

# Robertson County School 2023-2024



## Student Handbook

**Sanford Holbrook**  
**Superintendent**

**Shanda Gay**  
**Principal**

**1760 Sardis Road**  
**Mt. Olivet, KY 41064**

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# Robertson County School

## Administration and Support Staff

### RCS Board Members

John Burns: Chairman  
Marsha Jones: Vice Chairman  
Wendall Haag  
Darlene Gifford  
Brandy Sutton

### District Administration

Sanford Holbrook: Superintendent  
Aaron Massey: Asst. Supt./DPP/IS  
Tracy Teegarden: Finance Officer

### District Secretarial

Shandra Logan: Administrative Assistant  
Ann Grause: Finance Specialist II/IC Clerk

### School Administration

Shanda Gay: Principal  
Valerie Creasman: Guidance Counselor  
Jordan Massey: Athletic Director

### School Secretarial

Sandy Dischar: School Secretary

### Nurse

Vicki Morgan

### SRO

Kenneth Brockman

### Campus Security

Steve Cavis

### Special Education

Tammy Leadingham-Jones: Director  
Deana Carpenter: Secretary

### GEAR-UP

Sarah Jones

### Maintenance

Jason Case

### Cafeteria

Teresa Green Food Service Director  
Jessica Cooper FSD Asst.

### Librarian/DTC

Billie Jo Gifford

### Mental Health Therapists

Jenna Brown  
Nicole Author  
Mariah Anderson

### FRYSC

Staci Johnson

### Community Education Director

Mary Hendrix

### Transportation

Thomas Mitchell

### Alternative School Director

John Brown

## 2023-2024 Robertson County School Calendar

Robertson County School Calendar 2023-2024													
2023 July							2024 January						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												94
2023 August							2024 February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		
						4							115
2023 September							2024 March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
						24	31						136
2023 October							2024 April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							
8	9	10	11	12	13	14		1	2	3	4	5	6
15	16	17	18	19	20	21	7	8	9	10	11	12	13
22	23	24	25	26	27	28	14	15	16	17	18	19	20
29	30	31					21	22	23	24	25	26	27
						41	28	29	30				154
2023 November							2024 May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
						60							165
2023 December							2024 June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31						73	30						
							165 Total Days						

Early Release

- 27-Sep
- 25-Oct
- 19-Dec
- 21-Feb
- 20-Mar

End of Terms

- Oct. 31
- Jan. 12
- 12-Mar
- 15-May

Make Up Days

- 19-May
- 20-May
- 21-May
- 22-May
- 23-May
- 27-May
- 28-May
- 29-May
- 30-May
- 2-Jun
- 3-Jun

Opening and Closing for Staff

10/12/23 Closing for Teachers

Fall Break/ Spring Break - No School

School Days

Holidays

Closing and Opening Day for Students

## Bell Schedule

Regular Bell Schedule	1:30 Early Release	1 Hour Delay	2 Hour Delay
First Bell 7:45 1st Period 7:55-9:00(65) 2nd Period 9:03-9:58 (55) 3rd Period 10:01-10:56(55) 4th Period 10:59-11:54(55) 5th Period 11:57-1:15(78) 6th Period 1:18-2:12(54) 7th Period 2:15-3:15(60)	First Bell 7:45 1st Period 7:55-8:55(60) 2nd Period 8:58-9:30(32) 3rd Period 9:33-10:08(35) 4th Period 10:11-10:45(34) 5th Period 10:48-11:20(32) 6th Period 11:23-11:58(35) 7th Period 12:01-1:15(74)	First Bell 8:45 1st Period 8:55-9:55(60) 2nd Period 9:58-10:43(45) 3rd Period 10:46-11:31(48) 4th Period 11:34-12:47(73) 5th Period 12:50-1:35(45) 6th Period 1:38-2:23(45) 7th Period 2:26-3:15(49)	First Bell 9:45 1st Period 9:55-10:36(41) 2nd Period 10:39-11:14(35) 3rd Period 11:17-11:52(35) 4th Period 11:55-12:47(52) 5th Period 12:50-1:35(45) 6th Period 1:38-2:23(45) 7th Period 2:26-3:15(49)
<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>
4th Grade 7:50-8:00	4th Grade 7:50-8:00	4th Grade 8:50-9:00	<b>Grab and Go</b>
5th Grade 7:55-8:05	5th Grade 7:55-8:05	5 <sup>th</sup> Grade 8:55-9:05	
PS/MS 8:05-8:15	PS/MS 8:05-8:15	PS/MS 9:05-9:15	
3rd/K/HS 8:20-8:30	3rd/K/HS 8:20-8:30	3 <sup>rd</sup> /K/HS 9:20-9:30	
1st Grade 8:30-8:40	1st Grade 8:30-8:40	1 <sup>st</sup> grade 9:30-9:40	
2nd Grade 8:40-8:50	2nd Grade 8:40-8:50	2nd Grade 9:40-9:50	
High School 8:50-9:00	High School 8:50-9:00	High School 9:50-10:00	
<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
Preschool 10:50-11:15	Preschool 10:50-11:15	Preschool 10:50-11:15	Preschool 10:50-11:15
3rd, 4th, 5th 11:20-11:45	3rd, 4th, 5th 11:20-11:45	3rd, 4th, 5th 11:20-11:45	3rd, 4th, 5th 11:20-11:45
K, 1st, 2nd 11:50-12:15	K, 1st, 2nd 11:50-12:15	K, 1st, 2nd 11:50-12:15	K, 1st, 2nd 11:50-12:15
High School 12:00-12:25	High School 12:00-12:25	High School 12:00-12:25	High School 12:00-12:25
Middle School 12:30-12:55	Middle School 12:30-12:55	Middle School 12:30-12:55	Middle School 12:30-12:55

## **School Attendance Guidelines**

Every student has a right to educational opportunities that will enable them to develop his or her fullest potential. Regular school attendance is a critical factor for academic success. Consistent school attendance has a positive correlation with academic success and eventually graduating from high school. Since school is a partnership, parents are expected to make sure their children attend school on a regular basis.

Good school attendance requires cooperation among parents, teachers, students, and administrators. When the student returns to school, the parent or guardian must provide a written note stating the reason for the student's absence. Parents or guardians will be notified by the school whenever a student does not attend school.

### **Attendance Policy**

(Board of Education Policy 09.123)

#### **Truancy Defined**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18<sup>th</sup>) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21<sup>st</sup>) birthday, who has been absent from school without valid excuse for three (3) or more days, or whose tardiness accumulates to three (3) or more days without valid excuse, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant.

#### **Absences and Excuses**

Student attendance is a cooperative effort and the school board involves parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. All absences shall be identified as documented (note/excuse received) or not documented (no note/excuse received). Each student should present documentation to the main office within 5 days of the absence.

#### **Excused Absences**

An excused absence is one for which the work may be made up, such as:

- Illness of the student, documented by a note from the parent a maximum of three (3) days per semester
- Illness of student documented by a doctor's statement a maximum of five (5) days per school year
- Death or severe illness in the student's immediate family
- Religious holidays and practices
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities.

## **Educational Enhancement Opportunities**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

## **Written Documentation**

Written documentation from the student's parent/guardian or verification by a doctor, dentist or other appropriate health professional shall be required for all absences. Documentation is to be presented to the school in order to determine the status of the absence. The principal or their designee shall determine the validity of all written excuses or statements.

Parent notes for student illness will be accepted for a maximum of three (3) absences per semester. This means one (1) illness that causes the student to miss three (3) days will use all of the parent notes that semester.

Parent notes for students signing in late to school or signing out before the instructional day is over will be accepted for a maximum of three (3) events per semester. An "event" is defined as a student late to school or a student leaving before the instructional school day is over.

These documents may be accepted for illness of the pupil, death or severe illness in the pupil's immediate family, religious holidays and/or family trips. Advanced written notice to the faculty and administration shall be required for family trips, and days missed will constitute a portion of the cumulative absence provision. Parents/guardians must accept the responsibility for helping the student make-up for missed work.

All absences must be documented by notes from parents or guardians in order to be considered for excused status. **All notes must be presented within 5 days of the student returning to school.**

Parents/guardians are encouraged to acquire verification from a doctor, dentist or appropriate health professional to help avoid exhausting the allotment of parent/guardian notes. Unless otherwise approved by the Principal, or designee, verification from a doctor/dentist/other appropriate health professional shall be required for absences in excess of the number of parent documents presented.

Signing in:

Any student arriving late should:

- Report to the office, sign-in, and turn in a note from a parent/guardian, doctor, dentist, or other professional appointment.
- Obtain an admit slip before going to class.

Signing out:

Any student leaving early should:

- Have parent/guardian permission.
- Have parent/guardian permission to sign out younger siblings.
- Only be signed out by an approved adult according to their enrollment form. The person signing the student out is required to come to the main office and present a driver's license. Students will not be permitted to meet the individual outside of the building unless escorted by the principal or designee.

## **Doctor's Excuses**

Chronic medical conditions that may require frequent visits to the doctor can be documented by a doctor's statement and will not count towards the five (5) allowed statements. Any doctor's statements for excused absences above five (5) will be considered by a review committee to determine if the information is adequate to justify an excused absence. It is not necessary to know the exact medical condition of the student, but simply that the doctor feels that the condition warranted absence from school. It is the parent/guardian's responsibility to obtain the necessary documentation.

The review committee will be made up of the Principal, DPP, guidance counselor, and one (1) of the student's teachers.

**All doctor's statements for excused absences must be presented to the school within 5 days of the student returning to school. Statements not presented within that time frame will not be accepted.**

## **Other Absences**

Treatment for Lice - The initial day a student is sent home for contracting lice will be considered an excused absence. The student will be expected to attend school the next day and will be inspected by the school Nurse, or designee upon return to school to assure the student is nit-free. Any further absence(s) will be unexcused until a parent or doctor note is presented.

Suspension: Suspensions are unexcused absences. However, students may submit assignments made before the suspension and due during the suspension at the first class meeting following the student's return to school. Tests and other major assignments or final projects made during the suspension and due after or during the suspension will be accepted on the due date.

Unexpected Illness - If the Principal or designee determines that a student should not be in school, this will be considered an excused absence for the remainder of that day and will not be counted against the parent and/or guardian absence notes. Any further absence(s) will be unexcused until a parent or doctor note is presented.

Mental Behavioral Health Day: If the Principal or designee determines that a student needs to leave school, this will be considered an excused absence for the remainder of that school day and will not be counted against the parent and/or guardian absence notes. Any further absence(s) will be unexcused until a parent or doctor note is presented.

## **Special Circumstances**

It is understood that the principal or designee will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illnesses and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into consideration. Upon the request of the principal, the school attendance clerk, or the DPP the review committee will review any possible misuse/abuse of the attendance policy.

## **Homebound 08.1312**

For long-term illnesses of five (5) school days or more, the parent/guardian may request a doctor's verification for the student to participate in homebound instruction. Upon presentation of a completed homebound application, a committee will determine approval/denial of the physician's recommendation for homebound services.

## **Maintenance of Attendance Records**

The principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation of absence notification and student conferences. These actions will be taken prior to the fifth (5th) unexcused absence, whereby the DPP is notified that parents have received notification of the fifth (5th) unexcused absence.

**The DPP will be responsible for any possible court action.**

### **Attendance Policy on Extracurricular Events**

Any student that is a part of any school sponsored extracurricular activity (ex. FCCLA, FFA, boy and girl basketball teams, etc.) must be in good standing with the board attendance policy in order to participate in any extracurricular events. The student will be exempt only if the event is deemed educational (i.e., an assignment is given during the event for a classroom grade). Any student that has six (6) or more unexcused absences from the start of the school year until the event, will not be able to participate in that event.

### **Extracurricular Participation**

Students are required to be in attendance during the day of a scheduled extracurricular event in order to participate with exceptions of:

- a) Pre-scheduled physician's appointment (with written statement) for a reason other than illness (i.e. orthodontist, dermatologist, etc.);
- b) Court statement;
- c) Funeral attendance with written excuse; or
- d) Pre-approved EHO or college visit day.

The student must be present one-half (1/2) of the school instructional day in order to participate in practice, preparation, activities/games, and dances. If the event is on the weekend, the student must be present on the school day preceding the event, or have an excused absence for that day, in order to participate. One-half (1/2) of the school day is considered signing in before 11:30 and staying the remainder of the school day. If a student signs out sick at any time during the day or is sent home sick by the school, they may not participate in any after school or evening activities.

A student may not participate in any extracurricular or co-curricular activity, game, or dance if they are suspended from school (in or out of school) or expelled.

### **Make-up Work/School Related Absences**

Homework is assigned to assess the students' progress towards achieving specific learning targets.

- Please be aware that teachers adjust their lesson plans according to proper pacing of class progress; therefore, it is difficult to collect make-up work the same day of a student's absence. Students are responsible for collecting their make-up work upon return.
- Students have five (5) days to make up work **without penalty**.
- If you anticipate being absent three (3) or more days to viruses, injuries, surgeries, EHO, etc., please call the school secretary to arrange pick up of all make-up work.
- Major projects and tests, missed during the time of any unexcused absence, may be made up upon the student's return to school.
- Make-up tests might not be the same as the test given at the assigned time.
- Students with excused absences will have the number of class periods plus one additional class period at which time all assignments (including tests) must be completed.
- Teachers have the option to require that make-up work be completed during their class time or during tutoring outside of the regular class.
- Students eligible for field trips and other school related absences are responsible for making arrangements for any work due prior to leaving for the field trip.
- The missed work is due at the beginning of the next class meeting. This shall include homework, projects, and tests.
- Students are not penalized academically for participation in any school related or sponsored trip.
- The principal has the right to make final decisions concerning makeup work if unusual circumstances occur.

## **STUDENT SERVICES**

### **Counseling Services 08.14**

The school counseling program at RCS assists all students in the development of academic, career and social emotional domains through the school counseling curriculum; individual student planning and counseling and responsive services. The counseling curriculum focuses on teaching student competencies in areas such as social emotional aspects, study skills, communication, problem solving, conflict resolution, responsibility and career development through individual, small group and classroom instruction. Counselors may assist students in resolving personal and social issues that impact upon their educational performance through short-term individual counseling. In addition, the guidance counselor will assist students and their parents with the preparation of individual career plans, graduation plans, and post-secondary education plans, such as college applications, scholarship opportunities, and ACT preparations. Each student will meet with the counselor annually to plan a schedule for the academic year.

### **Accidents and Safety**

Students are expected to conduct themselves in a safe and orderly manner at all times while at school. Adequate adult supervision is provided during all school-sponsored activities to ensure the safety and welfare of students as well as to make sure students behave appropriately. Every effort is made to create and maintain the safest environment possible for our students and staff.

While safety is a priority, accidents will occur, the office is equipped to handle routine treatment. (i.e., Band-Aids, etc.) Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime phone number at which a parent/guardian may be contacted, and the name and phone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to update this pertinent medical information as needed. Anyone who is injured on school grounds should report the injury to a teacher, coach, the nurse, or the main office immediately. The principal must be notified and an accident form must be completed.

### **School Nurse**

A school nurse will administer medications, investigate and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may be referred to the school nurse for a variety of health-related concerns. Students may also visit the school nurse to ask health-related questions. Students who wish to see the school nurse during the school day must come with a pass from their teacher, except in the case of an emergency. Students who are ill need to sign out with parental and administrative approval. All efforts will be made to contact parents/guardians should signing out be necessary.

### **Prescription Medications**

All student prescription medications shall be kept in the nurse's office and dispensed by the school nurse or other properly trained school personnel, in strict accordance with the directions. All such prescription medication must be brought to school by the parent/legal guardian and must be in the prescription container. Any such medicine needed by the student will be administered in the same way as prescription medicine. Written parental instructions on administering over the counter medicine must be on file in the nurse's office. Students are not to keep any medicine, either prescription or over the counter, on their person at school or school functions. All medicines are to be in the nurse's office. Violation of this policy, may subject the student to discipline under the student drug policy.

### **Textbooks/Class Materials/Calculators**

Textbooks, class materials and calculators are provided and available to students free of charge. Students who lose or damage books must pay the full replacement price of the book(s) before withdrawing from school or before a diploma will be issued. In order to be active participants in class, students are expected to come to all classes prepared for learning; this includes bringing all textbooks and other materials.

## **Lockers**

All students at Robertson County School will be issued lockers. These lockers are the property of the Robertson County Board of Education and as such are subject to search at the discretion of school officials. Only locks provided by the school may be used on lockers. Students will not be permitted to use their own locks. If locks from students are used, the student will be asked to remove it. If the student refuses, school personnel will remove the lock. **The board of education is not responsible for personal items lost or stolen, or for locks removed by school personnel.**

## **Student Driver Information**

Students who choose to drive to school are reminded that the permission to drive to school is a privilege that may be revoked if rules and procedures are not followed. Student driver procedures are established with the safety of all students in mind. Only students who hold a valid driver's license may apply for a permit to park a vehicle in the RCS student parking lot with parent permission. All student vehicles parked in the student lot shall have a valid registration as required by the State of Kentucky and display the required parking tag in the front windshield of the car. Parking permits are issued by the principal. If a student, who has an approved application and permit to park, but parks a car without a window tag, should see the SRO immediately upon arrival at school. School officials have the right to search the vehicle if there is reasonable suspicion to believe that the student has prohibited substances, weapons, or any other dangerous or illegal item in the vehicle. This applies while the vehicle is on school property and at any school sponsored event. Upon arrival at school, vehicles are to be vacated immediately and not to be entered, without administrative/faculty permission, until the student is ready to depart from the school.

## **Homework 08.211**

Homework provides an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. Homework should be a tool in developing independent thought, self-direction, and self-discipline. It may assist the student in developing good working habits and wise use of time.

Guidelines for homework include:

1. Homework shall be assigned after an introduction and thorough explanation of the skills necessary to complete the assignment successfully unless used for a pre-assessment.
2. Homework shall be assigned in such a manner that it will be clearly understood by all students.
3. Homework shall serve a valid purpose and be closely related to current classroom activities.
4. A student's access to resource materials shall be considered when making homework assignments.
5. Homework shall be evaluated promptly and returned to the student. Appropriate recognition shall be given to those students who successfully complete assigned homework. Effort and competency shall be recognized.
6. Teachers shall seek to determine the cause if a student regularly fails to do assigned work. Teachers shall not avoid giving homework because they believe students will not do the work.
7. Excessive homework and the absence of homework shall be avoided.
8. Homework shall not be used for disciplinary purposes.
9. Principal and teachers shall take appropriate steps to communicate with parents regarding the school's homework policy and solicit their support.

### **Recording grades 08.211**

Immediate feedback is necessary for parents and students to determine the needs of the student. Therefore, teachers shall record grades from all forms of student assessment immediately upon the completion of grading those assessments. **Grades not recorded within five (5) days of the due date shall not be considered if it is detrimental to the student's grade for the nine (9) weeks.** If the grade helps the student's final grade it shall be included in the final calculation. Teachers habitually failing to follow this policy shall be subject to disciplinary procedures.

### **Grade Reporting**

Teachers shall maintain detailed, systematic records of the achievement of each student and shall report academic progress to parents via report cards, issued every nine (9) weeks. Mid-term reports will be issued every 4½ weeks. **Teachers will notify parents of students in danger of failing a class every three (3) weeks.** Parents can access their child's grades using our student information system, via the internet. Parents should contact the school for access information.

### **Grading Scale**

90-100 A 4.0  
80-89 B 3.0  
70-79 C 2.0  
60-69 D 1.0  
0-59 F 0  
I-Incomplete work

## **CAREER MAJORS & INDIVIDUAL GRADUATION PLAN**

### **Individual Learning Plans and Career Major Requirements**

To meet the new high school graduation requirements, all students must complete an individual learning plan which is initiated at the sixth-grade level. To help students make this plan we utilize the career major concept.

### **Dual Enrollment/College Credit**

Students have the opportunity to take advantage of the availability of dual credit enrollment. Dual enrollment is free to qualified students. Contact the school counselor for the qualifications for enrolling in such classes and programs. However, in any dual enrollment course that the student does not achieve a grade of "C" or better, the student, parent, guardian agree to reimburse the full cost of tuition for that course.

**High School Promotion Requirements:** In high school, students are required to earn a certain number of credits each year to be promoted to the next grade level. Those minimum promotion requirements to be considered in that grade are as follows:

10<sup>th</sup> Grade: 6 Credits  
11<sup>th</sup> Grade: 12 Credits  
12<sup>th</sup> Grade: 18 Credits

**Graduation Requirements 08.113**

The School Board will award diplomas to all secondary school students who earn the units of credit prescribed by the Board of the Education and meet such other requirements as are prescribed by the School Board and approved by the Board of Education. Robertson County School Board will award diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma are those in effect when he or she enters ninth grade for the first time.

At least 24 credits are required for graduation from Robertson County School. Those specific requirements are as follows:

<b>English Credits</b>	<b>4 Math Credits</b>	<b>3 Social Studies Credits</b>	<b>Science Credits</b>	<b>10 Elective Credits</b>
English 1	Algebra 1		Lab-based Science	½ Credit Health
English 2	Geometry	Integrated Social Studies	Lab-based Science	½ Credit P.E.
2 Additional English Credits	2 Additional Math Credits	World Civilization	1 Additional Science Credit	1 Visual/Performing Arts
Must take 1 class per year	Must take 1 class per year	U.S. History		8 Additional Elective Credits

## **ROBERTSON COUNTY SCHOOL CODE OF CONDUCT**

### **Standards of Student Conduct**

The following are standards of student conduct approved by the school board for all students. The consequences of any act are determined on the basis of the facts presented in each situation at the reasonable discretion of the school administration and school board.

**1. Assault and Battery**

An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner. A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

**2. Attendance**

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulations.

**3. Bomb threats**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

**4. Bullying**

“Bullying” means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and the victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument or peer conflict. A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer, phones, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name calling, and insults.

The principal notifies the parent/guardian of any student involved in an alleged incident of bullying of the status of any investigation within five (5) days of the allegation of bullying.

**5. Bus-Related Offenses**

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while riding on a school bus.

**6. Cheating**

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- Plagiarizing by copying the language, structure, idea and/or thoughts of another
- Falsifying statements on any assigned schoolwork, tests or other school documents

**7. Cell phones; Communication Devices**

Students may possess a cellular phone, smart phone, tablet, smart watch, or other communication device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student’s teacher.

**8. Defiance of the Authority of School Personnel**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

**9. Disruptive Conduct**

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is

prohibited.

**10. Extortion**

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

**11. Felony Charges**

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

**12. Fighting**

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

**13. Gambling**

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

**14. Hall pass/Agenda Book**

All students in grade K-12 will receive an agenda/datebook which will include valuable information for our students. The agenda book will be used by students to enter homework assignments and important information. The agenda also has the hall pass. Students in grades 6-12 will be required to have the signed hall pass to leave the classroom.

**15. Gang Activity**

Gang-related activity is not tolerated.

**16. Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

**17. Hazing**

Students shall not engage in hazing. Hazing is recklessly or intentionally endangering the health or safety of a student/s; to inflict bodily harm on a student/s in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity in the relevant activity. The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the school resource officers.

**18. Internet Use**

Students shall abide by the school's technology/internet Acceptable Use Policy.

**19. Laser Pointers**

Students shall not have laser pointers in their possessions.

**20. Possession or Use of Weapons or Other Dangerous Articles**

Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device.

**21. Profane, Obscene or Abusive Language or Conduct**

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

**22. Reports of Conviction or Adjudication of Delinquency**

Any student for whom the superintendent has received a report of an adjudication of delinquency or a conviction for an offense may be suspended, referred to alternative school, or expelled.

**23. Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

**24. Student Dress (Dress Code)**

Based on the belief that the school is a place of business where students are learning both academic and social skills, students are expected to dress appropriately for a K-12 educational environment.

Any clothing that interferes with or disrupts the educational environment is unacceptable.

- Messages on clothing and jewelry and personal belongings that relate to drugs, alcohol, tobacco, vapor products, sex, vulgarity, profanity, gangs, or that reflect adversely because of their race, sex, color, creed, national origin or ancestry are not permitted.

- Appropriate dress is clothing that does not present a substantial risk of disruption to the educational process. See-through apparel, tube tops, halter tops/backless shirts and mid-cut shirts/tops are not acceptable.
- Shirts/blouses must fit appropriately and must be worn at all times, with shoulder straps at least two (2) inches wide. Shirts made of sheer material need to have the appropriate tank top underneath. The midriff and lower backs must be covered at all times. Shirts/blouses altered or enlarged at the waist, neck, or under arms are not appropriate attire. Excessive chest exposure is not permitted.
- Shorts, dresses and skirts must be of appropriate length and cannot be above the tip of the student's thumb when standing up straight.
- For health and safety, appropriate footwear must be worn at all times; bare feet are not acceptable. All students enrolled in a P.E. class must have appropriate athletic shoes and clothing. Shoes with wheels are not permitted.
- Leggings worn as pants need to be accompanied by a top that extends at or below the tip of the student's thumb when standing up straight in the front, side and back.
- Undergarments should not be visible through shirts, pants or tops. Bra straps and underwear should not be visible at any time.
- Jeans/pants shall not have holes, rips, or tears above the tip of the student's thumb. Pants must be worn around the waist as designed with belts. Sagging pants and shorts hanging are unacceptable. Any pants worn low enough to expose boxers or underwear, even when covered with a shirt, are unacceptable and will need to be changed.

**In short, students should be appropriately covered from their shoulders to the tip of their thumb when standing up straight.**

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the building principal or designee. **The first time a student violates this policy, students will be asked to cover the non-complying clothing, change clothes or go home.** Parents will be notified; additional violations will be managed in accordance with the Policies and Regulations of Student Conduct.

\*Parents of students requiring accommodations for religious beliefs, disabilities or other causes should contact the principal.

#### **25. Theft**

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

#### **26. Threats or Intimidation**

Students shall not make any verbal, written, or physical threats of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

Terroristic threatening in the second degree is defined in state law (KRS 508.078)

1. A person is guilty of terroristic threatening in the second degree when other than as provided in KRS 508.075, he or she intentionally;
  - a. Makes false statements by any means, including by electronic communication, for the purpose of:
    - i. Causing evacuation of a school building, school property, or school-sanctioned activity;
    - ii. Causing cancellation of school classes or school-sanctioned activities; or
    - iii. Creating fear of serious bodily harm among students, parents, or school personnel

Such threats to our students and school staff are unacceptable and will not be tolerated. As a result, The purpose of this letter is to notify all parents and guardians that the school district officials (in Coordination with responding law enforcement agencies) will pursue immediate legal charges for Felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against Anyone who makes such threats, including students. Moreover, we will advocate at our highest ability that the prosecution of these individuals be swift and their punishment severe.

**27. Trespassing**

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

**28. Use and/or Possession of Alcohol, Tobacco or Nicotine Vapor Products and other Drugs**

A student shall not possess, use, or distribute any of the restricted substances listed below on or off school property, on school buses or during school activities.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below. A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco or nicotine products, inhalant products, and other controlled substances, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of the School Board policy.

The School Board may require any student who has been found possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

**29. Vandalism**

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

**30. Weapons**

The carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

**31. Other Conduct**

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law.

## Corrective Actions

The facts and circumstances of each offense are considered fully in determining reasonable corrective actions and consequences. The following actions are among those Robertson School administration uses in support of administering the student code of conduct. The following list of disciplinary techniques will be used at the discretion of school administration, in a manner that is suitable to the severity of the code of conduct violation.

- In-School Suspension (ISS): Students assigned ISS will be removed from their regular academic setting and assigned academic work to do while in ISS. Students will be isolated from the general student population and supervised by school staff. Students will be allowed to make up work in classes missed while in ISS. Students may not attend or participate in any trips, co-curricular, or extracurricular events during the time of in-school suspension. Board policy 09.4341
- Out of School Suspension: Students will not be allowed to attend school or any school function during the term of suspension. This includes any trips, co-curricular, or extracurricular events. Board policy 09.434
- Community Service: Students participating in community service activities will clean up school grounds, clean the facilities, wash school buses, clean cafeteria tables, or other jobs assigned by administration.
- Smoking Cessation Class: Students who violate the school tobacco policy will be required to attend a smoking cessation class held at the school during ISD.
- Revocation of Driving Privileges: Driving privileges may be suspended or revoked for various infractions at the discretion of school administration.
- Alternative School: Alternative education is defined as a program that exists to meet the needs of students that cannot be addressed in traditional classroom settings. The classroom is designed to provide improved behavior modifications. Students will be referred to the alternative school after repeated violations of any of the points of the student code of conduct. Board Policy 09.4341
- Beyond School Control: Students committing major infractions or numerous infractions will be referred to the court-designated worker for behavior beyond school control.
- Expulsion: Students committing multiple infractions or serious infractions, including those involving weapons, violence, or controlled substances may be referred to the Board of Education for expulsion from school. Board policy 09.4351
  - Counseling
  - Admonition
  - Reprimand
  - Loss of privileges, including access to the school's computers
  - Parent conferences
  - Modification of student classroom assignment or schedule
  - Student behavior contract
  - Removal from class
  - Referral to in-school intervention, mediation, or community service programs
  - Tasks or restrictions assigned by the principal or designee
  - Lunch detention
  - Notification of legal authority where appropriate
  - Evaluation for alcohol or drug abuse
  - Participation in a drug, alcohol or violence intervention, prevention or treatment program

## Code of Conduct

Infraction	Definition	1st Offense	2nd Offense	3rd Offense
<b>Alcohol</b>	The sale, possession or communication of alcohol BP 09.423	10 days OSS, refer for criminal charges; parent/guardian conference	Refer to superintendent for long term suspension; refer for criminal charges; parent/guardian conference	Refer to alternative school; Possible recommendation of expulsion; refer for criminal charges; parent/guardian conference
<b>Bomb threats or bomb facsimile, possession, false fire alarm</b>	Bomb threats or false alarm	10 days OSS, recommendation of expulsion; refer for criminal charges; parent/guardian conference	Refer to superintendent for long term suspension; refer for criminal charges; parent/guardian conference	Refer to alternative school; Possible recommendation of expulsion; refer for criminal charges; parent/guardian conference
<b>Bullying</b>	Using repeated unwelcomed behaviors intended to frighten or cause harm, verbal, written threats or physical harm 09.422	1-2 days ISS; Mediation; notify parent/guardian; student behavior contract	1-3 days OSS; parent/guardian conference; review/modification of student behavior contract	3-10 days OSS; parent/guardian conference; refer to superintendent for further action
<b>Bus misconduct &amp; Bus related offenses</b>	Student shall not behave in a disruptive manner or otherwise violated these standards of conduct while on the school bus, or after being discharged from a school bus 09.226	1-10 days bus Suspension; may result in loss of privilege to ride bus; notify parent/guardian	1-10 Days Bus Suspension; 1 Day ISS; may result in loss of privilege to ride bus; notify parent/guardian	1-10 days Bus Suspension; 1 Day ISS; may result in the loss of privilege to ride bus; parent/guardian conference
<b>Cell phones; communication devices; other electronic devices</b>	Unauthorized display and/or use of cell phones or other communication devices during instructional time.	Confiscation; student may pick up from teacher at the end of the day; notify parent/guardian	Confiscation; 1 day ISS; student may pick up from the office at the end of the day; notify parent/guardian	Confiscation; 2 days ISS; notify parent/guardian to pick up phone from the office at the end of the day

<b>Cheating on quizzes, tests, papers and/or projects</b>	Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation	Notify parent guardian; assignment will receive a zero	Notify parent/guardian; assignment will receive a zero; 1 day Lunch Detention	Parent/guardian conference; assignment will receive a zero; 1 Days ISS
<b>Defiance or disrespect to any staff member general misconduct: refusal to follow directions; insubordination</b>	Examples: failure to work in class; sleeping in class; spreading rumors; horseplay; minor insubordination; throwing items; possession of non-school related item; disrespect or defiance; profanity and/or obscenity directed towards another person	1 day ISS; notify parent/guardian	2 days ISS; parent/guardian conference	3-5 days ISS; parent/guardian conference
<b>Disruptive conduct; Campus disruption</b>	Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities is prohibited 09.426	3-10 days OSS; recommendation of expulsion; refer for criminal charges; parent/guardian conference	Refer to Superintendent for long term suspension; refer for criminal charges; parent/guardian conference	Possible recommendation for expulsion; refer for criminal charges; refer to alternative school; parent/guardian conference
<b>Dress code violation</b>	Failure to adhere to dress code policy.	Request change of clothing; notify parent/guardian	1 day LD; Request change of clothing; notify parent/guardian;	1 day ISS; notify parent/guardian; request change of clothing
<b>Driving and/or parking violation</b>	Speeding or failure to observe safe driving practices on school property and/or parking violation 09.4294	Parking privilege revoke for 1-3 days; notify parents/guardian	Parking privilege revoked for 3-5 days; parent/guardian conference	Loss of parking privilege; parent/guardian conference
<b>Drugs in school</b>	Violation of RCS Board Policy 09.423	10 days OSS, recommendation of expulsion; refer for criminal charges; parent/guardian conference	Refer to superintendent for long term suspension; refer for criminal charges; parent/guardian conference	Refer to alternative school; Possible recommendation of expulsion; refer for criminal charges; parent/guardian conference
<b>Failure to attend an assigned LD or ISS,</b>	Not reporting to assigned LD or ISS	2 days ISS; notify parent/guardian	3 days ISS; notify parent/guardian	1 day OSS; parent/guardian conference

<b>Fighting</b>	Exchanging mutual physical contact by hitting with or without injury is prohibited	1-3 days OSS; parent/guardian conference; restitution as needed; refer for criminal charges	3-5 days OSS; parent/guardian conference; restitution as needed; refer for criminal charges	5-10 days OSS; parent/guardian conference; restitution as needed; refer for criminal charges; Refer to alternative school;
<b>Forgery</b>	Signing notes or use of forgery or altered	1 day Lunch Detention; notify parent/guardian	1 day ISS; notify parent/guardian	2 days ISS; parent/guardian conference
<b>Hazing</b>	Students shall not engage in recklessly or intentionally endangering the health or safety of other students with or for the purpose of initiation.	Principal shall report hazing to the SOR	Principal shall report hazing to the SOR	Principal shall report hazing to the SOR
<b>Instigating; horseplay, pushing, or shoving</b>	Causing a fight; exchanging physical contact between two or more persons by pushing or shoving	1 ISS; notify parent/guardian	2 days ISS; parent/guardian conference	3 days ISS; parent/guardian conference
<b>Medication policy violation</b>	Carrying in one's possession non-prescription medication or prescription medication 09.2241	Prescription-1 day ISS; parent/guardian conference Non-prescription-warning; notify parent/guardian	Prescription-1-2-day OSS; parent/guardian conference Non-prescription-1 Day ISS; parent/guardian conference	Prescription-3-4-day OSS; parent/guardian conference Non-prescription-2-3 Days ISS; parent/guardian conference
<b>Profanity and/or obscenity; profanity and/or obscenity directed at a staff member</b>	Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that disrupts teaching and learning Student shall not direct vulgar, profane, or obscene language at a staff member	1-3 days ISS; notify parent/guardian	3-5 days ISS; parent/guardian conference	1-3 days OSS; parent/guardian conference
<b>Public display of affection</b>	Any display of affection other than hand holding	Warning	Warning; notify parent/guardian	1 Day ISS; parent/guardian conference

<b>Racial/sexual harassment</b>	Unwanted and/or welcome behavior as defined 09.42811	1-3 days OSS; Refer for mediation and/or counseling; parent/guardian conference	3-5 days OSS; Refer for mediation and/or counseling; Refer to Superintendent for further action; parent/guardian conference	Refer for mediation and/or counseling; Recommendation for expulsion
<b>Skipping class or school</b>	Being in an area without permission or an area that is off limits	1 day LD; notify parent/guardian	1 day ISS; notify parent/guardian	2 days ISS; parent/guardian conference
<b>Tardies/leave early</b>	Students not in the classroom when the bell rings 09.122	3 Tardies=1 day Lunch Detention; notify parent/guardian	Additional 3 Tardies=1 day ISS; notify parent/guardian	Additional 3 Tardies=2-3 days ISS; notify parent/guardian
<b>Technology violations</b>	Inappropriate conduct and misuse of computer technology as described by RCS Technology Policy	The failure of any student to follow the terms of the computer and technology agreement, policy or regulation may result in loss of computer privileges, disciplinary action, and/or appropriate legal action; notify parent/guardian	The failure of any student to follow the terms of the computer and technology agreement, policy or regulation may result in loss of computer privileges, disciplinary action, and/or appropriate legal action; notify parent/guardian	The failure of any student to follow the terms of the computer and technology agreement, policy or regulation may result in loss of computer privileges, disciplinary action, and/or appropriate legal action; parent/guardian conference
<b>Theft</b>	Stealing property belonging to another person or school	3 or more days of OSS; refer to criminal charges; notify parent/guardian	5-10 days OSS; refer for criminal charges; parent/guardian conference	Refer to superintendent for long term suspension; refer for criminal charges; parent/guardian conference
<b>Tobacco/vaping</b>	A student shall not possess, use, or distribute any of the restricted substances on school property, on buses, or during school activities, on or off school property	2 days ISS; will participate in intervention program; notify parent/guardian	3-5 days ISS; will participate in intervention program; refer for criminal charges; parent/guardian conference	5 days OSS; will participate in intervention program; refer for criminal charges; parent/guardian conference

<b>Trespassing</b>	Students shall not trespass on school property or use school facilities without proper authority or permission; during a period of suspension or expulsion	Refer to Superintendent for long term suspension; notify parent/guardian	3-5 days OSS; parent/guardian conference; restitution as necessary; refer for criminal charges	5-10 days OSS; parent/guardian conference; restitution as necessary; refer for criminal charges
<b>Vandalism</b>	The willful destruction or defacement of school or student property	1-3 days ISS; notify parent/guardian; restitution as necessary; refer for criminal charges	1-3 days ISS; refer for criminal charges; parent/guardian conference; restitution as necessary	3-5 days OSS; refer for criminal charges; parent/guardian conference; restitution as necessary
<b>Verbal and nonverbal abuse and/or threats, harassment or intimidation</b>	A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions 09.425	1 day ISS; Mediation; notify parent/guardian	1 day OSS; notify parent/guardian; refer for criminal charges	2-5 days OSS; parent/guardian conference
<b>Violence: Premeditated Violent Physical Attack; Terroristic Threatening, Stalking, and/or assaulting a student or School Employee</b>	Premeditated violent attack on any student or staff member; threatens to commit any crime likely to result in death or serious injury to another person 09.425	5-10 days OSS; refer for criminal charges; parent/guardian conference	Refer to superintendent for long term suspension; refer for criminal charges; parent/guardian conference	Refer to alternative school; Possible recommendation of expulsion; refer for criminal charges; parent/guardian conference
<b>Weapons at school</b>	The carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity	10 days OSS, recommendation of expulsion; refer for criminal charges; parent/guardian conference	Refer to superintendent for long term suspension; refer for criminal charges; parent/guardian conference	Refer to alternative school; Possible recommendation of expulsion; refer for criminal charges; parent/guardian conference

Administration has the discretion to implement a different disciplinary action based upon special circumstances. We reserve the right to remove driving and/or social privileges (attending games, dances, etc.) for misconduct as well as habitual tardiness and/or absences. Please be advised these rules apply during extracurricular activities occurring on school property. LD-Lunch Detention; ISS-In-school Suspension; OSS-Out of school suspension; Expulsion. Our most important function in the Robertson County School District is to provide the safest learning environment possible for all students and school staff members. By Senate Bill 1/School Safety and Resiliency Act, the superintendent of each local district shall require the principal of each school to provide written notice to all students, parents, and guardians of students within 10 days of each school year of the provisions of KRS 508.078 and potential penalties under KRS 532.060 and 534.030

## **Alternative Classroom** Board Policy (09.4341)

### **Definition**

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic deficiencies, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career and technical centers or departments.

### **Purpose**

The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Academic Standards and the learning goals in each student's Individual Learning Plan (ILP)
- Successful student transition to the regular school assignment, when possible, or to postsecondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

### **Eligibility Criteria**

Alternative education placements may be utilized for students 6-12 grade.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program.

Criteria for placement in Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in an alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignments to an alternative program are authorized under code of policy.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative educational setting.
- The student is assigned to an alternative school or program for the other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 704 KAR 019:002.

## **Notification**

The principal or other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending on the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board Policy, code of conduct, or other alternative program standards adopted by the district or as decided by the team and approved by the Superintendent/designee.

## **Extracurricular Participation**

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, KHSAA rules or other alternative program standards adopted by the district.

## **Continuing Support**

Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of Alternative Education Program staff. Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services already available in the district as determined through the development of the ILPA.

## **Transition**

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition.  
If the parent/legal guardian or adult student does not attend, written notification shall be provided to explain the proposed re-entry.  
For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.
2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
3. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

## **Non-Traditional Instruction**

The Kentucky Department of Education has authorized the Robertson County Schools to participate in the non-traditional instruction initiative. When winter weather (or any other condition) forces the school district to close, students can continue to learn at home and receive credit for the school day.

### **How will students/families be notified of NTI days?**

Robertson County Schools will use all the methods for communicating an NTI day that are used to communicate a school day cancellation – including television news, radio, e-mail, district website, and social media.

### **How much time will students spend doing assignments on NTI days?**

Students will be expected to spend around 4 hours doing school work on NTI

### **Will all of the assignments be online?**

Our goal is to provide as much information as possible online to help communicate NTI assignments. The actual assignment will vary from teacher to teacher. Some teachers will post a printable worksheet for students to complete and also provide them a printed copy. Other teachers may elect to use an online resource for completing assignments (such as Google, iReady, etc.)

### **Where can I find the NTI assignments online?**

For each NTI day teacher will have their assignments posted to google classroom or whatever online resource they choose.

### **When will students be required to return their work for each NTI day?**

We understand that school cancellations may delay our students returning to school for several consecutive days. Students will have five school days to turn in assignments for grade. The five days does not include any school cancellation days that occur between the day of the NTI assignment and the fifth in-school day. The five school days will allow students time to ask questions about the assignment and receive support in the form of ESS/tutoring and the support of any resource teachers.

### **How will student work and participation on NTI days be monitored?**

Teachers will be required to submit to the district overall participation for their classrooms. Based on the grading methods used by your child's teacher and school, the NTI assignment may be used as a project grade, daily assignment, participation grade, etc. Each teacher may decide the grading category and percentage/points possible for NTI assignments.

### **What will happen if I don't understand the assignment or if I need help?**

Teachers will be required to be available for student/parent questions during an NTI day. To allow for documentation of correspondence, we encourage students and families to utilize RCS email for contacting teachers. Most teacher emails are in the form of [firstname.lastname@robertson.kyschools.us](mailto:firstname.lastname@robertson.kyschools.us) (example, Mary Smith would be [mary.smith@robertson.kyschools.us](mailto:mary.smith@robertson.kyschools.us)). You may also contact your principal if there are any unanswered or school-specific questions.

### **What are the expectations for student completion of work?**

All students will be expected to complete all assignments as if they are in the class. Work will be graded by teachers and grades will be determined by the quality of work put forth by the student.

## Handbook Signature Page

***The Robertson County Student Handbook can also be viewed on our school webpage, under forms and links.***

This form **must be signed** by the Parents/Guardians and students and returned to Robertson County School no later than **Friday, September 1, 2023**, in order for students to be fully registered.

Parents share the responsibility for their child's understanding of the philosophy of the school and the rules that flow from that philosophy. We ask that parents or guardians please discuss the handbook with the children. In this way, the family is able to participate as a unit in the life of the school. Parents (both) or guardians (both) and students are asked to sign this statement that you have received, read and discussed the school handbook.

***Parents/Guardians and Students agree to govern by the policies and regulations set forth in this handbook.***

***I acknowledge that I have viewed and understand the Robertson County Student Handbook.***

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_