

I. Introduction

Welcome to the 2021-2022 school year! This is the year we **Show CATS Pride**. We are looking forward to a year full of exciting learning experiences with numerous co-curricular activities, clubs, and extracurricular activities of which you can be a part.

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

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

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

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

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

Mr. Anthony Dietrich, IV
Principal

Mr. Wesley Murray
Assistant Principal

Ms. Jamie Baker
Assistant Principal

Mission Statement

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



VISION STATEMENT

Achieving Greatness . . . Every Student, Every Day

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

PHILOSOPHY

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

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

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

PURPOSE

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

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

GOALS

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

**2021-2022
SCHOOL CALENDAR**

August 9	Opening day for Staff
August 10	Professional Development # 1
August 11	First Day for Students
September 6	Holiday # 1 (Labor Day) No School
October 1	No School
October 4	Plan #1 No School
October 5, 6, and 7	Fall Break
October 8	Professional Development #2 No School
November 24	No School
November 25	Holiday # 2 Thanksgiving No School
November 26	No School
December 20	Plan #2
Dec. 21, 22, and 23	Winter Break No School
December 24	Holiday # 3 (Christmas Day) No School
Dec. 27, 28, 29, and 30	Winter Break No School
December 31	Holiday # 4 (New Year's Day) No School
January 3	Students Return to School
January 17	(MLK Day) No School
February 21	President's Day No School
April 4	Plan #3 No School
April 5 and 6	Professional Development #3 and #4 No School
April 7 and 8	Spring Break No School
May 16	Last Day for Students
May 17	Closing Day for Staff
May 30	Memorial Day No School

Calendar Subject to Change

Make-up Day Schedule (In this order): May 18, May 19, May 20, May 23, May 24, May 25, May 26, May 27, May 31, June 1, June 2, June 3, June 6, and June 7.

II. DISCIPLINE INFORMATION

Code of Conduct

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

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

The Behavior Intervention Plan listed on the next pages apply to conduct while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle whose use is controlled, organized, or arranged by the school; and at any time when the student is subject to the authority of the Board of Education or school personnel. School sponsored activities or events include, but are not limited to, graduation ceremonies and graduation-related activities.

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

PENDLETON COUNTY HIGH SCHOOL
SCHOOL-WIDE EXPECTATIONS

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

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

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

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

SCHOOL ENTRANCE

- Every student is required to wear a face covering before entering the building.
- Students are expected to go straight from their vehicle to their 1st period classroom to avoid congregating.

HALLWAY	GYM/ASSEMBLIES	BATHROOM
<ol style="list-style-type: none"> 1. Every student is required to wear a face covering in the hallways. 2. Students should maintain a social distance of 6 feet whenever possible. 3. Walk safely on the right side in the hallways 4. Keep hands, feet & objects to themselves & off walls & bulletin boards 5. Use a level 2 (conversational) voice during class change & a level 1 (quiet) voice during class time 6. Treat others with respect, dignity & courtesy 7. Stop, look at, listen to & respond if necessary when addressed by an adult 8. Correct his/her behavior when asked 9. Go directly to designated areas upon arrival to school & departure from school to avoid congregating. 10. Go directly to approved destination upon leaving the classroom or dismissal from classroom to avoid congregating. 11. Have a hall pass while in the hall during instructional time. 12. Use appropriate language 13. Our water fountains will be cleaned and sanitized frequently throughout the day, however, students are permitted to bring your own reusable water bottle to be refilled with water throughout the day. 14. Lockers will not be assigned for student use to avoid congregating and congestion in the hallways. Students will be permitted to carry backpacks. 	<ol style="list-style-type: none"> 1. Listen & follow adult directions 2. Enter quietly & report to assigned areas and remain seated 3. Exit properly & return to designated area 4. Focus on presentation and give their full attention 5. Use appropriate language 6. Clap/respond when appropriate 7. Sit facing forward in an upright position & keep their hands & feet to themselves 8. Be supportive of our team in a positive manner 	<ol style="list-style-type: none"> 1. Have a hall pass (during class) or restroom pass (during lunch only) 2. Use facilities properly 3. Use level 2 (conversational) voice 4. One person per stall 5. Be patient as social distancing will still be followed. 6. Keep restrooms clean 7. Follow good hygiene procedures—always wash hands for at least 20 seconds with soap and water/hand sanitizer before exiting 8. Return to class promptly 9. Follow directions of adults. 10. Use of tobacco products is prohibited

Note these are subject to change with state guidelines.

PENDLETON COUNTY HIGH SCHOOL
SCHOOL-WIDE EXPECTATIONS

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

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

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

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

BUS	CAFETERIA	CLASSROOM
1. Every student riding a bus is required to wear a face covering during the entire route.	1. Every student is required to wear a face covering until they reach their designated seat to eat lunch.	1. Upon entering the classroom, students should sanitize hands.
2. The bus will load from back to front and passengers from the same household should sit together.	2. Students will enter the cafeteria using the designated entrance door.	2. Students should maintain a social distance of 6 feet whenever possible.
3. The first seat behind the driver will remain empty.	3. Once students go through the lunch line, they will then go directly to their assigned seat.	3. Mask can be lowered during classroom time if all students and staff are seated 6 feet apart and no persons are walking around inside the classroom.
4. Offload should occur from front to back.	4. Walk to & from the cafeteria using level 1 (quiet) voice	4. Be prepared
5. Use level 2 (conversational) voice	5. Wait patiently in a single-file line and maintain social distancing whenever possible.	5. Remain in seat until dismissed
6. Use appropriate language	6. Have money & lunch code ready	6. Use appropriate language and voice levels
7. Remain seated	7. Push in chair when exiting	7. Be on time and in your seat working when the bell rings
8. Follow directions of bus drivers/monitors	8. Clean your area of food by placing trash in garbage cans when instructed to do so.	8. Complete work on time
9. Load & unload quietly & in a single-file line	9. Use level 2 (conversational) voice while in cafeteria	9. Stay on task
10. Respect each other's space by keeping your hands to yourself.	10. Be courteous to staff & other students	10. 10/10 Rule – students must remain in class the first 10 and last 10 minutes of class
11. Keep hands & head inside the bus at all times	11. Respect each other's space by keeping hands to yourself and maintain 6 ft. social distancing.	11. No cell phones out in class without teacher permission.
12. Respect the property of the school and other riders	12. Remain in cafeteria, seated in assigned area, until dismissed	12. Enter & exit in an orderly fashion
13. Be on time to the bus stop	13. Respect your school by placing stray trash in garbage cans when instructed to do so.	13. Raise hand and wait patiently to be called on
14. Report to assigned location upon arrival to school	14. Empty & put tray in the tray return area	14. Be supportive of others' ideas
15. Keep buses clean & put all trash in garbage cans/bags	15. Food & drink, except water, must remain in the cafeteria	15. Respect school and others' property
16. Keep aisles clear of all objects		
17. Use of tobacco products is prohibited		
18. Be courteous to fellow pupils, the driver and other travelers		

**Pendleton County High School
Behavior Intervention Plan**

School-wide Expectations

C ~ Courage

A ~ Attitude

T ~ Teamwork

S ~ Spirit

Handling Problem Behaviors:

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

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

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

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

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

OTHER DISCIPLINE-RELATED POLICIES

CHEATING/PLAGIARISM

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

Consequence:

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

DRESS CODE

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

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

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

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

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

TOBACCO

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

1. TEG/ISAP (if TEG has passed student will serve in ISAP)
2. Suspension with charges being filed.

Student in violation may be assigned to TEG. Tobacco Education Group is a positive alternative to out of school suspension for students that use/possess tobacco or electronic cigarette/vape devices of any kind within the confines of the school setting.

Students attend four 90-minute sessions with representatives of the Youth Service Center, Three Rivers Health Department and the Pendleton County Extension Office. Failure to attend the sessions will constitute a further discipline issue.

CONDUCT AT SCHOOL EVENTS

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

GANGS AND GANG-RELATED BEHAVIOR

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

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

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

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

ELECTRONIC COMMUNICATION/MUSICAL DEVICE POLICY

An "electronic communications device" (ECD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Students may use an electronic communications device at school during class changes, at lunch and teacher discretion.

If the ECD is visible OR a student is found using an ECD during class time, the following actions will occur:

1. First Offense - confiscate and deliver to school administrator. The device will be kept until the end of the next school day, after which a parent may pick up the device from the main office.
2. Second Offense - confiscate and deliver to school administrator for a period of 1 week, after which a parent may pick up the device from the main office.
3. Third Offense - confiscate device and deliver to school administrator. The school will house the device for the remainder of the school year.

Student refusal to relinquish any electronic device when requested by a faculty member may result in the immediate out-of-school suspension of the student.

Pendleton County High School is NOT responsible for theft of electronic devices or damage if brought to school. * Refer to your BYOD policy.

DRUGS, LOOK-ALIKE DRUGS, AND ALCOHOL

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

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

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

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

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

Drug violations shall constitute reason for suspension or expulsion. In addition, drug violations will be reported to the appropriate law enforcement agencies for possible legal action.

BULLYING

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

HARASSMENT/DISCRIMINATION

Discrimination:

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

Harassment:

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

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

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

Procedures:

Level 1

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

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

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

Level 2

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

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

Level 3

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

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

Confidentiality

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

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

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

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

MENACING

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

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

SEARCH AND SEIZURE

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

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

The Attorney General's Opinion:

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

SEARCH AND SEIZURE

PCBEP 09.436

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

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

**LAW ENFORCEMENT OFFICIALS
IN THE SCHOOL SETTING**

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

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

SUSPENSION AND EXPULSION POLICY

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

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

1. Willful disobedience or defiance of the authority of teachers or administrators.
2. Use of profanity or vulgarity.
3. Assault or battery.
4. Abuse of other students or school personnel.
5. The threat of force or violence.
6. The use or possession of alcohol or drugs.
7. Stealing or destruction or defacing of school property.
8. The carrying or use of weapons or dangerous instruments.
9. Other incorrigible bad conduct on school property as well as off school property at school- sponsored activities.
10. Violation of the lawful regulations for the government of Pendleton County Schools as established by the Board of Education of Pendleton County.

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

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

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

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

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

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

SUSPENSION/EXPULSION

(RESOURCE EDUCATION STUDENT)

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

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

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

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

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

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

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

NOTES ON DISCIPLINARY CONSEQUENCES

All referrals are cumulative and consequences increase.

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

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

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

Not attending assigned detentions results in progression of disciplinary action.

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

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

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

III. ATTENDANCE INFORMATION

ENROLLMENT OF NEW STUDENTS

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

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

Excused Absences

Excused absences are defined below will be permitted for the first seven (7) days per school year by written statement from the student's parent or guardian or a physician's statement.

A student shall be permitted to makeup work missed and shall be eligible for class credit for any excused absence. The following reasons are considered

valid excuses for missing school providing written documentation is presented to the school within 5 days of the absence.

1. Death or severe illness in the pupil's immediate family; "immediate family" being mother, father, sister, brother, or grandparents.
2. Illness of the pupil; "illness" being defined as a health hazard making school attendance a threat to the health of the student or others at school. A doctor's statement is required after the fifth consecutive absence.
3. Professional Appointments, such as doctor, dentist, hospital, etc., provided a note from the doctor, dentist, hospital, etc., is presented for the absence.
4. Court appearance as a result of a subpoena.
5. Work required to assist parent's livelihood (to be included in the seven accumulated excused absences).
6. Religious holidays and practices.
7. One (1) day for attendance at the Kentucky State Fair.
8. Unusual or extraordinary circumstances as determined by the principal.

ABSENCES THAT DO NOT COUNT AGAINST STUDENT'S ATTENDANCE

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

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

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

Students needing to miss a partial day of school to test for their Driver's License or Driving Permit test will be permitted to do

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

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

PHYSICIAN'S STATEMENT

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

MAKE-UP WORK

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

REPORTING A STUDENT'S ABSENCE

Certain mitigating circumstances arise among the student population, which may prevent regular attendance, resulting in pupil absences from school. On the day of the absence, a parent/guardian should call the PHS Attendance Office at 859-654-3355 as soon as it is determined that the child will not be at school. When calling in an absence or leaving a voicemail, parents need to leave their name, the student's name, date of absence, and reason for the absence. If the call is not placed to the school regarding an absence, the

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

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

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

EARLY DISMISSALS

Students must have permission of their parent/guardian, or an individual designated by the parent/guardian, if they leave the building prior to the dismissal of school. Early-dismissal notes, to include exact dismissal time, should be presented to the Attendance Secretary upon arriving at school in the morning. The administration reserves the right to contact the

parent/guardian to verify the originality of the note. ALL STUDENTS MUST SIGN OUT IN THE ATTENDANCE OFFICE PRIOR TO LEAVING THE SCHOOL CAMPUS.

DAILY DISMISSAL TIMES:

All Bus riders dismissed at 2:55 p.m. (drivers will go to front gym lobby and riders will exit by the south side of building)

Drives and riders dismissed at 3:00 pm

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

Students arriving between 8:05-9:05 - Tardy

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

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

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

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

Upon obtaining the 3rd "UNEXCUSED" tardy, the student will have a conference with school administration. After the fourth (4th) tardy, a doctor's note or special permission by the administration of the school will be required for the sign-in to be considered "excused". A student arriving to school late for the purpose of a medical/dental/ortho appointment must present a doctor's note for the tardy to be considered "excused." Students will receive discipline referrals when they obtain 3, 6, 9, 12 & 15 tardies to school, then every 2 tardies beyond 15.

STUDENT TRANSFERS

In order to maintain an adequate audit of student transfers from Pendleton County High School, the following procedures will be followed:

1. The attendance clerk will initiate transfer paper work.
2. Students who desire to transfer to another school, must have their parents sign the transfer papers in the presence of the Principal or Assistant Principal.
3. The student must bring his/her books and go to the attendance office to start the transfer procedure.
4. Students must pay delinquent fees or lost book fees before their records may be released.
5. If the student has uniforms from NJROTC or Sports they **must** return them before records will be released. Also all library books must be returned as well.

STUDENT WITHDRAWALS

In order to maintain an adequate audit of student withdrawals from Pendleton County High School, the following procedures will be followed:

1. The attendance clerk will initiate withdrawal paper work.
2. Students who wish to withdraw from school may do so only after meeting with the school counselor. Students who are 18 years of ages and who desire to withdraw from school, must have their parents sign the withdrawal papers in the presence of the Principal or designee.
3. The student must bring his/her books and go to the attendance office to start the withdrawal procedure.
4. Students must pay delinquent fees or lost book fees before their records may be released.
5. Paper work for students who drop out of school without notification of school officials will be handled by the Director of Student Services.

PARENT PICK-UP/DROP-OFF

Parent Pick Up students are dismissed at 2:55 pm. Parent Pick-up Students should bring a signed note from parent/guardian and obtain a permanent pass from the front office. Students who are picked up by a parent occasionally bring a signed note from parent/guardian and obtain a pass from the office each time they do so. No phone calls please.

To obtain a pass, students should bring a note that specifies the date or duration of the student "pick-up" and who will be responsible for "pick-up". These notes should be given to the attendance secretary who is located in the attendance office until 8:00 a.m. The attendance office is the 2nd door on the left upon entering the main entrance of the high school.

Parent pick-up parents or designee should enter in the main north entrance to the upper lot and follow parent pick-up sign around back of the building and make a line.

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

CAMPBELL COUNTY AREA TECHNOLOGY CENTER ATTENDANCE REGULATIONS

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

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

HOME INSTRUCTION PROGRAM

From time to time certain illnesses necessitate students to remain at home for a period of time. So that these students do not get behind in classwork, they are enrolled in the Home Instruction Program upon approval of the attending physician and the completion & return of necessary forms. Please note that pregnancy shall not be considered a physical or health impairment and does not qualify a student for homebound instruction as long as health complications do not exist. The Program serves each Pendleton County homebound student in a consistent and fair manner according to his/her individual needs. Rules have been established that will enable all responsible Pendleton County High School students an equal opportunity to experience success in the "HOMEBOUND" program.

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

1. The classroom teacher of a homebound student is required to have assignments ready for the homebound teacher upon request after the homebound student's schedule is known.
2. The homebound student's required daily classroom assignments are to be completed and given to his/her homebound teacher during their next regularly-scheduled home visit.
3. All completed homebound assignments are due back to the classroom teacher at the next homebound visit, but no later than one week after the assignments are received.
4. If a student receives an "I" for the current grading period he/she must complete all previous work within the next two weeks period or the "I" will change to an "F". Further appeals may be granted in cases of severe illness.
5. The principal or the assistant principal may grant permission for a homebound student to have an extended period of time to finish current assignments if the student's medical condition is so severe as to impede their ability to do school work.
6. When the doctor's original homebound enrollment form ending date is extended, the student or parent/guardian shall immediately register a new doctor's note with our office. The new note must include: a medical reason for the extended period time, ending date and the doctor's signature.
7. The homebound teacher is to report to the assistant principal non-compliances of the above rules.
8. Homebound instruction shall cease if the student works or participates in athletic activities.
9. Students are expected to keep all appointment times with their instructor. Failure to do so, will result in the student being charged with 2 ½ days unexcused absence for each cancelled session.

IV. TRANSPORTATION INFORMATION

BUS RIDERS RULES AND REGULATIONS

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

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

WHILE ON BUS

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and clean at all times.
3. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, windows, etc., must be paid for by the offender.
5. Seats may be assigned by the driver.
6. Bus riders should never tamper with the bus or any of its equipment.

7. Leave no books, lunches, or other articles on the bus.
8. Nothing is to be thrown about on the bus.
9. Keep books, packages, coats and all other objects out of the aisles.
10. Help look after the safety and comfort of small children.
11. Do not throw anything out of the bus windows.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Horseplay is not permitted around or on the school bus.
14. Bus riders are expected to be courteous to fellow pupils and the driver.
15. Absolute quiet is expected when approaching a railroad crossing stop.
16. In case of a road emergency involving vehicles other than the school bus, children are to remain in the bus.
17. Absolutely no smoking on the school bus.
18. Absolutely no eating or drinking on the bus.
19. Abstain from the use of foul language.

AFTER LEAVING THE BUS

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

EXTRA - CURRICULAR TRIPS

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

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

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

BUS PROCEDURES FOR PENDLETON HIGH SCHOOL

Morning Procedures

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

Afternoon Procedures

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

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

STUDENT DRIVERS NO PASS-NO DRIVE STATE LAW

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

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

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

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

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

Students with a valid driver's license wishing to drive to school must return a completed parking application AT THE BEGINNING OF THE SCHOOL YEAR. **If the number of requests exceeds the number of parking spaces, permits will be issued following a random drawing.** The administration reserves the right to grant or deny parking privileges. Parking spaces will be assigned on a first come, first serve basis. If more students apply for parking spaces than spaces available, a lottery will be held to determine which receive parking spaces. Students must pay ALL school fees before a parking permit will be issued.

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

1. Speed limit 15 m.p.h.
2. STUDENTS WILL IMMEDIATELY MOVE INTO THE BUILDING UPON ARRIVAL TO SCHOOL.
3. Students will not be permitted to return to cars; therefore, all books, lunch money, gym clothes, etc., should be brought into the building when arriving at school each morning. In an urgent situation, the principal may grant permission for student to return to their car accompanied by a faculty member.
4. Drivers and riders will remain in designated areas until released by the bell at approximately 3:00.
5. In the afternoon, all drivers will exit by using the north exit ramp.
6. Buses have the right-of-way at all times on the parking lot, and on U.S. 27.
7. For the safety of personal belongings, cars should be locked at all times.
8. Students who do not abide by the above rules or who demonstrate poor driving habits may lose their driving privilege.

9. Upon the third (3rd) tardy to school, the principal will verbally make the student aware of the consequences of school tardies. Upon the fourth unexcused school tardy and each subsequent tardy, a student will be assigned to an after-school detention or Friday School. In addition, driving privileges may be suspended for ten (10) school days. The student's permit will be taken from them and kept in the office during that time. A letter will be sent to the parents notifying them of the recurring tardies, penalty, and restriction, and suggesting that the student ride the bus for one month. This penalty may be repeated.
10. Students will be required to display on their rear-view mirror a Pendleton High School parking permit. Failure to display the parking permit: 1st offense - Warning; 2nd offense and subsequent offenses - Deny driving privileges for five (5) days. PERMITS ARE NON-TRANSFERABLE.
11. A one-day temporary permit may be issued by the principal or his designee on request.
12. Students are not allowed to leave campus unless permission is given by parent or guardian.
13. Reckless driving will result in the loss of all driving privileges.

V. STUDENT & ACADEMIC INFORMATION

ENTERING/LEAVING THE SCHOOL BUILDING

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

CLASS SCHEDULE

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

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

DROP/ADD (CLASS CHANGE) POLICY

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

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

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

WITHDRAWAL FROM A COURSE IS SUBJECT TO THESE LIMITATIONS:

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

LATE ENTRY INTO A COURSE:

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

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

COMMENCEMENT

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

Graduation Recognitions

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

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

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

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

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

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

EXTRA-CURRICULAR TRIPS

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

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

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

FEE/CHARGES

Students attending Pendleton County High School are required to pay course fees of \$100.00 per year. Students who qualify for free lunch will not be required to pay course fees, provided they complete and return a "Household" form. Students who qualify for reduced lunch will pay 40% of their calculated course fee, provided they complete a "Household" form. All Students at PCHS will receive free lunch for the school year. Students qualifying for Free or Reduced school fees will still need to fill out the Household form to receive discounts. Students enrolled in certain classes at PHS or at the vocational school may be required to pay additional fee(s). Also, those students playing high school sports may be required to pay a participation fee.

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

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

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

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

TOTAL CREDIT REQUIREMENT for GRADUATION: 24

CREDITS

- 4 ENGLISH** - English I, II, III, IV
- 3 MATH** - Algebra I, Geometry, and Algebra II specified requirements
Students will be required to be enrolled in a math all 4 years. Fourth (senior) year math is elective choice as long as the required math classes have been successfully completed.
- 3 SCIENCE** - Integrated Science, Biology & 3rd year science elective
- 3 SOCIAL STUDIES** - Survey of Social Studies, World Civilization, and U.S. History
- 1 HEALTH/PHYSICAL EDUCATION**
or NJROTC I (NAVAL JUNIOR OFFICERS TRAINING CORPS)
- 10 ELECTIVES**
 - All students are required to maintain an Individual Learning Plan and participate in annual review and updates. Minimum of four (4) credits and/or standards-based learning experiences in academic or career interest based on the student's Individual Learning Plan (ILP).
 - Class of 2015 forward: Students will successfully complete one (1) of the following introductory Career and Technical Education courses: Business and Marketing Essentials, Marketing Principles, Digital Literacy, FACS Essentials, Engineering I or Principles of Agriculture. Related projects will be incorporated in these courses to address required technology standards and competencies.

--- **ARTS & HUMANITIES** - Arts & Humanities content is integrated through curriculum strands in the required English, Social Studies and Physical Education/NJROTC I courses for graduation. Upon successful completion of these graduation credits, students will satisfy a performance-based credit to fulfill this requirement. The Arts & Humanities performance-based credit will not bear a credit weight nor separate grade. Therefore, it will not be calculated in cumulative GPA.

Advanced Placement (AP), Pre-AP and approved Dual Credit coursework may be substituted for standard coursework. Completion of College English 102 fulfills English IV requirements.

For transfer students, courses with similar content may be substituted for credits specified above at the administration's discretion.

All students required to maintain an Individual Learning Plan and participate in annual review and updates.

FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

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

Graduation Requirements

FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR (CONTINUED)

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

Complete one (1) or more of the following graduation qualifiers:

1. Satisfy precollege curriculum as established by the Council on Postsecondary Education in 13 KAR 2:020;
2. Achieve benchmark score as established by the Council on Postsecondary Education in 13 KAR 2:020 in one (1) section of a college admissions or placement examination;
3. Complete three (3) postsecondary credit hours or more of a Kentucky Department of Education approved dual credit course with a grade of C or higher;
4. Complete one (1) course and corresponding assessment meeting the following criteria:
 - a) Advanced placement (AP) with a score of three (3) or higher; or
 - b) Cambridge Advanced International (CAI) with a score at E or higher; or
 - c) International Baccalaureate (IB) with a score of five (5) or higher;
5. Obtain an industry certification as approved by the Kentucky Workforce Innovation Board;
6. Complete four (4) credits from valid courses within a single Kentucky Department of Education approved career pathway;
7. Complete a Kentucky Department of Education approved process to verify 500 hours of exceptional work experience, or alternative requirements as determined by a student's Admissions and Release Committee and specified in the student's IEP; and
- ~~1-8.~~ Complete two (2) years in an approved Kentucky Department of Education or Kentucky Labor Cabinet pre-apprenticeship or apprenticeship program.
- ~~2-9.~~ Pass the Civics Test.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Font Alignment: Auto

Formatted: Indent: First line: 0", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Font Alignment: Auto

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Font Alignment: Auto

KENTUCKY DEPARTMENT OF EDUCATION: NEW minimum GRADUATION Qualifiers for students entering high school in 2019-2020 (Complete one):

- Precollege curriculum as established by the Council on Postsecondary Education in 13 KAR 2:020
- Benchmark score in one section of a college admissions or placement examination as established by the Council on Postsecondary Education in 13 KAR 2:020
- Three postsecondary credit hours or more of a Kentucky Department of Education-approved dual credit course with a grade of C or higher
- One course and corresponding assessment meeting the following criteria: Advanced placement (AP) with a score of three or higher
- Industry certification as approved by the Kentucky Workforce Innovation Board: Four credits from valid courses within a single KDE-approved career pathway.

Graduation Prerequisites for students entering high school in 2020-2021 (Meet one or a combination of the following to demonstrate basic competence in reading and math):

- The student's 10th-grade state-required assessments in reading and mathematics meet the minimum criteria. The minimum criteria shall include scoring, at least, as an Apprentice in reading and mathematics in the state-required assessments approved by the Kentucky Board of Education. Students who do not meet the minimum criteria on one or both assessments may retake the reading and/or mathematics assessments twice annually in the 11th and 12th grades of high school enrollment.
- Score Proficient or higher for reading or mathematics or both reading and mathematics, if applicable, on the student's 8th-gradestate-required assessment.
- The principal may submit a collection of the following student evidence to the superintendent or designee for review and approval: the student's ILP that includes student transcript; if applicable, for students with IEPs, evidence that the student has achieved progress on measurable annual IEP goals as determined by the Admissions and Release Committee; performance on the 10th-grade state-required assessments in reading or mathematics; and appropriate interventions, targeted to the student's needs, provided to the student to ensure support was offered and accessible in order for the student to meet the requirements outlined in this administrative regulation.
- Other Graduation Requirements:
 - Pass state-mandated civics test
 - Successfully complete a course or program in financial literacy
 - Receive instruction in essential workplace skills
 - Demonstrate competency in technology
 - Completion of annual ILP (6th to 12th grade)

Certificate of Completion

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

PROMOTION POLICY

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

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

Promotion Policy:

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

Failure Policy:

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

Remediation or Recovery of Credits:

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

Language Arts Policy

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

ASPIRE U - EARLY COLLEGE PROGRAMS

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

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

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

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

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

NORTHERN KENTUCKY UNIVERSITY SCHOOL-BASED SCHOLARS:

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

Eligibility for SBS is based on the following criteria:

- Applicants must be either a high school junior or senior.
- Applicants must have a cumulative GPA of a 3.0 or higher
- Applicants must have a cumulative ACT score of 20 or higher*. Students who do not have an ACT score may also submit a SAT score (940+), or a PSAT score (142+)*.
 - For classes at the high school, selection of students to fill high school courses will be determined by the guidance counselor/high school.
 - For classes at NKU or some select HS courses, students are eligible for any class they have the pre-requisite for. If a class requires a certain ACT score, students are welcome to set up a test for entry through testing services.
- Complete the SBS NKU application, Disclosure Form and provide all necessary credentials.
- \$168.00 per class and book fee (\$56.00 per credit hour).
- Must complete each SBS course with a final grade of "C" or better to continue enrollment in the program.
- Accepted students must attend a mandatory SBS New Student Orientation. These sessions will be online.

GATEWAY REGIONAL ACADEMY

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

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

- Students must be 16 years of age and on track to their high school diploma.
- Cumulative GPA of a 2.75 is highly recommended.
- Minimum ACT requirement (dependent on the course(s) student is requesting) of:
 - English - 18
 - Math - 22
 - Reading - 20Students who do not have ACT scores may take the KYOTE for admission and placement purposes. Scores must be in an established range on the KYOTE to be admitted.
- GRA application packet completed with required attachments and approval of high school denoted by counselor's signature.
- \$168.00 per class and book fee (\$56.00 per credit hour).

AGRICULTURE DUAL CREDIT (Murray State University)

How do I get dual credit through this course?

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

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

How does this benefit me?

- The number one benefit of Racer Academy courses is the money saved on college courses. This dual-credit course cost \$162.00 while the same course in college would cost you approximately \$1200. Taking college credit in high school could save you thousands of dollars.
- Dual-Credit courses bridge the gap between high school and the college levels to increase student success.

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

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

What if I decide not to attend Murray State University?

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

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

Meet the following criteria:

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

In addition it is required that you submit the following:

- Parental Consent Form
- Guidance Counselor Permission Form
- High School Transcripts with PLAN/ACT test scores.
- \$168.00 per class (\$56.00 per credit hour).

Animal Science

This is a basic course in animal science, including the importance and place of livestock in agriculture types, market classes, and grades of beef, sheep, and swine, origin and characteristics of breeds, and the judging of beef, sheep, and swine

Agricultural Leadership & Life Knowledge

An elective course developed for students who are interested in pursuing a career in the agricultural industry. This class will serve as a bridge class between high school and the collegiate level. Roles, responsibilities and challenges in the field of leadership, and Life Knowledge ® will be examined.

Plant Science

A study of general plant science principles, including basic plant anatomy, physiology, and interactions with the surrounding environment.

Introduction to Veterinary Science

This course examines basic principles of veterinary science, including breeds, biology, veterinary tools, parasitology, office management, animal control, and basic clinical exam techniques for large and small animals. Further, the purpose of this course is to provide advanced students in agriculture with an introduction to the basic principles of veterinary science.

This requires students to understand the biology of both large and small breeds of animals, as well as specifics related to the area of veterinary medicine. This class will build a foundation for those students interested in the area of veterinary science while serving as a dual credit course for those in secondary education to gain elective credit through Murray State University.

REPORT CARDS AND PROGRESS REPORTS

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

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

GRADING SCALE

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

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

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

GRADING PERIODS

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

1st Quarter August 11 - October 15 (41 days)
Grades posted by 8:00 a.m. October 19
Grades sent home during Parent Teacher Conferences on
October 22

Midterm Ends - September 8
Mid-term grades posted by 8:00 a.m. September 10
Mid-terms sent home with student on September 13

2nd Quarter October 18 - December 17 (42 days)
Grades Posted by noon on January 6
Grades sent home on January 7

Midterm Ends - November 12
Mid-term grades posted by 8:00 a.m. November 17
Mid-terms sent home with student on November 19

Parent/Teacher Conferences - TBD

3rd Quarter January 3 - March 8 (45 days)
Grades posted by 8:00 a.m. March 8
Grades sent home on March 9

Mid-terms Ends - February 2
Mid-term grades posted by 8:00 a.m. February 4
Mid-terms sent home with student on February 7

4th Quarter March 9 - May 16 (44 days)
Grades Posted by end of Closing Day, May 17 (tentative)
Grades mailed week following closing day.

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

Mid-terms Ends - April 14
Mid-term grades posted by 8:00 a.m. on April 18
Mid-terms sent home with student April 20

Weighted Grading Scale

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

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

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

HONORS/PRE-AP AND ADVANCED PLACEMENT (AP)

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

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

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

ADVANCED PLACEMENT COURSES

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

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

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

SCHOOL COUNSELING

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

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

ANNUAL NOTIFICATION OF PARENTS

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

HOMEWORK POLICY

PURPOSE

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

SCOPE

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

DEFINITION

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

COMMITMENT

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

POLICY

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

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

HOMEWORK ASSIGNMENT REQUESTS

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

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

LOCKERS AND PERSONAL BELONGINGS

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

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

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

LUNCH/BREAKFAST PROGRAM

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

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

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

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

ONE-HOUR DELAY SCHEDULE (SNOW EMERGENCY)

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

Grades 9 - 12	
9:05 - 9:40	Period 1
9:45- 10:15	Period 2
10:20 -10:45	Period 3
10:50 - 12:10	Period 4 (Lunch)
12:15 - 1:05	Period 5
1:10 - 2:00	Period 6
2:05 - 2:55	Period 7
2:05 - 2:10	PM Announcements Remain in 7 th Period

SCHOOL RESOURCE OFFICER

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

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

TELEPHONE USE

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

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

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

VISITORS

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

VI. STUDENT HEALTH INFORMATION

ILLNESS AT SCHOOL

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

IMMUNIZATION POLICY

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

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

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

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

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

LICE POLICY

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

MEDICATIONS

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

- Prescription Medication - Parent/Guardian must submit a "Permission for Prescribed or Over-the-Counter Medications" form. Handwritten notes will not be accepted. All prescriptions must be sent to school in the original container that has the student's name and prescription information on it. The first dose must be given at home due to the possibility of a reaction to that medication.
- Over-the-Counter Medication (including non-aspirin, creams, ointments) - Parent/Guardian must submit a "Permission for Prescribed or Over-the-Counter Medications" form for all over-the-counter medications, including non-aspirin. Handwritten notes will not be accepted. Over-the-Counter medications may be sent to school and administered to

your child if the required form has been submitted and the medication is in the sealed original container. The school will not supply non-aspirin, creams, ointments, antiseptic sprays, etc. If your child will be taking any over-the-counter medications for more than three (3) consecutive days, the school requires written permission from his/her physician in order to give that medication for an extended period.

- Inhalers/Self-Carry Medications - Parent/Guardian must complete and return the "Authorization to Self-Carry Medications" form before a student will be allowed to carry inhalers and/or epipens. Handwritten notes will not be accepted. This form must be signed by a physician.
- "After-School Activities" - Parent/Guardian must submit the "Authorization for Self-Carry/Administration of Medicine at School & After-School Activities" form for medication to be taken at activities taking place after school hours. Form must be signed by both the parent and physician and submitted to the school nurse before the trip.

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

The required permission forms are available in the high school office as well as at www.pendleton.kyschools.us. Medication violations shall constitute reason for suspension and/or expulsion.

VII. TECHNOLOGY INFORMATION

COMPUTER/INTERNET USAGE

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

- Initiating a computer virus
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Using another's password
- Giving your password to another person
- Using software brought from outside of school
- Use of chat rooms
- No hot mail or other types of internet mail accounts

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

Pendleton Co. Board of Education Acceptable Use Policy

TECHNOLOGY RESOURCES

The setup of the network entails every student having a password to log in to access anything on the computer. Every student (3rd grade and above) has a folder on the server where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or a faulty disk. That work will always be there until they leave the district or graduate. Please make sure **your child supplies a strong password** on the form. Any violations of the following will result in a student's account being turned off (length of time determined by the principal of the school)

The use of a student account must be in support of education and research and consistent with the educational objectives of the Pendleton County Schools. **YOU MAY NOT GIVE YOUR PASSWORD TO ANYONE. FAILURE TO FOLLOW THIS RULE MAY RESULT IN LOSS OF ACCESS PRIVILEGES.**

- Student may not use another person's account.
- Student may not transmit obscene, abusive or sexually explicit language
- Student may not create or share computer viruses.
- Student may not destroy another person's data.
- Student may not use the network for commercial purposes.
- Student may not monopolize the resources of the Pendleton County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Student may not break or attempt to break into other computer networks.
- Student may not use MUD (multi-user games) via the network.
- You are not permitted to get or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Student may not download inappropriate data onto the network. This includes, but is not limited to, MP3's, video, games, etc unless it is for educational purposes and adheres to all other requirements.
- A student is responsible for any intentional damage he/she causes to technology equipment. Along with reimbursement for the equipment, county authorities may be contacted depending on the amount of the damage.

INTERNET REGULATIONS

Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a proxy. If a student tries to access an inappropriate site, the student name is flagged and the principal of his/her school receives a referral of the site and time of use.

- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
- You may not offer Internet access to any individual via your Pendleton County account.
- Purposefully annoying other Internet users, on or off the Pendleton County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name or personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- The school should never reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
- A student who does not have a signed AUP on file may not share access with another student.
- A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.

- Teachers and sponsors may ask students to sign up for an account on blogs or social networking sites in order to participate in online instructional activities and discussions. Social networking sites may not be accessed unless:
 - o such sites are not blocked by the district technology department,
 - o access to such sites is for educational use and supports the educational objectives of the Pendleton School District,
 - o sites are directly supervised by a teacher or other staff member who is aware of your attempt to access such a site.

***Twitter and Facebook are currently blocked and not permitted on any school computer.*

Students may participate in social networking accounts if set up by a district employee on monitored sites following District guidelines to promote communications with students, parents, and the community concerning **school-related activities and for the purpose of supplementing classroom instruction.**

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for to utilize a social networking site for instructional or other school-related communication purposes, the following shall be completed:

- 1) If permission is granted, staff members will set up the site following any District guidelines.
- 2) Staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
- 3) Once the site has been created, the sponsoring staff member is responsible for the following:
 - a) Monitoring and managing the site to promote safe and acceptable use; and
 - b) Observing confidentiality restrictions concerning release of student information under state and federal law.

Students are discouraged from "friending" teachers on their personal social networking sites. As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously. Students may also use the Internet as a medium for taking online assessment in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

ELECTRONIC MAIL REGULATIONS

Students of Pendleton County Schools are prohibited from using district resources to establish or access Internet E-mail accounts through third party providers (i.e. AOL, Hotmail, etc.). Only Kentucky Education Technology Systems e-mail can be used. All remote access applies to the following regulations. The electronic mail is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Email addresses are assigned to all students 3rd grade and up. Lower grades can have a classroom account. Email is a great way for students to correspond with teachers and send work. Your child's email will not show his/her name. The addresses are not made public. The only way for someone to email your child is for him/her to give it to the person.

- Be polite. Do not write or send abusive messages to others.
- Students may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.

- Students may not use electronic mail for communications that are not through school account. Do not use electronic mail, for instance, from a source other than Pendleton County Schools.
- Students may not swear, use vulgarities or any other inappropriate languages.
- Students may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Students may not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the identity of other students unless a parent or a teacher has coordinated the communication.
- Students may not send electronic messages using another person's name or account.
- Students may not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

The electronic mail is not private. District personnel and others who operate the Network do have access to all email, and usage is monitored. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

COMMUNICATION DEVICES

A person shall not use communication devices for purposes of transmitting or receiving messages (INCLUDING TEXT MESSAGING) not instructionally related in Pendleton County Schools.

- All devices must be stored in a secure place (purses, pockets, etc.)
- All personal devices (i.e. laptops, PDA's, wireless, etc.) are subject to AUP requirements.
- Any violations of these usage policies will result in confiscation. If the device has been confiscated, a parent/guardian will need to come to school to pick the device up from the office. Chronic non-compliance shall result in PERMANENT loss of privileges.
- The school district accepts no responsibility for use, breakage, theft or loss of these personal items.
- Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.
- An exception may be made for events considered to be in the public arena (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 violate 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 arena.

VII. ATHLETIC INFORMATION

We believe that the behavior of every student involved in extra-curricular activities and/or athletics at Pendleton County High School should exemplify the honor and privilege that is associated with participation in such activities. The responsibility of taking part in these activities includes following the rules established by the Pendleton County Board of Education and as well as following the rules and guidelines set for specific groups or teams.

The conduct of students involved in extracurricular or athletic activities shall be governed by the rules established for extracurricular activities or athletics. The members of each activity group shall be informed of the rules and regulations governing the specific extracurricular activity prior to participation.

It is the responsibility of Pendleton County students to represent Pendleton County High School in a positive manner. A student may be disciplined for violation of the Student Code of Conduct and the Athletic Code of Conduct arising out of the same incident. Any violation of the Student Code of Conduct will be handled in accordance with the guidelines established therein.

Athletes will be assessed a player participation fee. The fee is \$100 for first sport, \$50 for second sport and \$25 for third sport for each athlete. There is family maximum of \$250 for player participation fees.

ATHLETIC SELECTION OF TEAMS

The head coach and his/her staff have the final decision on the selection of the team and playing time.

ATHLETIC ELIGIBILITY FOR ATHLETES

As of the first day of school of the sophomore year, the athlete must have a minimum of five (5) credits; the junior year eleven (11) credits; the senior year seventeen (17) credits.

During the season, a weekly grade check will be made to ensure a competing athlete does not have two (2) failing grades for that semester. If failing two (2) subjects, the athlete will be suspended for the next week and until the grades are passing.

ATHLETIC AWARDS

Athletic awards may be earned by a student who participates in each of the varsity sports programs offered at Pendleton County High School.

Those students who have participated in a sport which fields a freshmen team will receive, on completion, a certificate and chenille number indicating year of graduation. Students who have completed the first year of junior varsity will receive a 3" bar with an insert indicating the sport and a certificate. Students who have met the requirements for lettering the first year at the varsity level will receive an 8" letter and certificate. For each year of completion thereafter on the varsity level he/she will receive a 3" bar with insert indicating the sport and certificate.

For a student who has met the requirements to complete a year of varsity, they must have played in at least one-half of the quarters played, one-half of the innings played, one-half of the halves played, or one-half of the matches played during a school year.

Other awards sponsored by the school or private donations are to be approved by the athletic council which consists of the principal, the athletic director, and the head coach of each sport.

There will be a Fall Sports Reception after the fall season, a Winter Sports Reception after the winter season, and a Spring Sports Reception after the spring season.

BAND AWARDS

Students participating in Band will receive their letter at the completion of their freshman year.

ACADEMIC TEAM AWARDS

Academic Team members will receive a certificate of participation; students playing in half of the halves at the JV level will receive a JV bar; students playing in half of the halves at the varsity level will receive a varsity bar. Students who have not already received their varsity letter from another school activity will receive a varsity letter.

CHEERLEADERS

Cheerleaders will be selected each spring to cheer the boy's varsity and girl's varsity basketball games, varsity football games if sufficient students are interested and adequate sponsors can be obtained. Cheerleading rules and regulations are available from the varsity cheerleading sponsor and are contained in Pendleton County High School policy.

TRANSPORTATION OF ATHLETES

All athletes are required to ride the team bus to and from the athletic competitions unless prior approval from the Athletic Director or designee. In cases of extreme circumstance, an athlete may be granted permission to ride with a parent/guardian by the coach.

DRUG/ALCOHOL POLICY FOR ATHLETES

STUDENTS

9,313

- Eligibility (Athletics)

Determination of athletic eligibility shall be made in compliance with applicable policies, administrative procedures, and Kentucky High School Athletic Association requirements.

ALCOHOL AND DRUG EDUCATION PLAN

Each year, at the beginning of the school year, at least one (1) educational seminar on alcohol and drug abuse shall be conducted by experienced and professional drug abuse educators. These seminars shall be accessible to all students but shall be required of all student athletes. Each student participant may be accompanied by his/her parent/guardian.

DRUG TESTING PROGRAM

The District has established a drug testing program for student athletes for the following reasons:

1. The District has reason to believe student athletes are using illegal drugs.
2. Student athletes often serve as role models for other students.
3. Through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to the health and safety of other students.

Each student who plans to participate in athletics at the high school level and his/her parent or guardian shall sign a written consent/waiver form for drug testing as a prerequisite to the student's participation in an athletic program. Each student's coach shall be responsible for ensuring that such consents are in place prior to a student's participation in an athletic program. All such consents shall be kept by the high school Athletic Director for at least one (1) year.

The Superintendent shall develop a drug testing program to reasonably ensure student privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable. Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

The District shall endeavor to locate free and low-cost counseling/assistance program options for the consideration of parents whose child tests positive.

DEFINITIONS

Drug - Any illegal substance or substance controlled by federal regulation.

Prescription Medication - Any drug/medication prescribed to a student athlete by a licensed practicing physician.

Student Athlete - Any student participating in athletic practices and/or contests under the control and jurisdiction of the District, including cheerleaders and student managers and/or student trainers. STUDENTS 09.313

Eligibility (Athletics)

TESTING PROCESS

Student athletes who have been or who are taking prescription medication must provide verification prior to testing. Verification shall be in the form of a copy of the prescription or a physician's signed statement. Students who refuse to provide verification and subsequently test positive shall be subject to the consequences stated in the District's drug testing program.

Student athletes shall be subject to testing at the beginning of their first practice of the athletic season of the school year and random drug testing throughout the season, beginning with the first practice for each sport in which they participate. The number of students subjected to random testing and the timing of those tests shall be established by the Superintendent or his/her designee. The Superintendent/designee shall ensure the integrity of the random selection process.

CONSEQUENCES/PENALTIES

If a student tests positive, a second test shall be administered as soon as possible to confirm the results. If the second test is negative, no further action shall be taken. If the second test is positive, the parents shall be notified, and the Principal or designee shall provide the parent/guardian and the student with an opportunity to be heard before penalties are imposed. For first offenses, the student athlete shall choose one (1) of the following options:

1. Participate in a drug assistance program acceptable to the District (with costs to be paid by the student's family¹) and undergo weekly drug testing for a period of time as designated in the District's drug testing program and be suspended from participation in all athletics for a period of two (2) weeks from the date of the first test that yielded positive results or the resolution of an appeal, whichever is later, or
2. Be suspended from participation in all athletics for a period of one (1) year from the date of the first test that yielded positive results or the resolution of an appeal, whichever is later.

For a second offense, the student shall be suspended from participation in all athletics for a period of one (1) year from the date of the most recent test that yielded positive results, or the resolution of the appeal, whichever is later. After one (1) year, the student-athlete must test negative to gain reinstatement.

For a third offense, the student shall be suspended from participation in all athletics for the remainder of his/her high school career.

After completing a period of suspension from an athletic program, students shall be retested before beginning the next season for which s/he is eligible.

Offenses shall be cumulative over a student's entire period of participation in all high school athletics and shall accumulate regardless of the sport season in which they occur.

Positive test results shall not be turned over to law enforcement authorities or used to suspend or expel students from school.

APPEALS

Any student who violates this policy may appeal to the Superintendent/designee in writing within 48 hours. The Superintendent/designee will review the matter and issue a written determination no later than ten (10) school days after receipt of the appeal. A student may participate in athletic practices or contests during the pendency of an appeal.

- **Eligibility (Athletics)**

REFERENCES:

[KRS 156.070](#)

[702 KAR 007:065; OAG 90-87](#)

Kentucky High School Athletic Association (KHSAA)

Vernonia School District 47J v. Acton, ____ U.S. ____ (1995)

¹The District shall provide program assistance for students who receive free or reduced price meals.

RELATED POLICIES:

09.126 (re requirements/exceptions for students from military families)

09.423

Adopted/Amended: 10/16/2014

Order #: 9455

STUDENTS

09.313 AP.1

Drug Testing of Student Athletes

Procedures to Insure Integrity of Randomness and Integrity of the Selection Process

- The following procedures shall apply in the implementation of the random drug testing mandated by Board Policy 09.313.

RANDOMNESS

- In order to ensure the integrity of the random selection process, said process shall be done by a third party working with numbers only. Each student will be assigned a number. The third party shall select a number and the Superintendent or designee shall identify the student to whom that number is assigned.

TESTING PROCESS

- The following collection procedures for urine specimens shall be utilized by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student. Ensure the proper identification of the students and the students' specimen. Minimize the likelihood of alteration of a urine specimen and maintain complete confidentiality of the test results.

- A. The principal or his designee shall be present immediately prior to the collection process to ensure proper student identification;
- B. One (1) or more representatives of the testing laboratory shall be present when the specimen is taken;
- C. The testing laboratory shall provide each student present for the collection process, a receptacle for the collection of urine. The student shall be permitted absolute privacy during the collection process;
- D. Immediately prior to entering the bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings, including jackets, purses, bookbags, pocket contents, etc., in the custody of the high school representative present for student identification;
- E. Prior to entering the private bathroom facility utilized for the collection process, the testing laboratory shall treat the water in the bathroom facility with a coloring substance frequently referred to, by testing laboratories as blueing, the water closed to prevent a student from attempting to dilute or otherwise altering the urine specimens;
- F. Within (4) minutes following the collection, a representative of the testing laboratory shall utilize a temperature strip to test the temperature of the urine specimen. Urine specimens tested below a 90° Fahrenheit shall be discarded and the student shall be required to produce another urine specimen. A student producing a urine specimen testing above 100° Fahrenheit shall be subject to having the student's body temperature taken orally and only by representative of the testing laboratory. If the differential between the student's body temperature

and the temperature of the urine specimen is not within an acceptable range the student may then be required to produce another urine specimen;

- G. The collection of urine specimens shall be conducted on school premises;
- H. All scientific analysis of the collected specimen shall be conducted by a professional testing laboratory.
- I. A portion of each specimen given by each student participant shall be preserved by the testing laboratory for a minimum of thirty (30) days;
- J. Confirmation of all tests shall be forwarded by the testing laboratory to the Principal or designee, who shall provide the results to the Head Coach, Student, Parent(s) or Legal Guardian(s) of the student participant tested. The testing laboratory shall not provide testing results verbally. All test results are confidential and shall be maintained in the Principals office under the strictest security.

Review/Revised:9/16/1999

DRUG AWARENESS SEMINARS

Every student who participates in a high school sport **MUST** attend one of the three mandatory seminars before being permitted to participate in the sport. These seminars are held in the high school auditorium. Dates will be announced at a later time.

IX. GENERAL INFORMATION

CLUBS AND ACTIVITIES

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

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

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

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

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

SCHOOL-SPONORED DANCES

Dances are planned throughout the year by the various high school clubs and organizations. No middle school student will be allowed to attend high school dances, including the Homecoming Dance and the Prom. Students bringing dates outside of

this student body will need to get a Guest Permission Form prior to the dance to have their guest school fill out and return to the high school prior to the dance. Dances are not open to persons over the age of 20 (Picture ID is required).

HONOR ROLL AWARD

The "A" Honor Roll will be based on students making all "A's" during a nine-week grading period. Students receiving all "A's" & "B's" will be placed on the "B" Honor Roll. Students receiving grades "C's" and below are not eligible for the honor roll.

INCENTIVE FOR PERFECT ATTENDANCE

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

PROJECT GRADUATION

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

GUIDELINES

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

SENIOR TRIP

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

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

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

BOOK BAGS

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

DISASTER POLICY

* NO student will be dismissed from school unless a parent/guardian (or individual designated by a parent) comes for him/her.

* NO child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's Emergency Student Release Form. With this in mind, if your child's emergency information is not up-to-date, please contact our office, with the new information.

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

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

X. RIGHTS & RESPONSIBILITIES

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

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

RIGHTS AND RESPONSIBILITIES: The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following paragraphs outline both the rights and responsibilities of all participants.

STUDENT RIGHTS: Students have the right:

1. to public education with the high educational standards that meets the needs of individual pupils.
2. to notification of information pertaining to regulation and policies.
3. to reasonable physical protection and safety of their personal property.
4. to consultation with teachers, counselors, administrators, and other school personnel.

5. to free student elections for organizations within the school or their counterparts within the state and nation.
6. to candidacy and to hold office in student organizations within the school or within state or national student organizations.
7. to examination of their own personal school records.
8. to parents/guardians or their authorized representatives to examine personal records.
9. to involvement in school activities without being subject to any form of discrimination.
10. to participation in school activities which require competition on an equal basis.
11. to respect from other students and school personnel.
12. to presentation of complaints and grievances to proper school authorities.

TEACHER RIGHTS: Teachers have the right:

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

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

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

PRINCIPAL/DESIGNATED ADMINISTRATOR RIGHTS:

Principals/Designated Administrators have the right:

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

STUDENT RESPONSIBILITIES: Students have the responsibility:

1. to maintain acceptable conduct at all times.
2. to display consideration for the rights and property of others.
3. to dress in a manner that is not detrimental to the normal school progress and orderly operation of the school.
4. to maintain proper hygiene at all times.
5. to abstain from the sale, possession and/or use of alcoholic beverages, narcotics, drugs, counterfeit controlled substances, or look-alike and/or possession of drug paraphernalia.
6. to abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
7. to abstain from physically attacking any school employee.
8. to refrain from physically attacking classmates.
9. to refrain from persistent violation of school regulations.
10. to be in attendance at all regularly scheduled classes.
11. to refrain from acts of truancy such as being absent without permission from school and/or class.

12. to show respect for school authority by avoiding all acts of defiance.
13. to abstain from gambling, extortion, theft, or any other unlawful activity.
14. to complete all homework and classwork in accordance with the teachers' instructions.
15. to tell the truth in all school matters.
16. to refrain from cheating on all academic and/or athletic activities.
17. to avoid the use of verbal abuse with all persons within the school setting.
18. to refrain from the harassment of fellow students and/or school personnel.
19. to exhibit respect for other opinions by refraining from rudeness or inappropriate language.
20. abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
21. to practice proper safety procedures while using the building facilities.
22. to show respect for the educational process by taking advantage of every opportunity to further their education.
23. to refrain from habitual tardiness.
24. to practice self-control in terms of voice and limbs.
25. to refrain from leaving school grounds prior to dismissal for the day.
26. to abstain from any form of disruptive classroom behavior.
27. to maintain acceptable conduct at all school-related activities.
28. to refrain from unlawful assembly.

TEACHER RESPONSIBILITIES: Teachers have the responsibility:

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

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

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

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

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