstances merit as determined by the school administration.

### **Classroom Tardy (every nine weeks):**

1. A classroom tardy occurs when a student is late entering a class after the tardy bell has rung.
2. Parents will be notified upon the 2nd tardy to class.
3. Teachers will track individual classroom tardies and will refer the student for disciplinary action for the 3rd and subsequent tardies.
4. Entering a classroom without prior permission more than 10 minutes into the class will be considered SKIPPING. Skipping class is an offense immediately reported for disciplinary action.

### **Levels of consequence/action taken for Class Level Tardies:**

#### **Tardies - Levels of consequence/action taken:**

1-2 Tardies: Office Referral, Warning, Home Contact

3-4 Tardies: Office Referral, Lunch Detention, Home Contact

5-7 Tardies: Office Referral, One Day ISS, Home Contact

8-9 Tardies: Office Referral, Two Days ISS, Home Contact

10 Tardies: Office Referral, Three Days ISS & Parking Permit Revoked for the remainder of the school year, Home Contact.

## **V. TCHS Dress Code**

We all should have pride in the way we dress. We also believe in promoting school spirit with our attire. Anything that interferes with the learning of other students is not allowed. The dress code will be checked by early morning duty staff and by 1st-period teachers during morning attendance. The following guidelines are to be followed:

### **Pants/Slacks/Jeans/Skirts/Shorts:**

1. Styles shall not be disruptive/distracting to the educational process, as determined by the TCHS administration.
2. No vulgarity or suggestive messages on the shirts pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, racially or sexually insensitive materials/symbols, and weapons of any kind are allowed.
3. No pajamas or pajama-like attire.
4. All attire must be worn at the waist and fit properly (no sagging).
5. All attire length must be at or below mid thigh.
6. No holes in attire that may be deemed inappropriate.

### **Shirts/Sweaters/Sweatshirts/Blouses:**

1. Styles shall not be disruptive/distracting to the educational process in any manner, as determined by the TCHS administration.
2. No vulgarity or suggestive messages on the shirts pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, racially or sexually insensitive materials/symbols, and/or weapons of any kind are allowed.
3. The hood may not be on (over the head) in the building.
4. No pajamas or pajama-like attire.
5. No bellies, backs, or cleavage/chest showing.
6. While sleeveless shirts are acceptable, spaghetti straps, shirts with cut out sides, or tank tops are NOT acceptable.

### **Belts:**

1. No chains, spiked, or metal objects that can possibly be used as a weapon are to be worn as a belt. (These items will be turned in to the office and must be picked up by the parent.)
2. If pants are not appropriately fitted at the waist, the student must wear a belt.

### **Footwear:**

1. Students can wear tennis shoes, sandals, open heel clogs, loafers, boots, dress shoes, or flip flops.
2. No house shoes or slippers.

### **Jackets/Coats, Outerwear:**

1. Styles shall not be disruptive/distracting to the educational process in any manner as determined by the TCHS administration.
2. No vulgarity or suggestive messages on the jackets pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, and weapons of any kind.

**Headwear/Hair:**

1. Hair Styles shall not be disruptive/distracting to the educational process in any manner, as determined by the TCMS administration.
2. No costume hats or wigs.
3. No bandanas or hoods.

**Jewelry/Makeup/Accessories/Etc.:**

1. No leather collars/wristbands or dog collars.
2. No spiked items.
3. No chains connected to belts or wallets.
4. No pocket knives.

**Note: The Principal will make final decisions regarding dress and must approve any exception to the dress code policy. All exceptions must be pre-approved.**

## **VI. TCHS Tobacco/E-cigarette/Vape Policy**

1. The use or possession of any tobacco or e-cigarette materials shall be prohibited in the building and campus of Taylor County High School.
2. Prohibited materials include cigarettes, cigars, pipes, snuff, chewing tobacco, matches, lighters, e-cigarette pipes/cartridges, Juul, and all other items developed for tobacco or e-cigarette usage.
3. Prohibited vaping items will be confiscated by school administration.
4. E-cigarette pipes/vapes will be confiscated, and the cartridges may be taken out to determine that no illegal substances or synthetic drugs are being used.

First Offense: 3 days of In-school suspension/parent notification  
Second Offense: 5 days of In-school suspension/parent notification  
Third Offense: 9 weeks placement at Lakeview Academy/parent notification

## **II. Zero Tolerance Fighting Policy:**

### **Physical Altercations:**

The following disciplinary consequences will be carried out for any student involved in a physical altercation (fighting):

First Offense- 5 consecutive days in In-School Suspension  
Second Offense- 9-week placement at Lakeview Academy  
Third Offense- Placement at Lakeview Academy for the remainder of the year  
\*Parents will be contacted per offense.

### **Videoing a Fight:**

Any student found to have videoed any physical altercation (whether or not the video was shared on social media) will receive the following consequences:

First Offense- 2 consecutive days in In-School Suspension  
Second Offense- 5 consecutive days in In-School Suspension  
Third Offense- 9-week placement at Lakeview Academy  
\*Parents will be contacted per offense.

# Taylor County High School Behavior Management Plan

## VII. DISCIPLINARY RESPONSES TO STUDENT BEHAVIOR

<i>Due process shall be given at each level.</i>		
Level I Classroom	Level II Admin.	Level III Admin./SR Officer
Description:	Description:	Description:
Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.	More frequent or severe behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school. Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others.	Behaviors that result in violence to another person or property or pose a direct threat to others' health or safety.
Procedures:	Procedures:	Procedures:
<p>Teacher/Staff intervention and redirection. Event and resolution are maintained by the teacher either formally or informally.</p> <p>*Before a referral to admin., the teacher must make parent contact (only level I).</p>	An administrator will investigate the behavior or event and will interview the necessary participants. A parent conference may be held. The event and resolution are documented and maintained by administrative staff. The teacher is informed of administrative actions.	An administrator will investigate the behavior or event and will interview all the necessary participants. Parents are notified. The school resource officers will be involved in all criminal matters and will notify appropriate agencies. A notice will be made to the Board of Education. The event and resolution are documented and maintained by administrative staff. The teacher is informed of administrative actions.

Event Examples:	Event Examples: (and continuation of previous level behaviors)	Event Examples: (and continuation of previous level behaviors)
<p>Tardy to class *Refer to the Tardy section. Dress code violation Failure to complete classwork Disruptive behavior Failure to follow staff instructions Inappropriate display of affection Verbal abuse Acceptable Use Policy technology violation *Refer to Acceptable Use Policy Electronic device violation per classroom expectation Profanity or vulgarity Threats or intimidation Lying</p> <p>Failure to follow school-wide safety measures</p>	<p>Bullying/Cyberbullying Hazing Harassment Disrespectful behavior Disruptive behavior Failure to follow staff instructions Recording an act of violence/bullying Instigating/promoting an act of violence Acceptable Use Policy technology violation *Refer to Acceptable Use Policy Cheating Gambling Skipping class Inappropriate behavior False reporting/Falsification of note or signature Fighting 1st offense Videoing a fight or any inappropriate behaviors 1<sup>st</sup> offense Vandalism (less than \$100) Theft/Stealing (less than \$100) Inappropriate sexual behavior Failure to comply with previous consequences Threatening staff False fire alarm Tobacco violation Vaping violation Obscene/Pornographic material including technology</p>	<p>Fighting 2nd offense and over Assault Videoing a fight or any inappropriate behaviors 2<sup>nd</sup> offense and over Terroristic threatening: Bomb threat Arson False fire alarm Vandalism (over \$100) Theft/Stealing (over \$100) Possession of stolen property (over \$100) Dangerous instruments/fireworks/ammunition possession/use Deadly weapons possession use including look-alike weapons Drugs/Alcohol/ Other intoxicating substances possession/use including look-alike substances Extortion</p>

<p>Parent contact  Verbal redirection  Behavior contract Privileges withheld  Special seating  Warning  Conference with student  Time out area  Conference with parent/guardian</p>	<p>Option to use any previous level  Warning  Parent contact  Temporary removal from class  Conference with parent/guardian  Counseling  Schedule change  Restricted activity  Referral to an outside agency  Lunch isolation  Detention/Extended detention  Modified day  Peer counseling  Restitution  Suspension in-school  Suspension out-of-school  Alternative school  Referral to law enforcement</p>	<p>Option to use any previous level  Alternative school  Expulsion  Referral to law enforcement</p>
---	--	---

## Behavior Definitions

Behavior	Definition
Acceptable Use Policy technology violation	Inappropriate use of district or school technological resources, including district network systems and the use of district/school equipment. (Per Acceptable Use Policy)
Arson	Starting or attempting to start a fire in a school building.
Assault	Physical attack of one person or a group of persons on another with the intent to injure. Physical, sexual abuse of any kind is also considered assault. Victims of assault have the right to self-defense.
Bullying	Any form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending himself or herself and does nothing to "cause" the bullying.
Cheating	A student acts deceptively or dishonestly, including a student copying another's work and using it as his/her own (plagiarism), tampering with official school records.
Cyberbullying	Bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation.
Dangerous instruments, fireworks or ammunition, possession of	Dangerous instruments include any instrument, article, or substance, including parts of the human body, readily capable of causing death or serious physical injury. Dangerous instruments shall consist of pocket knives, b.b. guns, hunting knives of all types. (Per KRS 500.080[3].)
Deadly weapons, possession of	The possession of any weapon from which a shot, readily capable of producing death or another serious physical injury, may be discharged; any knife other than an ordinary pocket knife or hunting knife; billy, nightstick, or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material. (Per KRS 500.080[4].)
Deadly weapons, possession of look-alike or toy	Any look-alike, toy, or facsimile of a deadly weapon as defined above.
Disrespectful behavior	Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting.



Disruptive behavior	Causing an interruption in a class or activity. The disruption may include sustained loud talk, yelling, screaming, making noise with materials, horseplay or roughhousing, and/or continued out-of-seat behavior.
<b>Behavior</b>	<b>Definition</b>
Dress code violation	Inappropriately dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, racially or sexually insensitive materials or alcohol on clothing. The School administration maintains final discretion on determining dress code violations. *See Dress Code section.
Drugs, alcohol, other intoxicating substances, or paraphernalia/possession of	Possession/use of any form of drugs, alcohol, other intoxicating substances, or look-alike substances with intent to use, distribute, or sell.
Extortion	Obtaining or attempting to get property from an unwilling person by intimidation or physical force.
Failure to Attend Detention	Failure to report to or be present in an assigned classroom/area during the time a student is assigned to serve detention.
Failure to follow directions or rules	Failure to complete assignments, including state-mandated assessment tests, and to follow other school or classroom regulations.
Failure to follow staff instructions	Refusing to comply with reasonable requests by school personnel or refusal to obey classroom and school rules, in a manner more severe than disrespect. The defiance may be verbal, symbolic, or physical; confronting with resistance or challenging the authority of school officials; failing to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to school officials' authority.
False fire alarm	Sounding a school fire alarm or alerting the fire department or any school employee when there is no fire.
False reporting/falsifying note	Intentionally reporting false information to a school official or signing parent or staff note.
Fighting	Students who willfully engage in the use of physical force, except if done in self-defense as solely determined by the administration.
Gambling	Any game of chance for the express purpose of exchanging money or property.

Harassment	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.
Hazing	An act that injures degrades or disgraces another student or other person.
Inappropriate Display of Affection	Engaging in inappropriate, consensual (as defined by the school) verbal and/or physical gestures/contact of a sexual nature to another student/adult.
Inappropriate Sexual Behavior	Exhibiting intimate physical contact in school or at any school-related activity, on-site or off-site. This sexual contact can be consensual or unwanted.
<b>Behavior</b>	<b>Definition</b>
Leaving School/Campus	Leaving the school building and/or campus without permission during regular school hours.
Obscene/pornographic material	Possessing or accessing any material, whether written, printed or electronic, that depicts nudity or represents or describes sexual conduct and, when taken as a whole, lacks serious literary, artistic, or other value.
Profanity or vulgarity	The use of words or gestures generally considered socially unacceptable.
Skipping Class	Failure to attend any regularly scheduled class or assigned school activity without a valid excuse.
Tardy	Failure to be in the classroom before the tardy bell rings without a reasonable excuse.
Terroristic threatening	Making a statement of intent to commit a crime likely to cause death, physical injury, or substantial property loss. This includes, but is not limited to, making, or being involved in making a threat that a bomb or chemical, a biological or nuclear weapon has been placed in or is about to explode in a school building, on school grounds, in a school bus, at a bus stop, or any school-sponsored activity.
Theft, stealing or possession of stolen property	Taking or possessing property belonging to the school or another person.
Threat or intimidation	The act of threatening force or violence, scaring, or insulting another person.
Threatening Staff	Using verbal messages or physical actions toward a staff person or school representative that implies the threat of serious bodily injury.
Tobacco violation	Possession/use of any form of tobacco with intent to use, distribute, or sell.
Vandalism	Destruction or defacing of public or personal property, including computer

	hardware or software.
Vaping substances/paraphernalia	Possession/use of any form of vaping device or substance with intent to use, distribute, or sell.
Verbal Abuse	Using abusive and demeaning language: words that attack or injure an individual, words that cause one to believe an untrue statement or words that speak falsely of an individual. This can include talking back, name-calling, and/or creating socially rude interactions.
Videoing a Fight or Inappropriate Behavior	A student is proven guilty of videoing a fight or inappropriate behaviors (Examples: student's vaping, etc.), regardless if they share this video online.
Violation of Personal Electronic/ Telecommunication Device	Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras, and/or phones and other personal electronic devices as described in board policy. *Refer to Acceptable Use policy.

## **VIOLATIONS AND REPORTING**

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District and School Code.

Students wishing to report a violation or believe they are victims may report it to any staff member of Taylor County High School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

**Notice: Any student or staff, with a physical disability, may request their programs, classes, and/or activities be held in an entry-level location.**

NOTICE: The Taylor County School District does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IV Coordinator/Section 504 Coordinator  
1209 East Broadway  
Campbellsville, KY 42718 270-465-5371