

Science Hill Independent School

2023-2024

CODE

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OF CONDUCT



Attendance Policy
Code of Conduct
Student Handbook
Positive Behavior Interventions & Support

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SUPERINTENDENT'S MESSAGE

Thank you for taking the time to read Science Hill Independent School's STUDENT CODE OF CONDUCT. This document was prepared with the collaboration of educators and parents, and approved by the Science Hill Board of Education as a strategy to get even better at utilizing the entire school day and school year to educate the children of this community. Our goal is to educate each and every child to his/her full capability during this short time of their lives that we are honored to spend with them; and these are the strategies that we are focused on to ensure the success of these children.

At Science Hill School, we are helping children learn to be productive citizens in our community and in our world. As productive citizens, people are valued who know how to work well with others and contribute to the good of the community they live in. It is important that they work effectively in groups with diverse group members, communicate effectively, delegate and perform assigned tasks, and resolve potential conflicts. This will help our children become an essential part of their communities. This STUDENT CODE OF CONDUCT is designed to help our students become **RESPECTFUL AND RESPONSIBLE** citizens. Our expectation is that they will soon be successful high school students who are college, career, or military ready graduates.

At Science Hill School, all children have a right to learn. We will not allow any child to disrupt his/her own learning environment nor the learning environment of others. This STUDENT CODE OF CONDUCT is designed to help each child understand what we expect and to outline the fair and consistent measures we have designed to ensure that the learning climate is allowed to exist. Our reputation is largely built on the high quality teaching that has gone on here and we must do everything in our power to make sure that this process continues for the children this year and in the years to come.

Parents, I want to encourage you to be involved in the education of your student. Parent conferences are strongly encouraged so that the educators and parents can collaborate on strategies to help children be successful. As we strive to be an outstanding school, we value your partnership with us and feel it is important to have ongoing, open communication. We will make every effort to keep you informed of what's going on at Science Hill School this year. Join me in making this the greatest year ever for our Yellow Jackets !!

Jimmy Dyehouse
Superintendent

SCIENCE HILL BOARD OF EDUCATION

Herbert "Skip" Norfleet Lesa Holt Mark Catron Brad Hacker David Sayers, Jr.

MISSION OF SCIENCE HILL SCHOOL

The mission of the Science Hill Independent School District is to teach for learning by ALL students, working in partnership with families and community, in an environment that nurtures that process and assures equity in excellence for all.

PHILOSOPHY OF DISCIPLINE

The goal of the Science Hill Board of Education is to provide an environment in which all students have the opportunity to receive a public education based on high educational standards. In order to guarantee this, the board believes that students must learn to be self-disciplined individuals and act with social responsibility. By doing this collectively, the student body can assure itself of the right to an education without disruption. The board has the responsibility to see that the administration and teachers maintain discipline measures that reward acceptable behavior and provide consequences for unacceptable behavior. No student shall be allowed to conduct himself/herself in such a manner as to deny the rights of all participants in the schooling process.

It is expected that sound, fair and equitable judgment shall be considered by pupils, teachers, principals, parents/guardians and others in applying the principles of the Code of Conduct. This policy applies to all students in the Science Hill Independent School.

ASSURANCES OF SCIENCE HILL SCHOOL

It shall be the policy of the Science Hill Board of Education that all students shall be treated equitably. This Code of Conduct is intended to serve as a guide to ensure students are treated fairly, but be flexible enough to address individual incidents. The board believes that each individual student behavior incident should be considered and extenuating circumstances reviewed for the welfare of the student.

Students, their parents, and employees of the Science Hill School are hereby notified that this school district does not discriminate on the basis of race, national origin, gender or practices. Any person having inquiries concerning Science Hill School's compliance with Titles VI, IX, and Section 504 of the Rehabilitation Act is directed to contact the principal at 423-3341.

ABOUT THE CODE OF CONDUCT

A committee of teachers, parents, paraprofessionals, and administrators review the Code of Conduct yearly. They consider board policy and suggestions and make changes to create better policy for Science Hill School. Their recommendations are reviewed by the board of education and superintendent for their approval.

The school safety plan is also reviewed yearly in like manner. If you would like to be a part of the review committee for either, you may contact Jimmy Dyehouse jimmy.dyehouse@sciencehill.kyschools.us or 606-423-3341

WHAT WE EXPECT FROM OUR YELLOW JACKETS

I will be **RESPECTFUL** by:

- Following rules and directions.
- Making positive behavior choices.
- Speaking quietly in the hallways, cafeteria, and bus.
- Dressing appropriately.
- Considering others' feelings.
- Avoiding bullying.
- Being honest.
- Keeping all areas of the school and bus neat and clean.
- Keeping my hands to myself.
- Refraining from profanity and negative words.
- Working with others.
- Listening when others are speaking.
- Treating others like I want to be treated.

I will be **RESPONSIBLE** by:

- Attending school regularly and being on time.
- Coming to school prepared to learn.
- Doing my schoolwork and homework.
- Participating in class activities and discussions.
- Taking care of my books.
- Leaving distracting things like toys at home and turning off electronic devices.
- Using technology and equipment in the way it was intended.

I will be **SAFE** by:

- Walking in the hallways on the right-hand side.
- Following rules and directions in school, on the bus, and on field trips.
- Keeping my hands to myself.
- Waiting my turn.
- Boarding the bus properly and remaining seated.
- Crossing in front of the bus only when an adult signals it is safe.
- Using equipment as it was intended.

SUPERVISION OF PUPIL'S CONDUCT

1. Each teacher and administrator in the Science Hill Independent School District shall in accordance with the rules, regulations and bylaws of the Board of Education made and adopted for the conduct of pupils, hold the pupils to a strict account for their conduct on school premises, on the way to and from school and on school sponsored trips and activities.
2. The Board of Education may use Paraprofessionals in supervisory capacities relating to the supervision and control of the conduct of pupils. Paraprofessionals shall have the same authority and responsibility as granted teachers in the performance of the same duties.

RIGHTS AND RESPONSIBILITIES

The United States Constitution provides for protection and safeguard of all people. In this same vein, there is responsibility inherent in all the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have rights and the responsibility to know and understand the basic code of rights and responsibilities of all participants.

ATTENDANCE

SCHOOL ACTIVITY AND RELEASE OF PUPILS

The pupils of the school are under the authority of school personnel while in school and while going to and from school unless properly released to their parents. Bus drivers are released of responsibility for the child when the child gets off the bus at his/her destination.

To ensure the safety of your child, the school will only release your child to individuals approved by you. Your child **will not** be released by the office unless you have listed the individual's name on your child's information form that is filed in the office or we have a signed and dated note from you stating the person who will be picking up the child. That person will be required to show a driver's license or other picture identification. Due consideration will be given to emergency situations.

TRANSPORTATION CHANGES

Students who need to change their transportation in the afternoon must bring a note from their parent or guardian. This includes a change of bus, going home with a friend, or being picked up by someone.

A signed and dated note must be presented to the school receptionist on the days that regular transportation is being changed. Transportation changes may not be made by phone.

Students' transportation will not be changed while on a field trip. Students riding on the bus must return to school on the bus. Due consideration may be given in emergency situations.

ABSENCES

School attendance has a vital effect on the academic progress made by each student as well as progress of the school district. In case of absence or tardies, students **MUST** bring in a note or doctor's/dentist's excuse when returning to school. **If a note or doctor's statement is not received within three days after the student returns to school, the absence or tardy is permanently recorded as unexcused.**

Examples of excused absences or tardies: Illness, Approved Family Emergencies, Death in Family, Doctor or Dentist Appointments, Religious Holiday

Examples of unexcused absences or tardies: Truancy, Indifference by Student, Working, Missed Bus, Suspension, Overslept, Out of Town, Babysitting, A Doctor's Appointment or medical procedure for a Sibling, Parent, or Other Family Member

**A student may be excused a maximum of six (6) days per year for any of the reasons given for "Excused Absences". However, the parent must send a note of explanation for the absence. Please refer to examples of excused absences/tardies listed above.*

All absences above six (6) days will be unexcused unless a doctor's or dentist's excuse is presented to the school. **A student may be excused a maximum of ten (10) days per year through a doctor's or dentist's excuse. Due consideration will be given for extenuating circumstances.*

**If three consecutive days are missed for an illness the school must receive a doctor's excuse. Due consideration will be given for a death in the family, contagious diseases and family emergencies.*

Students will not be permitted to participate in ANY extra-curricular activity if they are absent from school all day. If student is at school for half that day they may participate. In case of extenuating circumstance permission may be granted by the principal.

PERFECT ATTENDANCE WILL BE REWARDED. PERFECT ATTENDANCE IS DEFINED AS HAVING NO ABSENCES OR TARDIES. A STUDENT IS TARDY WHEN ARRIVING LATE TO SCHOOL OR LEAVING SCHOOL EARLY.

- **Students who have been out of the building for 1 or more days on an “EHO” will not receive a Perfect Attendance Award at the end of the school year.**

SECURING HOMEWORK ASSIGNMENTS WHEN ABSENT

Teachers will collect homework for students who are absent. Interruptions will not be allowed during the day for pick-up of homework. **Homework may be picked up in the office between 3:15 p.m. and 4:00 p.m. Students with absences must make up class work and homework. Students will have one day to make up work for each day of school missed; and they will be allowed to make up tests.**

If a student receives an excused absence and assignments have not been picked up already, the student shall accept responsibility to see the teacher and ask for any work that needs to be completed. The student will have one day (for each day of school missed) to make up work.

TARDINESS

Arriving late to school and checking out early are considered as tardy. Students must report to homeroom by the 8:05 bell or they will be considered tardy and must report to the office for a tardy slip. All students leaving early must be checked out through the office.

TRUANCY

Any student who has been absent from school without a valid excuse for more than three (3) days, or tardy on more than three (3) days, is a truant. Any student who has been reported as a truant more than three (3) times is a habitual truant.

TRUANCY PROCEDURE

When truancy occurs, the parent/guardian of any student who is absent without sufficient documentation will be referred to the Director of Pupil Personnel for due process actions. The parent will be notified in writing of the student’s attendance. If the student’s attendance does not improve, a home visit will be scheduled by the Family Resource and Youth Service Center Coordinator to develop a plan for better school attendance. If the student’s attendance still does not improve, it may be turned over to a Court Designated Worker. This may result in a criminal summons charging the parent/guardian with a criminal offense.

GRADES 4-8

BASIS FOR ACADEMIC PROMOTION/RETENTION

In order to be promoted, students shall pass a minimum of the following:

1. Three of four core subjects (math, science, reading, social studies)
2. Seven of ten or more total subjects offered (Non-core subjects may vary in the curriculum from year to year.)

The following are subjects offered by grade level with core subjects identified:

CORE SUBJECTS:

Grade 4

Reading
Math
Science
Social Studies

Grades 5 – 6

Reading
Math
Science
Social Studies

Grades 7 - 8

Reading
Math
Science
Social Studies

REMAINING SUBJECTS:

Grade 4

Language Arts
Music
Art
Practical Living
Physical Education

Grades 5 – 6

Language Arts
Music/Band
Art
Practical Living
Physical Education

Grades 7 - 8

Language Arts
Band
Art
Practical Living
Physical Education
Drama

GRADING SCALE:

A+ 99-100
A 92-98
A- 90-91

B+ 88-89
B 82-87
B- 80-81

C 78-79
C 72-77
C- 70-71

D+ 68-69
D 62-67
D- 60-61
F 59-below

PRIMARY HOMEWORK POLICY

1. Homework for primary students will include daily oral reading and other skills which need more practice.
2. Homework will reinforce instruction given during class time and will not introduce new or unfamiliar concepts.
3. Homework may include: doing tasks that should have been completed during the school day, practicing certain skills to increase retention and ability, activities to involve the parent in the child's education, special projects which are related to topics of study, and oral reading.

RESPONSIBILITIES OF THE TEACHER:

- Make sure students understand the homework assignment.
- Remind them to take it home in the afternoon.
- Check and maintain records of homework returned.

RESPONSIBILITIES OF THE STUDENT:

- Select necessary books and supplies before leaving school.
- Complete work so that it is neat and legible and return the work to school at the appropriate time.

RESPONSIBILITIES OF PARENTS:

- Help children with homework, **but don't do it for them.** The child benefits only if the child is involved in the work.
- Ask your children if they have homework and see that it's completed and returned to school. THE CHILD SHOULD BECOME RESPONSIBLE FOR THIS!
- Provide a suitable place to study, free from distractions

GRADES 4-8 HOMEWORK POLICY

1. The assignment of academically appropriate homework is an extension of classroom instruction. Homework will be assigned to students to support the learning objectives of the different curriculum areas of study.
2. An effort will be made to:
 - Coordinate testing days among grade level teachers.
 - Provide notices to parents concerning excessive, incomplete or unacceptable work.
 - Give prior notice about projects that require materials and research.

Students with absences must make up class work, homework, and tests in a timely manner.

TEACHER RESPONSIBILITIES:

- Teachers shall provide clear, concise directions for completion of homework assignments.
- Each teacher shall decide the degree to which homework affects the determination of a student's grade and shall inform students of his/her policy at the beginning of the class term.
- Teachers will check and maintain records of homework returned.

STUDENTS RESPONSIBILITIES:

- Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
- Complete work so that it is neat and legible and return the work to school at the appropriate time.
- The student is responsible for collecting his/her homework assignments from the class secretary or teacher when returning from an excused absence.

PARENT RESPONSIBILITIES:

- Provide a suitable place to study, free from distractions.
- Supplying needed materials for completing homework.
- Checking to see that work is complete.
- Encourage their children to do their best work and praise a job well done.

In the event of a conflict between school board policy and the Student Code of Conduct or any provision of the student handbook, the policies of the board are to be followed.

CODE OF CONDUCT

BUS BEHAVIOR & RULES | *Be respectful, responsible, and safe on the bus.*

It is our objective to be firm, fair, and consistent with all students. Student must exhibit the best behavior so as not to distract the driver. The driver must give great attention to traffic and road conditions while driving the bus. For the safety of all riders, these bus rules will and must be enforced.

BUS RULES:

The Driver is in Charge!

1. Be quiet when the bus is stopped.
2. Stay seated.
3. Talk very quietly.
4. Nothing goes out the windows.
5. No gum, food, or drinks.
6. Keep aisle clear.

Consequences:

1. First offense – warning
2. Second offense – Change in seat assignment
3. Third offense – Parent Notification
4. Fourth offense – Principal Notification

DRESS CODE | *Be respectful in your dress.*

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibilities concerning this matter. Students **should** dress according to weather, health, safety, and school activities. **Dress, jewelry, and hair styles that disrupt the academic process and orderly operation of the school will not be acceptable.** Primary teachers may call parents about the noncompliance.

1. See through clothing, spaghetti straps, and tube tops are not permitted. Sleeveless shirts that are fitted under the arm or worn with another shirt underneath are permitted.
2. Hats, caps, or other head coverings are permitted **ONLY** on special occasions such as spirit week, Red Ribbon Week, or at the principal's discretion.
3. Students are to wear footwear at all times. **(House Shoes are not permitted as "footwear" except on Pajama Day)**
4. **Pajamas are permitted only on special occasions such as Spirit Week or Pajama Day. Students shall not bring blankets, quilts, or bed coverings to wear around their shoulders or to wrap up in while at school or on the bus.**
5. Blouses and shirts must meet skirts, shorts, or pants when standing, sitting or holding arms above head. The midriff must not show. Pants must be worn with no visible undergarments. If shorts, skirts, or dresses are worn, they must be no shorter than "the longest part of the hand" when his/her hands are held to his/her side.
6. Clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude or rude pictures or sayings pertaining to drugs, alcohol, race or sex are not permitted. Accessories that could have the potential to cause harm for other students are prohibited. Any clothing or

accessories that tend to disrupt the academic process and orderly operation of the school are prohibited. This includes words or symbols written on the seat of pants or shorts.

7. Jewelry worn in an inappropriate fashion or that creates a health hazard is prohibited.
8. The wearing of any attire, cosmetics, presentation of extraordinary appearance, or any unsanitary body conditions, which in the judgment of the administration significantly disrupts schoolwork, interrupts the educational process or threatens the health and/or safety of other students, is prohibited.
9. **Jeans with “Holes”** above “the longest part of the hand” when his/her hands are held to his/her side, **must have a layer of clothing underneath so that skin does not show.**
10. Leggings, tights, yoga pants, spandex shorts may not be worn as the “outside garment”, but may be worn under jeans that have holes.

SEARCH AND SEIZURE | *Be respectful, responsible, and safe*

Lockers are property of the school and are subject to the Board of Education’s regulation and supervision. There is no expectation of privacy when it comes to school property, like a locker or a desk. Locker inspections or searches are not carried out as a harassment technique, but as duty when the health, safety, or welfare of students is involved. In a search and seizure situation the following procedures shall be followed:

1. A student’s person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (e.g., weapons, firearms, vaping devices, tobacco products, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student’s safety or security and other’s safety or security may be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process, including cell phones (see telecommunications section) may be temporarily removed from the student’s possession by a staff member. These items may be returned to the student by a staff member or the parent may be required to pick the item up in the office.
4. A general inspection of school properties such as lockers, desks, etc. may be conducted on a regular basis. During these inspections, items which are school property may be collected (Example: overdue library books).
5. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: (1) the student is absent from school or (2) school authorities decide that the student’s presence could endanger the student’s health and safety, or (3) other good cause.

The United States Supreme Court, on January 15, 1985, ruled that a school administrator may conduct a search if he/she has reasonable grounds to believe that the search will turn up evidence of violation of the law or rules of the school and the nature and scope of the search is related to its object, to the age and sex of the student, and to the severity of the infraction.

HARASSMENT/BULLYING/DISCRIMINATION | *Be respectful of others*

It is the priority of the Science Hill Independent School District Board to provide every student and employee in the district with a safe and orderly learning and working environment. To this end, the board has a policy that prohibits acts of harassment/bullying/ discrimination during the school day or at school events. Harassment/bullying/discrimination, whether direct or indirect, is unlawful behavior based on race, national origin, age, religion, gender, sexual orientation, mental, physical, or sensory disability, or by any other distinguishing characteristic that adversely affects a student's education or creates a hostile or abusive educational environment. Cyber bullying is when a child or adolescent is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another individual using the Internet, interactive and/or digital technologies or mobile phones.

Harassment/bullying/discrimination, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment.

Bullying/harassment/discrimination constitutes any conscious, willful, deliberate negative action with the intent to harm another person's social, emotional, or physical well-being. Bullying consists of both direct and indirect approaches. Indirect bullying is subtle and employs three techniques: social isolation, rumor spreading, and scapegoating. Examples of conduct and/or actions that could be considered a violation of this school's policy include, but are not limited to:

1. Social aggression—racial or gay slurs, spreading of rumors, exclusion from groups, causing others to laugh at or ridicule the victim, embarrassing the victim.
2. Verbal aggression—name calling, mocking, taunting, teasing, threats of aggression against property or possessions, intimidating remarks, verbal threats of violence or of inflicting bodily harm.
3. Physical aggression—striking, shoving, kicking, pushing, throwing objects, demeaning physical acts, threatening use of a weapon, following a person in or about the school or school event or engaging in a course of conduct which alarms or seriously annoys others and which serves no legitimate purpose.
4. Written aggression—notes, graffiti, cyber bullying
5. Cyber bullying—Flaming: online fights using electronic messages with angry or vulgar language. Harassment: repeatedly sending nasty, mean, and insulting messages. Impersonation: pretending to be someone else and sending or posting material to get that person in trouble or danger or damage that person's reputation or friendships. Denigration: sending or posting gossip or rumors about a person to damage his or her reputation or friendships. Trickery: tricking someone into revealing secrets or embarrassing information, then sharing it online.
6. Intimidation—dirty tricks, taking possessions, defacing property or clothing, publicly challenging to do something, extortion, coercion.
7. Sexual harassment—comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable. This includes, but is not limited to: sexual or dirty jokes, howling, catcalls, whistles, spreading sexual rumors, cornering, blocking, and/or standing too close.
8. Racial, cultural, and religious harassment—comments or actions containing racial, religious, or ethnic content (direct or indirect) which are unwelcome and make the recipient uncomfortable. This includes, but is not limited to joke telling with racial, religious, or ethnic targets, exclusion due to ethnic or religious group membership, racial slurs or putdowns, verbal accusations or insults, public humiliation, defacing property with slurs.

GUIDELINES

If harassment or bullying does occur during the school day or at a school event, every student, teacher and employee of the school system is obligated to report it so the issue can be addressed. Incidents will be investigated and dealt with promptly and effectively by the principal and/or designated staff member. All such reports are to be taken seriously by the party designated to receive the reports.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/bullying/discrimination may result in disciplinary action taken against the person making the complaint.

DISCIPLINARY ACTION

Students who engage in harassment/bullying/discrimination of others on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion. Science Hill will promote the reporting of bullying behavior by keeping the name of the informer confidential. The school counselors will work with administrators to support and mediate for those experiencing, or at risk of, bullying or being bullied.

PROHIBITED GANG ACTIVITY

The association of students for the purpose of an illegal activity is prohibited. A violation of this provision shall subject a student to disciplinary action. The wearing of items of clothing, or any other wearing apparel or utilization of any means of identification of student's membership in or association with a group having illegal purpose shall be considered a violation of this section of the code and shall subject a student to disciplinary action.

INTERNET & E-MAIL USE

Students will be expected to follow all school rules and policies as it pertains to use of the Internet. Violations will be subject to limited or complete loss of computer and/or internet privileges.

TELECOMMUNICATIONS DEVICE | *Be responsible with electronics*

Possession and Use

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, and other related electronic devices, provided they observe the following conditions:

No student will be allowed to wear a Smart Watch to school or bring any device that is capable of texting, e-mailing, taking pictures or accessing the internet.

Cell phone policy pertains to 5th through 8th grade students.

1. 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 confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger, students shall follow the guidelines listed below:

Only students in grades 5 through 8 are permitted to bring cell phones to school each day under the following guidelines:

- All cell phones must be turned “OFF” and placed in backpacks upon entering the building.
- Cell Phones shall not be removed from backpacks anytime during the school day except upon entering the classroom where it will be placed in the teacher’s cell phone storage unit.
- Students are not permitted to have their phones out during recess, special classes, breakfast, lunch, or school assemblies.
- When a student does not comply, their phone will be taken by the teacher for the remainder of the day.
- Repeated offenses will result in a phone call to parents to come pick up the phone, or loss of privileges for an extended period of time.

We realize this is a drastic change from previous years cell phone policy, however this change will lead to less distractions during the school day, less opportunities for bullying, and more time to interact with friends face-to-face.

***All Bus riders MAY use their phones, or electronic devices on the bus as long as they follow proper procedures & safety guidelines instructed to them by the driver.
(ABSOLUTELY NO PICTURES OR VIDEOS ARE TO BE TAKEN ON BUS)**

When students violate this prohibition, they shall be subject to disciplinary action, following the discipline procedures listed below.

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunications or similar electronic device in a manner that would violate the District’s Acceptable Use policy or procedures of its *Code of Acceptable Behavior and Discipline*.

DISCIPLINE PROCEDURES

The discipline procedure for violating this policy will be as follows:

First offense: cell phone will be taken by the classroom teacher & returned to the student at the end of the day

Second offense: cell phone will be taken by the teacher & turned over to the principal for the remainder of the day. Student will meet with principal to pick up their phone

Third offense: cell phone will be taken by the teacher & turned over to the principal. Principal will call parent to pick up the phone and to conference about the repeated offenses.

Repeated offenses may result in the loss of cell phone privileges for remainder of the school year

DISCIPLINE PROCEDURES THAT INVOLVE CRIMINAL VIOLATIONS | *Be respectful*

Students are accountable at their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the Federal Government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local School Board Policy.

1. Due to the seriousness of certain criminal offenses, a person's continued presence in school may constitute a threat to other persons and would have a negative impact on the general morale of the school. Before a student is removed from school, he/she has a right to a hearing in accordance with KRS 158.150 (see policy 1740 in this document)
2. School officials are to report criminal offenses to the appropriate law officials and assist these agencies in investigating and prosecuting the offender.

When Principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at school sponsored functions requiring a report to law enforcement officials include:

- Assault resulting in serious physical injury
- A sexual offense
- Kidnapping
- Assault involving the use of a weapon
- Possession of a firearm in violation of the law
- Damage to school property

In addition to violations of this Code, students may also be charged with criminal violations

Science Hill Expectations Matrix

	Classroom	Cafeteria	Bathrooms	Hallways	Buses	Library/ Computer Lab	Playground
Respect	<ul style="list-style-type: none"> -Follow directions -Listen while others speak 	<ul style="list-style-type: none"> -Talk quietly -Use good table manners -Listen to adults 	<ul style="list-style-type: none"> -Talk quietly -Wait your turn -Only 4 in the restroom at a time 	<ul style="list-style-type: none"> -Walk on the right-hand side -Talk quietly between classes -Walk without talking during class 	<ul style="list-style-type: none"> -Talk quietly -Use kind words -Stay seated -Follow the bus driver's instructions 	<ul style="list-style-type: none"> -Return books/equipment where they go -Talk quietly 	<ul style="list-style-type: none"> -Take turns -Clean up -Invite others to join you
Responsibility	<ul style="list-style-type: none"> -Come prepared -Be an active listener -Participate 	<ul style="list-style-type: none"> -Get what you need when you go through the line -Stay in seat -Clean up your area 	<ul style="list-style-type: none"> -Flush -Wash hands -Step back into the hallway if more than 4 are in the bathroom 	<ul style="list-style-type: none"> -Keep your belongings out of other people's way 	<ul style="list-style-type: none"> -Take all of your stuff with you 	<ul style="list-style-type: none"> -Follow library and computer lab rules -Use equipment correctly -Access only appropriate websites 	<ul style="list-style-type: none"> -Take care of equipment -Report broken equipment -Report injuries -Return to building with your class
Safety	<ul style="list-style-type: none"> -Keep your hands and feet to yourself 	<ul style="list-style-type: none"> -Eat only the food on your tray -Tell an adult if anyone is choking -Clean up messes 	<ul style="list-style-type: none"> -Report any broken equipment -Walk 	<ul style="list-style-type: none"> -Walk -Keep your hands to yourself 	<ul style="list-style-type: none"> -Keep the aisle clear -Keep your hands and feet to yourself 	<ul style="list-style-type: none"> -Report any broken equipment 	<ul style="list-style-type: none"> -Use the equipment the way it was intended

Tiers of Behavior Interventions

TIER 1

Most responses to behavior incidents fall within tier 1 interventions. These are incidents that are usually managed by the teacher in the classroom and usually do not warrant a disciplinary referral or principal's assistance. These behaviors are of low-level intensity, passive, and non-threatening to the safety of other students.

Examples:

- Classroom disruptions
- Not following a teacher or other adult's request
- Tardy on a regular basis
- Minor dispute with another student
- Failure to complete assigned work or task
- Talking too loudly in the hallway, cafeteria, or bus
- Dress code violation

Intervention Options:

- Warnings, either verbal or written
- In-class time out
- Loss of privilege
- Seat change
- Parental contact
- Referral to school counselor

TIER 2

The incidents in this tier can also be handled by the classroom teacher, but will probably receive assistance from administration because of the loss of instructional time dealing with the behavior. Students who require Tier 2 interventions may receive small group re-training in expectations, build a behavior plan, and/or anger management instruction.

Intervention options include Tier 1, but also:

- Behavior Intervention Plan or Behavior Contract
- Anger Management
- In School Suspension
- Parent Conference

TIER 3

These are incidents that significantly interfere with the safety and learning of others, including threats and harm to others or legal violations. These behaviors require more immediate administrative intervention and possible notification of appropriate law enforcement authorities. Students are removed from the classroom and possibly from the school.

CONSEQUENCES FOR SCHOOL BEHAVIOR

MULTIPLE ACTIONS MAY BE TAKEN FOR ONE OFFENSE

Grades K – 8 Elementary School	In School Detention/ Informal Discipline	Parent Conference	Short-Term Suspension (1-5 days) In-School Suspension	Long-Term Suspension (6-10 days)	Referral for Program Change/ Alternative Program	Expulsion Procedure Initiated
Behavior Violation						
Unexcused Tardiness to School or Class	X	X	X			
Non-Attendance of Class (Skipping Class)	X	X	X			
Leaving School Grounds without Permission	X	X	X			
Failure to Follow Class/School Rules	X	X	X		X	
Deliberate Disruption	X	X	X		X	
Profanity/Vulgarity	X	X	X		X	X
Fighting	X	X	X	X	X	X
Interference of Staff	X	X	X	X	X	X
Possession or use of Tobacco	X	X	X	X	X	X
Gambling	X	X	X	X	X	X
Vandalism	X	X	X	X	X	X
Theft/Extortion	X	X	X	X	X	X
False Fire Alarm/Bomb Threat		X	X	X	X	X
Possession or use of Weapons		X	X	X	X	X
Possession or use of Drugs		X	X	X	X	X
Possession or use of Fireworks		X	X	X	X	X
Assault				X	X	X
Arson				X	X	X
Violation/Repetition of Short-Term Suspension				X	X	X
Violation/Repetition of Long-Term Suspension					X	X
Willful Disobedience or Defiance of Authority	X	X	X	X	X	X
Threat of Force or Violence	X	X	X	X	X	X
Possession or Use of Alcohol		X	X	X	X	X
Harassment/Bullying	X	X	X	X	X	X
Gang Activity	X	X	X	X	X	X
Dress Code	X	X	X	X	X	X

DUE PROCESS

Due process includes those rights which accrue to a student accused of violating school regulations and which may be brought to his or her defense at a disciplinary conference or hearing pending possible suspension or expulsion from school.

SUSPENSION OR EXPULSION—BOARD POLICY 1740

The following are examples of, but not limited to, offenses that may furnish sufficient cause for suspension or expulsion from common schools:

- Willful disobedience or defiance of authority
- Use of written or verbal profanity or vulgarity
- Assault or abuse of students or teachers
- The threat of force or violence
- Stealing or destroying school property
- Stealing or destroying personal property
- The carrying or use of weapons
- The possession or use of tobacco, alcohol or drugs.
- Harassment/Bullying
- Other incorrigible bad conduct on school property as well as off school property at school -sponsored activities
- Any other act which constitutes a violation of any United States or Kentucky Law

Provision of educational services during expulsion will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program.

PROCEDURES

A pupil shall not be suspended from the Science Hill School until after the following due process procedures have been followed:

1. The pupil has been given oral or written notice of the charge or charges against him/her which constitutes cause for suspension.
2. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them, and
3. The pupil has been given an opportunity to present their own version of the facts relating to the charge or charges.

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

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

ALTERNATE EDUCATIONAL SETTINGS

A student may be given an alternate placement when deemed necessary to ensure the safety of the named student and other students and staff. Following a suspension of no more than ten days, the student may be served in this alternative setting by a certified teacher. The place of instruction will be at the Science Hill Public Library. The student will receive full academic credit for all work completed.

GRIEVANCE PROCEDURE/CHAIN OF COMMAND

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

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

The parents may appeal in writing to the superintendent who will arrange a meeting with the Board of Education if the parents/guardians are not satisfied with the decisions of the superintendent or his/her designee.

DUE PROCESS PROCEDURES FOR SPECIAL EDUCATION OR SECTION 504 STUDENTS REGARDING SUSPENSION OR EXPULSION

Special Education or Section 504 students who create a disruption or dangerous situation for themselves or others may be temporarily suspended up to ten (10) days per year from school without the Special Education change of placement procedure as long as the listed due process procedures are followed:

1. The student has been given oral or written notice of the charge or charges against him or her which constitutes cause for suspension.
2. The student has been given an explanation of the evidence regarding the charge or charges if the student denies the charges.
3. The student has been given an opportunity to present his/her own version of the facts related to the charge or charges.

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

Attention to this issue should be made to the Admissions and Release Committee (ARC) or Section 504 Committee as soon as possible. Suspension of exceptional children as defined in KRS 157.200, for more than a total of ten (10) days during a school year shall constitute a change of educational placement.

If the Admissions and Release Committee or 504 Committee determines that an exceptional child's behavior is related to his/her disability, the child shall not be suspended any further or expelled.

A district may seek temporary injunctive relief through the courts if the parent or the other members of the Admissions and Release or 504 Committee cannot agree upon a placement and the current placement will likely result in injury to the student or others.

EXPULSION

The Admissions and Release Committee (ARC) or Section 504 Committee shall convene prior to the expulsion procedures of any special education student. The committee shall consist of the superintendent or his/her designee, parents/guardian/advocate, the Special Education Coordinator or 504 Coordinator, evaluator, and possible support personnel.

The parents/guardian/advocate have a right to request a due process hearing. If such hearing is requested and granted, the student shall remain in the present program until a decision is reached.

The Admissions and Release or Section 504 Committee must make the following determinations:

1. Is the student's IEP or 504 Plan and program placement appropriate and being fully implemented?
2. Is the student's handicapping condition the basis of the discipline problem?

If the ARC or 504 Committee concludes that (a) the IEP or 504 plan is appropriate and fully implemented, (b) the placement is appropriate and (c) the handicapping condition is not the basis of the student's inappropriate behavior, the committee shall give these written determinations to the superintendent and the Board of Education. The committee is limited solely to answering this determination and is not to address the expulsion time.

A handicapped student may not be expelled if the ARC or 504 Committee determines the handicapping condition is the basis of the discipline problem and the suspension must be lifted immediately.

The committee will need to consider changes in the student's program which might result in more appropriate behavior. If the handicapped student is expelled through appropriate procedures, the committee must develop and implement a plan to continue educational services to the student.

DUE PROCESS FOR

IDENTIFICATION OF/AND SERVICES FOR

GIFTED AND TALENTED STUDENTS

PROGRAM EVALUATION

Performance data shall be collected by the Gifted-Talented Coordinator as directed by administrative regulation for annual submission to the Kentucky Department of Education.

Each year the Gifted-Talented Coordinator shall be responsible for collecting data required for the annual report and submitting it to the superintendent for his/her information prior to forwarding it to the Kentucky Department of Education. School data shall be signed by the Principal.

PROCEDURAL SAFEGUARDS AND GRIEVANCES

Parents and/or students (Grades P-8) may petition for identification or may appeal nonidentification or appropriateness of services.

1. The appealing party shall submit in writing to the Gifted-Talented Coordinator specifically why she/he believes that screening results are not accurate or talent pool services or service options in the gifted and talented student services plan are not appropriate and why an exception should be made or reconsideration given.
2. The Gifted-Talented Coordinator shall compile student data and present that along with the petition or appeal to the Selection/Placement Committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
3. The Committee shall hear appeals, make a recommendation, and respond in writing to the appealing party within ten (10) working days of receipt of the appeal and accompanying information.
4. If the Committee rules in favor of the grievant, the following option shall apply as appropriate:
 - a) She/he may participate in the program as soon as the parent or guardian signs the required permission form.
 - b) A change in either the gifted and talented student services plan or provision of services shall be made in a timely manner.
5. If the Committee rules against the grievant, a further written appeal may be made to the Superintendent, who must respond in writing within ten (10) working days of receipt of the appeal.
6. Should the Superintendent uphold the decision of the Selection/Placement Committee, the appealing party may petition the Board, which will have the final decision in the case. The Board shall make a determination at the next regular meeting following receipt of the appeal.

ADDITIONAL INFORMATION

ANIMALS ON SCHOOL CAMPUS

Animals are not permitted on the school campus without prior approval.

AWARDS DAY

At the end of every school year, we have an awards day program for fourth through seventh grades. Awards are given to students who have shown exceptional improvement and/or effort, and for the highest grade point average in each subject. Citizenship awards are given to students who are prompt, honest, courteous, well-mannered and helpful. Students with perfect attendance also receive an award. Eighth grade awards will be received at graduation.

BATHROOM BREAKS

Classes may have established bathroom breaks during the school day. Teachers may let students use the bathroom on an individual basis if necessary. **(If a student has a physical problem, the parent must send notification to the teacher.)**

CHEWING GUM

Careless disposal of gum (in drinking fountains, on the furniture or floors, etc.) presents sanitation and cleaning problems as well as costly repairs. Therefore, **GUM IS NOT PERMITTED AT SCHOOL.**

CANDY

Students will not be allowed to bring candy for the purpose of passing it out to other students. **CANDY MAY NOT BE USED AS A REWARD IN CLASSROOMS DURING THE SCHOOL DAY.**

CONFERENCES

Parents whose child encounters academic or behavioral difficulties are encouraged to confer with the child's teacher. Conferences may be arranged by calling the school and making an appointment in the afternoon or at the teacher's planning period.

EMERGENCY FORMS

It is very important that the parents fill out the emergency form completely. Please keep us updated with any changes in address or phone number. This will be kept on file in the office and will not be given to the general public. Please list your mailing address and physical address on the student information form.

FIRE DRILL

When the fire alarm sounds, everyone must exit the nearest door. Students are not to talk, must stay with their group, and listen to their teacher carefully. Return to the room only when directed by the teacher. Take every alarm seriously.

HEALTH

Immunizations are to be kept up to date. Parents/guardians will be notified if health records need to be updated.

ILLNESS OR INJURY

Students who are ill or injured during school hours will be referred to the school nurse or designee. The nurse or designee will dispense all student medications. No students are allowed to carry any medication unless there is a doctor's order on file with the school nurse that allows the student to carry their own medication (this includes inhalers and epi-pens). The parent/guardian is responsible for bringing emergency medication to the school and notifying the school of any changes regarding emergency medication. There are times the nurse's office will be closed for physicals, screenings, etc. per the nurse's school-time policy including daily from 2:15-3:00 except for injuries and diabetic students.

INSURANCE

The school carries a secondary coverage policy on all students. This insurance will pay after all other insurance has paid their limit.

LOST AND FOUND

The lost and found area is located in the Family Resource and Youth Service Center. Parents are requested to place their child's name on coats and backpacks. If items are not claimed in a timely manner they will be donated.

LOCKERS

Lockers are considered school property and are open to school inspection at any time. If you accept a locker, it is understood that you agree to this. Students will have a schedule when they must visit their locker. Locks for the lockers may be rented or purchased from the school. Personal locks are not allowed to be placed on lockers.

NON-PARTICIPATION IN PHYSICAL EDUCATION

Should a student not be able to participate in a physical education class, a written excuse from the parent, guardian, or doctor is required. **If non-participation is to be for more than two classes, a doctor's statement is required.**

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Any boy or girl representing our school in extra-curricular activities must maintain a C- average (1.8 GPA) in their grades. Students not having a C- average (1.8 GPA) are ineligible for a minimum of a two week period. Students may not play or practice during this time. Grades are checked every two weeks with students, parents and coaches being notified in writing of ineligibility. Conduct may be considered a reason for ineligibility.

PUBLIC DISPLAYS OF AFFECTION

Students shall refrain from public displays of affection.

CHROMEBOOKS

Students in GRADES K – 8 will be required to pay a 25.00 fee each year for the purchase of insurance and to offset the cost of repairs that may be necessary. Chromebooks will be issued to each student at the beginning of the year and the student is responsible for taking care of it. *(If Chromebooks are lost or destroyed the child's parent will be responsible for replacing it.)*

TELEPHONE

Cell phones are to be used in accordance with the guidelines on pages 15, 16 & 17 of Handbook. Students who are given permission may also use the office phone in case of emergencies.

STUDENTS ARE NOT PERMITTED TO CALL OR TEXT PARENTS TO COME PICK THEM UP DURING THE SCHOOL DAY. (STUDENTS MUST FIRST SEE THE NURSE)

The school nurse will notify the parent or other assigned person when a student is sick.

TEXTBOOKS AND LIBRARY BOOKS

When students are given the responsibility of a textbook or library book, they must see that it is returned in satisfactory condition. Failure to do this will require the student to replace the book. A student will not receive a report card until this debt is paid.

REPORT CARDS

Evaluations of pupil progress are made each nine weeks. These evaluations provide a record of academic progress as well as conduct.

TOYS

Toys, **balls of any kind**, skateboards, roller blades, card collections and any other distracting or dangerous items need to be left at home. If brought, the items will be collected by the teacher. Items will be held by the teacher until picked up by a parent. Dangerous items will be held by the Principal until it is picked up by the parent.

WEATHER RELATED OR OTHER SCHOOL CLOSINGS

As soon as possible, on poor weather days, the media will be notified. If school is cancelled or there is a delay in starting time all local radio stations will be informed. Lexington television channels will also post our school closings and a "One Call" message will go out from the school.

Water Bottle Policy

- Students may bring water bottles to school
- They must be clear plastic material
- Bottles should not exceed 32 OZ
- Flavor packets are not allowed. Plain water only
- Medical exemptions must be approved by Mr. Dyehouse

Dear Parent or Guardian:

The educators in Science Hill Independent school district are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I and Title II programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by Para Educators, and if so, their qualifications.

If you would like to request this information, please contact Jimmy Dyehouse by phone at (606) 423-3341 or by email at jimmy.dyehouse@sciencehill.kyschools.us. Please include your child's name, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Jimmy Dyehouse
Superintendent

Science Hill Independent School

Acknowledgment of review of the Code of Code of Conduct

Student Name

Homerroom Teacher

After reviewing the Code of Conduct with your child, please discuss. His/her teacher will also be going over it in class. The policies and expectations outlined in the code are an important part of daily life for our students. It is meant to support a respectful, responsible, and safe environment. Periodically, teachers will review the Code of Conduct throughout the year, particularly established expectations.

It is important that the school and home work together to ensure all students meet the high expectations for behavior established in this code which in turn supports their academic achievement. Thank you for your participation in this process.

After you have reviewed and discussed, please sign and return this form to school.

As the parent(s) of _____, we have read and discussed the Code of Conduct for Science Hill Independent School. We understand that they and the policies and regulations they reference apply to all students at all times on all district property and at school-related events and activities. We understand the expectations outlined within and agree to convey to our child the importance of meeting the expectations.

Please sign and return this form to school.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date