

## ***I. Introduction***

Welcome to the 2023-2024 school year! We are looking forward to a year full of exciting learning experiences with numerous co-curricular activities, clubs, and extracurricular activities of which you can be a part.

Pendleton County High School has a rich, proud tradition of showing **CATS Pride**. You may be asking, "What is CATS Pride?" CATS Pride is:

- ◆ **C**ourage
- ◆ **A**ttitude
- ◆ **T**eamwork
- ◆ **S**pirit

**CATS** Pride is a school wide positive behavior intervention and support program. The purpose is to establish and maintain a safe and effective school environment that maximizes the academic achievement and behavioral competence of all students.

Our student handbook is a comprehensive collection of information about school rules and regulations, services and facilities, and policies that directly affect students. It is the responsibility of every student to promote the best educational atmosphere by becoming familiar with the information within this handbook. The rules and regulations in this handbook will help to ensure that each student at Pendleton County High School has the opportunity to succeed.

It is our sincere hope that you will take advantage of the many opportunities available to you at P.H.S. so that you might fulfill your career dreams and goals. Let's work together to make this a wonderful school year!

Mr. Anthony Dietrich, IV  
Principal

Mr. Wesley Murray  
Assistant Principal

Mr. Chad Simms  
Assistant Principal

## ***Mission Statement***

**Pendleton County High School is a gateway that inspires, challenges and empowers students in their individual quest for growth and greatness in a diverse and changing world.**



## **VISION STATEMENT**

*Achieving Greatness. . . . Every Student, Every Day*

Students, their parents, and employees of the Pendleton County School System are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.

### **PHILOSOPHY**

We believe that every individual is of infinite worth and that every individual is entitled to the benefits of an education.

We believe that education is best provided through strong educational leadership, an orderly school atmosphere, planned curricular goals and objectives, high expectations of our students, frequent student evaluations, high quality time on the proper tasks, and a positive attitude about our teaching and our students' learning.

With these beliefs, we aspire to provide an effective school program which meets the needs of all individuals in our community, and which allows our students the opportunity to acquire a solid base of basic skills, as well as, a wide range of curricular opportunities which also allow for the development of higher order cognitive skills.

### **PURPOSE**

Based upon our philosophy, we believe that the primary purpose of secondary education at Pendleton County High School is to provide:

- a) A program for the development of physical, mental, and emotional health of each student.
- b) A program of basic skills instruction which insures a minimum level of skill development for effective living.
- c) A program which develops the students critical intellectual inquiry skills according to his/her ability.
- d) A program which strengthens the abilities and attitudes necessary to understand, preserve, and strengthen the values inherent in the American way of life.
- e) A program which stresses the development of good human relation skills and sound moral values.
- f) A program which allows the development of creativity and self-expression.
- g) A program which cultivates an inner drive of motivation for life.

### **GOALS**

- 1. We will teach course objectives and provide evidence of student achievement to those objectives.
- 2. We will demonstrate our belief and expectation that each student is able to obtain proficiency.
- 3. We will make full use of the instructional time allocated to us and help to ensure an orderly atmosphere that is conducive to learning.
- 5. We will treat all members of the school community with respect.
- 6. We will increase reading skills of students by encouraging more reading.

**2023-2024  
SCHOOL CALENDAR**

August 7	Opening day for Staff
August 8	Professional Development # 1
August 9	First Day for Students
September 4	Holiday # 1 (Labor Day) No School
October 6	No School Fall Break
October 9	Plan #1 No School
October 10, 11, and 12	Fall Break
October 13	Professional Development #2 No School
November 7	No School – Election Day
November 22	No School
November 23	Holiday # 2 Thanksgiving No School
November 24	No School
December 21 and 22	Plan #2 Winter Break – No School
December 25	Holiday # 3 (Christmas Day) No School
Dec. 26, 27, 28, and 29	Winter Break No School
January 1	Holiday # 4 (New Year's Day) No School
January 2	Students Return to School
January 15	(MLK Day) No School
February 19	President's Day No School
March 22	Professional Day # 3 No School
April 8, 9 and 10	Plan #3 Professional Development Day #4 No School
April 11 and 12	Spring Break No School
May 13	Last Day for Students
May 14	Closing Day for Staff
May 27	Memorial Day No School

**Calendar Subject to Change**

Make-up Day Schedule (In this order): May 14, May 15, May 16, May 17, May 20, May 22 and May 23, No School May 21<sup>st</sup> - Election Day.

**II. DISCIPLINE INFORMATION**

**Code of Conduct**

The Pendleton County High School Site-Based Council believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that setting limits and rules on students is an important part of the learning process and necessary for the function of a healthy and safe educational environment.

It must be understood by each student and parents/guardians that any teacher or school official not only has the right, but also the duty, to insist on behaviors appropriate to the school setting. The right of discipline extends to all areas of the school program, both curricular and extra-curricular. It is the requirement of an orderly school that students and the faculty demonstrate a mutual respect for each other, and for the school, its staff, and administration.

The Behavior Intervention Plan listed on the next pages apply to conduct while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle whose use is controlled, organized, or arranged by the school; and at any time when the student is subject to the authority of the Board of Education or school personnel.

The Behavior Intervention Plan is a list of minor/major behavioral infractions and recommended disciplinary actions for each infraction. This is not a comprehensive listing and the Pendleton County Board of Education and the Administration of Pendleton County High School shall reserve the right to administer corrective measures for other offenses that might occur. The principal and his/her designee reserve the right to alter consequences based on the severity of any infraction.

PENDLETON COUNTY HIGH SCHOOL  
SCHOOL-WIDE EXPECTATIONS

*C ~ Courage ~ PCHS students will show courage by choosing to do the right thing at all times.*

*A ~ Attitude ~ PCHS students overcome obstacles and work for their future by doing their best in all academics.*

T ~ Teamwork ~ PCHS students are considerate and helpful to each other. All students must succeed.

S ~ Spirit ~ PCHS students are proud of their school and community and each other and represent all with respect and honor.

**SCHOOL ENTRANCE**

Students riding a bus will enter through the main entrance.

Students being dropped off at parent pick up will be dropped on the side of the building by the greenhouse.

HALLWAY	GYM/ASSEMBLIES	BATHROOM
<ol style="list-style-type: none"> <li>1. Walk safely on the right side in the hallways</li> <li>2. Keep hands, feet &amp; objects to themselves &amp; off walls &amp; bulletin boards</li> <li>3. Use a <u>level 2</u> (conversational) voice during class change &amp; a <u>level 1</u> (quiet) voice during class time</li> <li>4. Treat others with respect, dignity &amp; courtesy</li> <li>5. Stop, look at, listen to &amp; respond if necessary when addressed by an adult</li> <li>6. Correct his/her behavior when asked</li> <li>7. Go directly to designated areas upon arrival to school &amp; departure from school to avoid congregating.</li> <li>8. Go directly to approved destination upon leaving the classroom or dismissal from classroom to avoid congregating.</li> <li>9. Secure a hall pass while in the hall <u>during</u> instructional time.</li> <li>10. Use appropriate language</li> <li>11. Our water fountains will be cleaned and sanitized frequently throughout the day, however, students are permitted to bring your own reusable water bottle to be refilled with water throughout the day.</li> <li>12. Lockers will not be assigned for student use to avoid congregating and congestion in the hallways. Students will be permitted to carry backpacks.</li> </ol>	<ol style="list-style-type: none"> <li>1. Listen &amp; follow adult directions</li> <li>2. Enter quietly &amp; report to assigned areas and remain seated</li> <li>3. Exit properly &amp; return to designated area</li> <li>4. Focus on presentation and give their full attention</li> <li>5. Use appropriate language</li> <li>6. Clap/respond when appropriate</li> <li>7. Sit facing forward in an upright position &amp; keep their hands &amp; feet to themselves</li> <li>8. Be supportive of our team in a positive manner</li> </ol>	<ol style="list-style-type: none"> <li>1. Secure a hall pass (during class)</li> <li>2. Use facilities properly</li> <li>3. Use level 2 (conversational) voice</li> <li>4. One person per stall</li> <li>5. Be patient as social distancing will still be followed.</li> <li>6. Keep restrooms clean</li> <li>7. Follow good hygiene procedures—always wash hands for at least 20 seconds with soap and water/hand sanitizer before exiting</li> <li>8. Return to class promptly</li> <li>9. Follow directions of adults.</li> <li>10. Use of tobacco products is prohibited</li> </ol>

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BUS	CAFETERIA	CLASSROOM
<ol style="list-style-type: none"> <li>1. The first seat behind the driver will remain empty.</li> <li>2. Offload should occur from front to back.</li> <li>3. Use level 2 (conversational) voice</li> <li>4. Use appropriate language</li> <li>5. Remain seated</li> <li>6. Follow directions of bus drivers/monitors</li> <li>7. Load &amp; unload quietly &amp; in a single-file line</li> <li>8. Respect each other's space by keeping your hands to yourself.</li> <li>9. Keep hands &amp; head inside the bus at all times</li> <li>10. Respect the property of the school and other riders</li> <li>11. Be on time to the bus stop</li> <li>12. Report to assigned location upon arrival to school</li> <li>13. Keep buses clean &amp; put all trash in garbage cans/bags</li> <li>14. Keep aisles clear of all objects</li> <li>15. Use of tobacco products is prohibited</li> <li>16. Be courteous to fellow pupils, the driver and other travelers</li> </ol>	<ol style="list-style-type: none"> <li>1. Once students go through the lunch line, they will then go directly to a seat.</li> <li>2. Walk to &amp; from the cafeteria using level 1 (quiet) voice</li> <li>3. Wait patiently in a single-file line and maintain social distancing whenever possible.</li> <li>4. Have money &amp; lunch code ready</li> <li>5. Push in chair when exiting</li> <li>6. Clean your area of food by placing trash in garbage cans when instructed to do so.</li> <li>7. Use level 2 (conversational) voice while in cafeteria</li> <li>8. Be courteous to staff &amp; other students</li> <li>9. Respect each other's space by keeping hands to yourself.</li> <li>10. Remain in cafeteria, seated in assigned area, until dismissed</li> <li>11. Respect your school by placing stray trash in garbage cans when instructed to do so.</li> <li>12. Empty &amp; put tray in the tray return area</li> <li>13. Food &amp; drink, except water, must remain in the cafeteria</li> </ol>	<ol style="list-style-type: none"> <li>1. Be prepared</li> <li>2. Remain in seat until dismissed</li> <li>3. Use appropriate language and voice levels</li> <li>4. Be on time and in your seat working when the bell rings</li> <li>5. Complete work on time</li> <li>6. Stay on task</li> <li>7. 10/10 Rule – students must remain in class the first 10 and last 10 minutes of class</li> <li>8. No cell phones out in class without teacher permission.</li> <li>9. Enter &amp; exit in an orderly fashion</li> <li>10. Raise hand and wait patiently to be called on</li> <li>11. Be supportive of others' ideas</li> <li>12. Respect school and others' property</li> </ol>

**Pendleton County High School  
Behavior Intervention Plan**

School-wide Expectations

**C** ~ Courage

**A** ~ Attitude

T ~ Teamwork  
S ~ Spirit

**Handling Problem Behaviors:**

1. Name the problem behavior
2. State the school-wide expected behavior (CATS)
3. Re-teach the expectations

The following are suggested interventions that may be utilized in correcting a student's inappropriate behavior. Interventions are not listed in any particular order. Board of Education policy specifies consequences for certain infractions.

Minor Behaviors	Possible Interventions/Consequences
Disrespect (defiance/non-compliance) Disruption Dress Code Violation Inappropriate Language Physical Contact (non-serious) Property Misuse Tardy Technology Violation (non-serious)	Alternative School Beyond School Control Charges Conference with Student Counselor Referral Court Referral Detention District Approved Evidence Based Substance Abuse Program Expulsion
Major Behaviors	
Abusive/Inappropriate Language Arson Bomb Threat/False Alarm Disrespect/Defiance/Insubordination/Non-compliance Disruption Dress Code Violation Fighting Forgery/Theft Harassment/Bullying Inappropriate Display of Affection Inappropriate Location/Out of Bounds Lying/Cheating/Plagiarism Physical Aggression Property Damage/Vandalism Skipping Class Tardy Technology Violation Truancy Use/Possession of Alcohol Use/Possession of Combustibles Use/Possession of Drugs Use/Possession of Tobacco Use/Possession of Weapons	Friday/Saturday School In-School Suspension Loss of Privileges Out-of-school Suspension Parent Contact Restitution Time In Office



Potential consequences to infractions of the Behavior Intervention Plan include, but are not limited to, the following:

- **After-School Detention (ASD):** Will be held after school for one hour (3:10-4:10). Students are responsible for providing transportation and will not be excused from the responsibilities of after-school detention. Students must report to ASD with school materials to work on and remain quiet and orderly for the hour.
- **In-School Suspension:** Isolation in a classroom away from other students. Teachers will send class work and assignments for the student to work on while in In-School Suspension.
- **Friday School:** Will be held for three (3) hours (3:15-6:15 p.m.) after school on Fridays. Placement in Friday School will be determined by the administration. Date and time will be announced to students attending.
- **Out-of-School Suspension:** Students will **not** be allowed to attend school, or any school-related function on school grounds or at another school, during the term of the suspension. Students may request class assignments and grading will refer to the Pendleton County Board of Education Policy found in the District Code of Conduct. The suspension is deemed over the next morning following the last day of suspension. Verbal contact will be made with parent/guardian or the emergency contact of the student. Parents will be required to come and pick up their child when suspended.
- **Loss of Parking Privileges:** Students holding a PHS Student Parking Permit will lose the privilege to park on the Pendleton County High School campus.
- **Loss of Hall Privileges:** Students will not be allowed in the hallways during class time without adult supervision.
- **Loss of Internet Privileges:** Students failing to adhere to the Pendleton County Acceptable Use Policy will lose their privilege to Internet access.
- **Beyond School Control Charges:** Students committing major infraction(s) or numerous infractions will be referred to the court designated worker for behavior beyond school control.
- **Alternative School:** Students may be placed in Alternative School based upon the principal or designee's recommendation.
- **Tobacco Education Group (TEG):** Tobacco Education Group is a positive alternative to out of school suspension for students that use/possess tobacco electronic cigarette/vape devices of any kind within the confines of the school setting. Students attend four 90-minute sessions with representatives of the Youth Service Center, Three Rivers Health Department and the Pendleton County Extension Office. Failure to attend the sessions will constitute a further discipline issue.
- **District Approved Evidence Based Substance Abuse Program**

## OTHER DISCIPLINE-RELATED POLICIES

### CHEATING/PLAGIARISM

Cheating/plagiarizing on class work, exams, portfolios, or state/national testing will constitute a violation of the discipline code. Plagiarism is defined as lifting text directly from the internet or from other sources without giving credit to the source.

#### **Consequence:**

Parent/Guardian will be notified. At teacher discretion students will receive a zero on all cheated work. Any student found cheating/plagiarizing may be subject to ISAP, suspension, and/or an alternative corrective measure, at the discretion of the teacher, administrator, or designee.

### DRESS CODE

Students represent their school; therefore, a neat appearance reflects the quality of the school. Student dress is expected to be appropriate. Appropriate dress means that clothing is clean, safe, decent, and does not interfere with the educational process. Wearing inappropriate clothing is not only a poor representation of the school, but also a lack of individual respect. One can wear neat and clean casual clothing and still be comfortable without wearing unattractive attire.

All clothing and accessories shall not bear reference to drugs, alcohol, and tobacco products, be sexually suggestive, have hidden meanings, or contain other content that is vulgar. Symbols on clothing must not be perceived as offensive to any other race, creed, or religion. The administration shall have the final decision on what is acceptable or unacceptable.

- No clothing should be see through or mesh exposing skin.
- No sleeveless, no bare torso, form-fitting and/or low-cut **shirts WILL BE PERMITTED**.
- Holes/tears exposing skin must NOT be more than four inches above the knees. If holes/tears are above four inches skin may not show through. Undergarments must be covered.
- Sleepwear is not permitted including no blankets allowed in classrooms. Blankets may be stored in lockers or backpacks. (unless on approved days)
- Dresses/skirts/shorts must be no shorter than 4 inches above the kneecap. All dresses and shirts must have sleeves and cover the collarbone.
- Students are required to wear appropriate shoes/footwear at all times.
- No hats, caps, bandanas, sweatbands or hoods are to be worn in the building during normal school hours.
- No items that could be perceived as weapons can be worn (i.e. chains, safety pins, studded jewelry, sunglasses).
- No attire, cosmetics, contact lenses, presentation of extra-ordinary/unnatural personal appearance or unnatural cosmetic styles that create a disturbance or safety hazard will be allowed.

Instances involving clothing not specifically included in the above regulations, the administration reserves the right to render a decision. The administration has the flexibility to make adjustments due to medical or religious reason. If found in violation students will be:

1. Asked to change,
2. Asked to call home for a change of clothes or
3. Sent to In School Suspension for the day.
4. Repeat offenders will go straight to ISAP.

### TOBACCO

Use of tobacco on school property by students is a violation of Kentucky State Law (KRS 438.350 prohibits the possession or use of tobacco products by a minor and KRS 438.050 prohibits the possession or use of tobacco/vape products by a minor on school property). It is, therefore, not permitted anywhere on school grounds by students. Smoking or possession of tobacco products may initiate charges being filed, a fine, suspension, or all of the listed consequences. The possession or use of tobacco products/lighters/matches, electronic cigarette/vape devices of any kind on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity will not be permitted. These procedures are established to enhance the behavior of students in an effort to be fair, firm and consistent while providing a safe environment for property and persons. The discipline imposed may depend on the severity of the violation regardless of any prior occurrences. The penalties are intended to reflect a degree of flexibility so as to allow the exercise of discretion by the administration.

1. TEG/ISAP (if TEG has passed student will serve in ISAP)
2. District Approved Evidence Based Substance Abuse Program
3. Suspension with charges being filed.

Student in violation may be assigned to TEG. Tobacco Education Group is a positive alternative to out of school suspension for students that use/possess tobacco or electronic cigarette/vape devices of any kind within the confines of the school setting. Students attend two 60-minute sessions with representatives of the Champions Coalition, Three Rivers Health Department and the Pendleton County Extension Office. Failure to attend the sessions will constitute a further discipline issue.

#### **CONDUCT AT SCHOOL EVENTS**

Students are to conduct themselves properly at all school events and should be especially careful not to create disturbances which would reflect on the good name of the school or the reputation of the student body. Students are to remember that, regardless of where they are, in the public eye they are representatives of Pendleton High School. Students should accept this responsibility with pride and conduct themselves at all times as worthy representatives of the school. **SCHOOL POLICIES AND DISCIPLINARY ACTION APPLY TO STUDENTS AT BOTH HOME AND AWAY SCHOOL-SPONSORED EVENTS.**

#### **GANGS AND GANG-RELATED BEHAVIOR**

Gang-related incidents in the school create an atmosphere of intimidation and harm. The mere presence of such conditions is disruptive and potentially dangerous. It is, therefore, school policy that gangs and gang-related behavior or incidents are prohibited in the school. Definitions and descriptions of what is prohibited include the following:

**Gangs** - Any assembly of three or more individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.

**Gang-Related Behavior or Incidents** - Any behavior or event, including but not limited to the following items, that has the effect of disrupting school activities or that fosters, enhances, or encourages gang activity in the school:

- possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, a gang; for example, wearing pants below the waistline (sagging and dragging) or wearing caps, bandannas, handkerchiefs, or any other item associated with gang-related behavior
- participated in any act, either verbal or nonverbal-including gestures, expressions, handshakes, and so forth-that may indicate an affiliation with or membership in a gang
- participation in any act that may further the interest in gang affiliation or gang membership
- participation in any act that may be evidence of intimidation, threats, "pay for protection," or any other behavior of potential violence
- participation in the writing, painting, or inscribing of gang-related graffiti--including messages, symbols, or signs--on school property

- assembly of congregating as a gang or members of a gang for any purpose

#### **TELECOMMUNICATION DEVICE POLICY**

Personal Telecommunications Device means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone. Students and staff have a right to an expectation of privacy while on school grounds. Due to this, unauthorized taping, duplication, picture taking, audio, video, or other means or methods are strictly prohibited.

By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES to school, parents/legal guardians agree and support the following:

- Schools may require students to register cell phones and numbers in order to carry them on campus.
- The restrictions below shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
- When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement.
- The contents of cell phones may be searched by school administration. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. CONFISCATION MAY INCLUDE THE CELL PHONE AND SIM CARD.
- KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy) VIOLATIONS. Consequences may include removing computer privileges as well as additional consequences.
- Devices shall not be used in a manner that disrupts the educational process, including but not limited to:
  - o Creates noise or distractions
  - o Poses a threat to academic integrity, such as cheating
  - o Violates confidentiality or privacy rights of another individual. This includes but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s).
- Is profane, indecent, obscene or offensive to other individuals
  - o Constitutes or promotes sending, sharing or possessing sexually explicit messages, photographs, or images using any electronic device.

The use of cell phones and other electronic media usage may be directed by teachers through classroom assignments. Schools may require phones to be turned off as appropriate. Additional policies on phone or other electronic media use may be added or enhanced by the School SBDM. At no time, should a phone or other electronic media device interrupt classroom instruction. Students with phones that ring or vibrate interrupting instruction may face consequences for this disruptive conduct.

\*Example(s): Students taking pictures of other students on their phones, modifying it and sending it to others. Students taking pictures/texting about other students and spreading rumors about the student in the messages. Students taking pictures of themselves or others, sending it around, for personal gain.

#### **DRUGS, LOOK-ALIKE DRUGS, AND ALCOHOL**

No pupil shall possess, use, sell, or be under the influence of alcoholic beverages, narcotics, drugs, over-the-counter drugs, counterfeit controlled substances, or look-alikes and/or possession of drug paraphernalia while at school, on school grounds, or at school sponsored events.

Use of, in any manner or to any extent, sale of, or possession of, or under the influence of, alcoholic beverages or other illegal or controlled substances are covered in KRS 158.150-KRS 158.155.

Alcoholic beverages include any beverage with alcoholic content. Possession includes items found in locker assigned to the student, in vehicles, and any other place where deposited by the student.

Illegal substances include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the person using them.

Other substances whose use, possession, or sale, are not permitted are vanilla flavoring, vitamins, saccharin, caffeine, or other pills or substances appearing or represented to be controlled or other drug substances such as "speed" or any other commonly used name to designate a controlled or other drug substances.

Drug violations shall constitute reason for suspension or expulsion and mandatory attendance at a District Approved Evidence Based Substance Abuse Program. In addition, drug violations will be reported to the appropriate law enforcement agencies for possible legal action.

### **BULLYING/HAZING**

Senate Bill 228: "Bullying means any unwanted verbal, physical or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated."

**Hazing** means an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization. See board policy 09.422

**Removal of Students** means school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. See board policy 09.425 for more information.

### **HARASSMENT/DISCRIMINATION**

Discrimination:

A person is guilty of discrimination when he/she discriminates due to an individual's race, color, national origin, age religion, marital status, political beliefs, sex, or disability.

Harassment:

A person is guilty of harassment when with intent to harass, annoy, or alarm another person, he/she:

- 1) Strikes, shoves, kicks, or otherwise subjects him/her to physical contact, or attempts or threatens to do the same; of
- 2) Makes an offensively coarse utterance, gesture or display, or addresses abusive language to any person present in a public place; or
- 3) Follows a person in or about a public place or places; or
- 4) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other persons and which serve no legitimate purpose.

Students who engage in harassment/discrimination of an employee or a student shall be subject to disciplinary action as directed by the Superintendent.

Procedures:

#### Level 1

A student/parent shall present his/her initial written complaint to the student's principal. The principal shall discuss with the student/parent the nature of the complaint and any action that the principal believes should be taken to resolve the concern of the student/parent. The principal will set up a confidential meeting with the respondent (i.e. alleged harasser) to inform him/her about the complaint. The informational basis of this meeting will be the complainant's account of the event or events alleged to the sexual harassment/discrimination, how this made him/her feel and the resolution sought. A written copy will be made available to the respondent. The purpose of the meeting is:

- a. to inform the respondent of the details of the complaint,
- b. to attempt to reach a resolution of the complaint.

If a resolution is obtained through the informal process, the principal will prepare a written statement of the resolution. A copy of this statement is available to both parties on request. Once information is complete, the file will be closed, and records will be maintained confidentially in the principal's office. The principal shall investigate the matter within three (3) school days and shall provide a written response to the student/parent no later than five (5) school days after receipt of the student/parent's initial communication. The principal forwards a copy of the complaint and response to the superintendent.

#### Level 2

If the student/parent wishes further review of his/her complaint, the written communication may be presented to the superintendent. The superintendent shall review previously presented information and administrative, responses, and conduct any necessary investigations. The superintendent shall provide a written response to the student/parent no later than five (5) school days after receipt of the student/parent's communication at Level 2.

In some instances, it may be appropriate for the communicator to give his/her complaint directly to the superintendent, thus by-passing Level 2 of this procedure. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at Level 1; or, in those instances where the nature of the complaint would require the initial response of the superintendent. The superintendent reserves the right to redirect the communicator to the appropriate level.

#### Level 3

If the student/parent, after reviewing the superintendent's response, desires direct communication with the board, the student/parent may present his/her written complaint to the superintendent for transmittal to the board, or notify the superintendent no later than five days prior to the meeting of the board at which the student/parent wishes the complaint presented. Students/parents are not authorized to contact board members individually about the complaint.

The student/parent will be afforded an opportunity to appear before the board of education for relevant discussion of the complaint. If the student/parent does not wish to make a verbal presentation, the right to refrain for such activity will be respected. The superintendent or the communicator shall present the complaint to the board at its next regularly scheduled meeting. The board will consider the complaint and will provide the student/parent a written response within ten (10) days after the next regularly scheduled meeting of the board, following the meeting of the board at which the complaint was initially presented. The decision of the board shall be final.

#### Confidentiality

At all times and all stages, the confidentiality and privacy of the parties and proceedings will be maintained. Those who file complaints will be protected from retaliation. The school system will seek to protect the reputations of all parties involved and will assure that fair procedures are followed. All records will be maintained confidentially.

Within three (3) school days of the submission of the written investigative report, methods will be identified and employed to correct and prevent reoccurrence of the harassment/discrimination. For an accused employee, the methods may include, but not be limited to, temporary suspension, job assignment change or dismissal. For an accused student, the methods may include, but not be limited to scheduling changes to separate the claimant and the respondent, in-school suspension, suspension or expulsion.

The written policy will be disseminated annually to all students through publication in the student handbook. All staff members will receive a written copy of the policy annually.

During the first month of school, assigned teachers and/or other school personnel will conduct age-appropriate training to include an explanation of prohibited behavior.

#### **MENACING**

A person is guilty of harassment/menacing when, with the intent to harass, annoy, or alarm another person he/she:

1. Strikes, shoves, kicks, or otherwise subjects another person to physical contact or attempts or threatens to do the same.
2. Makes an offensive utterance, gesture, or display, or addresses abusive language to any person present in a public place.
3. Follows a person in or about a public place(s).
4. Commits an act, which the victim views as threatening.
5. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serve no legitimate purpose.
6. Asks another student to meet in a particular location for the possibility of a fight or throws down books and materials with a "Come On!" statement.

#### **SEARCH AND SEIZURE**

All school property is held in public trust by the board of education. A search of school property, including but not limited to school lockers, may be made at the discretion of the superintendent or principal if there appears to be reasonable ground to conduct the search.

**Search of a student's person or vehicle may be conducted if there is reasonable cause to believe that a breach of conduct rules or a crime is being committed by the student. Search of student's person should be conducted with the authority of the principal and in the presence a certified person of the same sex.**

The Attorney General's Opinion:

**OAG 79-168.** A student in the public common schools has the constitutional right to be secure in his/her person from all unreasonable searches and seizures. A search of a student by school officials is generally reasonable if it bears a rational relationship to a legitimate educational interest, and is based upon reasonable suspicion. Limitations on the reasonableness of a search exist depending upon the nature of the place searched, along with other factors such as the age of the student and the purpose of the search, and a teacher or administrator who participates in or conducts an unreasonable search of a student could be sued for damages in state court on the theory of invasion of privacy, trespass or assault and battery, or in federal court for a civil rights violation. A student's consent to be searched must be scrutinized carefully.

#### **SEARCH AND SEIZURE**

##### **PCBEP 09.436**

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

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school, which the student attends. No search of a pupil shall be conducted in the presence of other students. No strip searches of students shall be permitted.

### **WEAPONS**

- Carrying, bringing, using or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.
- Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the district schools should be filed under Policy 09.435.
- The penalty for students bringing a firearm or deadly weapon to school or onto the school campus/property shall result in the removal from school and **require an expulsion hearing with the board of education.**
- Any student, who brings to school a firearm or deadly weapon/instrument, as defined by state or federal law, must be referred to the appropriate law enforcement authorities.
- Suspected violations while on the school bus will result in immediate notification to the appropriate authorities and possible removal and/or suspension from the bus under KRS 158.150.

### **DANGEROUS INSTRUMENTS**

- Any student who brings to school a dangerous instrument is subject to disciplinary measures and the instrument will be confiscated. (**see Weapons**)

### **LAW ENFORCEMENT OFFICIALS IN THE SCHOOL SETTING**

When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his designee will be present. The parent/guardian of the child will be notified prior to the questioning.

If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials.

### **SUSPENSION AND EXPULSION POLICY**

The basis for suspension and expulsion of students in the public school is set out in KRS 158.150, and, as provided therein, all pupils admitted to the common schools shall comply with the lawful regulations for the government of schools.

The grounds for suspension or expulsion of students shall be, but not limited to:

1. Willful disobedience or defiance of the authority of teachers or administrators.
2. Use of profanity or vulgarity.
3. Assault or battery.
4. Abuse of other students or school personnel.
5. The threat of force or violence.
6. The use or possession of alcohol or drugs.
7. Stealing or destruction or defacing of school property.
8. The carrying or use of weapons or dangerous instruments.



9. Other incorrigible bad conduct on school property as well as off school property at school- sponsored activities.
10. Violation of the lawful regulations for the government of Pendleton County Schools as established by the Board of Education of Pendleton County.

NOTE: Suspension or expulsion may result if a student violates any one or a combination of the above.

A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:

(a) The pupil has been given oral or written notice of charge or charges against him/her which constitute cause for suspension (b) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and (c) The pupil has been given an opportunity to present his/her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but not later than three (3) school days after the suspension. The superintendent, principal or head teacher of any school may suspend a pupil but shall report such action in writing immediately to the Superintendent and to the parent, guardian or other person having legal custody or control of the pupil. The Board of Education of any school district may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent, guardian or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the Board. The decision of the Board shall be final.

Verbal contact will be made with parent/guardian or emergency contact notifying of suspension.

Students will be permitted to complete missed class-work assignments upon returning to school from suspension and may receive up to 75% credit for that work. During the suspension period, students may not be on school grounds or attend school-sponsored activities. Suspension deemed over the next morning following the last day of suspension.

#### **SUSPENSION/EXPULSION (RESOURCE EDUCATION STUDENT)**

Any student who creates a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short-term suspension (generally no longer than 3 days) are the same for all students and are outlined in KRS 158.150 and OAG 78-637.

The behavior of exceptional (resource education) students and students who have been referred for evaluation for possible special education placement and/or related services will be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment and consequences will become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue will be brought to the appropriate ARC to make changes in the student's program which might result in more appropriate behaviors.

The Resource Education Coordinator may be consulted in handling Resource Education cases.

A disabled child may be suspended temporarily without the special education change of placement procedures.

A disabled child may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabling condition.

A disabled child may not be expelled if the committee determines that the child's disruptive behavior was a result of the disabling condition.

Even if the child is expelled through the appropriate procedures, there will not be a complete cessation of educational services. Therefore, if a disabled child is expelled, alternative services such as homebound instruction will be provided.

#### **NOTES ON DISCIPLINARY CONSEQUENCES**

All referrals are cumulative and consequences increase.

In addition to the disciplinary options listed under the levels, loss of school privileges (i.e. parking privileges and attendance at school activities) may occur.

If upon investigation of an incident, it is evident that a student knowingly was untruthful or withholds vital information when questioned, that student is subject to disciplinary action or additional disciplinary action.

Conferences/Counseling/Peer Mediation is aimed at intervention or prevention and are to be assigned along with consequences if an infraction has occurred.

*Not attending assigned detentions results in progression of disciplinary action.*

In the event of a discipline infraction, attempts will be made to notify parents by telephone. In the best interest of the student, parents need to meet with or have a phone conference the principal in order to be able to re-enter school after suspensions.

Any student who withdraws from school while a discipline procedure (referral to District Alternative School) is taking place must face the consequences of the infraction if he/she enrolls in P.H.S. during that school year.

Those students who are assigned to the District Alternative School are not allowed to attend or participate in any P.H.S. function during the assignment period. Any student who withdraws from the District Alternative School during the assignment period is not allowed to attend or partake in any P.H.S. function during the school year.

### **III. ATTENDANCE INFORMATION**

#### **ENROLLMENT OF NEW STUDENTS**

Pendleton County schools have centralized enrollment through our District Student Services. All students enrolling at PCHS must register through the District Student Services first and then come to the school to finish enrollment.

The Pendleton County High School believes that attendance at school is a very important aspect in the educational development of the student. Forming good attendance habits is a significant element in attaining successful employment after school. Students are expected to be in regular attendance each day that school is in session.

#### ***Excused Absences***

Excused absences as defined below will qualify for an excused absence with a parent note for the first seven absences that do not have a medical or physician statement. After seven (7) excused absences with a parent note, a student must have a physician statement. Once a student reaches seven (7) unexcused absences, no parent notes will be accepted for excused absences.

A student shall be permitted to makeup work missed and shall be eligible for class credit for any excused absence. The following reason are considered valid excuses for missing school providing written documentation is presented to school within five (5) days of the day of return.

1. Death or severe illness in the pupil's immediate family; "immediate family" being mother, father, sister, brother, or grandparents.
2. Illness of the pupil; "illness" being defined as a health hazard making school attendance a threat to the health of the student or others at school. A doctor's statement is required after the fifth consecutive absence.
3. Court appearance as a result of a subpoena.
4. Work required to assist parent's livelihood (to be included in the seven accumulated excused absences).
5. Religious holidays and practices.
6. One (1) day for attendance at the Kentucky State Fair.
7. Documented military leave.
8. One (1) day prior to departure of parent/guardian called to active military duty.

#### **ABSENCES THAT DO NOT COUNT AGAINST STUDENT'S ATTENDANCE**

**Educational Enhancement Opportunity** - these may include up to 10 days PRE-APPROVED Absences if the trip is deemed "Educational" by the administration of the high school. A form must be obtained from the Attendance Office and completed prior to the days off and approved by the administration to count them as Educational Enhancement Days.

**Driver's License and Permit Tests** - Any student taking their Driver's Permit test for the first time, must obtain a "No Pass No Drive" form from the guidance office prior to testing. This form verifies that the student is eligible to test due to passing grades and good attendance the PRIOR semester. Per KRS 159.051, a student may not have 9 or more unexcused absences in the preceding semester and cannot have had failing grades the previous semester in 4 or more courses.

Students will only be excused  $\frac{1}{2}$  day for their road or written driving tests.

Students needing to miss a partial day of school to test for their Driver's License or Driving Permit test will be permitted to do so and need the following documentation: Upon returning to school, the student must bring in a copy of their score sheet or Driver's License or Permit. A copy will be made as their excuse for missing school. Students who fail the test, need to bring in the score sheet or a memo from the court house stating that they tested and the date of the test. Once proper documentation is obtained, the child's partial day absence will be changed to an attendance code that will not reflect the absence on their attendance record, much like a field trip.

Any student under the age of 18 who drops out of school, has failing grades in at least 4 courses or has 9 or more unexcused absences in a semester, will have their license or permit revoked by the KY Transportation Cabinet.

#### **PHYSICIAN'S STATEMENT**

When a student has a tardy to school or an early dismissal from school for a medical appointment (dentist, doctor, orthodontist, etc.), a note from the appropriate physician must be presented for an excused absence. The physician's note must specify the reason the child could not attend school.

#### **MAKE-UP WORK**

If an absence is excused, a student will be permitted to make up work missed during absences. For every day the student is absent, he/she will receive a day to complete make-up work. For all unexcused absences we will refer to the Pendleton County Board of Education Policy found in the District Code of Conduct.

#### **REPORTING A STUDENT'S ABSENCE**

Certain mitigating circumstances arise among the student population, which may prevent regular attendance, resulting in pupil absences from school. On the day of the absence, a parent/guardian should call the PHS Attendance Office at 859-654-3355

as soon as it is determined that the child will not be at school. When calling in an absence or leaving a voicemail, parents need to leave their name, the student's name, date of absence, and reason for the absence. If the call is not placed to the school regarding an absence, the

Attendance Secretary will contact the parent/guardian either by phone or in writing. Upon return to school after an absence, the student must report to the Attendance Office to get an Admit Slip to class. Even if a call has been placed to the school regarding the absence, the student must bring a written note, for bookkeeping purposes, including the date of the absence and a detailed reason for the absence. Notes must include - student's name, date of absence, reason for absence, and signature of parent/guardian/doctor along with a daytime phone number in case there are questions. If a student forgets to bring a written note, the absence shall be marked as unexcused. A note may be brought in within 5 days of the date of return and may be changed to excused provided it meets the criteria for an excused absence. All unexcused absences are considered truancy and will result in disciplinary and possible court action. Upon the 6<sup>th</sup> unexcused absence a student will be turned over to the district DPP for possible court action.

An automated phone call will make an attempt to contact parents beginning at 10:00 a.m. when a child is marked absent from school. When you receive the phone call, please contact the Attendance Office and report the reason for your child's absence. You may avoid receiving this call by notifying the school by 8:00 a.m. that your child will be absent and the reason they will not be in attendance.

REMEMBER: Even if you call, you still need to send a written document stating the reason for the student's absence when they return to school. This can be in the form of a parent note, if your child has missed under 7 days of school. If your child has missed more than 7 days of school, the note will need to be an official note from a doctor, a court note, funeral note, etc. This note will need to be brought to the Attendance Office within 5 days of the date the student returns to school.

#### **EARLY DISMISSALS**

Students must have permission of their parent/guardian, or an individual designated by the parent/guardian, if they leave the building prior to the dismissal of school. Early-dismissal notes, to include exact dismissal time, should be presented to the Attendance Secretary upon arriving at school in the morning. The administration reserves the right to contact the parent/guardian to verify the originality of the note. ALL STUDENTS MUST SIGN OUT IN THE ATTENDANCE OFFICE PRIOR TO LEAVING THE SCHOOL CAMPUS.

#### **DAILY DISMISSAL TIMES:**

First load bus riders, parent pick up and drivers are dismissed at 2:55 p.m. (Bus riders will exit through the front doors, drivers will go to front gym lobby and Parent Pick Up will exit by the south side of building)  
Second load of bus riders will be dismissed when busses arrive at PCHS.

#### **TARDIES - STUDENTS ARRIVING AFTER 8:05 A.M.**

Students arriving between 8:05 - Tardy 10:27

If the school day should be extended for any reason, these times will be adjusted accordingly.

(PARENTS/GUARDIANS DO NOT DETERMINE WHETHER OR NOT A TARDY/EARLY DISMISSAL IS "EXCUSED".)

Students arriving to school after 8:05 a.m. need to report DIRECTLY to the Attendance Office and sign-in. Students should have a signed note from the parent/guardian stating the reason for the tardy. The administration reserves the right to contact the parent/guardian to verify the originality of the note. Parents/guardians will be notified by phone when students report to school after 8:05 a.m. without a signed note. A written excuse from the parent does NOT guarantee that the tardy will be excused.

**There will be all calls made for every tardy to school.**

Upon obtaining the 3rd "UNEXCUSED" tardy, the student will have a conference with school administration. After the fourth (4<sup>th</sup>) tardy, a doctor's note or special permission by the administration of the school will be required for the sign-in to be

considered "excused". A student arriving to school late for the purpose of a medical/dental/ortho appointment must present a doctor's note for the tardy to be considered "excused." Students will receive discipline referrals when they obtain 3, 6, 9, 12 & 15 tardies to school, then every 2 tardies beyond 15.

#### **PARENT PICK-UP/DROP-OFF**

Parent Pick Up students are dismissed at 2:55 pm.

**NO CARS OR TRUCKS WILL BE PERMITTED IN THE AREA IN FRONT OF THE SCHOOL (BUS LOOP) BETWEEN 7:30 A.M. - 8:05 A.M. AND 2:30 P.M. - 3:20 P.M.**

#### **CAMPBELL COUNTY AREA TECHNOLOGY CENTER ATTENDANCE REGULATIONS**

In order that each student and parent may be aware of what is expected of the students by the schools involved, the following regulations have been set forth as a guide for attendance and conduct while attending Campbell County Area Technology Center in Alexandria, Kentucky.

1. All A.T.C. students should report to Pendleton High School on first day of classes, and will report to vocational school on that day.
2. Students should be in attendance at the ATC each day school is in session. Since ATC programs require applied task and skill development, excessive absences may result in loss of credits or removal from the program. With advance permission of the ATC principal, students may be permitted to attend the ATC at times that the Pendleton County Schools are not in session, in order to make up required work. Transportation on these arranged days is the responsibility of the student and parent/guardian.
3. Rules of conduct of each school must be observed. These rules will be stated by the individual school. If a student is suspended from one school, he/she will be suspended from the other on the corresponding days. Students who refuse to abide by A.T.C. rules may lose their privilege to attend.
4. All students going to Campbell County A.T.C. must ride the bus provided. **NO STUDENT WILL BE PERMITTED TO DRIVE OR BE DRIVEN TO THE AREA TECHNOLOGY CENTER EXCEPT UNDER UNUSUAL CIRCUMSTANCES. PARENTS/GUARDIAN MUST HAVE HIGH SCHOOL'S PERMISSION BEFORE DRIVING STUDENT TO A.T.C.** These circumstances must be approved by the Principals of both schools. Anyone given permission to drive may not accept riders. If the Pendleton School system is closed due to the weather or scheduled vacation or professional development, students are not required to attend A.T.C.
5. While being transported to and from the A.T.C., all students must maintain appropriate conduct. The bus driver has the authority to refuse anyone permission to ride their bus if they believe the conduct is unbecoming and hazardous to others. Any person so refused will be referred to the Principal for disciplinary action and may be dropped from vocational school.
6. If a student misses the bus, he/she will remain in In-School Adjustment Program during the time of the absence. If a student misses vocational school for this reason, it will be considered an unexcused absence.
7. Students who must be absent from Pendleton High School after attending A.T.C. must be given early dismissal from an administrator. Students who leave campus without permission will be dealt with appropriately.
8. A.T.C. textbooks will be furnished by the school system. These books are very expensive and must last five years. Their upkeep and care is the responsibility of each individual student. Appropriate fines will be levied for books that are defaced or lost.

#### **HOME INSTRUCTION PROGRAM**

From time to time certain illnesses necessitate students to remain at home for a period of time. So that these students do not get behind in classwork, they are enrolled in the Home Instruction Program upon approval of the attending physician and the

completion & return of necessary forms. Please note that pregnancy shall not be considered a physical or health impairment and does not qualify a student for homebound instruction as long as health complications do not exist. The Program serves each Pendleton County homebound student in a consistent and fair manner according to his/her individual needs. Rules have been established that will enable all responsible Pendleton County High School students an equal opportunity to experience success in the "HOMEBOUND" program.

All Pendleton County students participating in the homebound program are to abide by the following supplementary rules:

1. The classroom teacher of a homebound student is required to have assignments ready for the homebound teacher upon request after the homebound student's schedule is known.
2. The homebound student's required daily classroom assignments are to be completed and given to his/her homebound teacher during their next regularly-scheduled home visit.
3. All completed homebound assignments are due back to the classroom teacher at the next homebound visit, but no later than one week after the assignments are received.
4. If a student receives an "I" for the current grading period he/she must complete all previous work within the next two weeks period or the "I" will change to an "F". Further appeals may be granted in cases of severe illness.
5. The principal or the assistant principal may grant permission for a homebound student to have an extended period of time to finish current assignments if the student's medical condition is so severe as to impede their ability to do school work.
6. When the doctor's original homebound enrollment form ending date is extended, the student or parent/guardian shall immediately register a new doctor's note with our office. The new note must include: a medical reason for the extended period time, ending date and the doctor's signature.
7. The homebound teacher is to report to the assistant principal non-compliances of the above rules.
8. Homebound instruction shall cease if the student works or participates in athletic activities.
9. Students are expected to keep all appointment times with their instructor. Failure to do so, will result in the student being charged with 2  $\frac{1}{2}$  days unexcused absence for each cancelled session.

#### **EXTRA-CURRICULAR TRIPS**

All students are expected to conform to all school policies and regulations while participating in any extra-curricular activity or field trip. Extra-curricular is defined as any school sponsored function outside the classroom. Violations will result in discipline consistent with school policy.

Parental permission slips must be completed and returned to the classroom teacher/sponsor prior to the field trip. Parental permission will not be accepted over the telephone.

Members of athletic/academic teams need not complete a permission slip for each away trip, as these students & parents sign a consent form at the beginning of a season. Permission slips will not be required for certain classes where transportation to another school building in the district is necessary.

## **IV. TRANSPORTATION INFORMATION**

### **BUS RIDERS RULES AND REGULATIONS**

**PREVIOUS TO LOADING** - (On the road and at school)

1. Be on time at the designated school bus stops; the bus cannot wait for those who are not on time.

2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Respect other people's property. If bus stop is in front of someone's house, stay off their property.
4. Wait until the bus comes to a complete stop before attempting to enter the school bus.
5. Bus riders are not permitted to move toward the bus at the school bus loading zone until the buses have been brought to a complete stop.

**WHILE ON BUS**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and clean at all times.
3. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, windows, etc., must be paid for by the offender.
5. Seats may be assigned by the driver.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Nothing is to be thrown about on the bus.
9. Keep books, packages, coats and all other objects out of the aisles.
10. Help look after the safety and comfort of small children.
11. Do not throw anything out of the bus windows.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Horseplay is not permitted around or on the school bus.
14. Bus riders are expected to be courteous to fellow pupils and the driver.
15. Absolute quiet is expected when approaching a railroad crossing stop.
16. In case of a road emergency involving vehicles other than the school bus, children are to remain in the bus.
17. Absolutely no smoking on the school bus.
18. Absolutely no eating or drinking on the bus.
19. Abstain from the use of foul language.

**AFTER LEAVING THE BUS**

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction. Never cross the road from behind the bus. No congregation at bus stops.
2. Be alert to the danger signal from the driver.
3. The driver will not discharge riders at other places than the regular bus stop at home or at school unless by proper authorization from parent signed by the principal of the child's school.

**EXTRA - CURRICULAR TRIPS**

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Pupils shall respect the authority of chaperones.

**SHOULD ANY PUPIL PERSIST IN VIOLATING ANY OF THESE REGULATIONS, IT SHALL BE THE DUTY OF THE DRIVER TO NOTIFY THE PRINCIPAL, AND AFTER DUE WARNING HAS BEEN GIVEN TO THE PUPIL, THE PRINCIPAL SHALL THEN FORBID THE DISOBEDIENT PUPIL THE PRIVILEGE OF RIDING ANY SCHOOL BUS FOR AN APPROPRIATE AMOUNT OF TIME UNTIL THE PRIVILEGE IS REINSTATED BY THE PRINCIPAL.**

Written notice of the action of the principal shall be furnished to the parent, but such notice need not precede action by the principal.

## BUS PROCEDURES FOR PENDLETON HIGH SCHOOL

### Morning Procedures

1. In the morning, students who ride buses should come directly into the building by way of the sidewalk and the main front entrance.
2. Vocational students will remain in the front office lobby or cafeteria while awaiting departure of their bus.
3. The parking lot and driveway area will be supervised during this time.

### Afternoon Procedures

1. Bus riders may exit the building at the appropriate bell.
2. Students may use only designated exits to leave the building. Bus Riders - Main exit, Drivers - gym lobby, Riders - south exit of the building.
3. Students should not run to buses, but should load waiting buses in an orderly fashion.
4. Bus loading and student parking will be supervised at all times.

NOTE: Students must ride the bus(es) that are assigned for them at the beginning of the school year. Any change must be approved by the Superintendent of Schools or his designee. Students who need to ride a different bus for one day must have a written request from the parent, signed by the principal or his designee, to present to the driver.

## STUDENT DRIVERS NO PASS-NO DRIVE STATE LAW

The "No Pass/No Drive" bill (HB 32, amending KRS 159.051) is a Kentucky Law and it applies to school districts in the Commonwealth. This regulation is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses.

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

Prior to taking the driver license permit test, students need to obtain the proper verification form from the Guidance Office. Verification is based on the final grades and attendance from the most recently completed semester. The form is valid for sixty (60) days.

Students who are authorized to drive to school must: 1) Have a valid Kentucky driver's license. 2) Have adequate liability insurance coverage. 3) Have a completed Driver Permit and Registration form signed by parents on file in the office. 4) Pay a \$10.00 parking permit fee and have a parking permit attached to his/her car. 5) Have all student fees, past and present, paid in full before permit will be issued. 6) Specific parking space will be assigned to students and students will be required to park in his/her assigned space.

The school board retains the control of all parking areas at P.C.H.S. and the right and privilege to use the parking lots is granted to a student who wishes to drive his/her car to school with the understanding that the principal or other school officials have the right to make unannounced searches of any or all vehicles at any time.

Students with a valid driver's license wishing to drive to school must return a completed parking application. **If the number of requests exceeds the number of parking spaces, permits will be issued following a random drawing.** The administration reserves the right to grant or deny parking privileges. Parking spaces will be assigned on a first come, first serve basis. If



more students apply for parking spaces than spaces available, a lottery will be held to determine which receive parking spaces. Students must pay ALL school fees before a parking permit will be issued.

To retain parking privileges and to ensure the safety of students, all drivers must adhere to the following procedures:

1. Speed limit 15 m.p.h.
2. STUDENTS WILL IMMEDIATELY MOVE INTO THE BUILDING UPON ARRIVAL TO SCHOOL.
3. Students will not be permitted to return to cars; therefore, all books, lunch money, gym clothes, etc., should be brought into the building when arriving at school each morning. In an urgent situation, the principal may grant permission for student to return to their car accompanied by a faculty member.
4. Drivers and riders will remain in designated areas until released by the bell at approximately 3:00.
5. In the afternoon, all drivers will exit by using the north exit ramp.
6. Buses have the right-of-way at all times on the parking lot, and on U.S. 27.
7. For the safety of personal belongings, cars should be locked at all times.
8. Students who do not abide by the above rules or who demonstrate poor driving habits may lose their driving privilege.
9. Upon the third (3rd) tardy to school, the principal will verbally make the student aware of the consequences of school tardies. Upon the fourth unexcused school tardy and each subsequent tardy, a student will be assigned to an after-school detention or Friday School. In addition, driving privileges may be suspended for ten (10) school days. The student's permit will be taken from them and kept in the office during that time. A letter will be sent to the parents notifying them of the recurring tardies, penalty, and restriction, and suggesting that the student ride the bus for one month. This penalty may be repeated.
10. Students will be required to display on their rear-view mirror a Pendleton High School parking permit. Failure to display the parking permit: 1st offense - Warning; 2<sup>nd</sup> offense and subsequent offenses - Deny driving privileges for five (5) days. PERMITS ARE NON-TRANSFERABLE.
11. A one-day temporary permit may be issued by the principal or his designee on request.
12. Students are not allowed to leave campus unless permission is given by parent or guardian.
13. Reckless driving will result in the loss of all driving privileges.

## V. STUDENT & ACADEMIC INFORMATION

### ENTERING/LEAVING THE SCHOOL BUILDING

Students may enter the lobby by main office at 7:00 a.m. The entire building will open at 7:30 a.m. Unless a student is under the supervision of a staff member, students must leave the building by 3:15 p.m.

### CLASS SCHEDULE

The daily class schedule will be a traditional seven-period day.

8:05 - 8:55	First Period
9:00 - 9:50	Second Period (AM Announcements 9:05)
9:55 - 10:45	Third Period
10:50 - 12:10	Fourth Period & Lunch
12:15 - 1:05	Fifth Period
1:10 - 2:00	Sixth Period
2:05 - 2:55	Seventh Period (PM Announcements 2:05)

**Graduation Requirements**

**FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR (STUDENTS WHO ARE IN GRADES 9 AND 10 DURING THE 2020-2021 SCHOOL YEAR)**

Credits shall include content standards as provided by the Kentucky Academic Standards established in [704 KAR 003:303](#) and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

English/Language Arts	Four (4) Credits total (English I, II, III) and (English IV or equivalent English course aligned to the student's ILP)
Social Studies	Three (3) Credits total - (Intro to Social Studies or equivalent Social Studies course, U.S. History or equivalent Social Studies course, and World Civilization or equivalent Social Studies course)
Mathematics	Four (4) Credits total (Algebra I, Algebra II, and Geometry plus one (1) credit aligned to the student's ILP)  An integrated, applied, interdisciplinary, occupational, or technical course that prepares a student for a career path based on the student's ILP may be substituted for a traditional Algebra II course on an individual student basis if the course meets the content standards in the Kentucky Academic Standards, established in <a href="#">704 KAR 003:303</a> and 707 KAR Chapter 8.
Science	Three (3) Credits total - (Integrated Science or equivalent Science course, Biology or equivalent Science course, and one (1) Science elective aligned to the student's ILP.) Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One-half (1/2) Credit
P.E. or NJROTC I (Naval Junior Officers Training Corps)	One-half (1/2) Credit

**Graduation Requirements**

**FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR (CONTINUED)  
 (STUDENTS WHO ARE IN GRADES 9 AND 10 DURING THE 2020-2021 SCHOOL YEAR)**

Visual and Performing Arts	One (1) Credit or a standards-based specialized arts course based on the student's ILP. Content is integrated through curriculum strands in the required English, Social Studies, and Physical Education/NJROTC courses for graduation. Upon successful completion of these graduation credits, students will satisfy a performance-based credit to fulfill this requirement. The Visual and Performing Arts performance-based credit will not bear a credit weight nor separate grade. Therefore, it will not be calculated in cumulative GPA.
Academic and Career Interest Standards-based Learning Experiences	Eight (8) Credits total (Four (4) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency

**Graduation Requirements**

**FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2022-2023 ACADEMIC YEAR**

Credits shall include content standards as provided by the Kentucky Academic Standards established in [704 KAR 003:303](#) and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

English/Language Arts	Four (4) Credits total (English I, II, III) and (English IV or equivalent English course aligned to the student's ILP)
Social Studies	Three (3) Credits total - (Intro to Social Studies or equivalent Social Studies course, U.S. History or equivalent Social Studies course, and World Civilization or equivalent Social Studies course)
Mathematics	Four (4) Credits total (Algebra I, Algebra II, and Geometry plus one (1) credit aligned to the student's ILP)  An integrated, applied, interdisciplinary, occupational, or technical course that prepares a student for a career path based on the student's ILP may be substituted for a traditional Algebra II course on an individual student basis if the course meets the content standards in the Kentucky Academic Standards, established in <a href="#">704 KAR 003:303</a> and 707 KAR Chapter 8.
Science	Three (3) Credits total - (Integrated Science or equivalent Science course, Biology or equivalent Science course, and one (1) Science elective aligned to the student's ILP.) Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One-half (1/2) Credit
P.E. or NJROTC I (Naval Junior Officers Training Corps)	One-half (1/2) Credit
Financial Literacy	One (1) or more courses or programs that meet the financial literacy requirements pursuant to <a href="#">KRS 158.1411</a> .
Visual and Performing Arts	One (1) Credit or a standards-based specialized arts course based on the student's ILP.
Academic and Career Interest Standards-based Learning Experiences	Eight (8) Credits total (Four (4) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency

### DROP/ADD (CLASS CHANGE) POLICY

Only students assigned to a course not on their request sheet as either a first choice elective or alternate elective will have the opportunity to request a schedule change at schedule pick-up or during the first five school days. A request does not necessarily assure that a schedule change can or will be made.

Therefore, students are advised to make wise choices when registering for classes and listing alternates.

When a schedule change occurs, it is effective immediately. The student will be given paperwork as notification for the teacher (s) and parents. It is requested that student return this signed paperwork to the Guidance Office.

#### **WITHDRAWAL FROM A COURSE IS SUBJECT TO THESE LIMITATIONS:**

1. Withdrawal from a required course is not permitted.
2. A student must have a legitimate academic issue before any withdrawal from a non-required course will be considered.
3. Withdrawal from a non-required course must still leave the student with a full course load. Withdrawal from a non-required course after the first quarter mid-term may result in withdrawal grade entry on the transcript per discretion of the principal. A student may not have more than one non-credit bearing course period (i.e., School Service Learning) each semester.
4. Students must have a complete schedule to remain a full-time student.

#### **LATE ENTRY INTO A COURSE:**

After the first two weeks of school, students may not add a course without approval of the teacher and/or principal or counselor.

No mid-year or 2<sup>nd</sup> semester changes will be made unless initiated by the classroom teacher or recommended by an administrator as a placement change.

### COMMENCEMENT

Commencement activities include the rehearsals, Class Night, Baccalaureate, and Commencement. **Prompt attendance at ALL rehearsals IS REQUIRED for participation in the Class Night and Commencement ceremonies.** Student attendance is mandatory for every day in the school calendar. If a senior prefers not to participate in the Commencement activities, his/her diploma may be obtained from the Principal's Office at school the first working day after commencement. Invitations, caps, and gowns are ordered near the end of the first semester. Seniors are required to purchase the cap and gown. A schedule of end-of-year graduation activities and requirements for participation in these activities will be given to each senior and senior parent/guardian early in the spring semester. Seniors shall sign a statement verifying that they understand these requirements and expectations. Seniors who fail to follow school rules/end-of-year commencement guidelines may be prohibited from attending any/all commencement activities. Commencement activities include Baccalaureate, Class Night, Commencement, and Project Graduation. Any decision to prohibit a senior from participation in any of the above activities shall be the decision of the high school administration and senior sponsors. In this event, the senior's diploma may be obtained from the Principal's Office the next work day.

**Graduation Recognitions for 2024 and 2025**

The Valedictorian(s), Salutatorian(s) and Top Ten of each senior class will be recognized at graduation as well as those seniors graduating "With Honors". Also College Ready, Career Ready and College & Career Ready will be recognized.

The Valedictorian(s), Salutatorian(s) and Top Ten will be selected based on the following criteria:

- Highest weighed cumulative GPA
- Composite of a 24 or better on the ACT
- Completion of the Kentucky Pre-College Curriculum
- Coursework that includes a minimum of four (4) Advanced Placement and/or early college dual credit classes

The four (4) Advanced Placement (AP) and/or early college classes must include a combination of at least one course from three of the following core academic areas of English, mathematics, science, social studies plus an additional class from an area of the student's choice.

"With Honors" is a distinction for all seniors who have achieved a cumulative high school GPA of a 3.5 or better. These students will be presented with gold honor cords to be worn at Commencement. This distinction will be announced as these students are presented their diplomas.

The Commencement speaker at graduation will be one student who is chosen by an administrative committee after a trial process.

Class of 2023, 2024, 2025 please be aware that taking additional non-weighted classes beyond the second required could lower your weighted GPA and effect graduation recognitions. Please see your guidance counselor if you have any questions or concerns.

Graduation Recognition Changes start with class of 2026

Students achieving a grade point average of a 3.5 (weighted) or higher shall be considered as graduating with honors and shall be recognized by the Board of Education at the graduation ceremony.

Recognition	GPA Requirements	Required Courses and ACT Score
Cum Laude	3.5	None
Magna Cum Laude	3.8	Two Advanced Placement (AP) and/or Dual Credit Courses Minimum Composite ACT Score 25
Summa Cum Laude	4.1	Four Advanced Placement and/or Dual Credit Courses Minimum Composite ACT Score 28

**\*\*If a college/scholarship application requires a class rank, it will be provided.**

Grading Scale - change to a 10-point scale for all classes at PCHS

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59 and below = F

## **FEES/CHARGES**

Students attending Pendleton County High School are required to pay course fees of \$100.00 per year. Students who qualify for free lunch will not be required to pay course fees, provided they complete and return a "Household" form. Students who qualify for reduced lunch will pay 20% of their calculated course fee, provided they complete a "Household" form. All Students at PCHS will receive free lunch for the school year. Students qualifying for Free or Reduced school fees will still need to fill out the Household form to receive discounts. Students enrolled in certain classes at PHS or at the vocational school may be required to pay additional fee(s). Also, those students playing high school sports may be required to pay a participation fee.

Athletes will be assessed a player participation fee. The fee is \$100 for first sport, \$50 for second sport and \$25 for third sport for each athlete. There is family maximum of \$250 for player participation fees. Please note that fees are subject to change so refer to the athletic handbook on the webpage.

Students are responsible for all textbooks given to them as well as library books checked out of the library. The student will be expected to pay for any lost, stolen, or damaged books.

All fees, past/present, must be paid in full before parking permit will be issued. All fees, past/present, must be paid in full before graduating seniors will be issued commencement tickets.

### **Certificate of Completion**

A student who qualifies for the special education program and whose disability prevents him/her from completing the regular graduation requirements and also who meets the criteria for an alternative portfolio will receive a certificate of program completion. The educational program is one that will be specifically designed for that student by the Admissions and Release Committee.

## **PROMOTION POLICY**

Grade 9 to Grade 10:	3 credits (1 must be required credit)
Grade 10 to Grade 11:	10 credits (3 must be required credits)
Grade 11 to Grade 12:	17 credits (9 must be required credits)

Seniors who fail to meet the minimum graduation requirements will not be entitled to be a participant in any commencement activities. Commencement activities include Baccalaureate, Class Night, Commencement, and Project Graduation.

### **Promotion Policy:**

Students who have not met the promotion standards will be retained in grade level. Credits must be earned and grade received in the Guidance Office as of the first day of school attendance if a change in a student's grade placement for that academic year is to be made.

### **Failure Policy:**

Failure of a required course at a particular grade level will result in the student automatically being reassigned to that course the next year.

### **Remediation or Recovery of Credits:**

Opportunities for remediation or recovery of required credits exist through approved credit recovery and other accredited summer school programs, Before participating in any of these options, a student should seek advisement and must have the approval of their Pendleton High School counselor.

### **Language Arts Policy**

Students at Pendleton County High School may not be enrolled in two English courses at the same time. Exceptions are only made in extreme situations and with consideration of the principal's office.

## **ASPIRE U - EARLY COLLEGE PROGRAMS**

Pendleton County High School does permit students who are in good academic standing and meet early college admission requirements the opportunity to participate in accelerated college opportunities.

Pendleton County High School currently partners with Northern Kentucky University and Gateway Community and Technical College to make college coursework available on our campus and in the community. These on-site and online courses and those offered in the community vary from year to year and are based on availability as arranged through the agreement of program administrators at the partnering college or university.

Students and their families have full responsibility for all costs such as tuition, fees, books that are associated with these programs as well as transportation to and from classes.

Failure to pay tuition/fees may result in an academic hold, additional late fees assessed, and possible removal from the program.

If the student's schedule allows, Aspire U students may elect to reduce their high school course load. Restrictions do apply to this option due to high school master schedule restraints. Feasibility for a reduction to high school course load will be determined through schedule review by the Guidance Counselor and at the discretion of the high school administration.

### **CRAFT, GATTON AND YSA**

These programs are for juniors and seniors.

### **NORTHERN KENTUCKY UNIVERSITY SCHOOL-BASED SCHOLARS:**

Students entering the junior and senior years may apply for the School-Based Scholars (SBS) Program through Northern Kentucky University. This program allows the opportunity to take up to eight (8) college classes under dual enrollment/dual credit agreements (students are enrolled in both our school and the university and receive high school and college credit for courses taken) at PCHS during the regular school day plus courses on NKU's campus for college credit in the evening or summer session.

Eligibility for SBS is based on the following criteria:

- Applicants must be either a high school junior or senior.
- Applicants must have a cumulative GPA of a 3.0 or higher
  - For classes at the high school, selection of students to fill high school courses will be determined by the guidance counselor/high school.
  - For classes at NKU or some select HS courses, students are eligible for any class they have the pre-requisite for. If a class requires a certain ACT score, students are welcome to set up a test for entry through testing services.
- Complete the SBS NKU application, Disclosure Form and provide all necessary credentials.
- Prices will vary per year.
- Must complete each SBS course with a final grade of "C" or better to continue enrollment in the program.
- Accepted students must attend a mandatory SBS New Student Orientation. These sessions will be online.



## **GATEWAY REGIONAL ACADEMY**

**Gateway Regional Academy (GRA)** allows eligible high school juniors and seniors to earn college credit at a reduced rate by taking onsite or evening classes in Pendleton County or at a nearby Gateway Community and Technical College Campus. PCHS students may opt for Dual-Enrollment (Student is taking classes at PCHS and Gateway simultaneously, but no credit is acknowledged by PCHS on the student's transcript). Or, students may be Dual-Enrolled with Dual-Credit (Credit is issued on the transcript and incorporated in the student's credit standing and calculation of GPA).

Eligibility for admission to the GRA is based on the following criteria:

- Students must be 16 years of age and on track to their high school diploma.
- Cumulative GPA of a 2.75 is highly recommended.
- Minimum ACT requirement (dependent on the course(s) student is requesting) of:
  - English - 18
  - Math - 22
  - Reading - 20Students who do not have ACT scores may take the KYOTE for admission and placement purposes. Scores must be in an established range on the KYOTE to be admitted.
- GRA application packet completed with required attachments and approval of high school denoted by counselor's signature.
- Prices will vary per year.

## **AGRICULTURE DUAL CREDIT (Murray State University)**

**How do I get dual credit through this course?**

By enrolling in Racer Academy of Agriculture through Murray State University, you will:

1. Be enrolled as a college student through Murray State University.
2. Gain 3 hours of college credit while taking a college course in high school.

**How does this benefit me?**

- The number one benefit of Racer Academy courses is the money saved on college courses. This dual-credit course cost will vary per year. Taking college credit in high school could save you thousands of dollars.
- Dual-Credit courses bridge the gap between high school and the college levels to increase student success.

**What if I do not want to major in Agriculture as a career after high school?**

Regardless of your career choice, you will be required to take elective courses in college. This course would be a great elective to obtain while in high school.

**What if I decide not to attend Murray State University?**

The transfer of this credit is up to the college of your choice. However, most public universities receive this credit as transferred credits with your official Murray State University transcripts. It is best if you contact the University of your choice if this is a concern.

**What are the requirements to enroll in dual-credit courses?**

Meet the following criteria:

- Be a Junior or Senior in High School **AND**
- 3.0 GPA **AND**
- 18 on ACT test **OR** Rank in the upper  $\frac{1}{2}$  of your graduating class.

### REPORT CARDS AND PROGRESS REPORTS

Students will receive quarterly report cards as well as mid-term progress reports each grading period. These will be given to the student to be shared with the parent/guardian according to established timelines. The final grade report for the year will be mailed home.

Parents are encouraged to review these reports carefully with their child and to communicate directly with the teacher should academic concerns arise. Parents are also encouraged to utilize the Infinite Campus portal to monitor grades throughout the year.

### GRADING SCALE

Letter grades only are displayed on report cards and progress reports. This expanded grade scale better defines students' grades. All letter grades are assigned to the 4.0 unweighted GPA scale.

Standard Grading Scale		4.0 G.P.A. Scale	Expanded AP/Dual Credit Grading Scale	
A+	100-99	4.0	100 - 99	A+
A	98-95		98 - 92	A
A -	94-93		91 - 90	A-
B+	92-91	3.0	89 - 88	B+
B	90-86		87 - 82	B
B-	85		81 - 80	B-
C+	84-83	2.0	79 - 78	C+
C	82-77		77 - 72	C
C-	76-75		71 - 70	C-
D+	74-73	1.0	69 - 68	D+
D	72-67		67 - 62	D
D-	66-65		61 - 60	D-
F	64-50	0	59 - 50	F
F-	Below 49		49 & below	F-

Advanced Placement (AP) and Dual-Credit designated courses and courses identified as Pre-AP are on an expanded 10-point grading scale. Courses identified as such: AP Calculus, Pre-Calculus, AP English III (Language and Composition) and Pre-AP English II, AP Biology, Pre-AP Biology, History of the United States since 1865- HIS 109, AP European History, AP Human Geography, AP Studio Art, College Algebra MAT 150, College Statistics STA 220, College English 101, College English 102, and NKU SBS courses (titles subject to change each academic year pending availability and course rotation. All others will be on the standard scale.

## Weighted Grading Scale

See the grading scale below. If you have any questions, please call the school counselor.

Grading Scale	Unweighted (Regular and Elective Courses) 4.0	Weighted (Honors, Pre- AP and Dual Credit) 4.5	Weighted (AP) 5.0
A	4.0	4.5	5
B	3.0	3.5	4
C	2.0	2.5	3
D	1.0	1.5	2
F	0.0	0.5	1

Advanced Placement (AP) and Dual-Credit designated courses and courses identified as Pre-AP are on an expanded 10-point grading scale. Courses identified as such: AP Calculus, Pre-Calculus, AP English III (Language and Composition) and Pre-AP English II, AP Biology, Pre-AP Biology, History of the United States since 1865- HIS 109, AP European History, AP Studio Art, College Algebra MAT 150, College Statistics STA 220, College English 101, College English 102, Honors Chemistry, Honors Physics and NKU SBS courses (titles subject to change each academic year pending availability and course rotation. All others will be on the standard scale.

### HONORS/PRE-AP AND ADVANCED PLACEMENT (AP)

Honors/Pre-AP and Advanced Placement classes are intended for students who have exceptional abilities and/or interests in particular areas of study that require differentiated services. The classes are designed to provide additional challenge for the student who accepts responsibility for active involvement in their own learning. Students should be willing to demonstrate the necessary task commitment to maintain satisfactory progress ("C" average or better each grading term). Failure to keep pace and maintain satisfactory progress may result in removal from the course.

These courses require an overall average of a "B" or better in prerequisite courses. Students interested in Honors/Pre-AP/AP courses will apply when they register for classes each spring semester. Applications are reviewed and placement of students in Honors/Pre-AP and AP courses is based on student/parent choice with counselor/teacher recommendations.

Pendleton County High School currently offers the following Advanced Placement (AP) courses: English Language and Composition, Calculus, Biology, European History, Studio Art and Human Geography.

### ADVANCED PLACEMENT COURSES

If the course is designated as an Advanced Placement course, it must:

- 1) Be identified as an advanced placement course by the College Board.
- 2) Include the content as described in the College Board overview, description, and recommended syllabus for the appropriate course.
- 3) Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies.
- 4) Prepare a student to take the appropriate advanced placement examination.
- 5) Be taught by staff with appropriate content certification and professional development preparation to teach the advanced placement course.

The principal will make appropriate arrangements for these courses to be offered in the in person school program.

## GRADING PERIODS

These dates are subject to change due to school cancellations or other unforeseen schedule changes.

**1<sup>st</sup> Quarter**                      August 9 - October 5 (41 days)  
Grades posted by 8:00 a.m. October 18  
Grades sent home during Parent Teacher Conferences on  
October 19

Midterm Ends - September 7  
Mid-term grades posted by 8:00 a.m. September 11  
Mid-terms sent home with student on September 13

**2<sup>nd</sup> Quarter**                      October 16 - December 20 (44 days)  
Grades Posted by noon on January 4  
Grades sent home on January 8

Midterm Ends - November 15  
Mid-term grades posted by 8:00 a.m. November 20  
Mid-terms sent home with student on November 21

**Parent/Teacher Conferences - Thursday, October 19 (4:00-7:00)**

**3<sup>rd</sup> Quarter**                      January 2 - March 8 (47 days)  
Grades posted by 8:00 a.m. March 13  
Grades sent home on March 14

Mid-terms Ends - February 2  
Mid-term grades posted by 8:00 a.m. February 7  
Mid-terms sent home with student on February 8

**4<sup>th</sup> Quarter**                      March 11 - May 13 (40 days)  
Grades Posted by end of Closing Day, May 14 (tentative)  
Grades mailed week following closing day.

**REMINDER SENIOR GRADES NEED TO BE POSTED PRIOR TO  
ALL SENIOR ACTIVITIES**

Mid-terms Ends - April 15  
Mid-term grades posted by 8:00 a.m. on April 18  
Mid-terms sent home with student April 19

### **SCHOOL COUNSELING**

School counselors are trained to help you with academic planning, career exploration and development, and management of personal and social needs.

Certain information of a personal nature that you share with the counselor is confidential (private) and told to no one else without your permission. Some exceptions to this are that a counselor must report any form of abuse or neglect and any situations involving a clear and present danger to you or any other person. In addition, the counselor may have to testify in any judicial or administrative hearing. Also, if the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist, and the like), some information will be given. Such situations are rare. Be assured that the Kentucky privileged communication law requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or you and the parent or legal guardian give written permission for the counselor to reveal such information.

### **ANNUAL NOTIFICATION OF PARENTS**

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

### **HOMEWORK POLICY**

#### **PURPOSE**

This policy on assignments of homework to students has been developed to establish responsibilities and guidelines for minimum standards for the assignment, evaluation, and monitoring of homework assignments.

#### **SCOPE**

This policy is intended to guide teachers for all students in Pendleton County High School. It does not apply to students receiving homebound instruction or whose instructional program is governed by individualized education plans when those plans exclude the prospect of homework.

#### **DEFINITION**

Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

#### **COMMITMENT**

The development of study skills must be an integral part of Pendleton High School's educational policies. Pendleton High School strongly supports the philosophy that homework is a necessary adjunct to school life, which serve different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is the Pendleton High School's policy that homework will be assigned to students in Pendleton High School in accordance with their individual needs and abilities and in support of the learning objectives of the particular curricular area.

#### **POLICY**

1. Upon adoption of this policy by the Pendleton High School Council, copies shall be distributed to all students and their parents.
2. It is the policy of Pendleton High School that teachers will assign homework as appropriate on a regular basis to all students capable of completing assignments and that homework will never be used as part of a system of punishment and/or rewards.
3. The appropriate range of hours per week of homework to be assigned is 10-15 hours.
4. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student.

5. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
6. Homework will be accomplished outside class time, not during the instructional period.
7. The burden that homework places on a student will be considered when assignments are made and in making homework assignments, consideration should be given to school events and other subject area requirements.
8. The principal of Pendleton High School shall ensure that the Homework Policy is distributed to and understood by all teachers, parents, and students.
9. The principal of Pendleton High School shall periodically compile information about best practices regarding homework and share these practices with all the teachers in the school.
10. Teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
11. Teachers shall decide the degree to which homework affects the determination of a student's grade.
12. Teachers shall provide clear, concise directions for the completion of homework assignments.

#### **HOMEWORK ASSIGNMENT REQUESTS**

Students are required to make up all work missed due to absence(s). Students have one school day to make up work for each day they are absent and the absence is excused. It is the student's responsibility, not the teacher's, to obtain makeup work upon return to school. Students absent from school for consecutive days may request homework assignments through the teacher email.

NOTE: An alternative method of getting homework assignments is to ask a friend who has the same classes to pick up lesson sheets, share notes, etc., and pick up books.

#### **LOCKERS AND PERSONAL BELONGINGS**

Lockers may be issued to all students. Students are not permitted to claim unassigned lockers or any locker but their own assigned locker. Since each student is responsible for the contents of his/her assigned locker and the care of the locker, a student should not share his/her locker or combination with anyone or place possessions in an unlocked locker.

It is very important that students not bring valuables to school or leave money or other valuables in the locker. Damage or theft of students' belongings, including school texts and personal property, while in a school locker is the responsibility of each student.

**All lockers are subject to search by school officials when they establish reasonable cause for such a search.** School authorities retain the right for periodic inspection of all lockers. Each year while at Pendleton High School, a student will receive a different locker with a new combination.

#### **LUNCH/BREAKFAST PROGRAM**

Pendleton County High School will be participating in the Community Eligibility Program (CEP). This will enable all students to eat breakfast and lunch, free of charge. Students must pay for any a la carte items they purchase in addition to their meal.

While it will not impact meal prices for students, Household forms must still be filled out for students who are seeking a fee waiver to determine their eligibility.

Breakfast is served from 7:30 - 7:55 a.m. in the cafeteria each day. Lunch will be served during 4<sup>th</sup> Period for Grades 9-12.

Household Form determines whether a student receives free or reduced course fees.

**ONE-HOUR/TWO-HOUR DELAY SCHEDULE  
(SNOW EMERGENCY)**

In the event school is delayed one hour or two hour due to bad roads, the following schedule will be followed:

Schedule 1 (Regular)	Schedule 2 (One-Hour Delay)	Schedule 3 (Two-Hour Delay)
8:00	9:00	10:00
8:05 - 8:55 1 <sup>st</sup> Period	9:05 - 9:40 1 <sup>st</sup> Period	10:05-10:45
9:00-9:50 2 <sup>nd</sup> Period	9:45-10:15 2 <sup>nd</sup> Period	1 <sup>st</sup> Period (1 <sup>st</sup> delay) 2 <sup>nd</sup> Period (2 <sup>nd</sup> delay) 3 <sup>rd</sup> Period (3 <sup>rd</sup> delay)
9:55 - 10:45 3 <sup>rd</sup> Period	10:20 -10:45 3 <sup>rd</sup> Period	On a rotation schedule
10:50 - 12:10 4 <sup>th</sup> Period LUNCH	10:50-12:10 4 <sup>th</sup> Period LUNCH	10:50-12:10 4 <sup>th</sup> Period LUNCH
12:15 - 1:05 5 <sup>th</sup> Period	12:15 - 1:05 5 <sup>th</sup> Period	12:15-1:05
1:10 - 2:00 6 <sup>th</sup> Period	1:10 - 2:00 6 <sup>th</sup> Period	1:10-2:00 6 <sup>th</sup> Period
2:05 - 2:55 7 <sup>th</sup> Period Announcements at 2:48	2:05 - 2:55 7 <sup>th</sup> Period Announcements at 2:48	2:05-2:55 7 <sup>th</sup> Period Announcements at 2:48

**SCHOOL RESOURCE OFFICER**

One of the Pendleton County Deputy Sheriff's is our School Resource Officer (SRO). He is a member of the Pendleton County High School staff and a sworn deputy. His responsibilities include:

- Protect staff, students, and visitors in the event of an emergency or crisis.
- Initiate educational programs relevant to the students' education.
- Serve as liaison when law enforcement officials are at school on official business.
- Address student misconduct.
- Conduct investigations that require police assistance.
- Conduct facility and safety audits.
- Be available for student conferences and for students to make reports to him.

**TELEPHONE USE**

Telephones in the offices/classrooms are for use by faculty and staff members only. Students will not be permitted to use the telephone during instructional time, except in emergency cases. Students **are not permitted** to use phones throughout the building without permission, including the telephone in the front office. IF STUDENTS BECOME ILL, THEY SHOULD REPORT TO THE NURSE'S OFFICE/FRONT OFFICE SO PARENTS MAY BE CALLED BY OFFICE PERSONNEL. Students are reminded to take care of personal business prior to arriving at school each day.

Messages or deliveries of non-emergency nature will NOT be delivered to students while they are in class.

- a) Telephone messages will only be given to students at the end-of-day announcements at 2:50 p.m. We understand that parents may feel the need to get in touch with students during the school day, but we CANNOT interrupt the instruction of other students in the class for any reason other than an emergency.
- b) The nature of the emergency must be specified to principal or designee before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later.
- c) 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 students arrive at school.
- d) Students ARE permitted to use cell phones during the school day. They may use them between classes and during lunch.

#### **VISITORS**

All visitors, including vendors and repair technicians, must report in to the front office upon arriving and sign in. ALL visitors must submit ID that will be held in the main office retrieved upon exiting. We cannot accommodate visiting students in the classrooms. Do not bring siblings or friends to visit during the school day. Visitors must remain in the office and are not permitted in the hallways without assistance. Any unauthorized visitor should be reported to the office immediately. Authorized visitors will be given a name tag pass with the current date issued on it.

## **VI. STUDENT HEALTH INFORMATION**

#### **ILLNESS AT SCHOOL**

Should a student become ill while at school, the student should report directly to the attendance office/nurse's office so that parents may be contacted and proper procedure may be followed concerning an early dismissal. Parents will be notified if a medical emergency arises.

#### **IMMUNIZATION POLICY**

Each child enrolling in Kentucky Public Schools is required by law to have the following upon enrolling:

1. an up-to-date immunization certificate
2. a physical

Any child without the above certificates will not be allowed in school until all necessary items are in. If a child has a provisional immunization certificate to expire during the school year the same shall apply; you will first be sent a written notice of expiration and given two (2) weeks from notification to provide necessary information. Absences related to this shall be unexcused except for a doctor's appointment to receive immunization. Let it also be noted that if a child is unable to receive immunizations for a medical reason, a certificate must also be submitted signed by your doctor stating this. If child does not have them due to religious beliefs a religious exempt form must be notarized and submitted.

A child transferring into our system must submit an immunization certificate if it is expired or missing immunizations the student has a fourteen (14) day leniency period. We will send a request for transfer of records to the previous school. If health records are not received, the parent will be contacted to provide this information within the fourteen (14) days. After fourteen (14) days the child will not be allowed in school until these records are provided.

Personal shot records cannot be accepted as proof of immunization. Parents will be given a reasonable amount of time to provide this information. If at the end of this time, requirements are not met, these cases will be referred to the Director of Pupil Personnel for possible legal action.



### **LICE POLICY**

Any child having active lice observed upon examination by school nurse, principal, other designated authority, will be sent home and will be allowed back into the classroom when no live lice are found. Child missing school for this reason shall be able to make up missed assignments. A designated authority shall recheck the child sent home from school the first day he/she returns to school, first thing in the morning. It will be the teacher's responsibility to make sure this child gets to the proper authority to be checked. It shall be the parent(s) responsibility to treat his/her child for lice and get him/her lice free and also provide written verification that the child has been treated. Chronic cases (having lice more than three (3) times) shall be turned over to the Director of Pupil Personnel and Cabinet of Human Resources.

### **MEDICATIONS**

**Students are not to have in their possession any prescription, non-prescription or over-the-counter medication.** There are specific new guidelines that must be followed if **students need to take medication while at school.** The guidelines:

- Prescription Medication - Parent/Guardian must submit a "Permission for Prescribed or Over-the-Counter Medications" form. Handwritten notes will not be accepted. All prescriptions must be sent to school in the original container that has the student's name and prescription information on it. The first dose must be given at home due to the possibility of a reaction to that medication.
- Over-the-Counter Medication (including non-aspirin, creams, ointments) - Parent/Guardian must submit a "Permission for Prescribed or Over-the-Counter Medications" form for all over-the-counter medications, including non-aspirin. Handwritten notes will not be accepted. Over-the-Counter medications may be sent to school and administered to your child if the required form has been submitted and the medication is in the sealed original container. The school will not supply non-aspirin, creams, ointments, antiseptic sprays, etc. If your child will be taking any over-the-counter medications for more than three (3) consecutive days, the school requires written permission from his/her physician in order to give that medication for an extended period.
- Inhalers/Self-Carry Medications - Parent/Guardian must complete and return the "Authorization to Self-Carry Medications" form before a student will be allowed to carry inhalers and/or epi-pens. Handwritten notes will not be accepted. This form must be signed by a physician.
- "Field Trip or After-School Activities" - Parent/Guardian must submit the Medication Permission Form for Extended Day/Overnight Field Trips for medication to be taken at activities taking place after school hours. Form must be signed by both the parent and physician and submitted to the school nurse before the trip.

School personnel will attend to all accidents and injuries; however, school may only apply ice and/or clean and bandage wounds. No ointments, creams, or antiseptics may be applied to the wound by school personnel due to the possibility of allergic reactions. If the student requires more treatment than described above, the parent/guardian will be contacted. It is vital that the school has current home and work telephone numbers in the event of injury and emergency situations.

The required permission forms are available in the high school office as well as at [www.pendleton.kyschools.us](http://www.pendleton.kyschools.us).

Medication violations shall constitute reason for suspension and/or expulsion.

## **VII. TECHNOLOGY INFORMATION**

### **COMPUTER/INTERNET USAGE**

We offer students of Pendleton County High School access to the computer and Internet for educational purposes. To gain access to the Internet, students must have on file, a signed student/parental acceptable use agreement form. Students should demonstrate responsible behavior on school computers and Internet throughout the building. Access to computers and the Internet is a privilege - not a right. Users will comply with district standards and will honor the agreements they have signed. As outlined in Board Policy and Procedures on Student Rights and Responsibilities, the following are not permitted:

- Initiating a computer virus
- Sending or displaying offensive messages or pictures
- Using obscene language

- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Using another's password
- Giving your password to another person
- Using software brought from outside of school
- Use of chat rooms
- No hot mail or other types of internet mail accounts

Faculty, staff, and students must sign the District Electronic Resources Acceptable Use Policy before gaining use of the computer. Acceptable Use Policy & Contract available in the front office or on [www.pendleton.kyschools.us](http://www.pendleton.kyschools.us).

## VII. ATHLETIC INFORMATION

Please see athletic handbook on our website for athletic information.

## IX. GENERAL INFORMATION

### CLUBS AND ACTIVITIES

It is the belief of PCHS that co-curricular activities enhance the student's high school years. Participation in these activities gives the student the opportunity to work closely with teachers and fellow students for the attainment of common goals.

The major purposes of school-sponsored activities and clubs are: to promote a greater degree of learning and knowledge among the students, and to provide a basis for developing leadership qualities and membership requirements for organized-group situations.

All clubs and activities must have sponsors. These sponsors have the same responsibility and authority in controlling the behaviors and activities of the club or organization they sponsor as they have in the classes they teach.

The line of authority for all club activities is as follows: club or organization members - officers - sponsor - principal - superintendent - board of education. One day a week opportunity for the following club meetings will be scheduled:

ACADEMIC TEAM	JUNIOR COUNCIL
ART CLUB	KUNA
C.A.T.S.	LIBRARY COUNCIL
CHESS	LITERARY MAGAZINE
CODE CATS	N.H.S.
D.E.C.A.	NJROTC
DRAMA	SENIOR COUNCIL
F.B.L.A.	SPANISH CLUB
F.C.C.L.A.	S.T.L.P.
F.C.S	STUDENT COUNCIL
F.F.A.	T.S.A.
GT THEATRE	4-H CLUB

### SCHOOL-SPONORED DANCES

Dances are planned throughout the year by the various high school clubs and organizations. No middle school student will be allowed to attend high school dances, including the Homecoming Dance and the Prom. Students bringing dates outside of this student body will need to get a Guest Permission Form prior to the dance to have their guest school fill out and return to the high school prior to the dance. Dances are not open to persons over the age of 20 (Picture ID is required). Those students that exhibit incorrigible behavior on school property as well as off school property at school-sponsored events may be prohibited from attending dances.

### INCENTIVE FOR PERFECT ATTENDANCE

Students who have perfect attendance for the school year will be recognized with a certificate at the end of the year. Students must not have any absence events. An allowance for driver's license testing will be considered. Students who maintain four years of perfect attendance throughout high school will be recognized at their high school commencement.

### PROJECT GRADUATION

Project Graduation is an alcohol and chemical-free party for PHS seniors following commencement. It is our goal to see that these students have a drug-free and enjoyable time on one of the most deadly nights for teenagers.

#### GUIDELINES

- 1) Only PHS seniors may attend.
- 2) Only graduating seniors of PHS will be eligible to win prizes and must be present to win.
- 3) Alcoholic beverages or drugs will not be tolerated.
- 4) Project Graduation will start at approximately 10:30 p.m. and conclude at 7:00 a.m. No late admissions or early dismissals.
- 5) Those seniors that exhibit incorrigible behavior on school property as well as off school property at school-sponsored events may be prohibited from attending Project Graduation.

### SENIOR TRIP

The senior trip will be open to any student who is a member of the senior class or who is expected to graduate with the current senior class and who has made a conscious effort to abide by the rules and regulations of the Pendleton Board of Education and the laws of the Commonwealth of Kentucky, and presents themselves as not being high risk student to take on a trip of this nature. High-risk students are those who have a school record of any Level IV or Level V discipline infractions.

Students interested in going on the senior trip shall commit to the senior sponsor(s) by the announced deadline. Senior trip spots are limited to the number of seats on the motor coach. Spots are given on a first come, first serve basis. Once all spots are filled a waiting list is formed and followed if a spot becomes available for the trip. Once the senior makes the commitment, it is required that trip payments be made on a timely basis. Should the senior change his/her mind about going on the senior trip after the commitment is made, it shall be the senior's responsibility to sell the trip to another senior or pay the remaining balance of the trip. **All monies paid toward the senior trip are non-refundable.** The administration will then review each student's record and inform the student of trip approval or disapproval in March. Should a student become ineligible to attend the senior trip after a deposit has been made, the money already paid will not be refunded.

Students will not be due refunds on the trip after the established due dates have passed. Deposit and final payment due dates are established each year on an individual trip basis after consultation with the travel agency. Should a student decide not to attend the senior trip after payment has been made is responsible for the remainder of the trip payments or find another senior to purchase the trip from him/her.

### BOOK BAGS

Back-packs and book-bags are permitted and encouraged. Athletes may bring equipment bags into the school during their season. These athletic bags are to be stored in choir room 619.

### DISASTER POLICY

- \* NO student will be dismissed from school unless a parent/guardian (or individual designated by a parent) comes for him/her.
- \* NO child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's Emergency Student

Release Form. With this in mind, if your child's emergency information is not up-to-date, please contact our office, with the new information.

- All parents, or designated parties, who come for students must have them signed out at the office, the temporary Student Release Station, or the Command Post.
- The school staff is prepared to care for your children in times of critical situations. If parents are not able to reach the school, children will be cared for by qualified staff who will be in communication with various local emergency services. Parents are requested to assist in the following ways:

- 1) Please do not call the school--we must have the lines open for emergency calls.
- 2) Following an earthquake or other emergency, do not immediately drive to the school--streets and access to our school may be cluttered with debris. The school route and street entrance areas must remain clear for emergency vehicles.
3. Listen to your radio. As soon as we can communicate with the media, we will let you know information and directions.

## **X. RIGHTS & RESPONSIBILITIES**

**PROCEDURES FOR ANNUAL ORIENTATION TO THE CODE:** Students will receive orientation to the Code upon their entry into Pendleton County Schools to become fully familiar with it; students will be instructed to share the Code with their parents; local media will receive the Code and be requested to assist in its distribution as a community service; and teachers and administrators will receive orientation to become fully familiar with the Code.

**RATIONALE AND PHILOSOPHY STATEMENT:** The Pendleton County Board of Education has the responsibility to provide public education to every child in Pendleton County until they graduate or reach age 21. To be responsible, our schools must function effectively, and school authorities and parents must ensure the environment is conducive to learning. The learning environment must be preserved by consistent and effective disciplinary response to inappropriate conduct. Our schools must prepare our students for their responsibilities as adults in our democratic society. To accomplish this goal, there must be respect and mutual trust between parent, teacher and student. Our Discipline Code is the tool. Therefore, the Code should be consistent and reasonable and should strive to develop the student's self-control and self-discipline.

**RIGHTS AND RESPONSIBILITIES:** The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise 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 the right and responsibility to know and understand the basic code of conduct expected of them. The following paragraphs outline both the rights and responsibilities of all participants.

**STUDENT RIGHTS:** Students have the right:

1. to public education with the high educational standards that meets the needs of individual pupils.
2. to notification of information pertaining to regulation and policies.
3. to reasonable physical protection and safety of their personal property.
4. to consultation with teachers, counselors, administrators, and other school personnel.
5. to free student elections for organizations within the school or their counterparts within the state and nation.
6. to candidacy and to hold office in student organizations within the school or within state or national student organizations.
7. to examination of their own personal school records.
8. to parents/guardians or their authorized representatives to examine personal records.
9. to involvement in school activities without being subject to any form of discrimination.
10. to participation in school activities which require competition on an equal basis.

11. to respect from other students and school personnel.
12. to presentation of complaints and grievances to proper school authorities.

**TEACHER RIGHTS:** Teachers have the right:

1. to expect the support of their fellow teachers and administrators.
2. to work in a positive school climate with a minimum of disruptions.
3. expect all student assignments to be completed as requested.
4. to remove and temporarily transfer responsibility from any student whose behavior significantly disrupts the positive school climate.
5. to be safe from physical harm.
6. to be free from verbal abuse.
7. to take action necessary in emergencies pertaining to the protection of persons or property.

**PARENTS/GUARDIAN RIGHTS:** Parent/Guardians have the right:

1. to send their student to a school with a positive educational climate.
2. to expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
3. to enroll their student in regularly scheduled classes with minimal interruptions.
4. to expect their school to maintain high academic and accreditation standards.
5. to examine their student's personal school record.
6. to address grievances to proper school authorities.

**PRINCIPAL/DESIGNATED ADMINISTRATOR RIGHTS:**

Principals/Designated Administrators have the right:

1. to expect all participants in the schooling process to comply with school and Board of Education policy.
2. to suspend any student who disrupts the educational environment.
3. to expect respect from students, parents/guardians, and the school staff.

**STUDENT RESPONSIBILITIES:** Students have the responsibility:

1. to maintain acceptable conduct at all times.
2. to display consideration for the rights and property of others.
3. to dress in a manner that is not detrimental to the normal school progress and orderly operation of the school.
4. to maintain proper hygiene at all times.
5. to abstain from the sale, possession and/or use of alcoholic beverages, narcotics, drugs, counterfeit controlled substances, or look-alike and/or possession of drug paraphernalia.
6. to abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
7. to abstain from physically attacking any school employee.
8. to refrain from physically attacking classmates.
9. to refrain from persistent violation of school regulations.
10. to be in attendance at all regularly scheduled classes.
11. to refrain from acts of truancy such as being absent without permission from school and/or class.
12. to show respect for school authority by avoiding all acts of defiance.
13. to abstain from gambling, extortion, theft, or any other unlawful activity.
14. to complete all homework and classwork in accordance with the teachers' instructions.
15. to tell the truth in all school matters.
16. to refrain from cheating on all academic and/or athletic activities.
17. to avoid the use of verbal abuse with all persons within the school setting.
18. to refrain from the harassment of fellow students and/or school personnel.
19. to exhibit respect for other opinions by refraining from rudeness or inappropriate language.

20. abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
21. to practice proper safety procedures while using the building facilities.
22. to show respect for the educational process by taking advantage of every opportunity to further their education.
23. to refrain from habitual tardiness.
24. to practice self-control in terms of voice and limbs.
25. to refrain from leaving school grounds prior to dismissal for the day.
26. to abstain from any form of disruptive classroom behavior.
27. to maintain acceptable conduct at all school-related activities.
28. to refrain from unlawful assembly.

**TEACHER RESPONSIBILITIES:** Teachers have the responsibility:

1. to present the core content and experiences appropriate to their course or grade level.
2. to inform students and parents/guardians of achievement and progress.
3. to plan a flexible course of study which meets the needs of all students.
4. to maintain high standards of academic achievement.
5. to administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
6. to provide feedback on student assignments as soon as possible.
7. to exhibit exemplary behavior in terms of dress, action and voice.
8. to inform parents/guardians about their student's successes, problems, and failures.
9. to reward exemplary student work and /or classroom behavior.
10. to exhibit respect for all students.
11. to maintain a classroom atmosphere conducive to good behavior.
12. to maintain building atmosphere by being present at classroom doors and monitor hall traffic.
13. to follow the rules and regulations of the Board of Education and the local school.

**PARENT/GUARDIAN RESPONSIBILITIES:** Parent/Guardians have the responsibility:

1. to instill in their student the need for an education.
2. to instill in their student a sense of responsibility.
3. to assist their student in understanding the need for a positive school learning environment.
4. to become familiar with the educational policies and program of the Board of Education.
5. to aid their student in understanding the disciplinary procedures of the school.
6. to encourage their student to follow all school policies.
7. to see that their student is regular in attendance.
8. to inform the school officials of any long-term illness affecting their student.
9. to demonstrate respect and support for all school personnel at school and related activities.
10. to inform school officials of concerns pertaining to disciplinary procedures.
11. to instill in their student the need for proper and appropriate student attire and hygiene.
12. to exhibit concern for the progress and grades of their student.

**PRINCIPAL/DESIGNATED ADMINISTRATOR RESPONSIBILITIES:** Principal/Designated Administrators have the responsibility:

1. to help create and maintain an atmosphere which respects the rights of all participants in the schooling process.
2. to administer discipline measures fairly and equally in accordance with this conduct code.
3. to exhibit exemplary behavior in terms of action, dress, and speech.
4. to direct the school staff in developing a program which communicates this code of conduct to the school community.