

# Robertson County School 2024-2025



## Student Handbook

**Shanda Gay**  
**Principal**

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

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# 2024/25 Robertson County School Calendar

| July 2024 |    |    |    |    |    |    | August 2024 |    |    |    |    |    |    | September 2024 |    |    |    |    |    |    | October 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa | Su          | Mo | Tu | We | Th | Fr | Sa | Su             | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
|           | 1  | 2  | 3  | 4  | 5  | 6  |             |    |    |    | 1  | 2  | 3  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |              |    | 1  | 2  | 3  | 4  | 5  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 | 4           | 5  | 6  | 7  | 8  | 9  | 10 | 8              | 9  | 10 | 11 | 12 | 13 | 14 | 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 | 11          | 12 | 13 | 14 | 15 | 16 | 17 | 15             | 16 | 17 | 18 | 19 | 20 | 21 | 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 | 18          | 19 | 20 | 21 | 22 | 23 | 24 | 22             | 23 | 24 | 25 | 26 | 27 | 28 | 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 28        | 29 | 30 | 31 |    |    |    | 25          | 26 | 27 | 28 | 29 | 30 | 31 | 29             | 30 |    |    |    |    |    | 27           | 28 | 29 | 30 | 31 |    |    |
|           |    |    |    |    |    |    |             |    |    |    |    |    | 5  |                |    |    |    |    |    |    | 20           |    |    |    |    | 18 |    |

| November 2024 |    |    |    |    |    |    | December 2024 |    |    |    |    |    |    | January 2025 |    |    |    |    |    |    | February 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    |    | 1  | 2  | 1             | 2  | 3  | 4  | 5  | 6  | 7  |              |    |    | 1  | 2  | 3  | 4  |               |    |    |    |    | 1  |    |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | 8             | 9  | 10 | 11 | 12 | 13 | 14 | 5            | 6  | 7  | 8  | 9  | 10 | 11 | 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | 15            | 16 | 17 | 18 | 19 | 20 | 21 | 12           | 13 | 14 | 15 | 16 | 17 | 18 | 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 | 22            | 23 | 24 | 25 | 26 | 27 | 28 | 19           | 20 | 21 | 22 | 23 | 24 | 25 | 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 | 29            | 30 | 31 |    |    |    |    | 26           | 27 | 28 | 29 | 30 | 31 |    | 23            | 24 | 25 | 26 | 27 | 28 |    |
|               |    |    |    |    |    | 15 |               |    |    |    |    |    | 15 |              |    |    |    |    |    | 19 |               |    |    |    |    | 20 |    |

| March 2025 |    |    |    |    |    |    | April 2025 |    |    |    |    |    |    | May 2025 |    |    |    |    |    |    | June 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa | Su         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su        | Mo | Tu | We | Th | Fr | Sa |
|            |    |    |    |    |    | 1  |            |    | 1  | 2  | 3  | 4  | 5  |          |    |    |    | 1  | 2  | 3  | 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  | 6          | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 | 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 | 13         | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 | 20         | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 | 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 | 27         | 28 | 29 | 30 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 31 | 29        | 30 |    |    |    |    |    |
| 30         | 31 |    |    |    |    | 20 |            |    |    |    |    |    | 18 |          |    |    |    |    |    |    |           |    |    |    |    |    |    |

| Teacher Work Days        |  |  |  |  |  |  | September 2, 2024 Labor Day No School            |  |  |  |  |  |  | December 23 - January 3 No School |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|-----------------------------------|--|--|--|--|--|--|
| Opening/Closing Day      |  |  |  |  |  |  | October 7-11 Fall Break                          |  |  |  |  |  |  | January 20 MLK Day                |  |  |  |  |  |  |
| First/Last Day of School |  |  |  |  |  |  | November 5, 2024 Presidential Election No School |  |  |  |  |  |  | March 31 - April 4 Spring Break   |  |  |  |  |  |  |
| Early Release 1:15       |  |  |  |  |  |  | November 25-29 No School                         |  |  |  |  |  |  | May 2 - May 21 KSA Testing        |  |  |  |  |  |  |

## **2023-24 Bus Routes**

The following is a list of bus numbers, bus drivers, and bus routes for Robertson County School. Students needing to ride a bus that is not their normal route will need a bus note from the office. Parents may send a note or call the front office at 606-724-5421 to make changes.

- **Bus # 1927 Ashleyanna McCord-Morning Route**-Old Bluelicks Road, US 68, Bluelicks store, Evergreen Drive, US 68, US 165, Shepherds Road, US 165, Mann Lane, US 165, Thomas Pike, US 165, Bentley Court stop, US 62
- **Afternoon Route**-US 62, Sardis, 1029, Allen Lane, Alhambra/Oakwoods, 1029, US 165, Shepherds Road, Evergreen Drive, US 68, Bluelicks store, Old Bluelicks Road

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- **Bus # 1129 Marlene Insko- Morning Route**-Cental Ridge, French Lane turn around, US 62 Kentontown Road, Pinhook, Tilton Lane, Drift Run turn around, Old Pinhook, Old Corinth, US 165, Elda Hester Road, 165, Crescent Hill, Apartments
  - **Afternoon Route**-US 62, Pinhook, Tilton Lane, Foster's Chapel, Ward Ridge, Pinhook, Drift Run turn around, Old Pinhook, Old Corinth, US 165, Elda Hester Road

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- **Bus # 2013 Jordan Massey-Morning Route** Beelick Road, Beelick Lane, Mount Pleasant, Ogden Ridge, US 62 Sardis Road, Crockett Lane, US 62, Pea Ridge, Wolf Run
  - **Afternoon Route**- Beelick Road, Beelick Lane, Mount Pleasant, Ogden Ridge, US 62 Sardis Road, Crockett Lane, US 62, Pea Ridge, Wolf Run

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- **Bus # 31-Tom Mitchell Morning Route**-Waterworks Road, Piqua-Kentontown Road, US-62, Vanhook Road, Louderback Lane, Central Ridge, Anderson Lane, Central Ridge, US 62, turn around on 19, Duncan Lane, US 62
  - **Afternoon Route**-US 62-Kentontown Road, Central Ridge, Anderson Lane, Central Ridge, US 62, turn around on 19, Duncan Lane, US 62, Louderback Lane, US 62, Vanhook Road

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- **Bus # 0526 Town Route-Afternoon Route**-US 62, Old gym/Family Dollar, Library, Apartments, Crescent Hills, US 62, US 165, Bentley Court Stop, Piqua-Kentontown Road, Waterworks Road, Thomas Pike
-



## **Bell Schedule**

| Regular Bell Schedule  | 1:30 Early Release   | 1 Hour Delay  | 2 Hour Delay   |
|--|--|---|--|
| 1st Period 8:00-9:00 (60)<br>2nd Period 9:03-9:53 (50)<br>3rd Period 9:56-10:46(50)<br>4th Period 10:49-11:39(50)<br>Rtl 11:42-12:36 (54)<br>5th Period 12:39-1:29(50)<br>6th Period 1:32-2:22(50)<br>7th Period 2:25-3:15(50)   | 1st Period 8:00-9:00(60)<br>2nd Period 9:03-9:42(39)<br>3rd Period 9:45-10:25(40)<br>4th Period 10:28-11:05(37)<br>5th Period 11:08-11:39(31)<br>6th Period 11:42-12:36(54)<br>7th Period 12:39-1:15(36)   | 1st Period 9:00-10:00(60)<br>2nd Period 10:03-10:48(45)<br>3rd Period 10:51-11:39(48)<br>4th Period 11:42-12:36(54)<br>5th Period 12:39-1:29(50)<br>6th Period 1:32-2:22(50)<br>7th Period 2:25-3:15(50)  | 1st Period 10:00-10:43(43)<br>2nd Period 10:46-11:21(35)<br>3rd Period 11:24-11:59(35)<br>4th Period 12:02-12:56(54)<br>5th Period 12:59-1:39(40)<br>6th Period 1:42-2:27(45)<br>7th Period 2:30-3:15(45)  |
| <b>Breakfast</b><br>Kindergarten 8:00-8:10<br>Kindergarten 8:05-8:15<br>1st Grade 8:10-8:20<br>1st Grade 8:15-8:25<br>2nd Grade 8:20-8:30<br>2nd Grade 8:25-8:35<br>3rd Grade/PS 8:30-8:40<br>4th Grade 8:35-8:45<br>5th Grade 8:40-8:50<br>High School 8:45-8:55<br>Middle School 8:50-9:00 | <b>Breakfast</b><br>Kindergarten 8:00-8:10<br>Kindergarten 8:05-8:15<br>1st Grade 8:10-8:20<br>1st Grade 8:15-8:25<br>2nd Grade 8:20-8:30<br>2nd Grade 8:25-8:35<br>3rd Grade/PS 8:30-8:40<br>4th Grade 8:35-8:45<br>5th Grade 8:40-8:50<br>High School 8:45-8:55<br>Middle School 8:50-9:00 | <b>Breakfast</b><br>Kindergarten 9:00-9:10<br>Kindergarten 9:05-9:15<br>1st Grade 9:10-9:20<br>1st Grade 9:15-9:25<br>2nd Grade 9:20-9:30<br>2nd Grade 9:25-9:35<br>3rd Grade/PS 9:30-9:40<br>4th Grade 9:35-9:45<br>5th Grade 9:40-9:50<br>High School 9:45-9:55<br>Middle School 9:50-10:00 | <b>Breakfast</b><br><br><b>Grab and Go</b>   |
| <b>Lunch</b><br>Preschool 10:50-11:20<br>Kindergarten 10:55-11:20<br>1st Grade 11:00-11:25<br>2nd Grade 11:05-11:30<br>3rd Grade 11:10-11:35<br>4th Grade 11:20-11:45<br>5th Grade 11:25-11:45<br>High school 11:42-12:07<br>Middle School 12:11-12:36                                       | <b>Lunch</b><br>Preschool 10:50-11:20<br>Kindergarten 10:55-11:20<br>1st Grade 11:00-11:25<br>2nd Grade 11:05-11:30<br>3rd Grade 11:10-11:35<br>4th Grade 11:20-11:45<br>5th Grade 11:25-11:45<br>High school 11:42-12:07<br>Middle School 12:11-12:36                                       | <b>Lunch</b><br>Preschool 10:50-11:20<br>Kindergarten 10:55-11:20<br>1st Grade 11:00-11:25<br>2nd Grade 11:05-11:30<br>3rd Grade 11:10-11:35<br>4th Grade 11:20-11:45<br>5th Grade 11:25-11:45<br>High school 11:42-12:07<br>Middle School 12:11-12:36  | <b>Lunch</b><br>Preschool 10:50-11:20<br>Kindergarten 10:55-11:20<br>1st Grade 11:00-11:25<br>2nd Grade 11:05-11:30<br>3rd Grade 11:10-11:35<br>4th Grade 11:20-11:45<br>5th Grade 11:25-11:45<br>High school 11:42-12:07<br>Middle School 12:11-12:36 |

## **School Attendance Guidelines**

### **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). The parent or guardian must provide a written note stating the reason for the student's absence within 5 days of the absence. Parents or guardians will be notified by the school whenever a student does not attend school.

#### **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.

#### **Unexcused Absences**

KRS 159.140 requires the director of pupil personnel to file with the county attorney a complaint against a parent or guardian who has allowed a child in kindergarten to grade five (5) to be absent without excuse for 15 more days. Additionally, the director of pupil personnel, after consultation with the court designated worker, to refer the case to the family, accountability, intervention, and response team.

KRS. 610.030 requires that a diversion agreement for a child against whom a complaint alleging truancy has been filed shall require that if the child is absent without excuse two or more times during the diversion, the child will be considered to have failed diversion and the matter shall be immediately referred to the county attorney.

## **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 on the occurrence of 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 established 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 Board, its designated committees and other appropriate school officials.

#### **1. Attendance: Truancy**

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulations. If a student who is under 18 years of age has 15 or more unexcused absences from school, the director of pupil personnel may notify the county attorney.

#### **2. 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.

#### **3. Bullying**

The Robertson County School System will not tolerate acts of harassment, discrimination, or threats of harm or violence. It will not tolerate a climate of hostility created by the use of language, conduct, or symbols which are commonly understood to convey hatred, contempt, or prejudice due to race, color, national origin, age, religion, marital status, sex, or disability. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

KRS 158.148-Definition of Bullying

- Any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:
  - That occurs on school premises, on school sponsored transportation, or at a school sponsored event; or
  - That disrupts the educational process.
- Shall not be interpreted to prohibit civil exchange of opinions or debates or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Students who believe they have been a victim of an act of bullying/harassment/discrimination or who have observed incidents involving other students that they believe to be an act of bullying/harassment/discrimination **shall, as soon as reasonably practicable, report it to the building principal.**

Students may be provided with the proper reporting forms and applicable board policies/procedures upon reporting of the incident.

**Anonymous reporting** (oral or written) of incidents **will be accepted** from employees and students of the school district. Alleged offenders and their parents or guardians are warned against retaliation as further consequences may be given as necessary and deemed appropriate by the school district. The Kentucky Center for School Safety provides an email tip line to all Kentucky schools. The Safety Tipline, Online Prevention or S.T.O.P Tipline is designed for use as an "online" reporting/prevention tool. **If students, parents, or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.) they can anonymously pass on that information to school personnel.**

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.



#### **4. Bus-Related Offenses**

- All classroom policies and procedures related to the safety and well-being of the student are applicable while riding the school bus.
- No part of the body shall be extended outside the bus.
- Students must not distract the driver.
- Pets, animals, or objects that are large enough to take up seating space are not allowed on the bus.
- Students must remain seated after the bus is in motion.
- Students should be ready to get on the bus when it arrives at their particular stop. They should not cross the highway until the bus stops.
- Students are not to change their regular pattern of riding and stops without a request from home and approval of the school Principal.
- Students are never to leave the bus by the emergency (back, side or top) door except in case of emergency or on emergency drills.
- Only authorized passengers are allowed to ride the bus. (State law and board policy).
- The board requires that the parent/guardian of any student who damages or destroys any part of the bus beyond normal usage to reimburse the board for the amount of the damage.

**Consequences:** A student that commits an infraction of the rules while riding the bus to and/or from school or while participating in a school sponsored activity will be disciplined.

1. A first offense will result in a documented warning in Infinite Campus.
2. A second offense will result in a school and/or transportation suspension. (1 day off the bus)
3. A third offense will result in a school and/or transportation suspension. (Five days off the bus).
4. A fourth offense may result in permanent bus suspension.

All students participating in school-sponsored activities that require transportation are required to ride the bus to and from the activity. Students may ride with parents/guardians after the function if the coach/sponsor is notified in writing. Only students participating in the activity may ride the bus.

#### **5. 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

#### **6. Cell phones; Communication Devices; Earbuds/Headphones**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices as defined by law and other related electronic devices, provided they observe the following conditions:

1. **Devices shall not be used in a manner that disrupts the educational process,** including, but not limited to use that:
  - a. **Poses a threat to academic integrity,** such as cheating;
  - b. 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 Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public area(e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violates legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public domain.
  - c. Is profane, indecent, or obscene;

- d. Constitutes or promotes illegal activity or activity in violation of school rules;
- e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions 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.

- 2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, **devices shall remain off and out of sight during instructional time.**
  - 3. 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. In addition, an administrator may confiscate the device, which shall be returned to the student's parent/guardian.**
  - 4. Students are responsible for keeping up with their devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.
  - 5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
  - 6. Students shall not utilize a telecommunication or similar device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.
7. **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.
8. **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.
9. **Drugs & Alcohol Use/Possession Policy**  
No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to and from school or a school-sponsored activity:
- 1. **Alcohol beverages;**
  - 2. **Controlled drug substances and drug paraphernalia** including, but not limited to, dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal, or illegal material that has a harmful or unnatural effect on the person using them;
  - 3. Substances that **"look like" a controlled substance**. In instances involving look-alike substances, there must be evidence of the intent to pass off the item as a controlled substance.

In addition, **students shall not possess prescription drugs for the purpose of sale or distribution.**

#### **CONSEQUENCES**

Violation of this policy shall constitute reason for disciplinary action including **suspension from school and alternative placement**. Students involved with athletic teams and/or other school-sponsored activities shall face either suspension or dismissal from those activities. In severe instances students may be recommended for expulsion.

In addition, **principals shall immediately report to law enforcement officials** when an act has occurred on school property or at a school-sponsored function that involves student possession or

trafficking of a controlled substance. **The school may file legal charges against students** involved in drug and alcohol possession where appropriate.

**Use or possession of tobacco products**, or alternative tobacco products (e-cigarettes, hookah, vapor products and the like) **is prohibited** on the school grounds. A student breaking this regulation will receive the following disciplinary action. **Code of Conduct**

**Students** found in restroom stalls/at urinals or in a group with the tobacco **products listed above** in their presence will be **disciplined as using or possessing tobacco products**.

**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. Additional disciplinary action may be taken if it is evident that one student acted in an overly aggressive manner. Action may be taken against one student and not against a second student if no retaliation occurred. **Disciplinary action taken for fighting is cumulative from the time a student enters school.** For example, if a student is disciplined for the first offense in middle school and is involved in fighting again in high school, this will be considered their second offense.

Students who **instigate fights, but are not actively involved** (that is students' whose rumors put others up to fighting, carry information back and forth between other individuals who subsequently fight, or are involved in horseplay which becomes a fight) submit themselves to **discipline according to the Code of Conduct**. Students not using physical force, yet engage in **verbal confrontations will be subject to disciplinary action**.

**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. 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.

**17. Internet Use**

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

**18. Laser Pointers**

Students shall not have laser pointers in their possessions.

**19. 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.

## **20. 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.

## **21. Stalking**

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

## **22. 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, at or below 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 is extended fingertip length 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 extended fingertip length. 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 their extended fingertips 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.

## **23. Theft**

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

## **24. Threats of Violence and Assault: Notice of Penalties and Provisions**

KRS 158.1559 requires written notice to all students, parents and guardians of students with ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below:

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. With respect to any scheduled, publicly advertised event open to the public, any place or worship, or any school function, threatens to commit any act likely to result in death or serious injury to any person at a place of worship, or any student group, teacher, volunteer
  - b. Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious injury occurring or will occur 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 activity; or
    - iii. Creating fear of death or serious physical injury among students, parents, or school personnel;
  - c. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
  - d. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.
5. Terroristic threatening in the second degree is a Class C felony when, in addition to the violation above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

#### **Potential Penalties under KRS 532.060 and KRS 534.030 Upon Conviction**

Please be advised that there are serious penalties for this second degree terroristic threatening Offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not Less than (1) year nor more then five (5) (Class D felony) or not less than five (5) years nor more than ten (10) (Class C felony) and a fine of not less than one thousand dollars (\$1,000) and not great than ten thousand dollars (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. Juveniles face sanctions that may include fines up to five hundred dollars (\$500.00) (KRS 635.085): probation or supervision subject to court imposed conditions and have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats or other criminal threats that disrupts school Operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

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.

**25. 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.

**26. 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.

**27. Weapons**

**Unlawful possession-i.e., knowingly carrying, bringing, using or possessing-of any firearm, weapon, or destructive or booby trap device on school property, in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is strictly prohibited.**

Kentucky law specifies that such offense is a felony punishable with up to **five (5) years in prison and a fine**. Except for authorized law enforcement officials, the **Robertson County Board of Education specifically prohibits the carrying of concealed weapons on school property.**

**Consequences:** Federal law stipulates that the penalty for students bringing a firearm, deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the Robertson County School shall be **expulsion for a minimum of twelve (12) months**. However, the Board may modify such expulsions on a case by case basis.

**Violations of this policy shall result in the student being immediately suspended from school.**

Also, the principal shall immediately file a report to the Superintendent, who shall determine if expulsion charges should be filed.

**Students having knowledge of weapons as described above that do not report it to school authorities and/or those that bring items that have the appearance or threat of weapons (such as look-alikes) are subject to disciplinary action.** To comply with the requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of Education may modify expulsion requirements, on a case by case basis, for IDEA eligible students. IDEA eligible students may be expelled for behavior, unrelated to their disabilities, noting procedural safeguards required by IDEA and KRS 158.150.

**28. 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   |
|---|---|---|---|---|
| Academic Cheating on quizzes, tests, papers and/or projects   | Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation  | Assignment will receive a zero; Notify parent guardian;             | 1 day ISS; Assignment will receive a zero; Notify parent/guardian;                  | 2 Days ISS; assignment will receive a zero; Parent/guardian conference;                               |
| Alcohol/Drug Possession or Use/Under the influence of (Major) | The sale, possession or communication of alcohol BP 09.423  | 10 days OSS; refer for criminal charges; parent/guardian conference | Refer to alternative school; refer for criminal charges; parent/guardian conference | Possible recommendation of expulsion; refer for criminal charges; parent/guardian conference          |
| Bomb threats or Bomb facsimile, possession, False fire alarm  | Bomb threats are reportable to law enforcement per Administrative Procedure 05.43 AP.1. Policy 09.2211 also requires district employees to make certain reports required by law.              |   |   |   |
| Bullying (personal or cyber)                                  | Using repeated unwelcomed behaviors intended to frighten or cause harm, verbal, written threats or physical harm 09.422   | 3-5 days ISS; Mediation; notify parent/guardian                     | 6-10 days ISS; parent/guardian conference   | Refer to alternative school; parent/guardian conference   |
| Bus misconduct & Bus related offenses                         | Students shall not behave in a disruptive manner which may include sustained loud talk, yelling, screaming, making noise with materials, roughhousing, and/or sustained out-of-seat behavior. | Documented warning; Notify parent/guardian.                         | 1 day off the bus; 1 day ISS.   | <u>3rd offense</u> : 5 days off the bus; 2 days ISS<br><u>4th offense</u><br>Permanent bus suspension |

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| Cell phones;<br>Earbuds/Headphones<br>;communication<br>devices; other<br>electronic devices                                     | Unauthorized display<br>and/or use of cell<br>phones or other<br>communication<br>devices during<br>instructional time;<br>Failure to put away at<br>teacher's request.  | Confiscation; student<br>may pick up from<br>teacher at the end of<br>the day; notify<br>parent/guardian | Confiscation; 1 day<br>ISS; student may pick<br>up from the office at<br>the end of the day;<br>notify parent/guardian | Confiscation; 2 days<br>ISS; notify<br>parent/guardian to<br>pick up phone from<br>the office at the end<br>of the day |
| Defiance or<br>disrespect to any staff<br>member;<br>General misconduct;<br>Refusal to follow<br>directions;<br>Insubordination; | Examples: failure to<br>work in class; sleeping<br>in class; horseplay;<br>minor insubordination;<br>throwing items;<br>possession of<br>non-school related item;<br>disrespect or defiance;<br>profanity and/or<br>obscenity directed<br>towards another person | 1-2 day ISS; notify<br>parent/guardian   | 3-5 days ISS;<br>parent/guardian<br>conference   | Refer to alternative<br>school.<br>Parent/guardian<br>conference.  |
| Dress code violation   | Failure to adhere to<br>dress code policy.   | Request change of<br>clothing; notify<br>parent/guardian   | 1 day LD ;Request<br>change of clothing;<br>notify<br>parent/guardian;   | 1 day ISS; notify<br>parent/guardian;<br>request change of<br>clothing   |
| Driving and/or<br>parking violation  | Speeding or failure to<br>observe safe driving<br>practices on school<br>property and/or<br>parking violation<br>09.4294   | Documented<br>Warning; notify<br>parents/guardian  | Parking privilege<br>revoked for 2 days;<br>parent/guardian<br>conference  | Loss of parking<br>privilege;<br>parent/guardian<br>conference   |
| Failure to attend an<br>assigned LD or ISS,  | Not reporting to<br>assigned LD or ISS   | 2 days ISS; notify<br>parent/guardian  | 3 days ISS; notify<br>parent/guardian  | Refer to alternative<br>school;<br>parent/guardian<br>conference   |
| Fighting   | Exchanging mutual<br>physical contact by<br>hitting with or without<br>injury is prohibited  | 2 days OSS and 20<br>days ISS; notify<br>parent/guardian   | Additional offenses:<br>Suspension pending<br>alternative placement  | The school may file<br>legal charges against<br>students involved in<br>fights where<br>appropriate                    |
| Forgery  | Signing notes or use<br>of forgery or altered  | 1 day Lunch<br>Detention; notify<br>parent/guardian  | 1 day ISS; notify<br>parent/guardian   | 2 day ISS;<br>parent/guardian<br>conference  |

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| Hazing                        | 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 local Commonwealth Attorney                |  |   |
| Medication policy violation   | Carrying in one's possession non-prescription medication or prescription medication 09.2241  | 1 day ISS; Notify parent/guardian   | 2 day ISS; parent/guardian conference  | Refer to alternative school; parent/guardian conference   |
| Posting/Sharing a Fight Video |  | 5 days ISS; parent/guardian conference  | 10 days ISS; parent/guardian conference  | Refer to alternative school; parent/guardian conference; may file legal charges against students involved in fights where appropriate |
| Public display of affection   | Any display of affection other than hand holding   | Warning   | Warning; notify parent/guardian  | 1 Day ISS; parent/guardian conference   |
| Racial/sexual harassment      | Unwanted and/or welcome behavior as defined 09.42811   | 3-5 days ISS; Refer for mediation and/or counseling; parent/guardian conference | 5-10 days ISS; Refer for mediation and/or counseling; Refer to Superintendent for further action; parent/guardian conference | Refer to alternative school. Refer for mediation and/or counseling;   |
| Skipping class or school      | Being in an area without permission or an area that is off limits  | 1 day ISS; notify parent/guardian   | 5 days ISS; notify parent/guardian   | Refer to alternative school.  |
| Tardy                         | Students not in the classroom when the bell rings.   | 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   |

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| Technology violations   | Inappropriate conduct and misuse of computer technology as described by RCS Technology Policy   | DISCIPLINE WILL BE BASED ON SEVERITY OF VIOLATION.<br>Minor: 1 day loss of computer privileges; notify parent/guardian                                      | Minor: 5 day loss of computer privileges; Teacher will allow use when needed in class. ISS days to be determined; notify parent/guardian            | Loss of computer privileges for the remainder of year; Teacher will allow use when needed in class. Notify parent/guardian    |
| Terroristic Threatening | In compliance with this requirement, the text of KRS 508.078 is set forth: Terroristic threatening in the second degree is defined in state law (KRS 508.078)         | 10 days OSS, recommendation of expulsion up to 12 months; refer for criminal charges; parent/guardian conference; alternative placement if return to school |   |   |
| Theft                   | Stealing property belonging to another person or school   | 1-5 days of ISS; refer to criminal charges; notify parent/guardian  | 10 days ISS; refer for criminal charges; parent/guardian conference   | Refer to alternative school; refer for criminal charges; parent/guardian conference   |
| Tobacco/vaping          | 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 | 5 days ISS; referred to school counselor to review prevention and cessation materials; notify parent/guardian   | 10 days ISS; referred to school counselor to review prevention and cessation materials; participate in intervention program; notify parent/guardian | Refer to alternative school; will participate in intervention program; refer for criminal charges; parent/guardian conference |
| Trespassing             | Students shall not trespass on school property or use school facilities without proper authority or permission;   | Documented warning; notify parent/guardian  | 1-3 days ISS; parent/guardian conference; restitution as necessary; refer for criminal charges  | 3-5 days ISS; parent/guardian conference; restitution as necessary; refer for criminal charges                                |
| Vandalism               | The willful destruction or defacement of school or student property   | 1-3 days ISS; notify parent/guardian; restitution as necessary; refer for criminal charges  | 3-5 days ISS; refer for criminal charges; parent/guardian conference; restitution as necessary  | Alternative school; refer for criminal charges; parent/guardian conference; restitution as necessary                          |

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| Verbal and nonverbal abuse and/or threats. harassment or intimidation  | 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                             | 2 days ISS; Mediation; notify parent/guardian   | 5 days ISS; notify parent/guardian; refer for criminal charges | Refer to alternative school; parent/guardian conference |
| Violence:Premeditated Violent Physical Attack; Stalking, and/or Assaulting a Student or School Employee  | 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   | 10 days OSS, recommendation of expulsion up to 12 months; refer for criminal charges; parent/guardian conference; alternative placement when return to school |  |   |
| Weapons at school  | 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 is prohibited 05.48 | 10 days OSS, recommendation of expulsion up to 12 months; refer for criminal charges; parent/guardian conference; alternative placement when return to school |  |   |
| 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 09.432; ISS-In-school Suspension 09.434; OSS-Out of school suspension 09.434; Expulsion 09.435 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.

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.***

Print student name: \_\_\_\_\_

Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print parent/guardian name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_