



Pike County Central
High School
STUDENT HANDBOOK



2022-23

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Pike County Central High School

School Information

- **Address**
 - 100 Winners Circle Drive Pikeville, KY 41501
- **Phone Numbers**
 - **School:** 606-432-4352
 - **FRYSC:** 606-432-7736
 - **Athletic Office:** 606-432-7730
 - **Fax:** 606-432-7733
- **Website**
 - <https://pcchs.pike.kyschools.us/>
- **Social Media**
 - Facebook: <https://www.facebook.com/pcchshawks>
- **Office Hours**
 - 8:00 am - 3:30 pm

Administration

- | | |
|------------------------------|----------------------|
| ● Principal | Dr. Timothy M. Cline |
| ● Assistant Principal | Mr. Eric Ratliff |
| ● Assistant Principal | Mr. Matt Moon |
| ● School Counselor | Mrs. Jaime Good |
| ● Athletic Director | Mr. Eugene Lyons |
| ● Finance Officer | Mrs. Jan Hunt |
| ● FRYSC Coordinator | Mrs. Shelley Collins |
| ● School Secretary | Mrs. Tammie Hunt |
| ● Student Affairs | Mrs. Jami Slone |

PCCHS Vision Statement- Pending review by ILT

PCCHS Mission Statement- Pending review by ILT

School-Based Decision-Making Council

- Teacher Members: Angela Lockhart, Bethany Thompson, Ronn Varney
- Parent Members: Michele Adkins, Chris Brooks
- Standing Meeting: The first Tuesday of each month at 4:30 p.m. (*Conference Room A*)

Schedule & Building Map

A. Regular Schedule

7:53 am	--	To class
8:00 am	8:53 am	1st Period
8:57 am	9:49 am	2nd Period
9:53 am	10:45 am	3rd Period
10:49 am	12:07 pm	5th Period (<i>Lunch: 1st @ 10:45; 2nd @ 11:40</i>)
12:11 pm	1:03 pm	6th Period
1:07 pm	2:09 pm	7th Period (<i>Break: 1st @ 1:03; 2nd @ 1:59</i>)
2:13 pm	3:06 pm	8th Period

1st Lunch- 10:45 am - 11:11 am

2nd Lunch- 11:40 am - 12:07 pm

1st Break- 1:03 pm -1:13 pm

2nd Break- 1:59 pm - 2:09 pm

B. Pep Rally Schedule

7:53 am	--	To class
8:00 am	8:45 am	1st Period
8:49 am	9:34 am	2nd Period
9:38 am	10:23 am	3rd Period
10:27 am	11:33 am	5th Period (<i>Lunch: 1st @ 10:27; 2nd @ 11:05</i>)
11:37 am	12:22 pm	6th Period
12:26 pm	1:11 pm	7th Period
1:15 pm	2:00 pm	8th Period
2:00 pm	3:06 pm	Pep Rally/Other Activity (<i>Break included</i>)

C. One-Hour Delay Schedule

a. (Note: 3rd & 5th periods swap to accommodate lunch)

8:53 am	--	To class
9:00 am	9:43 am	1st Period
9:47 am	10:30 am	2nd Period
10:34 am	11:38 am	5th Period (<i>Lunch: 1st @ 10:30; 2nd @ 11:13</i>)
11:42 am	12:26 pm	3rd Period
12:30 pm	1:15 pm	6th Period
1:19 pm	2:20 pm	7th Period (<i>Break: 1st @ 1:15; 2nd @ 2:05</i>)
2:24 pm	3:06 pm	8th Period

D. Two-Hour Delay Schedule

a. (Note: 3rd & 5th periods swap to accommodate lunch)

9:53 am	--	To class
10:00 am	10:33 am	1st Period
10:37 am	11:10 am	2nd Period
11:14 am	12:18 pm	5th Period (<i>Lunch: 1st @ 11:10; 2nd @ 11:53</i>)
12:22 pm	12:55 pm	3rd Period
12:59 pm	1:32 pm	6th Period
1:36 pm	2:26 pm	7th Period (<i>Break: 1st @ 1:34; 2nd @ 2:12</i>)
2:30 pm	3:06 pm	8th Period

School Map

b. Bottom Floor



c. Top Floor



Introduction

The faculty and staff of Pike County Central High School would like to welcome you to one of the best educational facilities in the state of Kentucky. Our school exemplifies the efforts and resultant pride of the surrounding community, parents, students, faculty, and staff. Therefore, we sincerely thank all of the involved stakeholders who have had such a vital input into this school and its children, with a special thanks to the Superintendent, the Pike County Board of Education, and the taxpayers for providing such an ideal setting in which to educate the students of our Pike County Central High School community.

The purpose of this handbook is to familiarize the student body and parents/guardians with the policies and procedures of Pike County Central High School. By printing our guidelines, we genuinely desire to acquaint you with the school operating procedures and professional expectations.

We all wish to make Pike County Central High School something we are *very* proud of. Our growing and success-oriented community have provided us with a modern facility, cutting-edge technology, and the instructional materials required to achieve our goals. We now must make it a school, not just any school, but an outstanding institution that will create intelligent, responsible citizens ready for tomorrow's many challenges. Together, we can make PCCHS the top high school in Kentucky!

Due Process

Pike County Central High School adheres to all Federal, State, and Local District policies. (Procedures are on file at Pike County Central High School). In general, due process rights include: Being informed of charges & evidence, being allowed to present one's case, and having the right to appeal. Anyone desiring to do so may appeal in writing through administrative channels at the Board of Education. Written appeals will receive a written response. The channel of appeal is as follows: Assistant Principal, Principal, and Supervisor for Instruction. The final level of appeal shall be to the Superintendent and the Board of Education.

I. Academics

A. Advanced Placement Program

1. PCCHS offers several College Board Advanced Placement Courses. Advanced Placement courses cover the curriculum the College Board prescribes; therefore, they are taught at a college level in high school. Many colleges grant college credit for completed AP courses and required AP exam scores. AP students have the option of taking the National AP Exam. Many universities award college credit if the score on the exam is high enough (3, 4, or 5). The schedule for National AP Exams is set by the College Board and will be available to students. The student/parent pays the cost of the exams. (Approximately \$100.00)
2. For more information, schedule an appointment to speak with the School Counselor.

B. Class Standing and Placement

1. The school counselors will review each student's class standing in terms of credit units annually. Students who are deficient in credits will be reclassified.

C. Computation of Class Rankings

1. All letter grades shall be assigned the following numerical equivalents:
 - a) A = 4 points
 - b) B = 3 points
 - c) C = 2 points
 - d) D = 1 point
2. The numerical equivalents shall be totaled. The total numerical equivalent shall be divided by the total number of credits (or units) earned to determine the student's overall Grade Point Average. This shall be "rounded to two (2) decimal places." Class rank shall be computed with ties receiving the same number ranking. For example, if there are three (3) number ones, the next student will be number four (4), not number two (2). This is standard procedure within the computerized system of ranking.

D. Dual Credit Program

1. Pike County Central High School also offers a dual credit program, in conjunction with the University of Pikeville and Morehead State University, whereby students entering the education profession can enroll in on-site dual credit courses that will concurrently earn credits at both the high school and college level, at no additional cost to the student. Courses generally offered include College Algebra, College English, College Speech, College Computer Applications, the College Teacher Education Course, and College Music.
2. For more information, schedule an appointment to speak with the School Counselor.

E. Grade Policy and Progress Reports

1. Pike County Central High School's Grading Policy establishes a single semester grade per course. This single semester grade shall include all work, tests, homework, writings, class participation, and all work required by the teacher and/or school to complete the course. The semester grade for each course will be valued at 100%, with 90% of the grade resulting from the semester course work and the remaining 10% being comprised of the semester test for each course. Progress reports will be sent home approximately halfway through each grading period. The school will send report cards home following each nine-week grading period. The final report card for the school year will be mailed the week after the close of school. Parents can check a student's progress anytime by using the Infinite Campus parent portal website. Parents/Guardians can access the website through the school website via the utilization of the student's PIN. You may call school counselors for specific directions.
2. Pike County Central High School's grading scale will be as follows:
 - a) 90% -100% A
 - b) 80% - 89% B
 - c) 70% - 79% C
 - d) 60% - 69% D
 - e) 0% - 59% F

F. Grade Point Average and Placement

1. GPAs are calculated yearly based on semester grades and used to determine class rank. They become part of the information forwarded to colleges by high schools for admissions. The student's GPA is calculated by dividing the total number of grade points earned by the total number of credits attempted. Grade point averages are computed in the second, fourth, sixth, and eighth semesters.

G. Valedictorian Requirements

1. Class of 2023

- a) Students must meet the following requirements to be eligible to be a Pike Central Valedictorian:
 - (1) 4.0 grade point average
 - (2) 20 composite ACT Superscore
 - (3) A minimum of 3 dual credit or Advanced Placement courses **OR** complete a CTE pathway with an earned certification
 - (4) 90% attendance for 12th grade

2. Class of 2024

- a) Students must meet the following requirements to be eligible to be a Pike Central Valedictorian:
 - (1) 4.0 grade point average
 - (2) 21 composite ACT Superscore
 - (3) A minimum of 4 dual credit or Advanced Placement courses **OR** complete a CTE pathway with an earned certification
 - (4) 90% attendance for 11th - 12th grades

3. Class of 2025

- a) Students must meet the following requirements to be eligible to be a Pike Central Valedictorian:
 - (1) 4.0 grade point average

- (2) 22 composite ACT Superscore
- (3) A minimum of 4 dual credit or Advanced Placement courses **OR** complete a CTE pathway with an earned certification
- (4) 90% attendance for 11th - 12th grades

4. Class of 2026 and beyond

a) *must meet the following requirements to be eligible to be a Pike Central Valedictorian:*

- (1) 4.0 grade point average
- (2) 23 composite ACT Superscore
- (3) A minimum of 4 dual credit or Advanced Placement courses **OR** complete a CTE pathway with an earned certification
- (4) 90% attendance for 11th - 12th grades

H. Guidance Department

- 1. The Guidance Department of Pike County Central High School exists to help students. Students must become aware of the services available to take advantage of all the services offered by the guidance department. Counselors can advise each student about personal problems, academic problems, career choices, course selections, and college and scholarship information. The guidance department also helps in student orientation, information services, and student appraisal.

I. Out-of-District Students

- 1. Pike Central High School is honored to accept students living in surrounding districts or areas and recognize the many opportunities and benefits we can provide them. We do so, provided certain conditions and obligations are met. However, out-of-district students wishing to attend our school will not be accepted if they have a record of attendance and discipline infractions. If accepted, the School Counselor will withdraw them if they develop such a record while a student at Central. Pike County Central High School is not legally or professionally obligated to accept and educate any student who does not live in our district. They can be denied acceptance or withdrawn at administrative discretion.

J. Promotion And Retention

1. The promotion and retention requirements are as follows:
 - a) Promoted to 10th grade 5.5
 - b) Promoted to 11th grade 12
 - c) Promoted to 12th grade 19
 - d) Graduation 22
2. Students will be classified by the criteria cited above at the opening of the school year based on the number of earned credits at that time. Students shall remain in that classification until the beginning of the next school year unless they have completed a minimum of seven semesters and become eligible for graduation during that year.

K. Schedule Changes

1. Every effort will be made to place students in appropriate courses for their abilities and future educational or career interests. Maximal student and parent input will be allowed when course selections are made. Once those selections are made, no changes will be made in the selections after the schedule is finalized except for the following reasons:
 - a) A required course for graduation is failed during the current year.
 - b) A course that a student requests is taken during summer school.
 - c) Exceptional circumstances: in the case of exceptional circumstances, any change must be discussed between the principal and the student.

L. Semester Exams

1. Every teacher will give semester examinations, which are an integral part of student grades. Exams will be oral, written, and/or performance-based. The exams will be given on the last three days of each semester. The principal will be given a copy of the examinations before they are administered.

M. Graduation Exercises

1. No student shall participate in any graduation exercises unless they are within two (2) credits of the school's required credits for graduation.
2. **To participate in graduation, the student must be in compliance with the school attendance policy and participate in all scheduled rehearsals for the ceremony.**

N. Substitute Teachers

1. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with accordingly. The student's responsibility is to treat a substitute with the respect and courtesy that is due to all persons at Pike County Central High School.

O. Teacher and Classroom Responsibilities

1. When a student is assigned to and enrolled in a class, the student and teacher accept a common bond of responsibility. The student and teacher must be in class, studying, preparing assignments, and behaving conducive to good learning and teaching. Once assigned to a class, the teacher is responsible for the student. No student is to leave any class without permission from the teacher. No teacher should ask for a student from another class without first consulting with the teacher responsible for the student.
2. A student may be transferred from one class to another if it becomes evident through a personality clash or another problem that the teacher and student cannot exist in this situation. A teacher should bring a student to the office if the following conditions exist:
 - a) The student threatens the teacher or other students.
 - b) The student's behavior becomes so obnoxious that they disrupt the learning process of other students.
3. In extreme cases, PCCHS administrators will submit evidence of the student's behavior to the superintendent for possible expulsion from school. The courts have ruled that due process is a right of all citizens. For disciplinary actions resulting in suspension, the student who has allegedly committed a breach of rules is entitled to due process.

P. Testing Program

1. Pike Central students must take various state and college preparatory tests during their high school careers. These tests serve to indicate how we are doing as a school, if we are meeting our goals, and to what degree each student is learning the necessary material for their future success and achievement. American College Test (ACT, Grades 10 & 11) & ASVAB (Grade 11 and 12), Advanced Placement Examinations (Grades 10-12), KPREP (On-Demand, Grades 10 and 11). Colleges and universities require the scores from a college admissions test before a student is accepted for admission. The American College Test (ACT) and the Scholastic Aptitude Test (SAT) are the two national tests. It is to the student's advantage to take these tests at least once before their senior year and no later than the December testing date, particularly if they plan to seek honors programs, scholarships, or early admissions. If the student intends to participate in the Governor's Scholar program, it is crucial to take the ACT or SAT. Test information is available for seniors, which provide a means of bypassing some required and lower-level courses at the college level. The college catalog is the best means to determine what tests are accepted and whether these tests result in college credit. Substantial savings in college costs may be derived from taking these tests. We also implement assessments for Career Readiness, including but not limited to Industry Certification Exams for Career Pathways through Belfry Vocational Center. KOSSA is also implemented.

Q. Transfer and Withdrawals

1. Before a student can attend a new school, the military, an employer, etc., the student must complete the Pike County Central High School withdrawal form. Students can pick up this form in the counselor's office. Parents need to call or visit the school to verify the student's withdrawal. Students must complete all books and financial obligations before a withdrawal can be considered valid. Students who drop out of school will not be re-admitted until approval is granted through the principal's office, at which time the guidance counselor will make a schedule. Students may not withdraw from school until age 18, per state law.

R. Vocational Programs

1. Any student that wishes to enroll in our Vocational Program must adhere to all rules and policies concerning the program; failure to comply may result in student removal at an administrator's discretion. All vocational students will be transported by bus to and from our local Vocational Schools. Students will **not** be allowed to drive their vehicles to these schools, and committing this infraction will result in disciplinary action, up to and including loss of parking privileges and expulsion from the vocational program.
2. The procedure for vocational school will be as follows: Morning vocational students will enter the commons area upon arrival at school, whether by bus or personal vehicle. When the first-period bell rings, they will stay in the commons area in a designated area until Administration has taken vocational attendance. After the roll has been taken, they will be allowed to board the vocational bus. Students that fail to comply with the attendance procedures will not be allowed on the vocational bus.
3. Students may not take any beverage container or type of food on the vocational bus.
4. If students miss the vocational bus, they must stay in the in-school suspension classroom until their classes begin OR an alternative area designated by the administration. If missing the vocational bus is habitual, the students will receive disciplinary action, including suspension and termination from the vocational program.
5. When students return to school, they must immediately report to their scheduled period class or other designated areas.
6. Afternoon vocational students must report to the commons area by an assigned time, take vocational attendance and be ready to load the bus at the appointed time. All A.M. vocational rules apply to these students. When afternoon vocational students return to school, they must immediately report to the designated area to wait for the dismissal bell.
7. Vocational students are not permitted to enter the student parking lot and leave school grounds early; failure to comply will result in the loss of parking/driving privileges and disciplinary action. Evening vocational students will be permitted to visit their lockers **ONLY** upon school dismissal! Any vocational student that leaves their assigned area before

school dismissal will be considered skipping and receive disciplinary action.

II. Attendance

A. Policy

1. Pike County Schools' goal is to help students develop the necessary skills, habits, and knowledge required to be responsible citizens and productive life-long learners. After graduating, our students will find themselves in a work environment where regular attendance, punctuality, and responsible behavior are required. It is the function of the school to prepare students for this environment by fostering these habits. School attendance is also necessary for academic success. Therefore, students are expected to attend school daily and arrive on time for all classes and other school functions. Failure to do will result in punitive actions as required by law and school policy.

B. Kentucky Compulsory Attendance Laws

1. Parent or custodian to send a child to school – Age limits for compulsory attendance
 - a) Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having in custody or charge any child between the ages of six (6) and sixteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or the public school that the board of education of the district makes provision for the child to attend. Any parent or guardian who elects to send a child five (5) years of age to school shall keep the child in regular attendance. Every child who is a resident in this state is subject to the laws relating to compulsory attendance. Neither he nor the person in charge of him shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that his parent is a resident of another state. The residence of the child's parent or guardian will be the governing factor of school attendance.

C. What Constitutes Truancy?

1. Any child who has been absent from school without a valid excuse for three (3) days or is tardy on five (5) days is a truant.
2. Any child who has been reported as a truant three (3) times is a habitual truant.
3. Being absent for less than half of a school day shall be regarded as being tardy.
4. A tardy can occur in either the morning or afternoon.

D. Valid Absences (with written statement)

1. Illness – parent/guardian note (not to exceed 5)
2. Illness (medical excuse)
3. Driver's license test (1/2 day-2 times)
4. Medical appointment of student
5. Other circumstances as approved by principal
6. Court (documented)
7. Death in the immediate family
8. Religious holidays
9. Prearranged absence
10. Educational Enhancement Opportunity (EHO)
11. NOTE: Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. A student may be given an excused absence for a total of five (5) days per year due to illness without a doctor's statement. Other than these five (5) days, all absences due to an illness will require a doctor's statement for the absence to be counted as excused.

E. Invalid Absences

1. Examples of absences that are not valid and will count toward truancy procedures:

- a) Indifference
 - b) Juvenile detention
 - c) Babysitting
 - d) Oversleeping
 - e) Out of school suspension
 - f) Absence unknown by the school or parent/guardian
 - g) Out of town
 - h) Working at home/business
 - i) Transportation (missed bus or car trouble)
 - j) Poverty
 - k) Illness (more than ten (10) parent notes)
2. Students must remain at school at all times or check out through the principal/designee's office. Checkout procedures are addressed further in this handbook.
 3. Since every school day is essential, "skip days" are not recognized or condoned by the school administration and are considered unexcused and will be subject to disciplinary measures.
 4. Also, students that leave campus in a vehicle, either their own or another, without going through proper check-out procedures will be subject to disciplinary action:
 - a) See the PCHS Discipline Matrix.
 5. NOTE: At the principal's discretion, a parent or guardian may be notified for an attendance hearing when a student has missed a total of ten (10) days of school through any combination of excused and unexcused absences.

F. Attendance Procedures

1. Attendance

- a) The progress of a student at school depends on the punctuality and regularity of attendance. Students are expected to be at school every day and in their assigned classrooms on time. Attendance is a student-parent/guardian responsibility.

2. Absences

- a) Parents or guardians should call the school before 10 am to report students' absence for that school day. When the student returns to school, they must bring a statement signed and dated by the parent/guardian to the office before they are readmitted to school.
- b) Pupils are not absent when participating in school activities authorized by the Pike County Board of Education and considered part of the school's instructional program.
- c) Pupils are not absent when participating in activities that are provided in KRS 158.240 and 159.035. Pupils may not be excused when they are absent as spectators at school activities.
- d) Absences because of death in the immediate family will require a written statement and a phone call to the principal/designee.
- e) Students shall understand that absences should be used for personal illness or injury, and professional appointments (doctors, dentists, etc.).

G. Attendance Due Process

1. **Step 1:** After a student has acquired their third (3rd) invalid absence, the principal/ designee/advisor will arrange a conference with the student. PCCHS Admin will contact the parent/guardian in writing, e-mail, or phone concerning the student's absences.
2. **Step 2:** Upon the sixth (6th) invalid absence, the principal/designee will notify the parent/ guardian and student. An attendance contract will be developed for the student and parent.
3. **Step 3:** Upon the seventh (7th) invalid absence, the principal/designee will notify the assistant pupil personnel worker. Home visitation and a written

24-hour notice* shall be given to the parent/guardian. In addition, the school FRYSC coordinator will be contacted, and a FRYSC letter will be sent home to parent/guardian.

- a) **NOTE: When the parent/guardian is not present, a 24-hour written notice may be left at the door or with a neighbor/relative.*
4. **Step 4:** Upon the eighth (8th) invalid absence, the principal/designee will complete the habitual truancy procedure by submitting or filing charges with the DPP and CDW or District Court to petition for habitual truancy.
5. **Step 5:** Upon the ninth (9th) invalid absence in a semester, a student may have their driver's license or permit suspended according to the Kentucky No Pass/No Drive Statute (KRS 159.051).
6. **Step 6:** Upon the tenth (10th) invalid absence, the principal/designee will complete another warning/contract explaining that the student is in danger of losing the following privileges. Attendance policies will be **strictly** enforced:
 - a) **12 or more days (unexcused):** Loss of Field Trip Privileges/Senior Picnic
 - b) **13 or more days (unexcused):** Loss of parking/driving privileges for one month.
 - c) **14 or more days (unexcused):** Loss of Prom/Project Prom Privileges
 - d) **15 or more days (unexcused):** Loss of Senior Banquet Privileges
 - e) **16 or more days (unexcused):** [Seniors] may not walk across the stage for graduation
 - f) **20 or more days (unexcused)** Loss of parking/driving privileges for up to the remainder of the school year.

H. Tardy to school

1. Should a student be tardy for school, they must report to the Student Affairs window for admittance to school. The principal/designee will issue tardy slips or tardy tickets. Parents/guardians must send excuses for tardies as well as

absences. The student will be admitted to class by giving the teacher of that class a tardy ticket. Tardiness and excessive tardies may result in assignment to detention, ESS (Extended School Services), ISS (In-School Suspension), or any other appropriate action determined by the principal/designee.

- a) Five tardies to school or class will result in 1 day of ISS.
Parents Notified
 - b) Six tardies to school or class will result in 2 days of ISS.
Parents Notified
 - c) Seven or more tardies to school and/or class will result in a one-day suspension, and a behavior contract will be signed. Excessive suspensions will result in filing beyond school control charges with the CDW.
2. ******EXTRACURRICULAR students/athletes/participants MUST BE IN SCHOOL on GAMEDAY or have an excused absence to be eligible to play.******

I. Attendance Make-Up Work and Tests

1. Students having excused or prearranged absences (acceptably documented) shall be allowed to make up work. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work. Students are responsible for completing all work missed during excused absences within a reasonable period of time, including semester exams. Students having excused absences will be allowed to make up any work missed providing that they make arrangements with the teacher within **three days after returning to school**. Only major assignments or tests assigned before a period of suspension, but due or scheduled during the suspension, will be accepted for credit. Any work done in class that has been missed during unexcused absences may not be made up for credit without principal permission.

J. Non-Attendance Make-Up Work And Tests

1. Students will not be excused from one class to make up work or do special work in another class except when unusual circumstances exist. Approval for such make-up work must be obtained from one of the principals. This approval will very rarely be given to any student or group of students.

Every effort must be made to have all students in their assigned area of study at all times. **Students that are suspended are not allowed to make up their work unless an administrator gives them express permission.**

K. Notification

1. Teachers shall keep accurate student attendance records and notify the principal or their designee after the student has been absent or has been tardy to homeroom or to class for the third and fifth time.

L. Verification

1. When returning to school following an absence, students shall bring a signed and dated note from their parent/guardian or physician to explain the reasons) for the absence or otherwise satisfy the principal as to the validity of the excuse within three (3) school days.

III. Communication

A. Student /Parent Communication

1. We will be unable to deliver messages to students except in case of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of other students in the class for any reason other than an emergency. The nature of the emergency must be specified to the school office when conditions arise that make it impossible or impractical to delay the message later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc., should be made before the students arrive at school. Students are allowed to contact their parents via cell phones when they are in the commons area or outside the school only.

B. Telephones

1. No student should ask to be excused from class to make telephone calls. The office telephone is to be used only in emergency situations. A student must have a note from their teacher indicating permission and the reason for the emergency use of the office telephone. Cell phones should not be used in the hallways or bathrooms for these types of calls. Students must report to the office.

C. Telecommunications Devices

1. While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law (cell phones, pagers, etc), and other related electronic devices, **provided they observe the following conditions:** (if students violate these conditions, they shall be subject to the stated disciplinary actions, including losing the privilege of bringing the device onto school property).
 - a) Cellular phones can only be used in the commons area only prior to 8:00 am, during lunch and break, and after 3:06 pm. Students who break the policy and use cell phones in the hallways will be warned by teachers and asked to place the phone out of sight immediately. Failure to follow this policy will result in disciplinary action through administration.
 - b) Cell phones may be used for educational purposes in the classroom at the teacher's discretion. Students are expected to adhere to the varying policy that teachers employ within that individual classroom. If a teacher does not allow cell phones, then the cell phone will be taken, and school policy will be followed.
 - c) Students will only be allowed to possess a telecommunications device (cell phone, pager, IPad, etc. if they and their parents sign the appropriate telecommunications clause located on the school's multimedia form. Students that are found in possession of a telecommunications device without a contract will have their device confiscated until their parents can pick it up.
 - d) Students are responsible for securing the devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
 - e) Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
 - f) Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic

integrity or violating the confidentiality or privacy rights of another individual.

- g) Telecommunication devices are allowed to be used in the Commons area during lunch, break, and before and after school ***as long as they are used responsibly.***
 - h) Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do; otherwise, devices shall be turned off when students exit the double doors from the Commons Area and enter the halls.
 - i) **Filming or taking pictures of others is prohibited and illegal in some cases. This includes filming fights or other activities within the school building.** Authorities may be called in the event that a student violates this policy.
 - j) Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or procedures or its Code of Acceptable Behavior and Discipline. Disciplinary actions for violations:
 - k) See the PCCHS Discipline Matrix
2. Central staff has the right to confiscate any device that violates this policy.
 3. Failure to adhere to these rules will result in loss of telecommunication device privilege on school property.
 4. **Students that refuse to turn over their cellular phone/telecommunication device will be suspended. Students that are argumentative, disrespectful, or insubordinate when asked to turn over the device will also forfeit the right to have a device on campus.**
 5. **Parents and students are required to sign a Cell Phone/Electronic Telecommunication Device Contract to be kept on file with homeroom teachers.**

IV. Discipline

The authority to establish a disciplinary system is derived from state law and the Pike County Board of Education's Policies. The Pike County Board of Education, through its authority to delegate powers, has vested in the school administration at Pike County Central High School the implementation of rules and regulations governing conduct. All the students of Pike County

Central High School shall be required to conduct themselves in a manner that will not be contrary to the best interest of the school. The students shall not be permitted to disrupt the rights and privileges of other students to an education. Student conduct that in any manner materially disrupts class work, creates disorder, threatens the safety of, or invades the rights of others shall be a basis for disciplinary action. (Refer to the Pike County Board of Education Discipline Policy for further information.)

A. Bullying & Harassment Policy

1. Pike County Central High School believes that all students have a right to a safe and healthy school environment. Our school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student or students through words or actions. This type of behavior can include: direct physical contact (ie. shoving, hitting, pushing, etc.); verbal assaults (teasing, name calling, etc.); social media (Twitter, Facebook, texting, etc) and social isolation/social manipulation.
2. Pike County Central High School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school on a school-sponsored activity, during lunch and break period, and during a school-sponsored activity. Students guilty of bullying infractions will be disciplined accordingly. To report bullying or harassing incidents, please contact school administration or call the Safe School Helpline at 1-800-418-6423 ext. 359 or go on the web to: www.safeschoolhelpline.com or text 66746 then type TIPS. More information is available through our office.

B. Dress Code Policy

There is a relationship between good dress, good work, and school behavior. Any attire that attracts undue attention to the wearer is in poor taste and not acceptable. Students are asked to use good judgment, dress appropriately for the weather, and remember that their clothing should never be distracting or revealing. Modesty is encouraged.

This Dress Code Policy reflects the standards acceptable by the Pike County Central High School Community. School SBDM councils have the authority to

enact additional and more stringent dress and appearance codes for their schools. With this in mind, we have established the following guidelines:

a. *Shirts*

- i.** Neither the fabric, fit, nor fashion of a shirt or top shall allow exposure of undergarments or the midriff, whether the student is seated, standing, or moving. The shirt hem must extend past the top of the pants or be tucked into the pants. Shirts ripped or torn down the side exposing skin are not permitted.
- ii.** Shirt types inappropriate for our school setting include, but are not limited to, tube, tank, halter, or crop. Shirts cannot have necklines lower than the straight line from the top of the underarm across to the opposite underarm.
- iii.** Students may wear hooded sweatshirts; however, students are not permitted to have the hood pulled over their heads indoors.

b. *Pants*

- i.** No sagging clothes.
- ii.** Neither the fabric, fit, nor fashion of a student's pants shall allow exposure of undergarments or the midriff whether the student is seated, standing, or moving.
- iii.** Pants must be worn at the waist level. Pants must be size appropriate and should not drag on the floor.
- iv.** Any holes in pants must be below the tip of the student's middle finger when their arms are relaxed by their side and cannot be large enough to be deemed inappropriate or a safety concern.
- v.** Any skin exposed above the tip of the student's middle finger when their arms are relaxed by their side must be covered from the inside.

c. *Shorts, Skirts & Dresses*

- i.** Size-appropriate shorts and skirts must be worn.

- ii. Neither the fabric, fit, nor fashion of a student's shorts, skirt, or dress shall allow exposure of undergarments or the midriff whether the student is seated, standing, or moving.
- iii. Shorts, skirts, and dresses must be worn at waist level, be size appropriate, and should not drag on the floor.
- iv. Any holes in shorts, skirts, and dresses must be below the tip of the student's middle finger when their arms are relaxed by their side and cannot be large enough to be deemed inappropriate or a safety concern.
- v. Any skin exposed above the tip of the student's middle finger when their arms are relaxed by their side must be covered from the inside.

d. Shoes

- i. Students must wear shoes at all times.
- ii. Wheeled shoes are not permitted.
- iii. House shoes are not permitted.

e. Hats

- i. Students may wear hats, caps, toboggans, and other head coverings in the building; however, teachers have the right to have students remove head coverings in their classroom at their discretion.

f. Clothing, jewelry, or accessories

- i. Clothing, jewelry, or accessories that bear the following are unacceptable:
 - 1. Decorated with offensive illustrations
 - 2. Slogans that are suggestive of drugs, tobacco products, alcohol, sex, obscenities
 - 3. Language that proves to be a disturbing influence
 - 4. Statements, slogans, images, or logos that harass, threaten, intimidate, demean, suggest violence, or sexual innuendo and/or create a reasonable risk of substantial influence on

the educational process, i.e., Swastikas, etc. or other clothing deemed intolerant based upon Federal Title IX guidelines, is not permitted.

5. Clothing, jewelry, buttons, and other forms of ornamentation (including those containing slogans, endorsements, or commentary) are permissible except when they make distracting noises, express violence, are obscene or suggest obscenity, suggest racial bias, nudity, advertise alcohol, drugs, or tobacco products illegal items, or suggest promotion or identification of gangs.
6. No items of clothing that would impair the health and safety of the student during regular school activities, such as dog collars, chains, sunglasses (inside the school building), etc., will be allowed.
7. Students may wear earrings but are prohibited from wearing other **visible** body piercing(s) jewelry. No visible body piercing other than the ears. (Pike County Board Policy).

g. Prohibited Items

- i. The following items are prohibited and may not be worn or carried on campus unless it is specifically part of a school-wide dress-up day:
 1. Bedding/Sleepwear
 2. Pajamas, nightgowns, or house slippers
 3. Blankets and pillows
 4. Bandanas (obscuring face or head)

h. Disruptions to the Learning Environment

- i. Strictly prohibited are any types of clothing and accessories that promote alcohol, drugs, gangs, weapons, tobacco, violence, sexual behavior, profanity, or discrimination through words, pictures, or innuendo.

- ii. Headphones, earbuds, or any other electronic device or accessory should not be worn unless the student is in the commons area, library, or when instructed by a teacher as part of the learning process. Headphones should not be worn as an accessory around the neck or any other visible manner.

- 1. *Note: Headphones may be worn if prescribed for sensory issues by a medical provider. Students must provide documentation, in this case, to the school administration.*

i. Violations:

- i. See the PCCHS Discipline Matrix
- j. **The administration reserves the right to ban the wearing of any article of clothing should these items be judged inappropriate for school wear.**

C. Drug and Alcohol Use / Possession

Pike County Central High School is committed to providing a safe drug and alcohol-free atmosphere. In the event that a student possesses drugs/alcohol, police authorities and parents will be called, and appropriate procedures will be followed. Students violating this policy will receive the maximum disciplinary action allowable by law and policy.

D. Fighting / Assault

A primary responsibility of Pike County Central High School is to ensure a safe learning environment for all students and personnel. Therefore, physical altercations (fighting, assaults, etc.) will result in the strictest application of disciplinary procedures; parents will be contacted and local law enforcement utilized.

1. Violations:

- a) See the PCCHS Discipline Matrix**

For any physical altercation, out-of-school control charges may be filed with the local court system.

E. Public Display of Affection

Pike Central students are expected to display the highest standards of good behavior. This includes overt displays of affection on school grounds or during school functions.

1. The first (1st) offense will result in a warning and will be written as an incident referral.
2. The second (2nd) offense will result in (1) day of ISS. Parent will be contacted.
3. The third (3rd) offense will result in two or three (2) days of ISS and a parent conference.

F. Sexual Behaviors

The safety and welfare of our students is a primary concern of all staff members here at our school. As such, we have adopted the strictest procedures possible for dealing with unwanted behaviors. The disciplinary actions for students violating acceptable standards of sexual behavior will be determined according to the circumstances. Discipline can include student conferencing, in- or out-of-school suspension, parental contact, filing charges with a CDW, and contacting local law enforcement agencies. Serious misbehaviors will be subject to the maximum disciplinary actions, including incidents involving social media or telecommunication devices.

G. Skipping Class/School

Pike County Central considers skipping class a very serious infraction and will take disciplinary action to the fullest extent possible.

1. Skipping Class:
 - a) The first (1st) offense will result in (1) day of ISS.
 - b) The second (2nd) offense will result in a parental conference and (3) days of ISS.
 - c) The third (3rd) offense will result in a parent conference, 1-3 days out of school suspension, and filing charges with a CDW (Court Designated Worker).
2. Skipping School:

- a) The first (1st) offense will result in (3) days of ISS and parental contact.
- b) The second (2nd) offense will result in a parental conference, (5) days of ISS.
- c) The third (3rd) offense will result in a parent conference, 3-5 days out-of-school suspension, and filing charges with a CDW.

H. Tobacco/Vape Device Use and Possession

All tobacco items, as well as any electronic smoking device that may or may not contain nicotine, and the use of such products are prohibited on campus grounds.

1. The disciplinary action for the use or possession of tobacco and electronic smoking products is as follows:
 - a) The first (1st) offense will result in a student conference, (1) day of ISS and 2 hours of Community Service.
 - b) The second (2nd) offense will result in (2) days of ISS and parental contact and 4 hours of Community Service.
 - c) The third (3rd) offense will result in (3) days of ISS, and a parent conference.
2. If there is evidence of repeated and continuous violation of this policy (in excess of three (3) events), disciplinary action may include the suspension of the student from school or a recommendation for expulsion.

I. Vandalism

Stakeholders should make a special effort to prevent any type of vandalism to the building and equipment. It is hoped that students will develop an intense pride in their new building and will not tolerate another student defacing the school and grounds in any way. Students caught vandalizing will be brought to the administrative staff immediately.

V. Extracurricular Activities And Other Policies

A. Dance Policy

Students attending any Pike County Central High School event are expected to display only the highest standards of proper behavior and decorum, which includes student actions during dancing and similar events that involve student

contact. Sexually suggestive dancing/behavior cannot be tolerated. This includes (but is not limited to):

1. The touching of breasts, buttocks, or genitals with any part of the body.
2. Bending over in such a way that displays the breasts or buttocks.
3. Crossing or straddling legs in a sexually suggestive manner.
4. Sexually suggestive dancing involving body movements that are judged inappropriate.
5. Long-periods of overt displays of affection (kissing, touching, etc).
6. The baring of torsos and abdomens by removing items of clothing.

A warning will be given to students if any of the above misbehaviors are observed. If the warning is ignored and the infraction witnessed a second time the student or students will be removed immediately from the dance/event. If that student or students are removed from a second dance/event during the school year, he/she will be banned from all dances for the remainder of the school year.

1. Prom, while reserved for Juniors, Seniors, and their approved guests, will also be offered to those students enrolled at PCCHS through the Foreign Exchange Program regardless of age in order to offer them a more full American high school experience.

B. Elevator Keys

Pike County Central can provide elevator service ONLY for those students who require them due to physical disability or injury. No other student is allowed to accompany a student who has access to the elevator without written permission from the office. This key must be procured at the office. A \$5.00 deposit is required for all keys; this money will be refunded upon the return of the key.

C. Extracurricular Activities

Pike County Central is committed to providing a broad array of extracurricular activities to enhance the high school experience of our students, as well as providing them with additional skills and abilities that can help them become successful in the future. Students that excel in one or more of these activities are sometimes granted a scholarship from institutions of higher learning. PCCHS is a member of KHSAA, and we offer the following athletic and educational activities: **Athletic (included but not limited to):** Football, Basketball,

Baseball, Soccer, Wrestling, Cross Country, Track, Golf, Tennis, Cheerleading, Softball, bowling, and Volleyball. **Educational Activities/Clubs (included but not limited to):** Future Business Leaders of America, Future Educators of America, Student Technology Leadership Program, Student Council, Fellowship of Christian Athletes, National Honor Society, Spanish Club, Health Occupations Students of America, PRIDE, Science Club, Young Democrats Club, Young Republicans Club, Academic Team (Quick Recall, Future Problem Solving Team), Art Club, BETA Club, Pep Club, Book Club, Chess Club, JROTC Club, and KEY Club, etc.

D. Fundraising

The Education Reform Act of 1990 prohibits school from engaging in fundraising activities to purchase instructional supplies. However, the Pike County Board of Education recognizes the need for individual classes to do so, such as the Junior Class, which sponsors the Junior-Senior Prom; various clubs and other school organizations, such as the Band and the Cheerleaders, to raise funds in order for these organizations to function. We still believe that fundraising should be kept to a minimum since the primary responsibility of Pike County Central High School is to educate. If fundraising is necessary, approval must be secured through the faculty sponsor and the principal's office prior to the beginning of the sales. While at school, no individual should engage in any type of sales of organizations or groups other than school-related clubs or organizations when engaging in fund-raising activities, please keep in mind the policy enacted by the 1978 Kentucky Legislature. (1) No students shall be compelled to solicit or meet any kind of quota in a fund-raising activity. Solicitations by students shall be on a completely voluntary basis, and no grade changes or any sanctions shall be imposed for refusal or failure of a student to engage in any solicitations or other fund-raising project without the prior approval of the local board of education. Sponsors of various clubs and organizations must receive approval for fund-raising from the principal and request for approval of fund raising activities must be submitted in writing to the principal and superintendent.

E. School Events

All social events held for the student body must be approved by the administration. No school social function can be held until the sponsoring organization secures an adequate number of chaperones. The names of the chaperones must be given at the time the event is scheduled on the master calendar. Students attending social events are expected to be present throughout the event. Those who leave may not return. The administration reserves the right

to decide who will be allowed to attend social events held at the school. This includes any special activity scheduled for our students, whether on our school grounds or at another location. Students and parents need to be aware that students who persistently engage in acts of misconduct or vandalism may be barred from attending athletic events, and social events, such as the junior/senior prom, and class or club trips. Students who exhibit poor conduct may also be barred from holding a class office. Any student suspended from school or attending the Day Treatment Facility will not be allowed to attend school events.

F. Student Fees / Lockers / Parking Permits

At the beginning of the school year, each student is assigned a locker and a combination lock. The locker/key fee is included with the student fee of \$40 at the beginning of the school year. (\$20 for those students that qualify for reduced lunch, no charge for those students that qualify for free lunch) All students are required to have a locker. School personnel will hold periodic inspections of all lockers, and any illegal material will be seized and proper charges filed with the local court authorities. Damage to the lock or locker will be applied to the student assigned to the locker. No lock other than those issued by the school will be permitted. If a lock is lost, a \$5.00 fee will be collected. No stickers, posters, or writing may be placed on or in any locker. Drivers pay an additional \$10 for driving privileges and registration. Additional fees MAY OCCUR for AP or Dual Credit Courses, as applicable, for those individual courses.

G. Student Sportsmanship and Conduct at Athletic Events

All students who will be attending athletic events at Pike County Central High School will be expected to conduct themselves in a proper fashion. Students are encouraged to cheer for their team and take part in the cheers led by the cheerleaders. At no time should a student's enthusiasm in supporting the team cause him/her to behave in an unsportsmanlike manner, either through their actions or words. Students should at no time throw any objects onto the playing surface or field since these objects can easily cause one of the players to have a serious accident and can cause a technical foul or penalty to be assessed against our team. We should always keep in mind that both the officials and the visiting team are guests and should be treated in a courteous sportsmanlike manner. Unsportsmanlike behavior/activities will result in disciplinary action.

VI. Safety

A. Buildings and Grounds

When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students in its appearance and daily care. We feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. This commitment includes using the common sense approach. Trash belongs in trash cans, food is to be eaten only in designated areas, gum and graffiti have no place on the floor or walls, and furniture and equipment in our schools are for your use and **not** abuse. Students that eat and drink in our Commons Area are required to pick up their refuse. Failure to do so will result in disciplinary action.

B. Commons Area

Thanks to federal grants, both breakfast and lunch will be provided free of charge for all students. Multiple serving lines/areas are open during each lunch period. Students are permitted to bring their own lunches from home. Deliveries of lunch by parents or any outside individuals are not permitted; students who wish to bring their lunch must bring it with them prior to school. STUDENTS ARE NOT PERMITTED TO BRING FOOD INTO THE LUNCH ROOM FROM RESTAURANTS. Students who break this rule are subject to disciplinary action. Lunches brought from home may be stored in the locker until lunch time and must be eaten in the commons area only. Student behavior in the cafeteria should be based on courtesy and cleanliness. After eating, each student is to pick up all trash and place it in a trash can, leaving the area neat and clean. Lunch trays and eating utensils must be returned to the proper designated area for cleaning. Students who misbehave or are disruptive in the commons area are subject to disciplinary action. Students that are habitually disruptive CAN be assigned a designated area to eat lunch. Students must report to the commons area during their lunch period and break period as soon as possible. **Those students who are found to be out of the commons area during their lunch period or break without the permission of administration or written permission from faculty will be considered skipping and are subject to disciplinary action.**

C. Emergency Snow Plan

If the weather is unusually severe and school must be canceled for the day, a notice will be broadcast on the local radio and television stations. Also, Pike

Central office personnel will attempt to call each designated home via the Pike County Board of Education Automatic Notification System. In the event that school is delayed by one or more hours, all schedules, including the arrival of the staff, the opening of the building, and the bus schedules at the start of school, will be delayed according to the announced time. However, school will be dismissed at the regularly scheduled dismissal time at the end of the day. Pike County will continue to participate in the Non-Traditional Instructional Days. Work will be sent home by teachers and completed on NTI days. Once we return from school cancellations, students will be given 3 days to complete and make up any NTI work. These assignments do count as regular classroom grades and need to be completed at home during the NTI day.

D. Emergency Drills

Emergency drills (fire, tornado, earthquake, etc.) will be held periodically during the year. Each teacher will inform you as to which exit should be used for your class. Students should attempt to leave the building quietly and orderly and as quickly as possible. Drills should not be regarded lightly since the method of emptying the building could be used for other emergencies.

E. Halls and Stairwells

In passing between classes, students are asked to keep to the right of the hallway as much as possible. This will allow for a quicker flow of hallway traffic and ensure safety. Students are expected to be quiet and orderly when using the hallways at all times. Running, horseplay and other forms of disorder are dangerous and will not be tolerated. As in all instances at school, students are subject to the authority of all teachers when in the halls. Lockers located in the hallways should only be opened and closed between classes, and the door should be firmly locked at all times. Students shall not loiter in stairways or at the top or bottom of stairwells.

F. Money and Valuable Articles

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles, and we are not responsible for the loss or misplacement of these items.

G. Off-Limit Areas

Certain areas are off-limits to students during school hours. Those areas are parking lots, hallways (without a hall pass), Gymnasium (unless as part of a class), and outside of the building, **All Mechanical/ Electrical rooms and Teacher's Workroom/Faculty Restrooms are off limits at all times.**

H. Restrooms

Every effort is made to provide the cleanest restrooms possible, and students should take pride in helping keep them clean. .

1. There should be no more than five students in a restroom at any one time; no more than one student in a stall at any one time.
2. There will be no loitering in the restrooms at any time. Sitting or lying on the restroom floor is not permitted
3. Defacing the restrooms by marking walls or by damaging fixtures will be considered a serious offense and handled accordingly.
4. If a student is sick and needs to spend an extended period in the restroom, he/she **MUST** notify the office or the teacher in charge that they are ill and will be in the restroom. If a student **DOES** spend an extended period of time in the restroom without notifying anyone, he/she may be disciplined as if he/she were skipping class.
5. Smoking/vaping in restrooms is strictly prohibited and will be dealt with severely. Students that have a record of smoking/vaping in the restrooms will be prohibited from their use and must be personally escorted by an administrator or designee unless in the case of an emergency.

I. Severe Weather Drills

In case of a severe weather emergency, the following procedures will be executed.

1. A tornado **WATCH** means that tornadoes and severe thunderstorms are possible.
2. A tornado **WARNING** means that a tornado has been spotted or detected by radar, and you should take shelter immediately.

3. The students and staff shall be informed of the procedures for a severe weather drill, and a planned meeting area for each classroom shall be designated.
4. A copy of the tornado evacuation drill shall be posted in a prominent place next to the exit door.
5. In addition, the school staff shall be trained in their responsibilities in the evacuation drill.
6. During the approach of a tornado, you should stay away from windows, doors, and outside walls. Always protect your head and chest.
7. Go to pre-designated shelter areas. Interior hallways are usually best.
8. See the bulletin posted in each classroom near the door for your designated area.

J. Visitors

Only persons with legitimate educational needs will be permitted to visit the school. All visitors are required to check into the school at Student Affairs to receive approval. A visitor's pass will be issued. Visitor passes must be displayed while on school grounds.

VII. Transportation

A. Bus Regulations

It is important to remember that the bus drivers are in complete charge of the pupils on their buses, and their instructions must be followed at all times. Smoking or eating is not allowed on the bus. When you are waiting for your bus after school, you must stay in the designated area until the bus arrives. Offenses will carry the same disciplinary actions as similar offenses at school and may result in the loss of transportation privileges. The privilege of any student to ride a school bus is conditioned upon their good behavior and observance of all rules and regulations. Repeated violations can cause a student to be prohibited from riding a bus.

B. Bus Infractions

Students are expected to display appropriate and safe behavior when riding a school bus. Riding the bus is a privilege and is considered part of the school day/property. The same rules apply during school transportation as during the

school day. Once an infraction has been reported by the bus driver to administration, an investigation is conducted, and appropriate discipline is assigned based on the level and frequency of the occurrence. Students may be suspended from riding the bus or even permanently removed from the bus if the administration deems it appropriate.

C. Early Dismissal and Transportation

Circumstances may arise in which a child needs to be excused from class for early dismissal. Each absence interferes with students' educational process; therefore, they should be kept to a minimum. Parents are encouraged not to disturb the pupil's instructional time any more than is absolutely necessary.

Parents must come to the school and sign a checkout card with the names of authorized persons who will be permitted to check out their child. This card has to be signed in the office and notarized by one of the office personnel. Persons allowed to check out students must be at least 21 years of age.

Boyfriends/girlfriends of the students are not allowed to check a student out. Only those names on our checkout list will be allowed to sign out a student.

1. Upon their arrival, they must follow the following procedures:
 - a) Identify themselves at the front door and report directly to the Student Affairs window.
 - b) Show a state-issued ID, then sign the check-out book.
 - c) Wait for the student at the Student Affairs window.
2. **No telephone or fax checkouts will be permitted. Parent phone calls are NOT considered acceptable for early dismissal. An approved person must physically come to the school to conduct check out.**

D. Parents Transporting Students

1. Parents are allowed to drop off students in the morning or pick them up in the afternoon. The procedure for this will be as follows:
 - a) **Morning drop-off:** parents are to enter the student parking lot from the access road, and then drop their students off at the marked student drop-off area.
 - b) **Afternoon pick-up:** parents are to circle the student parking lot and pick up their child or children at the designated waiting area.

2. **At no time are parents to drop off their students in front of the building or side of the gym.** This interferes with the school buses attempting to unload students and is a potential safety hazard.

E. Student Parking/Driving

Students need to understand that parking on school property is a privilege offered to students and **not** a right. Certain conditions are attached to this privilege. Students who fail to uphold those conditions will be subject to a loss of parking privileges.

1. Students will register any vehicle they intend to drive to school with the school authorities.
 - a) To register, they must submit for inspection their driver's license, vehicle registration, and proof of insurance (or a copy).
 - b) Student drivers will be issued a numbered parking permit; this must be affixed to the rear-view mirror at all times while on campus.
 - c) Students and their parents must also sign a parking contract.
 - d) Failure to comply will result in punishment up to and including the loss of parking privileges.
2. No students are to park their cars in a visitor, handicapped, or any reserved parking space other than their own assigned spot.
3. Students are to obey all traffic signals, signs, and markings on campus.
4. Students with excessive unexcused tardiness and/or absences can result in loss of parking privileges for an amount of time to be determined by the administration.
 - a) 10 unexcused tardies: Loss of driving privileges for 2 weeks & parents notified.
 - b) 13 unexcused tardies: loss of parking/driving privileges for one month & parents notified.
 - c) 20 unexcused tardies: loss of parking/driving privileges for remainder of semester and/or the following semester.

- d) Excessive unexcused absences (15) will result in notifying the Kentucky State Transportation Office and revoking the students driving license on the grounds of truancy.
5. Any student driver that leaves school grounds without permission will receive the following consequences:
 - a) **First Event: Suspension of driving privileges for 2 weeks in addition to other discipline procedures previously outlined.**
 - b) **Second Event: Suspension of driving privileges for the remainder of the year in addition to other discipline procedures previously outlined.**
 - c) If the student driver transports student minors, local law enforcement will be notified for possible legal action.
6. Student drivers are to park in their assigned space only.
7. Once a student drives their car onto school property or enters the designated student parking lot, he/she is considered at school, and the student must exit the vehicle immediately and enter the building. At this time, he/she cannot leave without the permission of the administration. This includes early morning arrival. Students that ignore this regulation will be subject to disciplinary action and/or loss of all driving/parking privileges.
8. No student is allowed to park beside of or behind the gymnasium (with the exception of Students of the Month as indicated on signage). Student athletes who have practice after school must remain parked in the student parking lot. No student is to park behind the school. One warning will be given, upon the next event disciplinary action will result.
9. Pike County Central High School will not be held responsible for damage, theft, or vandalism incurred to student vehicles while on school property.
10. If a student must return to their vehicle for a valid reason during the school day, he/she must first receive an approved check-out card from the office. This will be signed by office personnel and an administrator. Failure to follow this procedure will result in disciplinary actions.

11. While entering or exiting the parking lot students must obey all directives by school faculty. Failure to do so can result in the loss of driving/parking privileges.
12. Student drivers are expected to be model students, especially concerning attendance. Therefore, drivers that consistently fail to follow our attendance policy will be held to strict standards and will forfeit their parking/driving privileges. Drivers must strictly observe the attendance policy for their parking privileges to remain valid.

Reserved parking permits for students will cost \$10.00 per school year. This fee is NOT included in the student fees of \$40. It is in addition to the student fee. Failure to observe the above conditions could result in a loss of driving privileges. Parents and students are required to sign Student Parking Contract that will be kept on file with the homeroom teacher or front office.

F. NO PASS/NO DRIVE

The "No Pass/No Drive" Statute (KRS 159.051) became law on June 25, 2007 with implementation beginning August 1, 2007. This statute will involve every public and private school district across the Commonwealth. Failure to maintain passing grades and good attendance could result in the student's driver license to be suspended.

When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.

The full version of the law may be found here:


<http://www.lrc.ky.gov/Statutes/statute.aspx?id=3633>

G. Vehicle Searches


Student vehicles on school property are subject to search. Any vehicle entering this area is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.




VIII. PCCHS Positive Behavioral Interventions & Supports (PBIS)
 A. Expectations Matrix

 <h2 style="text-align: center;">HAWKS EXPECTATIONS MATRIX</h2>						
	Classroom	Commons Area	Restrooms	Hallways	Arena	Computer Lab/Library/Arena
S Safety	<ul style="list-style-type: none"> Keep your hands & feet to yourself Remain in assigned location 	<ul style="list-style-type: none"> Wait patiently in line Keep your hands & feet to yourself Keep food in cafeteria 	<ul style="list-style-type: none"> No more than 5 people in restroom One Person per stall 	<ul style="list-style-type: none"> Listen to adult direction at all times Wear appropriate shoes at all times 	<ul style="list-style-type: none"> Enter and exit in an orderly fashion Report any incidents 	<ul style="list-style-type: none"> Enter and exit in orderly fashion Sit and Stay Report any incidents
O Ownership	<ul style="list-style-type: none"> Be on Time and Prepared Be Focused and Engaged 	<ul style="list-style-type: none"> Sit and Stay Clean up your area 	<ul style="list-style-type: none"> Throw trash in appropriate receptacles Report issues, vandalism, etc. to an adult 	<ul style="list-style-type: none"> Go straight to your destination Use your own locker 	<ul style="list-style-type: none"> Keep Area Clean Keep your hands & feet to yourself 	<ul style="list-style-type: none"> Follow media center and computer lab rules Access only appropriate websites
A Achievement	<ul style="list-style-type: none"> Complete Assignments Do your very Best Encourage Others 	<ul style="list-style-type: none"> Sit correctly at the table Speak ID Clearly Use words "Please" and "Thank you" 	<ul style="list-style-type: none"> GO-Flush-Wash! Abide 10-10 Rule Sign in and Out 	<ul style="list-style-type: none"> Pick up litter Carry a valid hall pass 	<ul style="list-style-type: none"> Stand and Cheer during Pep Rallies, ball games, etc... Be 100% Quiet during performances. Support with applause 	<ul style="list-style-type: none"> Use equipment correctly Leave the space better than when you found it
R Respect	<ul style="list-style-type: none"> Follow Directions Raise your Hand Use Appropriate Language and Tone 	<ul style="list-style-type: none"> Exhibit good table manners Keep food on your plate or in your mouth 	<ul style="list-style-type: none"> Respect the privacy of others Keep the facilities clean 	<ul style="list-style-type: none"> Stay Right - Act Right Keep hands & feet to yourself 	<ul style="list-style-type: none"> Listen to Speaker Use appropriate language No Cell phones during performances 	<ul style="list-style-type: none"> Follow directions Use your quiet inside voice
Voice Level	0 - 3	1 - 2	0-1	0-2	0-4	0-2


B. Classroom Expectations

 HAWKS <u>CLASSROOM</u> EXPECTATIONS	
S Safety	<ul style="list-style-type: none"> • Keep your hands & feet to yourself • Remain in assigned location
O Ownership	<ul style="list-style-type: none"> • Be on Time and Prepared • Be Focused and Engaged
A Achievement	<ul style="list-style-type: none"> • Complete Assignments • Do your very Best • Encourage Others
R Respect	<ul style="list-style-type: none"> • Follow Directions • Raise your Hand • Use Appropriate Language and Tone
Voice Level	0 - 3


C. Commons Area Expectations

 HAWKS <u>COMMONS AREA</u> EXPECTATIONS	
S Safety	<ul style="list-style-type: none"> • Wait patiently in line • Keep your hands & feet to yourself • Keep food in cafeteria
O Ownership	<ul style="list-style-type: none"> • Sit and Stay • Clean up your area
A Achievement	<ul style="list-style-type: none"> • Sit correctly at the table • Speak ID Clearly • Use words "Please" and "Thank you"
R Respect	<ul style="list-style-type: none"> • Exhibit good table manners • Keep food on your plate or in your mouth
Voice Level	0 - 3


D. Restroom Expectations

 HAWKS <u>RESTROOM</u> EXPECTATIONS	
S Safety	<ul style="list-style-type: none"> • No more than 3 people in restroom • One Person per stall
O Ownership	<ul style="list-style-type: none"> • Throw trash in appropriate receptacles • Report issues, vandalism, etc. to an adult
A Achievement	<ul style="list-style-type: none"> • GO-Flush-Wash! • Abide 10-10 Rule • Sign in and Out
R Respect	<ul style="list-style-type: none"> • Respect the privacy of others • Keep the facilities clean
Voice Level	0-1

E. Hallway Expectations


 HAWKS <u>HALLWAYS</u> EXPECTATIONS	
S Safety	<ul style="list-style-type: none"> • Listen to adult direction • Wear appropriate shoes at all times
O Ownership	<ul style="list-style-type: none"> • Go straight to your destination • Use your own locker
A Achievement	<ul style="list-style-type: none"> • Pick up litter • Carry a valid hall pass
R Respect	<ul style="list-style-type: none"> • Stay Right - Act Right • Keep hands & feet to yourself
Voice Level	0-2

F. Arena Expectations

 HAWKS <u>ARENA</u> EXPECTATIONS	
S Safety	<ul style="list-style-type: none"> • Enter and exit in an orderly fashion • Report any incidents
O Ownership	<ul style="list-style-type: none"> • Keep Area Clean • Keep your hands & feet to yourself
A Achievement	<ul style="list-style-type: none"> • Stand and Cheer during Pep Rallies, ball games, etc... • Be 100% Quiet during performances. Support with applause
R Respect	<ul style="list-style-type: none"> • Listen to Speaker • Use appropriate language • No Cell phones during performances
Voice Level	0-4



G. Computer Lab/Media Center Expectations

 Computer Lab/Media Center EXPECTATIONS	
S Safety	<ul style="list-style-type: none"> • Enter and exit in orderly fashion • Sit and Stay • Report any incidents
O Ownership	<ul style="list-style-type: none"> • Follow media center and computer lab rules • Access only appropriate websites
A Achievement	<ul style="list-style-type: none"> • Use equipment correctly • Leave the space better than when you found it
R Respect	<ul style="list-style-type: none"> • Follow directions • Use your quiet inside voice
Voice Level	0-2

H. Discipline Matrix

Level 1 Offenses *Teacher Interventions/PBIS and/or Office Referral*

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Electronic Devices	Teacher Interventions Confiscate and student may pick up at the end of the day	Confiscate and parent must pick up in the office	Confiscate and parent must pick up in the office
Dress Code Violation (addressed as Impropriety in Dress and Grooming)	Parent Notification and Warning Options: Change into personal clothing Change into school clothing Sent Home	Parent Notification Same as 1 st Offense 1 Day of ISS	Parent Notification Same as 1 st Offense 2 Days of ISS
Cheating or Plagiarism	Teacher Interventions Possible Loss of Assignment Credit Parent Notification	Parent Notification Loss of Assignment Credit 1 Day of ISS	Parent Notification Loss of Assignment Credit 2 Days of ISS
General Disruptive Behavior Including: PDA, talking out of turn, profanity, rudeness,	Teacher Interventions Parent Notification	Teacher Interventions Parent Notification Lunch Detention	Teacher Interventions Parent Notification

dishonesty, lack of supplies/homework, late for class/leaving before dismissal, off-task behavior (applying makeup, grooming, etc.), non-compliance, not following directions, etc.			Lunch Detention and/or 1 Day of ISS
Gossiping/Passing Rumors/Instigating	Teacher Interventions Parent Notification	Teacher Interventions Parent Notification Lunch Detention	Teacher Interventions Parent Notification 1 Day Lunch Detention
Disrupting a School Activity yelling inappropriate comments (obscenities), inappropriate posters/clothing (obscenities), throwing things	-Teacher Interventions -Removal from Event -Parent Notification	-Removal from Event -1 Day of ISS -Parent Notification	-Removal from Event -Loss of Privileges for the Remainder of the Year -2 Days of ISS -Parent Notification

Level 2 Offenses *Office Referral*

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Chronic Disruptive Conduct	1 Day of ISS Parent Notification	2 Days of ISS Parent Notification	2 Days of OSS Parent Notification Behavior Contract
Inappropriate Use of Technology	-Teacher Interventions -Parent Notification -Possible Device confiscation -ISS or OSS based on the severity	-Parent Notification -Device Confiscation for a determined timeframe -ISS or OSS based on the severity	-Parent Notification -Device Confiscation for a determined timeframe -ISS or OSS based on the severity
Tobacco Possession/Use (including alternative nicotine products), vapor products, incendiaries and paraphernalia	-Parent Notification -1 Day of ISS -District approved tobacco education program -5 Hours of school service	-Parent Notification -2 Days of ISS -District approved tobacco education program -10 Hours of school service	-Parent Notification -1 Day of OSS (May be waived if the family attends district approved tobacco education program)
Fighting (including instigating, pushing, physical/aggressive contact)	-Parent Notification -2 Days of ISS	Parent Notification 2 Days of OSS	Parent Notification 3 Days of OSS Law Enforcement Notification
Bullying/Harassment	1 Day of ISS Parent Notification Law Enforcement Notification	2 Days of ISS Parent Notification Law Enforcement Notification	2 Days of OSS Parent Notification Behavior Contract

Level 3 Offenses *Office Referral & Law Enforcement Notification*

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Chronic Bullying/Harassment	-Parent Notification -Law Enforcement Notification -3 Days of OSS	-Parent Notification -Law Enforcement Notification -5 Days of OSS	-Parent Notification -Law Enforcement Notification -5-10 Days of OSS -Possible recommendation for expulsion
Possession/Use of Alcohol, Drugs, other Controlled Substances, and look-alikes	-Parent Notification -Law Enforcement Notification -10 Days of OSS may be waived if student participates in counseling	-Parent Notification -10 Days of OSS with recommendation for expulsion	
Arson, Assault, Bomb Threats, Child Abuse, Extortion, False Fire Alarms, Gambling, Hazing, Kidnapping, Robbery, Sexual Offense, Terroristic Threatening (to Staff or another Student), Theft, Vandalism, Weapons	-Parent Notification -Superintendent Notification -Possible Social Services Notification -Law Enforcement Notification -ISS or OSS based on the severity	-Parent Notification -Superintendent Notification -Possible Social Services Notification -Law Enforcement Notification -OSS and/or recommendation for expulsion	-Parent Notification -Superintendent Notification -Possible Social Services Notification -Law Enforcement Notification -OSS and/or recommendation for expulsion
Any school punishment takes precedence over activities and athletics. A student must complete ISS on the assigned day to be eligible to participate that night.			

While in OSS, the student may not participate in any co-curricular or extra-curricular events or attend any school events on or off campus.

