

## **FOREWORD**

This student handbook was revised May 2010. The purpose of the handbook is to provide Scott County High School students with information directly related to the procedures, activities and expectations at Scott County High School. Take the time to review your handbook carefully. In doing so you will become aware of the do's and don'ts of the day-to-day routines of high school life.

Scott County High School has over thirty state and nationally recognized student organizations that you are encouraged to become a part of. These organizations offer students the opportunity to excel in citizenship, community and civic, as well as leadership activities. We encourage you to be an active participant during your years at Scott County High School, and in doing so, making our school a better place to be for future students.

Set high goals for yourself for the 2010 - 2011 school year. Let this school year be successful and a building block for your future.

Mr. Frank Howatt  
Principal, Scott County High School

1. The Scott County School System does not discriminate on the basis of race, color, national origin, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.
2. The Grievance Procedure is posted in the front office and printed in the Code of Conduct Handbook.
3. The Scott County School System offers equal educational opportunities.
  - The mission statement was revised in the Spring of 2002
  - The student handbook was revised May, 2010
  - The student discipline code was revised April, 2009

### **SCOTT COUNTY SCHOOLS ANNUAL NOTIFICATION OF RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with

legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward educational records on request to a school in which the student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing. Directory information may be released by the school on individual students unless specific instructions not to do so are presented to the principal or superintendent in writing within (30) calendar days after receiving this notification. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent education institution attended by the student.
- (5) In accordance with Protection of Pupil Rights Amendment (PPRA), parents/eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

"The Scott County Schools do not discriminate on the basis of sex, race and/or handicap in the educational programs or activities which it operates."

## TITLE IX, TITLE VI, AND SECTION 504 **COMPLAINT PROCEDURES.**

Step one:

1. The aggrieved employee or student shall present his/her complaint in writing to his/her building principal or supervisor in an effort to arrive at a workable solution to the grievance.
2. The matter shall be handled in a prompt manner allowing no more than three (3) working days or school calendar days to elapse from the time of the known complaint to arrive at a solution agreeable to all parties involved.
3. A written response shall be made by the building principal or supervisor and presented to the aggrieved employee or student within three (3) working days or school calendar days from the date the complaint was heard by the principal or supervisor, and filed in a master file maintained in the Superintendent's office.

Step two:

1. If the aggrieved employee or student is not satisfied with the solution received under Step One, or if the solution is not received in the prescribed three (3) days, the aggrieved employee or student may appeal in writing to the District Hearing Committee through its coordinator, who shall arrange for the hearing.

The written appeal shall be made by the complainant within three (3) working days or school calendar days of the date the written response was delivered by the building principal or supervisor in Step One.

2. A written response shall be made by the coordinator of the District Hearing Committee to the complaining party within three (3) working days or school calendar days from the date said appeal was heard by said committee and filed in master file maintained in the Superintendent's office.
3. The District Hearing Committee shall be appointed by the Superintendent of the Scott County School System.

Step three:

1. If the solution offered by the District Hearing Committee representative is not satisfactory, the employee or student may appeal in writing to the Scott County Board of Education through the Secretary to the Board of Education. This written appeal shall be made within three (3) working days or school calendar days of the date the written response was delivered from Step Two proceedings.
2. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee or student within three (3) working days or school calendar days from the date of said appeal and filed in master file maintained in the Superintendent's office.

Coordinator Randy Napier,  
Scott County Schools,  
Georgetown, Kentucky 40324.  
Phone (502) 863-3663.

## HARASSMENT/DISCRIMINATION

### **STUDENTS AND PERSONNEL**

#### **DEFINITION**

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

#### **PROHIBITION**

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender, sexual orientation or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

#### **Prohibited conduct**

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;

2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Members of one gender being subjected to sexual remarks of the other gender in the context of the workplace or classroom;
4. Impeding the work of an employee or student in class by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the employee/student and,
5. Limiting access to tools, equipment, etc. based on the employee's gender, race, color, religion, national origin, or disability.

## **DISCIPLINARY ACTION**

Students or employees who engage in harassment/discrimination of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sexual orientation, sex or disability shall be subject to disciplinary action including but not limited to termination of employment or expulsion.

### **Procedures**

Students or employees who believe they have been a victim of an act of harassment/discrimination or who have observed students or other employees being victimized shall, as soon as reasonably practicable, inform their Principal, Counselor or immediate supervisor.

### **HOUSE BILL 91**

HB 91 requires *any* school employee (or an employee of the board of education), who has reasonable cause to believe a student has been the victim of one of these offenses, to make a written or oral report to the principal of the school attended by the student/victim. Through the provisions of HB 91, it will be possible for school and district employees to report serious safe-school incidents, including bullying (rising to the level of a felony offense), to the principal so that quick and effective actions can take place to ensure the safety and well-being of all students.

Step one:

- A. The student/parent or employee shall present his/her complaint of harassment/discrimination in writing to the building principal, guidance counselor or supervisor.
- B. If the Principal, counselor or supervisor is an alleged party in the harassment/discrimination complaint, the complaint shall be directed to the Superintendent.
- C. The staff member to whom the complaint was directed shall make prompt investigation of the allegations and make a written response to the student/parent within five (5) working days after receiving the complaint. A copy of the complaint and response shall be filed with the Superintendent.

Step two:

- A. If the student/parent or employee is not satisfied with the resolution developed under Step One, or if the solution is not received in the prescribed five days, the student/parent or employee may appeal in writing to the Superintendent, who shall investigate the allegations within five working days from the date the appeal was received.
- B. A written response will be made by the Superintendent within ten working days from the date of the appeal and presented to the student/parent or employee with a copy to be filed in the Superintendent's office.

Step three:

- A. If the resolution of the complaint developed by the Superintendent is not satisfactory, the student/parent or employee may appeal in writing to the Board for a hearing at the next regularly scheduled meeting. The resolution of the complaint shall be made by the Board within three working days of the next regularly scheduled meeting.
- B. The resolution reached by the Board shall be final and shall be presented to the stu-

dent/parent or employee in writing within three working days from the date of the Board's decision with a copy filed in the Superintendent's office.

## **CORRECTION**

Any harassment/discrimination, when verified, shall immediately be stopped and any conditions causing such harassment/discrimination shall be immediately corrected. District students or employees shall be notified of methods enacted to prevent reoccurrence.

## **CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

## **APPEAL**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by a teacher, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

## **RETALIATION PROHIBITED**

No one shall retaliate against an employee or student because he/she files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because he/she has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

## **FALSE COMPLAINTS**

False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

# **SCOTT COUNTY HIGH SCHOOL MISSION STATEMENT**

We believe the responsibility of Scott County High School is to instill in students the life-long pursuit of education and to enable them as responsible contributors to a changing global society. All students will be provided a learning environment that prepares them to excel according to the student's interests, abilities, and ambitions. Our efforts toward high student achievement will be evident through a curriculum centered around KERA core content standards, a goal of proficient scores on all state assessments, and a successful transition to adult life. Teachers should practice teaching methods that meet the needs of each student in the most effective, up-to-date, and equitable manner. We believe this philosophy can be attained only through participative collaboration of students, parents, community, faculty and staff.

# SCOTT COUNTY HIGH SCHOOL - A HISTORICAL PERSPECTIVE

Scott County High School is located one mile north of Georgetown on a campus of forty acres. Scott County High School was consolidated from four other county high schools: Sadieville, Stamping Ground, Great Crossings, and Oxford. Constructed in 1954-55 by Flemingsburg Lumber Company and equipped at an approximate cost of \$500,000, the building contained 19 classrooms, a library-study hall combination, cafeteria, administrative offices, and gymnasium-auditorium with a 2,400 seating capacity. In 1956, Ed Davis High School was included in the consolidated high school. Scott County began in 1955-56 as a four-year high school with 22 faculty members and 375 students. In 1970, 12 classrooms and a new library annex were added. A new greenhouse was constructed in 1971. In 1975 construction of another wing was begun. This new addition provided classrooms for English, music, art, physical education, industrial arts and a cafeteria with a seating capacity of 550. In 1974-75 the school had an enrollment of 574 students and 34 faculty members. In July 1974, the administrations of the Georgetown and Scott County school systems were merged. At the beginning of the 1975 school year full consolidation of these two systems was completed. With the opening of school for the 1975-76 year Scott County High there were 56 faculty members and approximately 1050 students enrolled.

In 1995, it was announced that a new, 10 through 12 high school would be constructed on the site of the old football field. The new building contains 65 classrooms, a 750-seat auditorium, a 3,000-seat gymnasium, a student-operated bank as well housing an enhanced vocational education program. Included in this construction project were a new practice football field, state of the art track and field facilities, as well as renovation of the original high school building for use as middle school. The original middle school building was renovated for use as a ninth grade school. The beginning of the 2006-2007 school year holds the potential for approximately 1400 students (grades 10 through 12) and 75 faculty members. Students who have attended Scott County High School have been proud of their school and have established a tradition of honesty, loyalty, and dependability. Standards for achievement, morale, ideals, and values are high. It is not only the duty but also the privilege of all students who attend Scott County High School to uphold these traditions for personal improvement and improvement of our school.

## GENERAL INFORMATION

### CLASSIFICATION OF STUDENTS

1. All students graduating from Scott County High School must have earned a minimum of 22 credits.
2. Students are required to have completed the minimum credits for graduation.
  - 4 credits in English – English I, II, III and IV
  - 3 credits in Math- Including Alg I, Geometry and one elective from program of studies

*\*Starting with the graduating class of 2012, students must take a math class each high school year to include Algebra I, Algebra II, and Geometry.*

- 3 credits in Science – Including Life Science, Physical Science and Earth Space Science
- 3 credit in Social Studies –Including Integrated Social Studies and American History
- 1 credit in Health /Physical Education
- 1 credit in Arts and Humanities

**The arts/humanities credit may be fulfilled by one of the following options:**

1 credit in choral music, band, piano, music theory or

1/2 credit in arts/humanities with the remaining 1/2 credit requirement delivered through English, physical education and social studies classes.

Completed Writing Portfolio required in Senior Year. Exception – Student in district less than 100 days before Senior testing window and out of state transfers.

The local Board of Education may grant substitution if the course meets the same applicable components of 703KAR:060

3. Students enrolled will require the following number of credits to be classified as a:

**Sophomore-** students who have attended a minimum of one year of high school and completed **4.5 credits**

**Junior-** students who have attended a minimum of two years of high school and completed **10 credits**

**Senior-** students who have attended a minimum of three years of high school and completed **16 credits**

22 credits are required to graduate.

4. Credit earned prior to entering the 9th grade- Any credit earned prior to entering 9th grade will be noted on the Scott County High School transcript with a grade of "P", unless it is a high school credited course. In this case, the credit will not count toward the 22 required high school credits, but the grade will show on the transcript and it will average into their cumulative GPA.

5. The pre-college curriculum requires two years of the same foreign language.

## **SECONDARY GRADING SCALE**

**A** (100-92)      **B** (91-84)      **C** (83-76)      **D** (75-68)      **F** (67-0)

All grades will be reported numerically using the above grading scale and averaged numerically, not by point system.

## **HONOR ROLL**

The honor roll will be based upon the numerical average of all classes taken within one nine-week grading period. Those students with a GPA of 3.45 or above will be placed on the "Super" honor roll, and those students with a GPA from 2.45-3.44 will be placed on the "Regular" honor roll. Students receiving a grade below 76 are not eligible for the honor roll.

There will be a yearly honor roll.

## **VALEDICTORIAN**

The Valedictorian of the graduating class will be the student(s) with the highest GPA who complete(s) a minimum combination of four AP classes and/or Dual-Credit College courses prior to graduation. Candidates for valedictorian should be enrolled in a full schedule of credited classes during their senior year and should follow his/her Individual Learning Plan. The candidate's counselor, principal and parent(s) must approve any exceptions to the latter requirement.

## **ALTERNATIVE CREDIT OPTIONS**

High School students may earn, through correspondence and/or virtual/online courses, a combined maximum of three (3) units of academic credit to be applied toward graduation. Students must meet with counselor prior to taking course work to determine if the course offered is by an accredited institution approved by the Scott County Board of Education. Fees for any alternative credit options will be the responsibility of the student.

## **FIRE AND SEVERE WEATHER DRILLS**

Fire drills are required by state law; severe weather drills are required by the Scott County Board of Education. These drills are to prepare every individual in the building to meet an actual emergency; therefore they should be taken seriously.

Pupils must remain attentive; move quickly and in an orderly fashion. Specific instructions as to the

route and exit to be used are posted in each classroom and will be strictly observed. Each teacher will accompany his/her class to the designated area. Students must be aware of designated severe weather areas should the severe weather alarm occur during travel time, arrival to school or dismissal from school.

## **EMERGENCY CLOSING PROCEDURES**

Parents are advised to listen to local television and radio stations in the event of an emergency closing of school.

## **TELEPHONE CALLS**

Students will be called to the telephone for emergencies only. The office telephones may be used for emergencies only, with a hall pass or notes from your teacher giving you permission to do so.

Student pay phones are located outside the lobby area and near the cafeteria. Students using the telephone must:

- A. use the telephone between classes only.
- B. have a teacher pass to use the telephone.

Tardiness resulting from use of the telephone will not be excused.

Messages taken for students during the school day must go through the office.

## **LUNCH**

Students at Scott County High School observe a closed lunch. All students are required to go to lunch with their fourth-period class teacher and remain until their teacher returns for the group. Students failing to comply are subject to disciplinary action. Lunches may be brought from home if students so desire. **Students may not order out from a restaurant outside school during the day. Students cannot eat restaurant food brought to them in the cafeteria during the school day.** Students are expected to exemplify good manners while in the cafeteria. Normal conversation tones should be used at all times. All students are required to empty the trays in the proper places and leave the tables clean for the next group of students. Students failing to comply will be subject to a cafeteria clean-up assignment.

## **NO PASS / NO DRIVE LAW**

*According to the No Pass/No Drive Law, Kentucky Revised Statute 159.051, any 16 or 17 year old student who becomes academically deficient or deficient in attendance will be reported to the Kentucky State Transportation Cabinet for driver's license revocation. A student is academically deficient if he or she has not received passing grades in at least four courses in the preceding semester. A student is deficient in attendance when he or she drops out of school or has nine or more unexcused absences. Out of school suspensions are considered unexcused absences. A student who plans to get his or her driver's permit or license must obtain a School Compliance Verification Form from the guidance office. Sign up in the guidance office at least 24 hours prior to needing the form.*

## **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 the Scott County High School. Students should accept this responsibility with pride and conduct themselves at all times as worthy representatives of the school.

School policies/disciplinary action apply to students at school-sponsored events, both home and away.

## **SOFT DRINK/WATER CONTAINERS AND BOTTLES**

Soft drinks in thermal cups or other containers are not to be used by students at any time during the school day. Bottled water may be permitted during the day as long as it is in the original clear plastic container and can be capped to close the container. Individual classroom teachers may choose to allow or not allow water bottles in their classroom.

## **SECURITY CAMERAS**

Security cameras are located throughout the entire building. These cameras tape activity within the school and the surrounding outside areas, twenty-four hours a day. Students are held accountable for events that are recorded by the security cameras, with the event being treated as being seen through the eyes of a school faculty member. Due to confidentiality restrictions recorded images from the camera system cannot be reviewed by anyone except school staff.

## **PRESCRIBED MEDICATION**

*Students needing to take prescribed medication at school must fill out the district medication forms which include signed statements by the physician and guardian. Students should bring these completed forms along with the medication in its original container to the guidance office before the medication can be dispensed. Forms can be picked up from the guidance office or online at the school website.*

## **OVER THE COUNTER MEDICATION**

*Students needing to take over-the-counter medication during the school day must complete the district over-the-counter medication form before the school is allowed to dispense this medication. Students should bring this form and the medication to the guidance office where it will remain during the school year for the students needs. This medication must be in its original container. The district over the counter medication form can be picked up in the guidance office or online at the school-website.*

## **LOCKERS**

Lockers are assigned to students by homeroom at the beginning of the school year. Students should report any locker malfunction to their homeroom teachers. Individual padlocks will be provided by the school for use by students for a nominal rental fee (planner/locker fee). No outside locks may be used without permission from the principal. Each student is responsible for removing all personal items from his/her locker, room or building during the last week of school.

School officials have the right to search students or their lockers if the officials have reasonable suspicion that a student may be in possession of something that violates school rules or endangers others. The purpose of searching students, their belongings, lockers, desks, or automobiles is to protect the property and safety of others and/or to maintain the ongoing educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Searches will be used when other techniques to remedy the situation have been exhausted, or when there is an immediate danger to life or safety.

## **CHEATING/PLAGIARISM**

Students are expected to complete their own work. Any work turned in for credit must be student's original work. Consequences will include a "0" and possible school discipline.

Students are expected to submit only their own work for writing assignments. Using the exact or paraphrased words of another writer, another writer's unique ideas, or another person's graphics, without crediting the original source, is plagiarism. Students will become aware of what constitutes plagiarism at the beginning of each year. Consequences of plagiarism will be a "0" on the assignment and referral to the principal for further disciplinary action. Students will be referred to ESS and permitted to earn 50% of the assignment's grade if the assignment is accurately redone.

## **PARKING PRIVILEGES**

**Only senior and junior students with a 2.0 cumulative GPA, with no more than 1 unexcused**

**absence and no more than 3 unexcused tardies will be allowed to apply for parking permits.**

Parking privileges are for one semester only. Students wishing to drive second semester must apply for a parking permit prior to the start of the second semester. Students may not apply for parking privileges without valid Kentucky driver licenses. Eligible students must complete all required forms, providing all information requested, and return them to the assigned Principal within the announced time frame. Failure to do so will remove the student from consideration for a parking permit.

Students who are approved for parking permits must pay \$10.00 for the student parking permit hanger. Attendance rules and policies governing parking permits will be enforced. For more complete information, see your Assistant Principal. Student parking lot is posted "Authorized Permit Parking Only"; cars without authorized parking permits may be ticketed.

**DISTRICT STUDENT DRUG TESTING PROGRAM**

*Student's in grades 9-12 who participate in any extracurricular activity selected by the Board for this program to include, but not limited to, any athletic program, any driver, or any other extracurricular activity in the District. The district will randomly test 15% of the students eligible during the school year. Students and parents/legal guardians will be made aware of the drug testing process at the beginning of the athletic season for each sport and at the time of application for parking permits for drivers.*

**STUDENT DRESS**

The following types of clothes are inappropriate for both male and female students:

1. Shorts or other clothing that draw undue attention to an individual, such as tight clothing, too short skirts or shorts, and droopy pants. As a general rule, shorts and skirts should be knee length and pants should be worn above the hips. Pants worn below the hips that expose undergarments are prohibited .
2. Types of clothes that bare the midriff, shoulders ,chest, including halter-tops, spaghetti straps, or one-shoulder tops. In addition any garment that has holes that bare areas of the body that the administration deems inappropriate are prohibited.
3. Hats or head decorations (i.e.. face paint, handkerchiefs or bandannas) *may not be worn in the buildings at any time.*
4. Sunglasses.
5. Chains or any other item deemed potentially dangerous.
6. Clothes that advertise drugs, alcohol, or that have obscene language, inflammatory language, images or suggestive messages, or jerseys of the mesh/net type.
7. Student dress code can be amended without prior notice by the administration. Students in violation of the dress code will be expected to correct the situation in one of the following ways:
  - Turn the garment inside out.
  - Put another garment on top of the offending clothing.

**VIOLATION OF DRESS CODE**

*All hats, sunglasses or other inappropriate materials will be confiscated and returned at the end of the current semester.*

**STUDENT IDENTIFICATION BADGE**

After school pictures are completed all students will be issued a Student I.D. Badge . All students are required to wear their ID badge while at school . If a student does not wear the I.D. Badge while at school a referral for defiance will be issued and that student will meet with an Assistant Principal . In the event the student loses the ID badge a duplicate will be issued at a cost of \$5.00 to the student.

## **SCHOOL ISSUED APPAREL**

Apparel issued by the school must be returned or paid for by the individual. These would include R.O.T.C uniforms, Chorus/Singer blazers, athletic uniforms and cheerleading uniforms.

## **TEXTBOOKS/LOCKER/STUDENT FEES**

The fee schedule for textbook, locker rental and student fees is \$40.00 per student.

## **WAIVER OF STUDENT FEES**

Students who qualify for free or reduced price lunches also qualify for waiver of student fees for educational purposes as outlined in 702 KAR 3:220, Section 4. Students who qualify for free or reduced meals will receive a letter from the Scott County Board of Education which serves as an application for the waiver of student fees. The letter must be signed by the parent or guardian and presented to the principal of the school to qualify for the waiver of student fees.

## **PARENTS RESPONSIBLE FOR BOOKS NOT RETURNED-ENFORCEMENT**

Each pupil, or his parent or guardian, shall be responsible to the school for all books not returned by the pupil. A pupil not returning all books delivered to him shall not be entitled to the benefits of KRS 157.100 to 157.180 until the books are paid for by the parent or guardian or accounted for, keeping with the regulations of the State Board of Education.

## **STUDENTS WITHDRAWING FROM SCHOOL**

Students withdrawing from school will collect their books and return them to the guidance secretary.

*All debts must be cleared with the school before transcripts, report cards or diplomas will be released.*

## **BUILDING HOURS**

The building is open each morning by 8:15 a.m. and closes at 4:15 p.m. Any student or group of students remaining in the building after school closes must be supervised by a member of the faculty. *Students remaining in the building unsupervised beyond school hours may be subject to disciplinary action and denial of extra-curricular activities.*

## **TRAINING AREA FOR LOCAL POLICE**

This building may be used for the purpose of training for local police drug dogs.

# **EXTENDED SCHOOL SERVICES**

## **INTERVENTION PROGRAM--Grades 9-12**

The Intervention Program works in collaboration with the 9<sup>th</sup> grade school and SCHS. Many opportunities are available through the Intervention Program, such as credit recovery, independent studies, ESS, group counseling, summer school and smaller class sizes. **You may contact Mrs. Joretta Crowe, Director of the Intervention Program, at (502) 863-4057 if you have questions regarding this program.**

## **REGULAR TERM PROGRAMS (SEPTEMBER - MAY)**

### **TUTORING**

Beginning in September and continuing until the end of the school year, tutorials are offered in a variety of subjects. Tutoring may prove helpful both to students who need short-term assistance to master a particular assignment or concept and to students who need long-term support to maintain passing grades. Students who need to make up work or who need help with a particular aspect of the KCCT test or with a portfolio assignment may also find tutoring useful.

After school sessions are offered throughout the week. Before-school sessions are from 7:55 - 8:40 a.m.

## **COURSE SCHEDULE CHANGES AND POLICIES**

### **The first week of school:**

During the first week of school, schedule changes may be available on a limited basis. Hiring of staff is based on schedule requests; therefore, students will remain in elective courses that they requested. Students should see their guidance counselor to complete a schedule change form **only** if they meet the requirements for an approved schedule change. The following criteria are utilized to determine if a schedule change is possible:

Incomplete schedule (student's schedule is missing a course)

Summer school course work completed and a subsequent change is required

Student has been scheduled into a course out of sequence (i.e. French III before French I)

### **Dropping a course during the school year:**

*Students may not drop a course they are passing. If a student is granted a schedule change that requires a student to drop one course for another, a "WF" grade will be placed on the student's transcript and calculated as a part of their grade point average. If, however, a level change is permitted, the failing grade will transfer to the new course. These changes can only occur at the end of the first semester. Then the student would be scheduled in a course as space permits.*

## **PROGRESS REPORTS/ATTENDANCE PROFILES**

Progress reports are provided for all students at the mid-point of each nine-week grading period. These reports will be carried home by the student. Attendance profiles are also provided at the mid-point of each nine weeks grading period. Students have one week from receipt of the profile to inform their assistant principal of any errors or corrections needed. After the one week period, the attendance record will not be changed.

## **TRANSFERS FROM NON-ACCREDITED SCHOOLS AND HOME SCHOOL**

Scott County High School will accept credits for transfer students from an accredited secondary institution. Transfer students must meet all graduation requirements in addition to successfully earning a minimum of two (2) credits from Scott County High School during their senior year to earn a Scott County High School diploma. Credit(s) earned by a student in a non-accredited school shall be awarded upon the enrolling student's passing the semester final(s) for one-semester classes, and passing the semester exam(s) and final exam(s) for a year- long course(s). Upon successful completion of the exam(s), credit(s) shall be granted for the class(es) and will count toward the minimum graduation requirements set forth by the Scott County Board of Education.

## **EARLY GRADUATION**

Early graduation is discouraged by the high school administration. If a student wishes to graduate after their junior year, however, the following criteria must be met:

1. Written parental approval of the decision to graduate early.
2. Written notification of intent to the principal and counselor. *This must be done by May 1 for graduation the following spring.* The principal or counselor will notify the student of approval.
3. Successful completion of all courses attempted through the sophomore year.

## **CLASS RING**

Students in sophomore homerooms may order class rings in the spring of their sophomore year. A down payment is required when the ring is ordered, and the remainder is paid when the ring is received.

## **GRADUATION ANNOUNCEMENTS, INVITATIONS**

Students classified as graduating juniors and seniors will place orders for graduation invitations, announcements and other related materials in the fall of their senior year. *Students who place orders enter into a legal contract with the provider and will be responsible to the provider for all materials ordered.* This includes students who fail to graduate on schedule with their respective class.

## **GRADUATION CEREMONY**

Participating in SCHS Graduation ceremony is a privilege open to those seniors and graduating juniors who have completed all graduation requirements by the end of the current school year.

## **STUDENT ASSEMBLIES**

Students may assist school administrators and faculty in the planning of assembly programs and/or plays. Students may assist as individuals, through Student Council association, through classroom organization, or through extra-curricular organizations.

Student conduct that disrupts, creates disorder, invades the rights of others, that damages or destroys the atmosphere of the assembly shall not be permitted. Those attending students will be asked to leave without being reimbursed, if the program was a charged program.

## **SENIOR AWARDS NIGHT**

Various awards are given to SCHS seniors at Awards Night program toward the end of the school year. Outstanding achievements by students are awarded by departments of the school, organizations of the community, and various representatives from colleges and universities.

## **JUNIOR AND SOPHOMORE AWARDS DAY**

Various awards are given to SCHS juniors and sophomores during a program towards the end of the school year during the day. Outstanding achievements by students are awarded by representatives from the SCHS staff and community.

## **DANCES**

Dances may be held after home football games and some basketball games for Scott County High School students and their dates only. Admittance to the dance may require valid student identification cards. Couples must have a valid student identification card for one person only. *The dances will end at 11:30 during the football season and at 11:00 p.m. during basketball season unless otherwise announced.* All students are subject to the high school code of conduct.

## **PEP RALLIES**

Throughout the school year, pep rallies will be held in the gymnasium. We will announce for students by grade level and seating will be assigned by grade level.

## **JUNIOR AND SENIOR PROM**

There shall be a formal Junior-Senior Prom each spring. The Junior Class is in charge each year of working to fund this activity. The prom may be held outside the county. Those attending are to conduct themselves properly as at all school events, remembering that regardless of where they are, they are representatives of Scott County High School.

# **SCOTTNET PRIVILEGES AND RESPONSIBILITIES**

## **ACCEPTABLE USE POLICY OVERVIEW**

The Board supports the rights of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon students, employees, and community members to use this privilege in an appropriate and responsible manner.

A one-hour training session on Acceptable Use is required by anyone using district technology resources beyond "ready-only" access. This includes all students, employees, and community members. Contracts are available only after attendance at an Acceptable Use training session.

A contract, signed by the student, shall be required prior to the school granting that student access to the Internet and/or email. The signature of a parent or guardian is also required for students under the age of 18 and will indicate the degree of access granted to the student. This document shall be kept on file by the School Technology Coordinator (STC) as a legal, binding document.

These signatures indicate understanding and agreement with the specified acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.

## **LOSS OF SCOTTNET SERVICES**

The School Technology Coordinator may suspend or close an account for at least one calendar year if the Acceptable Use Policy is violated. A user may appeal this decision by submitting a written request to either the District Technology Coordinator or the Superintendent.

# **SCOTT COUNTY BOARD OF EDUCATION AND HIGH SCHOOL ATTENDANCE POLICY**

*This policy supersedes and takes precedence over any previous policy.*

## **ABSENCES AND EXCUSES**

### **ATTENDANCE GOAL STATEMENT**

The Scott County Board of Education views the matter of student attendance as one of its primary concerns. Accordingly, the Board encourages the active cooperation of teachers, students, parents, and administrators in maintaining a high level of student attendance at all Scott County Schools.

Students are expected to attend the school in which they are enrolled, regularly and punctually, in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The Scott County Board of Education believes that there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much better adjusted to live in our society.

### **TRUANCY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

Absence for less than a half day shall be considered tardiness.

### **ATTENDANCE CLERK**

The Principal shall designate a staff member to serve as attendance clerk or student services secretary. This person shall be responsible for carrying out the K-12 attendance policy.

### **EXCUSED ABSENCES**

A student shall be permitted a total of six (6) excused absences per year upon presenting a parental note to the school principal or designee for the following reasons:

(Doctor's excuses do not count toward the six days of excused absences.)

1. Death or severe illness in the pupil's immediate family. The number of days excused for a death will be determined by the circumstances involved and will be kept to the minimum necessary as determined by the Principal or designee.
2. Illness of the pupil.

Medical and dental appointments will be excused only for the time required to complete the appointment, unless specified by the doctor.

3. Religious holidays and practices.
4. Court appearance when the student's presence is required by subpoena or citation.
5. Driver's permit/license test, which will be excused for a portion of the day.
6. Cultural and educational activities as approved in advance by the Principal, including those qualifying as educational enhancement opportunities.
7. **One (1) day for attendance at the Kentucky State Fair.**

## **ENHANCED EDUCATIONAL OPPORTUNITY**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Students/parents should complete the educational enhancement opportunity request form five (5) days prior to the absence.

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

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

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

## **ATTENDANCE COMMITTEE**

The Central Office Attendance Committee shall consist of the Director of Pupil Personnel (DPP) and two (2) parents to be appointed by the Superintendent. Their primary function shall be to hear appeals.

## **ABSENCES FOR VACATIONS**

**The regular school calendar allows students to be off during the summer months as well as holidays, fall break, spring break, Christmas break, and teacher professional days. Therefore, absences for family vacations when school is in session will be recorded as "unexcused". Since classroom time is a high correlate for learning, parents are strongly encouraged to plan vacations around the school calendar.**

## **NOTES REQUIRED**

**Notes shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the appropriate person within three (3) school days of the student's return to school. If a note is not received within three (3) days after returning to school, the absence or tardy is unexcused. The principal or his/her designee shall determine whether the absence is excused.**

## **MAKE-UP WORK**

Work missed due to excused absences may be made up by arrangement with the teacher. The student is responsible for making arrangements with the teacher for completing make-up work.

## **UNEXCUSED ABSENCES**

Absence for reasons other than those listed in this policy shall be unexcused. Work missed due to unexcused absences may not be made up.

# ABSENCES AND EXCUSES

## EXCEPTION

Students are not entitled to make-up daily work missed for absences because of suspension from school but are allowed to do the following:

1. Take major tests, such as final examinations or unit tests, for credit upon returning from a suspension; and
2. Hand in for credit major projects or term papers assigned before the period of suspension but due during the time the suspension occurred.

KRS 36.396 KRS 40.366 KRS 158.070 KRS 158.183 KRS 158.293 KRS 158.294

KRS 159.035 KRS 159.150 KRS 159.180

702 KAR 007:125, 704 KAR 007:100

OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

## REGISTRATION

If a student is a resident of Scott County on the opening date of school, his day or days of absence will begin with the opening day of school, not when the student enrolls.

Students will be required to register the first day of school.

All immunizations required by KRS statutes must be on record with up-to-date immunization certification. Students will not be allowed to attend Scott County High School until such records are up to date. Exception: students transferring into Scott County High School for the first time.

## \* DAYS REQUIRING PRE-APPROVAL TO BE EXCUSED:

Religious holidays, college visits, vacations, etc. must be approved by the appropriate assistant principal or principal **prior to the day(s) missed**. A note or contact after the event has occurred will result in the activity being unexcused.

## TARDINESS

1. A student who is not in his/her classroom, even though on school grounds when the tardy bell rings, is considered tardy and may be disciplined.
2. A student who is late without a note will receive an unexcused tardy. *It is the responsibility of the student to bring a note to the attendance clerk/assistant principal explaining the reason for the tardiness, no later than the next day, to be considered as excused.*
3. Tardies may be excused only for the reason that absences are excused, plus school caused reasons (i.e., late bus, teacher request, etc.).

## Students driving or riding - other than bus

Students furnishing their own transportation or riding with parents will be unexcused for reasons relating to the transportation.

# ATTENDANCE PROCEDURES

**Excused Absence.** This is an absence for one of the reasons listed on the aforementioned page and is for a portion of the day or all day with the consent and/or knowledge of the parent/guardian. Parental consent does not necessarily constitute an excused absence.

**Unexcused Absence.** This is an absence for a portion of the day or all day and usually without the consent and/or knowledge of the parent/guardian, and is not for one of the reasons listed on page 18. Days absent because of suspension are considered unexcused absences

## Students who are absent must follow these procedures:

1. On the return to school following an absence, the student shall present a note to his assigned

principal from his parent, guardian, or doctor. Notes will be accepted from parents for up to six-(6) day(s) absence. Thereafter, a doctor's statement or a parental conference (in-office only, no telephone calls) will be required for the absence to be excused. The note should contain the following information:

- a. Parent's note should include request to excuse absence, specific reason for the absence, dates of absence, signature, and telephone number where the parent may be reached. Forged parental notes may result in disciplinary action for forgery and parental notes being disallowed.
  - b. Doctor's note should include the date and time student was treated, when the student left the Doctor's office and whether or not student should return to school that day, and signature.
2. The school administrator will make the decision as to whether or not a student has an excused absence after reviewing the note presented by the student.
  3. Failure to bring a note on the first day of attendance will result in an unexcused absence. Failure to bring a note the next day will result in the absence remaining unexcused.
  4. Students who are absent for a portion of the day shall sign in or out with the Attendance Clerk. An absence of three (3) or more periods will be counted as one (1) day's absence toward the six absences allowed by parental note.

### **VERIFICATION BY TELEPHONE REQUIRED TO SIGN OUT**

- a. Students may not leave school without the consent of parent/guardian. A written note without verification by telephone will not be sufficient to allow the student to sign out.
  - b. The student must present a note to the administrator, and the administrator must receive a personal visit or call from parent or guardian requesting permission to leave.
  - c. Any student who finds it necessary to leave school during the day will be subject to the same policy concerning absences and excuses.
5. When an extended absence is anticipated, arrangements with the administration (principal, assistant principal, counselor, and/or teacher) should be made through a parent conference. Students may be eligible for home instruction.
  6. Attendance letters will be mailed to the parent/guardian of students on the:
    - a. 3rd unexcused absence
    - b. 6th unexcused absence (Final Notice)
    - c. 6th total absence with notes from home (doctor's statement required thereafter).
  7. Parents/guardians should receive a telephone message from the school any time their student is tardy to school, signs out before the end of the school day or is absent for the entire school day.

### **MAKE-UP WORK**

Students having an excused absence will be allowed to make up work missed. It is the responsibility of the student to make necessary arrangements with his/her teacher(s) concerning work to be made up upon returning to school. A length of time equal to the number of days missed will be allowed for all make - up work to be completed and turned in.

Excused Absence - Make-up work and tests will be averaged as part of the grade.

### **CLASSWORK AND HOMEWORK (ABSENT 1 - 2 DAYS)**

Each student is encouraged to establish a "contact person" in each class (6) to contact for assignments when absent one to two days.

Students are encouraged to have someone pick up books and materials from their lockers. Please stop by the office for assistance.

## **CLASSWORK AND HOMEWORK (ABSENT MORE THAN 2 DAYS)**

If a student has been absent for two (2) days and anticipates he/she will be out one or more additional days, a request for assignments may be made by calling a school secretary at 863-4131, Ext. 1111.

The request must be made by 9:00 a.m. on the second day of consecutive absence in order to pick up assignments the following day.

Teachers will be notified by a homework request sheet in their mailbox. Teachers will have 24 hours to get the sheets back to the office.

The student should give his/her locker number and combination to the person picking up the assignments.

Assignments can be collected, and assistance with the locker will be given in the front office.

## **EXPECTED COMPLETION OF WORK AND TEST**

If a student is absent only on the day of a test or when work is due, but has had the same opportunity to prepare as the other students in regard to class work and review, that student shall be expected to take a test over the same material or turn in the work on the first day he/she returns to school following the absence. However, if conflicts arise, this test or work shall be completed at the discretion of the teacher.

**Unexcused Absence** - Any work done for a grade (quizzes, test, etc.) will be recorded as a zero (0) and averaged as a part of the overall grade. Students are encouraged to complete assignments in an effort to avoid falling behind in their classes.

## **ATTENDANCE - PARTICIPANTS INVOLVED IN EXTRA-CURRICULAR PROGRAMS.**

Students in violation of the school attendance policy will not be allowed to participate in \*extra-curricular activities. All students must be in each class on the day of a scheduled game or activity or they will not be allowed to participate that day. Exceptions to this policy include doctor's statements, school sponsored activities, and activities pre-approved by the principal. Students are to be present at school on the next school day following a game or activity. To maintain eligibility, any absence or tardy must be excused. Students with an unexcused absence on the next school day after an extra-curricular activity will not be allowed to participate in the next event of that extra-curricular group.

If a student is assigned to C.A. B., he or she may not participate in the activity until reinstated in school. This is normally the next school day, however, in the case of a C.A.B. assignment ending on Friday, the student will not be reinstated until the following Monday. If two students are involved in a situation where they are placed in C.A.B. on consecutive days, their time of ineligibility will be concurrent and based upon the first student's time in C.A.B.

If a student is suspended from school, he or she will not be allowed to participate in any practices or activity until reinstated in school. This is normally the next school day, however, in the case of a suspension ending on Friday, the student will not be reinstated until the following Monday.

If a student is withdrawn to homebound instruction, he or she will not be allowed to participate in any practices or activity until re-enrolled in school.

\*Extra-curricular is defined as any school sponsored activity that takes place during non-academic time that does not require academic evaluation.

## **INFINITE CAMPUS PARENT PORTAL HOME**

Parents may review student grades for a grading period and attendance via the internet. The web address is [www.scott.kyschools.us](http://www.scott.kyschools.us). Click on Scott County High School, then click on Parent Portal Instructions. Access to the Parent Portal requires the parent to come to the guidance office with a picture ID. After verifying that the family's demographic information is accurate, the parent will be given their User ID and instructions for logging on to the site. No user ID's will be given over the phone or thru email. Check with the school guidance department for the latest information regard-

ing this service.

## **SCOTT COUNTY SCHOOLS BUS RIDER POLICY AND RULES (REVISED 2010)**

It is a privilege for your child to be transported to and from school. Public school systems are not mandated by the State of Kentucky to provide transportation. However, Scott County School system uses educational funds to bus students to and from school. Please remind your student, that as a privilege, it can be revoked when the student's behavior poses a safety threat to all concerned.

Misbehavior on the school bus endangers the lives of everyone on the bus and will not be tolerated. The bus driver is in complete control of the bus at all times.

### **BUS POLICY**

- The bus policy is to be reviewed by the classroom teacher within the first 3 days of the start of school. The policy will then be reviewed again each grading period.
- Each child will be expected to comply with the bus policy.
- Parents/Guardians will be held accountable for their student's behavior while riding on a Scott County School Bus.
- Parents/Guardians review and discuss the bus policies with your student. Sign and date the attached form and return to your student's school 14 days after school enrollment.
- A signed note from the parent/guardian is necessary for a student to obtain a bus pass from the principal/designee of the students school to get off the bus at a stop other than his/her designated stop. A note from each student's parents is necessary when one student goes home with another.
- If a student is suspended from one school bus, he is suspended from all other buses as well. A school bus suspension is **not** an excused absence from school. Students will be expected to be at school each day of their suspension.
- In accordance with Kentucky Regulations the school will provide Pupil Transportation with a list of current names and address of students for each bus route.

### **BUS RULES**

1. Do not get out of your seat without the bus driver's permission.
2. Obey the bus driver at all times, including no profane or abusive language.
3. The bus driver is authorized to assign seats at any time.
4. Keep your head, hands, feet and all objects inside the bus.
5. No smoking or use of tobacco products or other illegal substances on the bus.
6. No weapons of any kind are allowed on the bus.
7. No fighting.
8. No excessive noise.
9. Do not eat or drink on the bus.

(Exception: Field Trips or extra-curricular activities in excess of 50 miles at the discretion of the supervising teacher/coach.)

10. Do not vandalize or be destructive to the school bus in any way.
11. Keep the bus clean at all times.
12. No glass containers (this does not include a thermos bottle) live animals or insects will be transported on the bus.

### **AT THE BUS STOP**

- Arrive at the assigned bus stop five (5) minutes before bus time. The driver is not permitted to wait for students.
- Keep all articles off the roadway and remain clear of traffic.
- Do not damage private property.
- Do not disturb residents by making excessive noise.
- Unauthorized conduct, such as fighting or damage to property may be subject to action by local police as well as from the school.
- Wait until the bus stops and then walk to the bus door in an orderly fashion.
- Students living on the opposite side of the road from a bus stop should wait on their side until the bus arrives and the driver signals them to cross.
- Students may use only the assigned stop nearest their residence unless written permission is obtained from the principal and provided to the bus driver.
- Students who miss the bus at their authorized stop will not be allowed to get on at another stop.
- No use of profanity and/or obscene gestures.

### **ON THE BUS**

- The bus driver may assign seats.
- The driver, monitor, or students are not permitted use of tobacco products or illegal substances on a school bus.
- Weapons, explosives, or any dangerous articles are absolutely prohibited from school buses.
- No animals or other items that might frighten other riders or distract the driver are permitted on school buses.
- Nothing will be placed in the aisle of the bus, or where it would hamper evacuation in case of emergency.
- Profanity and obscene gestures are prohibited.
- Excessive noise, as determined by the driver, is prohibited.
- Riders will not extend any portion of their bodies outside the bus.
- Riders will never use the rear or side emergency exit except upon direction of the driver, or other competent authority.
- Riders will refrain from any language, or action that might tend to embarrass or intimidate another student. (Harassment of one student by another while riding a school bus may be causes for permanent suspension of bus riding privileges.)
- Students must stay seated at all times including the parking lots at all school sites

### **UNSAFE CONDITIONS**

Any condition which, if permitted to continue, could result in injury to a student is considered unsafe. Some examples are:

- Throwing items inside or out of the bus.
- Failure to remain properly seated.
- Improperly exiting the bus.
- Fighting, yelling, and loud talking.
- Extending body parts out the windows.
- Damaging any part of the bus.

- Acts designed to intimidate or otherwise harass other students.
- Failure to carry out instructions from the bus driver.

## **CUMULATION OF CONSEQUENCES**

Consequences for bus safety violations are cumulative. An offense in any violation category will escalate any subsequent offenses in any category to the next level of discipline. Students are allowed to ride the bus until the administrator has dealt with the reported violation.

## **POSSIBLE CONSEQUENCES FOR BREAKING BUS RULES**

(These consequences do not preclude in school discipline for the same offense.)

### **A. Student out of seat without permission.**

1. First Offense - Written up, conference with principal and parental notification.
  2. Second Offense - Student is suspended from the bus for five (5) days.
  3. Third Offense - Student is suspended from the bus for ten (10) days.
  4. Fourth Offense - Student is suspended from the bus for the rest of school year.
- B. Student with a weapon, alcohol, or illegal drugs.
1. Immediate expulsion from the bus for the rest of school year.

### **C. Harassment, disrespectful, profane language, or obscene gestures towards bus driver and/or passengers.**

1. First Offense- Student is written up, conference with principal, parental notification and suspended from the bus for three (3) days.
2. Second Offense - Student is suspended from the bus for five (5) days.
3. Third Offense - Student is suspended from the bus for ten (10) days.
4. Fourth Offense - Student is suspended from the bus for rest of school year.

### **D. Smoking on the bus**

1. First Offense - Student is immediately suspended from bus for three (3) days.
2. Second Offense - Student is suspended from the bus for five (5) days.
3. Third Offense - Student is suspended from the bus for ten (10) days.
4. Fourth Offense - Student is suspended from the bus for the rest of school year.

### **E. Fighting on the bus**

1. First Offense - Student is immediately suspended from the bus for three (3) days.
2. Second Offense - Student is suspended from the bus for five (5) days.

3. Third Offense - Student is suspended from the bus for ten (10) days.
4. Fourth Offense - Student is suspended from the bus for the rest of school year.

**F. Heads, hand, feet or objects outside of the bus**

1. First Offense - Student is written up, conference with principal, parental notification, and suspended from the bus for three (3) days.
2. Second Offense - Student is suspended from the bus for five (5) days.
3. Third Offense - Student is suspended from the bus for ten (10) days.
4. Fourth Offense - Student is suspended from the bus for rest of school year.

**G. Eating or drink on the bus**

1. First Offense - Student is written up, conference with principal and parental notification.
2. Second Offense - Student is suspended from the bus for two (2) days.
3. Third Offense - Student is suspended from the bus for five (5) days.
4. Fourth Offense - Student is suspended from the bus for rest of school year.

**H. Vandalism (Student will not be allowed to ride the bus until payment is received.)**

1. First Offense - Student is written up, conference with principal, student is given five (5) day's suspensions and student and/or parent are responsible for payment of damages.
2. Second Offense - Student is suspended from the bus for ten (10) days. Student and/or parent are responsible for payment of damages.
3. Third Offense - Student is suspended from the bus for the rest of school year. Student and/or parent are responsible for payment of damages.

**I. Excessive Noise (Shouting, screaming, whistling, etc.)**

1. First Offense - Student is written up, conference with the principal, parental notification, and is suspended from the bus for three (3) days.
2. Second Offense - Student is suspended from the bus for five (5) days.
3. Third Offense - Student is suspended from the bus for ten (10) days.
4. Fourth Offense - Student is suspended from the bus the rest of school year.

## **CRIMINAL OFFENSES**

The principal shall enforce District Code of Conduct and/or Site Base Council policy in addition to the Bus Rider Policy and Rules when a student commits a criminal offense. Notification of such criminal offense will be made to the proper authorities.

## **VIDEO CAMERAS**

All Scott County School buses are equipped with video camera boxes. Videotapes contain audio. Tapes may be used to document events and responsibility for actions that occur on the buses.

## **BUS EVACUATION**

Evacuation drills will be conducted four (4) times each year. The drills consist of an orderly use of the available exits on the bus, and are designed to familiarize students with the proper safety procedures to be followed in case of an emergency.

## **SPECIAL INSTRUCTIONS**

Students are permitted to leave the bus only at their designated bus stop. Any request to leave the bus at another stop must have a bus pass signed by the school principal.

- Students are not allowed to get on at a bus stop other than their authorized stop.

Students who live on the opposite side of the road from the bus stop should, when exiting from the bus, go to a point approximately ten (10) feet ahead of the bus and wait until the driver signals to cross the road. Never cross at the rear of a stopped school bus.

In the event of an accident the bus driver is not allowed to release students from the scene. The student will be transported to his/her bus stop upon release from police or other authorities.

Scott County Middle School students will not be allowed to board buses at Scott County High School without a boarding pass issued from the principal.

## **STOPPED SCHOOL BUSES**

School buses stopped for the purpose of loading and unloading students will have the side "Stop-Arm" activated. Any time the "StopArm" is out and lights are flashing, all traffic must stop. It is not permissible, even on school property to pass a school bus while it is loading or unloading student. An exception is when the bus is on a multi-lane highway; traffic going in the opposite direction does not have to stop.

School bus drivers are encouraged to file complaints with the local police department whenever the "StopArm" is violated. Convictions for "StopArm" violations normally result in an assessment of six points on the driver's license, along with a fine and court costs.

Each student shall have the opportunity to have a hearing before the Board. The decision of the Board shall be final.

## **VIOLATION OF SUSPENSION**

*If a student is suspended from school, the student is not allowed on school grounds (exception: students assigned Saturday detentions), on school buses or to be at any extra-curricular or co-curricular activities until the student is reinstated in school.* A student is reinstated in school upon the completion of the parent/administrator conference and receipt of an admission slip.

## **SAFE SCHOOLS ASSESSMENT PROCESS**

In order to ensure a safe environment for all students and staff, Scott County Schools has developed a Safe Schools Assessment Process. Any student who threatens to harm himself/herself or others; either in writing, verbally or by possession of a weapon or other means of inflicting harm, or who poses significant risk to students, staff or faculty will be evaluated as soon as possible by mental health specialist, so that an appropriate plan of action can be formulated. The student will be prohibited from returning to school until the assessment process is completed and staff and parents agree on a suitable plan of action which will include treatment recommendations and pos-

sibly disciplinary actions.

## **DRUG AND ALCOHOL POLICY**

Any student found to be dispensing alcohol or drugs on the school grounds or at any school related activity, or any student using alcohol or dangerous drugs, under the influence, or, in possession of said substance on school grounds or at school related activities will be subject to suspension or expulsion and criminal sanctions imposed by the law.

Any alcohol or dangerous drugs found in a student's personal belongings, locker or car during school hours or a school-sponsored affair will be treated the same as the use of as far as suspension or expulsion in concerned. Periodic drug searches of the facility will be conducted throughout the school year.

If the principal or designee is reasonably convinced that the student is either possessing or under the influence of drugs, a parent or guardian of the student shall be notified. The parent will be requested to come to the school for a conference and to remove the student from the school grounds. The local authorities will be notified. Further, the principal or designee may refer the case to the Superintendent for possible disciplinary actions by the Scott County Board of Education.

### **I. POSSESSION, USE OR BEING UNDER THE INFLUENCE**

**A. FIRST OFFENSE:** For possession, use or being under the influence of alcoholic beverages, narcotics, counterfeit controlled substances or look- alikes and or possession of drug paraphernalia, the student will receive an immediate ten- (10) day suspension with recommendation for expulsion.

1. The recommendation for expulsion may be waived to a ten- (10) day suspension, if:
  - a. The parent(s) or guardian(s) agree(s) to seek, at their expense, an evaluation of the student's alcohol /drug use from a qualified chemical dependency counselor acceptable to the school district. Written proof of the scheduled evaluation must be provided to the school within the completion of three school days of the offense. Prior to reinstatement from the suspension a written report/evaluation must be provided to the school administrator from the qualified chemical dependency counselor.
  - b. The student complies with the recommendations of the counselor. Written confirmation from the dependency counselor must be provided to the school administration on a weekly basis.
2. If no treatment as such is recommended in the evaluation, the school may also require that the student agree to meet with a school counselor a designated number of times to qualify for waiver of the recommendation for expulsion. Failure to complete both the evaluation and treatment as recommended by the chemical dependency counselor will result in immediate suspension with recommendation for expulsion.

**B. SECOND OFFENSE:** A second offense of the policy will result in immediate suspension and recommendation for expulsion.

**C. SALE OR TRANSMISSION:** For sale or transmission of alcoholic beverages, narcotics, drugs, counterfeit controlled substances or look-alikes the student will immediately be suspended, and a recommendation for expulsion will be made.

**D. CAFFEINE PILLS/OVER THE COUNTER STIMULANTS:** For the use of, possession of, or transmission of caffeine pills or other over the counter stimulants the student will receive an immediate 10-day suspension. The student will be recommended to meet with a counselor a designated number of times.

**ALL TEN - (10) DAY SUSPENSIONS SHALL BE SERVED CONSECUTIVELY.**

# LUNCH DETENTION, A.M. DETENTION AND P.M. DETENTION, SATURDAY DETENTION, C.A.B., AND SUSPENSION POLICIES

## **LUNCH DETENTION/DETENTION**

Students may be assigned lunchroom detention by either a teacher or an administrator. Students assigned a lunchroom detention should go immediately to the assigned lunchroom detention room where they will check in and then be escorted to pick up their lunch and return to the lunchroom detention room. Students may be assigned an after school or before school detention by an administrator.

## **FAILURE TO SERVE BEFORE OR AFTER SCHOOL DETENTION**

If the student is dismissed from the after school detention or it is not served, a *Saturday detention will be assigned*. Students are responsible for arranging transportation home from the detention.

## **SATURDAY DETENTION**

Saturday detention is intended to provide a constructive and meaningful alternative to most suspensions. Pupils assigned to Saturday detention must bring adequate school related work. Additional work may be assigned to an individual as determined by the school staff. Saturday detention is from 9:00 a.m. to 1:00 p.m. Students assigned to Saturday detention on or before Wednesday will serve the Saturday of that week; students assigned Thursday or Friday will be scheduled to serve the Saturday of the following week. Parents are responsible for transporting their children to and from Saturday detention.

## **FAILURE TO SERVE SATURDAY DETENTION**

*Failure to serve Saturday detention will result in suspension and reassignment of the Saturday detention.* This cycle will continue until the Saturday detention is served or the student is recommended for expulsion due to repeated suspensions.

## **C.A.B. (CHOOSING ALTERNATIVE BEHAVIORS)**

An alternative to suspension: A classroom has been designed for placement of students who are having difficulty conforming to the policies of the school. These students will be assigned to C.A.B. by the principal or assistant principals. Assigned students will experience limited privileges and will be required to complete their regular classroom work under the supervision of a staff member. The initial length of placement will be determined by the principal making the assignment, however failure to fully comply with all rules may result in an extension of the assignment as recommended by the staff member in charge.

*If a student is assigned to C.A.B., he/she is expected to serve any after school-detentions or Saturday detentions assigned during the period in C.A.B. The student will not be allowed to participate in any extra-curricular activities until the student is reinstated in school.* A student is reinstated in school upon the completion of the student/administrator conference and receipt of an admission slip.

## **SUSPENSION**

Suspension from school is assigned when the administration considers that an individual has created a serious infraction of school rules. A student may be suspended from one to ten days. A suspension of more than one day shall be served consecutively.

## **SUSPENSION OR EXPULSION OF PUPILS**

### **KRS 158-150 (SCHOOL LAWS OF KENTUCKY)**

All pupils admitted to the common schools shall comply with the lawful regulations for the govern-

ment of the schools. Willful disobedience or defiance of the authority of teachers, habitual profanity or vulgarity or other gross violation of propriety or law constitutes cause for suspension or expulsion from school. The Superintendent, principal or head teacher of any school may suspend a pupil for such misconduct, but shall report such action in writing immediately to the Superintendent. The Board of Education of any school district may expel any pupil for misconduct as defined in this section, but such action may 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.

## **VIOLATION OF SUSPENSION**

*If a student is suspended from school, the student is not allowed on school grounds (exception: students assigned Saturday detentions), on school buses or to be at any extra-curricular or co-curricular activities until the student is reinstated in school.* A student is reinstated in school upon the completion of the parent/administrator conference and receipt of an admission slip.

## **STUDENT CONTRACT**

Please sign and return this contract to your child's school **no later than 14 days after enrollment.**

I have read and understand the School Bus Rider Regulations and Consequences for Scott County Public School Bus transportation and agree to abide by them.

---

Student Signature

---

School Attending

---

Home Address

---

Home Room Teacher

---

Home Phone Number

---

Emergency Phone Number

---

Date

---

Bus Number

### **For Parent Or Guardian**

I have read and understand the School Bus Rider Regulations and Consequences and agree to assume full responsibility for my child's conduct on Scott County Public Schools Buses.

---

Signature of Parent or Guardian

---

Date

Remember that it is a **privilege** for your child to be transported to and from school. Public school systems are not mandated by the State of Kentucky to provide transportation. However, Scott County School system uses **educational funds** to bus students to and from school. Please remind your student that as a privilege it can be revoked when the student's behavior poses a safety threat to all concerned.

## STUDENT CONDUCT

Students at Scott County High School are provided the right to an education in the public school. However, it is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education.

Teachers have the responsibility to supervise all students and are to question, reprimand, or refer students not following the student conduct code. The following actions may be assigned by the classroom teacher prior to referral to the assistant principal:

1. Reprimand
2. Probation
3. Taking personal property temporarily
4. Written report
5. Behavior contract
6. Classroom detention
7. Notify parent/guardian

Parental contact is strongly encouraged in situations where the above measures do not correct the inappropriate behavior.

The following actions that may be assigned by the principal, assistant principal, or his/her designee as determined by the student discipline code in situations where teacher and parental involvement have not corrected inappropriate behaviors:

1. Conference/probation
2. After-school detention
3. Saturday detention
4. Assignment to C.A.B.
5. Short/Long-term suspension
6. Referral to alternative school
7. Referral to legal authorities
8. Referral to Director of Student Services
9. Recommendation for expulsion

**Below is a list of infractions with an explanation of each. A student committing any of these offenses will be disciplined using the discipline matrix as a guide. Any violation not listed will be handled at the discretion of the administrator involved.**

1. **Unexcused Tardiness to School** - A student will be considered tardy and listed as such if he/she arrives at school after the bell sounds. Tardy to school within ten minutes of school starting will result in a lunch detention for the first three offenses. More than ten minutes tardy to school will result in a Saturday detention.
2. **Unexcused Tardiness to Classroom** - A student will be considered tardy and listed as such if he/she arrives at his/her classroom after the bell sounds. The teacher will warn the student the first two times the tardy occurs. All additional tardies will result in a Saturday detention. Signing in after school has begun or during the time allowed for travel between classes will constitute a tardy.
3. **Skipping School/Class** - Failure to attend any regularly scheduled class or assigned school

- activity without a valid excuse. Tardiness of 10 minutes or more shall be considered skipping.
- 4. **Possession of Tobacco Products/Smoking/Use of Tobacco Products** - The possession of or use of tobacco products (smoking, dipping, chewing etc.) on school property which means inside the building, outside the building or on school buses. (Smoking - KRS 438.050)
  - 5. **Failure to Follow Directions** - Failure to follow the directions of school staff, i.e., not having classroom supplies or textbooks.
  - 6. **Defiance** - Willful refusal by a student to respond to any reasonable request of authorized school personnel. This includes failure to identify oneself when requested.
  - 7. **Fighting** - Students who engage in physical contact for the purpose of inflicting harm on the other person, or who choose to retaliate in kind after physical contact has occurred.
  - 8. **Assault** - Person or persons initiating physical attack. The school resource officer shall file a report with the appropriate law enforcement agency.
  - 9. **Failure to Serve Saturday Detention** - Failure to follow through, for any reason, an assigned time on Saturday. Students assigned Saturday detentions on or before Wednesday will be assigned the Saturday of that week. Students assigned Saturday detentions on Thursday or Friday will be assigned the following Saturday. Failure to serve the Saturday detention will result in suspension and reassignment of the Saturday detention. See page 24 for additional information.
  - 10. **Repeated Suspensions** - Any student who repeatedly subjects himself to violations of school policy which warrants suspension. Upon accumulating a total of fifteen days in absences from suspensions, the student will be recommended to the head principal for expulsion.
  - 11. **Failure to Serve Lunch Detention** - Failure to follow through, for any reason, an assigned time for detention. Students are given one (1) day notice of the assignment. Failure to serve the After-school detention will result in assignment to Saturday detention and reassignment of the After-school detention. See page 24 for additional information.
  - 12. **Classroom Disruption** - Any act of students which interrupts teachers or other students in the classroom.
  - 13. **Disruptive Behavior on School Bus** - Behavior which jeopardizes the safety of students or driver or the safe operation of the bus.
  - 14. **Derogatory/Inflammatory/Profane/Vulgar Remarks, Directed Toward Student** - Using words, phrases, or gestures that are inappropriate in general conversation or directed toward students.
  - 15. **Derogatory/Inflammatory/Profane/Vulgar Remarks, Directed Toward Faculty** - Using words, phrases, or gestures that are inappropriate in general conversation or directed toward school personnel.
  - 16. **Vandalism** - Destruction, mutilation, or defacement of school buildings, grounds or property located in or outside of the school, property of school personnel, students, or others.
  - 17. **Disorderly Conduct** - Any type of inappropriate conduct which occurs outside of the classroom.
  - 18. **Failure to Sign In or Out of School** - All students must sign in to school if arriving to school after the tardy bell has rung or sign out of school if leaving prior to the end of the normal school day with the Attendance Clerk. Students will obtain their admit slip from the Attendance Clerk. See page 18 for additional information.
  - 19. **Unauthorized Parking** - Students parking on school grounds without valid parking permit, or using another students' parking permit. See page 12 for additional information.
  - 20. **Failure to Return to Classroom** - Failure to return to class after lunch, being called from class, going to restroom, etc. in a timely manner.
  - 21. **Intimidation/Interference/Harassment of Staff or Student** - To abuse verbally, threaten or

harass, or threaten or harass in writing, any member of the school staff including bus driver or student body.

22. **Aggressive Behavior Toward any School Employee** - Physical contact or threat of physical contact whether verbal, through body language or posture (including clenched fist, proximity to staff, etc.) or in written form toward school employees, their families or property, with the intention of doing physical or bodily harm.
23. **Violating Conditions of Suspension** - Not abiding by the guidelines of suspension such as being on school property, school buses or attending school activities while suspended.
24. **Use/Sale/Distribution/Possession of Drugs/Alcohol** - Drinking of alcoholic beverages or use of harmful narcotics on school grounds or at any school-sponsored affair (athletic contests, parties, dances, etc.) is prohibited. Possession of or sale of such items, or possession in one's personal belongings, locker or car during school hours or at school-sponsored events will be treated the same.
25. **Possession of Weapons or Dangerous Instruments** - The possession of any instrument that can be perceived as a weapon, including but not limited to fireworks, explosives, knives, clubs, guns (including muzzle loaders, shoguns, rifles, pistols, BB/pellet guns), chains (including chains attached to wallets or pants), razor blades, bow/arrows, crossbows and the like that can be used to inflict bodily injury to another person. . The school resource officer shall file a report with the appropriate law enforcement agency.
26. **Use of Weapons, Dangerous Instruments or Martial Arts** - The actual use of such items or instruments listed in number twenty-five (25) or martial arts skills.
27. **Forgery** - The act of falsely using the name of another person, or falsifying documents or correspondence from, to, or used by the school. The person's whose name is forged shall be notified. This includes altering notes or school documents in any manner. This includes any parking permits.
28. **Gambling** - Participating in games of chance (i.e. rolling dice, tossing coins, cards) for the express purpose of exchanging money or property.
29. **Theft** - The taking of property of others (students, teachers, visitors, school system, etc.) without their consent; the possession of stolen property; the sale of stolen property.
30. **Arson (or Attempted Arson)** - Use of any incendiary device to start a fire within the school, on school grounds, or on a school bus.
31. **Setting off Fireworks/Smoke Bombs** - Activating or being an accomplice in causing any type of fireworks (explosives) to cause a disturbance.
32. **Bomb Threat** - Making a threat that a bomb has been placed in or is about to explode on school property or at a school-sponsored activity.
33. **Activating False Fire Alarm** - Falsely alerting the school or fire department to a non-existent fire.
34. **Non-School Items in School** - Items whose use is unrelated to school activities such as skateboards, roller blades, water guns, cigarette lighters and other like items are not to be brought to school. *These items will be confiscated and returned at the end of the semester.*
35. **Bringing Audio Equipment to School** - Radios, tape players, etc., may be used up to the beginning of homeroom and after school is dismissed only. They must be kept in lockers during the school day or *they will be confiscated and returned at the end of the semester.*
36. **Selling of Items Without Permission** - Transfer of goods for money (pencils, candy, soft drinks, etc.) not authorized by the school.
37. **Violation of Dress Code** - Violation of dress code provisions as listed in the student handbook, this list can be amended without prior notice by the administration. Hats, handkerchiefs, sunglasses, etc. worn in violation of the dress code *will be confiscated and returned at the end of the semester.* See pages 13 for additional information.

38. **Possession of Paging Device/Cellular Phone** - Turning on of a cell phone or pager (a telecommunications device that emits an audible sound, vibrates, displays a message or otherwise summons or delivers a communication to the possessor) after the start of the instructional day. *Cell phones may be used only before the instructional day begins or after the end of the instructional day.* Parents may make appointments to pick up confiscated pagers or cell phones.
39. **Public Display of Affection** - Showing physical affection toward another student , drawing unnecessary attention (i.e., kissing, hugging, etc.) which causes embarrassment to school personnel, other students, or guests.
40. **Disruption of School** - Any individual or group whose conduct is disruptive to the orderly educational procedure of the school.
41. **Sexual Harassment/Misconduct**- Sexual harassment - Misconduct is unwanted sexual attention from students, school staff members, faculty or anyone the victim may interact with in order to fulfill school duties. The range of behaviors includes: verbal comments, subtle pressure for sexual activity, leering, pinching, patting, and other forms of unwanted touching.
42. **Out of Cafeteria** - Students found to be out of the designated area during lunch period.
43. **Calling Students from Class Under False Pretenses** - Any student or student aide who calls another student from a classroom for any reason without proper authorization.
44. **Loitering in Restroom** - Instances where more than one student is found in a stall shall be considered loitering.
45. **Drinks other than Water** - Instances where students have drinks other than water in containers such as thermal cups, bottles or other containers away from the cafeteria.
46. **Violation of Off Limits Areas** - Students found in areas designated as off limits during the school day. These areas are custodial closets, stage storage rooms, gymnasium stairwells and auditorium. The gymnasium stairwells may be used during class travel times only. Students in the auditorium or stage area must be under direct teacher supervision.
47. **Abuse of a Teacher** - Students who direct speech or conduct toward a teacher or administrator when the student knows or should know that the speech or conduct will disrupt or interfere with the normal school activities or will nullify or undermine the good order and discipline of the school.  
KRS. 161.190
48. **Preventing an Outside Door form Locking** - Students found using any instrument or object to disengage locking mechanism of an outside door.
49. **Failure to Attend Retraining.** Student will be assigned an after school detention and will also have to serve the retraining.
50. **Unauthorized use of Technology** - Students found accessing or using technology in a way that does not further their educational standing in a classroom. i.e. inappropriate sites, trying to access school information, inappropriate emails, etc...

Discipline Code	Student Offense	Student Offense	Detention	Sat. Detent.	CAB 1-3	Short Term Susp. 1-5 day	Long Term Susp. 6-10 day	Refer Director Student Services	Initiate Expulsion Proceed	Refer to I-Step System	Remote Parking Permit
Abuse of Teacher	•	•	•	•	•	•	•	•	•	•	•
Activating False Fire Alarm	•	•	•	•	•	1 offense	•	•	1 offense	•	•
Aggressive behavior toward employees	•	•	•	•	•	1 offense	•	•	•	•	•
Arson (Starting Fire)	•	•	•	•	•	1 offense	1 offense	•	•	•	•
Assault	•	•	•	•	•	1 offense	2 offense	•	3 offense	•	•
Bomb Threat	•	•	•	•	•	1 offense	2 offense	•	•	1 offense	•
Cheating	•	•	•	•	•	1 offense	2 offense	•	•	•	•
Classroom Disruption	•	•	1 1/2 offense	•	•	•	•	•	•	•	•
Defiance	•	•	•	1 offense	1 offense	2 offense	Flagrant offense	•	•	•	•
Degratory Profane Vulgar Inflammatory Remarks - Faculty	•	•	•	1 offense	1 offense	1 offense	•	•	•	•	•
Degratory Profane Vulgar Inflammatory Remarks - Student	•	•	•	1 offense	1 offense	1 offense	3 offense	4 offense	•	•	•
Disorderly Conduct	•	•	•	1 offense	1 offense	1 offense	3 offense	•	•	•	•
Disseminate or "Off Limits" are a Disruption of School	•	•	•	1 offense	1 offense	2 1/2 offense	2 1/2 offense	•	•	•	•
Disruptive Behavior on the bus	•	•	•	•	•	•	•	Refer to District Policy	•	•	•
Failure to follow directions	•	•	•	•	1 1/2 offense	2 1/2 offense	Flagrant offense	•	•	•	•
Failure to return to class After Classes, etc.	•	•	•	1 offense	1 1/2 offense	•	•	•	•	•	•

Discipline Code	Student Conf.	Referral to Guidance Counselor	Detention	Sat. Detent.	CAB 1-5	Short Term Susp.	Long Term Susp. 6-10 day	Refer Director Student Services	Institute Expulsion Proceed	Refer to L.E.O. 1 System	Remote Particlg Pennin
Failure to serve Saturday Detention				*				*			*
Failure to Sign In or Out of school	*		1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense					1. 1wk 2. 2wk 3. Perm.	
Fighting	*			*	*	1 <sup>st</sup> offense	2 <sup>nd</sup> offense				*
Verbal Aberration				*	*	1 <sup>st</sup> offense	2 <sup>nd</sup> offense				
Food/Drink in building out of designated area	*	Offense	Offense	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	(Person forged)	whose notified	name in all was cases)		*
Forgery	*				1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense				
Gambling	*					2 <sup>nd</sup> offense					
Intimidation, Interference or Harassment Staff/Student	*				1 <sup>st</sup> offense	2 <sup>nd</sup> offense	1-3 <sup>rd</sup> offense				*
Misuse of Technology	?	?	?	?	?	?	?	?	?	?	?
Offense of School Dress Code	*	1 <sup>st</sup> offense	1 <sup>st</sup> offense	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense					
Out of Designated Area	*			1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense					
Possession of Technology Device ,MP3 ,IPUD ,cell phone ,etc .....	*	*		1 <sup>st</sup> Offense Parent Pick up end of day	2 <sup>nd</sup> Offense Continues 5 days.	3 <sup>rd</sup> offense		*	*	*	
Possession of tobacco on person/smoking/use of tobacco products	*	Research Paper	Offense	1 <sup>st</sup> offense	2 <sup>nd</sup> offense 2 days	■		3 <sup>rd</sup> - 5 <sup>th</sup> day	4 <sup>th</sup> - 10 day L.T.S	4 <sup>th</sup>	*
Possession of Weapon or Dangerous Item	*							1 offense	1 offense		*
Preventing Outside Door from Locking				1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense					
Public display of affection	*	Offense	Offense	2 <sup>nd</sup> Offense	-	-					*

Discipline Code offense	Student Conf.	Referto Guanance Court & Law	Deterioration	Sat. Detent.	CAB 1-5	Short Term Steps: 1-5 day	Long Term Steps: 6-10 day	Refer Director Student Srvices	Institute Expulsion	Refer to Remote Parking Permit
Rape and Suspensions		Urgent referral to juvenile court							15 total suspens ion	Legal System
Selling items without permission	*	Offense	1	2 offense			1 offense	2 offense		
Selling off fireworks	*		*	*						
Smoke bombs	*		*	*						
Sexual Harassment/Misconduct	*		*							
Skipping class or school	*		2	1 Offense	3					
Theft	*	(Restitu tion in all)			1 offense	Cases)	1 offense	1/2 offense		1-wk 2-wk 3-wk
Unauthorized Parking Unauthorized Use of Parking Permits	*			1	2 offense loss of permit					1-1wk 2-2wk 3-wk
The excused tardies to class	1/2 Warning	*		Every 3 tardy*						
The excused tardies to school	*			After 9:15- Every Offense	*					
Use of Weapon or Dangerous Herr.	*									
Sale of distribution of Alcohol or Drugs	(Refer	to Drug	and	Alcohol	Policy)			1 offense	1 offense	
Use of possession of Alcohol or Drugs	(Refer	to Drug	and	Alcohol	Policy)	1 Offense	1 offense (conseque nt days)	Must		
Vandalism	*									
Violation of suspension conditions	*									
Vocational Work Area Not allowed to Park Lot			2	1	3					
			Offense	Offense	Offense					

There are other acts of misbehavior, violation of school regulation, or violation of criminal law that are not included in this list. In such instances, disciplinary action will be at principal, assistant principal or the superintendent. Tardies will be cleared and started in each nine weeks grading period.

## **EXTRA-CURRICULAR AND CO-CURRICULAR CLUBS**

Clubs meet on scheduled club days, unless announced otherwise. Please check with your classroom teacher or club advisors regarding the period a particular club will meet and the location of the meeting.

Fees to join a club should not become a barrier to a student's belonging to a club. A student who may need assistance with the fee should consult privately with the sponsor of the club to determine eligibility for a waiver of the fees.

### **ART EXPLORERS**

A club designed to visit galleries and museum and to view and discuss original pieces of art.

### **AFJROTC MODEL ROCKET CLUB**

The AFJROTC Model Rocket Club is open to students enrolled in an Aerospace Science Class. Students learn the basics of model rocketry, build, and launch their own rocket to earn the Model Rocket Badge for wear on their uniform.

### **BETA CLUB**

The Beta Club is an honor society consisting of juniors and seniors who have maintained a 3.0 grade point average and have shown outstanding leadership qualities.

### **DECA**

DECA is a co-curricular, student-centered organization specifically designed to provide activities that will motivate students to learn marketing, management and entrepreneurial competencies that will prepare them to become skilled, employable workers in the field of marketing.

### **FBLA**

Future Business Leaders of America is a national organization for all high school students participating in business and office and marketing programs. The purpose of the organization is to provide additional opportunities for secondary students (grades 9-12) in business and office and marketing education to develop vocational and career supportive competencies, and to promote civic and personal responsibility. Some activities include Regional, State, and National Conferences, community service projects, job shadowing, Junior Achievement, etc.

### **FCA- FELLOWSHIP OF CHRISTIAN ATHLETES**

FCA is a Christian organization open to all students. Its purpose is "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church." Club meetings usually have praise and worship time and a guest speaker or testimony.

### **4-H**

I pledge my head to clear thinking

my heart to greater loyalty

my hands to larger service

my health to better living

For my club, my community, my country, and my world.

4-H members carry out this pledge through individual and community projects, county, area, and

state programs. Membership is open to everyone.

## **FFA**

The FFA is a very active and progressive club. The Scott County Chapter is recognized as one of the states' most outstanding FFA chapters. It is an organization for students studying Vocational agriculture in high school. The FFA is active not only during the school year, but in the summer as well. Some activities include the State FFA Convention, State FFA Shows and Fairs, all forms of contests such as: camp-outs, softball and basketball games, and many others. Many students have become very successful through their work and participation in the FFA. Any student who is enrolled in agriculture is encouraged to join the FFA.

## **FCCLA**

Family, Career and Community Leaders of America is a dynamic and effective student organization that helps young men and women become strong leaders in families, careers and communities through family and consumer sciences education. The Scott Co. FCCLA Chapter is one of approximately 10,000 local chapters which gives students the opportunity to participate in activities to promote leadership skills, provide service to the community, and become involved in competitive events. Through the many activities as a FCCLA member, students develop skills which help to prepare them for the responsibilities of balancing families and careers in the future. The Scott County FCCLA chapter has won numerous awards and has had members serve as officers at the regional and state levels.

## **HOSA**

HOSA is a national and state organization for High School and Vocational students enrolled in Health Occupations Education Programs. The activities of HOSA are part of the instructional program at Scott County High School that provides basic occupational skills and leadership opportunities.

## **INTERNATIONAL CLUB**

The International Club pairs the international exchange students at Scott County High School with American members of the club who acts as "buddies" for the exchange students. The club participates in various fun activities throughout the year to help promote greater cross-cultural understanding.

## **KEY CLUB**

The Key Club's main goals are to improve the community and the school. Its parent club is the Kiwanis Club, and each Thursday the local chapter invites two members of the Key Club to attend its luncheon meeting. Members are involved with several projects during the year.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is based on four areas:

Scholarship - Scott County High School's requirement is minimum G.P.A. of 3.5.

Leadership - For membership, a student must belong to two or more school organizations and you may have been elected to at least one office. Leadership can also exist outside of elected positions. Leadership also means, for example, projecting a positive attitude both inside and outside the classroom.

Service - To qualify for membership, the student must have participated in at least three service projects, either at SCHS, the church, or in the community at large.

Character - This area is evaluated on your integrity, cooperation, ethics, and good behavior, i.e., not skipping classes, going out to lunch, deliberately defying the rules, etc. In addition to observing school policies, the student must also have a clean record within the community.

## **NATIONAL FORENSIC LEAGUE**

The national speech honorary: membership in the NFL can only be attained by participating in speech tournaments attended by our Speech Club. Meetings are held after school or at night.

## **THESPIANS SOCIETY**

The International Thespian Society is an honor society for those persons who excel in theater. The SCHS Society sponsors two plays during the school year. In honor of the first actor, Thespians, members are called Thespians. The Thespian Society meetings are held at night or after school. The emblem is the two masks of comedy and tragedy etched in 2 colors of gold and blue bound together with the Thespian "T".

## **SADD - STUDENTS AGAINST DRIVING DRUNK**

The purpose of the SADD program is to organize students from across the country to combat the number one killer of teens, drinking and driving. SADD educates students concerning the problem of drinking and driving and helps each student become aware of the alcohol problem, as it exists on the local, state, and national levels.

## **SCIENCE CLUB**

The Science club is designed for anyone with an interest in science. Our main objective is to participate in Science Olympiad projects such as egg drops, bottle rocket and similar projects as well as organizing a Science Day at various elementary schools. We also take 1 or 2-day trips to state parks, zoos, planetariums, etc.

## **SPEECH CLUB**

The Speech Club is made up of students interested in speech and drama. Throughout the year, members compete with different schools in such areas as duet acting, poetry and storytelling.

## **S.W.A.T.- STUDENTS WITH A TESTIMONY**

S.W.A.T. is a Christian based club open to all students. Its main purpose is to allow students to encourage each other in their Christian walks and to give students the opportunity to share their testimony. Club meetings usually have a guest speaker and/ or students sharing through speaking, singing, or other forms of praise.

## **STUDENT COUNCIL**

The Scott County High School Student Council is a student governing association. Its goals include maintaining a liaison between students and administration, encouraging students to have school pride and to eliminate student apathy and improving all aspects of student life. Major projects Student Council sponsors include a club fair (fall), basketball homecoming (winter), the Horatio Alger Leadership Conference (spring), many other small projects throughout the year.

The Student Council meets the 1st and 3rd Wednesday of each month at 8:15. Membership is by blind application in the spring of each year.

## **YADD**

Youth Against Destructive Decisions is a newly formed school organization that educates students on the future consequences of poor decision-making. Members complete various service projects throughout the year and sponsor leadership seminars before major school events such as prom and graduation.

## **YOUNG HISTORIANS**

Young Historians is a statewide organization affiliated with the Kentucky YMCA. Activities include service projects such as adopt-a-mile and other community oriented activities. Club members also attend "Y" Club conferences such as KYA and KUNA.

## **YOUTH IMPACT**

Youth Impact is a service organization founded to provide SCHS youth opportunities to make a positive impact on their school and community. It is open to all students grades 9-12. Members are expected to complete a minimum of 4 hours in service projects per semester. These projects vary each year but always include activities with Habitat for Humanity, the AMEN House, and other community services.

# SCOTT COUNTY HIGH SCHOOL

## CARDINAL ATHLETICS

**2007 BOY'S BASKETBALL STATE CHAMPIONS**  
**2004 STATE RUNNER UP CLASS AAAA FOOTBALL**  
**2000 BOY'S BASKETBALL STATE SEMI-FINALIST**  
**1999 BOY'S BASKETBALL STATE RUNNER-UP**  
**1998 BOY'S BASKETBALL STATE CHAMPIONS**  
**1995 GIRL'S BASKETBALL STATE CHAMPIONS**  
**1975 CLASS AA FOOTBALL STATE CHAMPIONS**  
**2010 GIRL'S BASKETBALL STATE RUNNER-UP**

TEAM	HEAD COACH	SEASON BEGINS
Baseball	Scott Willard	February 15th
Basketball – Boy's	Billy Hicks	October 15th
Basketball – Girl's	Steve Helton	October 15th
Cheer Director	Cindy Long	July 15th
Cross Country	Lee Carter	July 15th
Football	Jim McKee	July 31st
Golf - Boy's	Billy Sargent	July 15th
Golf - Girl's	Jason Carpenter	July 15th
Soccer - Boy's	David Sledd	July 15th
Soccer - Girl's	Andrea Brown	July 15th
Softball	Scott Walters	February 15th
Swimming	Tami Ransom	October 1st
Tennis - Boy's	Anthony Gullett	February 15th
Tennis - Girl's	Meg Ann Leigh	February 15th
Track - Boy's	Glen Wilson	December 1st
Track - Girl's	Carrie Cornachio	December 1st
Volleyball	Diana Brooker	July 15 <sup>th</sup>
Wrestling	Nick Easter	October 15 <sup>th</sup>

### KHSAA BYLAWS

KHSAA Bylaws are presented in their entirety in an athletic flyer that is available at Scott County High School (athletic office and main office) and at Central Office for Scott County Schools. Any specific questions regarding these bylaws can be directed to the KHSAA or the Scott County High School Athletic Department.

### ATHLETIC ELIGIBILITY REQUIREMENTS

All students participating in high school athletics are expected to abide by all guidelines set forth by the KHSAA, the Scott County Board of Education, and Scott County High School.

### BASIC STANDARDS

**Age** — A student who becomes 19 years old before August 1 shall be ineligible for interscholastic athletic competition.

**Enrollment** — Students enrolled in grade 9 shall have 8 consecutive semesters of eligibility..

## **MINIMUM ACADEMIC REQUIREMENT (ON GRADE LEVEL)**

9th grade	-	promoted from 8th.
10th grade	-	4 - 1/2 credits
11th grade	-	10 credits
12th grade	-	16 credits

## **MINIMUM ACADEMIC REQUIREMENT (GRADE POINT AVERAGE)**

Scott County High School requires a grade point average of 1.60 at the beginning of each school year in order to participate in the next year's athletic programs (this is NOT a cumulative G.P.A.) Students meeting KHSAA eligibility guidelines, but not Scott County High School requirements may remain eligible by meeting the following conditions:

- Placed on a one-year probation (one time offer, one school year only)
- Can participate in all athletic events during the probationary period
- Attend ESS a minimum of 2 hours per week as documented by the ESS Coordinator *Fall sports - Sept. 1st, Winter sports – Nov. 1st, Spring sports – March 1st.*
- Show academic progress measured by improvement in the G.P.A.
- When a student has a G.P.A. for two (2) successive nine (9) week grading periods which exceeds the SCHS eligibility requirement of a 1.60 G.P.A. the athlete will be released from probation
- If a student chooses not to participate in ESS Tutoring/ESS Second Chance, they forfeit their athletic eligibility for the entire school year
- The 1.60 G.P.A. probationary period can be used only one time during an athlete's career at SCHS.

All coaches are expected to adhere to the eligibility rules of the KHSAA and Scott County High School. Individual head coaches with the approval of the athletic office may establish more stringent requirements.

## **ESS**

Extended School Services are available to all students through a referral process. Programs such as Jumpstart, C.A.T. (Computer Assisted Tutorials), and Second Chance are available for students in need of academic assistance.

## **NCAA Eligibility for Freshmen College Students**

If a student desires to compete in Athletics at the NCAA level they are required to complete the core courses shown below. Division I has a sliding scale for test score and grade-point average.

### **DIVISION I**

#### **16 Core-Course Rule**

##### **16 Core Courses:**

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

### **DIVISION II**

#### **14 Core-Course Rule**

##### **14 Core Courses:**

3 years of English.

- 2 years of mathematics (Algebra I or higher).
  - 2 years of natural/physical science (1 year of lab if offered by high school).
  - 2 years of additional English, mathematics or natural/physical science.
  - 2 years of social science.
  - 3** years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).
- Courses offered at SCHS that do not meet NCAA Clearinghouse Guidelines for Core Courses Algebra IA, Algebra IB, Geometry Concepts, and Algebra II Concepts**

## **ATTENDANCE REQUIREMENTS**

Students in violation of the school attendance policy will not be allowed to participate in \*extra-curricular activities.

All students must be in each class on the day of a scheduled game or activity or they will not be allowed to participate that day. Exceptions to this policy include doctor's statements, school sponsored activities, and activities pre-approved by the principal. Students are to be present at school on the next school day following a game or activity. To maintain eligibility, any absence or tardy must be excused. Students with an unexcused absence on the next school day after an extra-curricular activity will not be allowed to participate in the next event of that extra-curricular group.

If a student is withdrawn to homebound instruction, he or she will not be allowed to participate in any practices or activity until re-enrolled in school.

\*Extra-curricular is defined as any school sponsored activity that takes place during non-academic time that does not require academic evaluation.

## **ATHLETIC DISCIPLINARY POLICY**

In addition to being held responsible for all inappropriate behaviors according to the student code of conduct, the following also applies to all athletes:

If a student-athlete is assigned to C.A.B., he or she may not participate in athletic events until reinstated in school. This is normally the next school day, however, in the case of a suspension or a C.A.B. assignment ending on Friday, the student will not be \*reinstated until the following Monday.

If a student is suspended from school, he or she will not be allowed to participate in any practices or events until \*reinstated in school.

Reinstatement in school requires a parent conference with the appropriate assistant principal.

## **PARENTAL CONSENT/EMERGENCY TREATMENT**

All student athletes will need a statement signed by their parents/guardians that acknowledges the risk of participating in any SCHS sanctioned athletic activity and gives permission for such participation. (form provided.)

## **PHYSICAL EXAMINATION**

All athletes need a doctor's statement clearing them for participation on any/all SCHS athletic teams. Physical exams can be done individually by family physicians or in some cases done by teams on a date arranged by the head coach or the athletic office (form provided.)

## **INSURANCE**

The Scott County school system provides an excess insurance policy for all high school (Covers student athletes grades 6 – 12) during school sponsored and supervised interscholastic athletic activity and requires treatment within 60 days from the original date of injury by a licensed physician or treatment in a legally constituted hospital. This insurance has a \$25,000 limit. A sheet that shows the benefit levels and exclusions is available through the athletic office. This is an excess policy meaning the student athletes personal insurance must be exhausted before this coverage will be implemented. The KHSAA also has an excess catastrophic insurance policy that picks up after personal and school insurance policies have been exhausted. The KHSAA policy also has a \$25,000 deductible.

## **STUDENT TRANSPORTATION**

Travel to athletic events is provided by the Scott County Board of Education. Athletes are required to ride Scott County School System provided transportation to and from all athletic events unless the coach approves transport of any student by their immediate parents only.

## **ATHLETIC AWARDS**

All teams will have a senior recognition ceremony on the night of the last home contest of the regular season. Banquets and/or award ceremonies will be scheduled shortly after the completion of the season.

Banquet arrangements should be made by the head coach within one week of the season's end and at least two weeks prior to the actual awards night.

Head coaches are responsible for selecting the type and number of awards (following KHSAA guidelines) that will be presented at these events.

A service bar will be given to all athletes who letter.

An athlete must complete the season in order to receive any award (excepting a season ending injury.) All issued equipment must be returned and all athletes are expected to attend their respective awards programs.

## **ADMISSION TO ATHLETIC EVENTS**

Ticket prices will be as follows and are subject to change:

Football - \$6.00 per person

Varsity Basketball - \$5.00 per person

All other sports - \$3.00 per person

All non-varsity athletic events - \$2.00

Infants and Toddlers will be admitted free.

Employee passes are for athletic events only and will be accepted for the person named on the pass only. NO passes will be accepted at the Toyota Classic Basketball Tournament or any postseason tournament play.

## **QUESTIONS**

***Can summer school or correspondence courses satisfy the academic requirements of KHSAA Bylaw 5, Section 2?***

Yes, due to the fact that the verification date under said bylaw is the first day of school, summer school and/or accredited correspondence courses may be used to make up a failure or deficiency in the academic work of the preceding year. The course(s) must be complete and a grade received prior to the first day of school for the student body.

***If a student is NOT eligible at the beginning of the school year according to Bylaw 5, Section 2, can the student become eligible during the school year?***

No, these provisions state that in order to become eligible at any time during the school year, a student must be eligible the first day of school.

***May a school district or member school adopt a minimum academic requirement standard which is different from the KHSAA?***

Yes, provided the school or school district has not established a standard that is lower than the KHSAA minimal standard. A school or school district may set a minimal grade point average or require that students complete more credits per semester or year than is required by the KHSAA. The KHSAA requirement for participation is that a student must be at proper grade level, and on par to graduate in order to be eligible for interscholastic athletics.

***Are subjects or credits involved in the Scholarship Rule (Minimum Academic Requirement?)***

Yes, to be eligible, a student must be passing currently in the required number of full-credit subject hours applicable to graduation and must be at his/her proper grade level according to bylaws.

## 2010-2011 SCHOOL CALENDAR

TENTATIVE AS OF JUNE 9 2010

Aug. 10	First Day for Students	Jan. 17	Holiday M.L. King Day (No School)
Sept. 6	Labor Day (No School)	Mar. 18	Flexible Professional Day (No School)
Oct. 4-8	Fall Break	Apr. 4-8	Spring Break
Nov. 2	No School /Election Day	May 17	Flexible Professional Day (No School)
Nov. 24-25-26	Thanksgiving Holiday (No School)		
Dec. 22- 31	Holiday Break		

### EARLY RELEASE DATES FOR 2010-2011

August 25	January 12	April 20
September 15	February 16	May 11
November 17	March 16	Last day of school

SPECIAL THANKS TO PAUL GOODMAN OF GOODMAN PHOTOGRAPHY FOR HIS EFFORT ON THE DESIGN OF THE COVER OF THIS STUDENT HANDBOOK/AGENDA FOR SCOTT COUNTY HIGH SCHOOL

**Elkhorn Crossing School  
2001 Frankfort Pike  
Georgetown, Kentucky 40324  
502-867-2121**

***Elkhorn Crossing School will follow the information provided in the Scott County High School Student Handbook except where noted in the following pages.***

The Scott County School System is excited to announce the opening of the Elkhorn Crossing School (ECS) in the Fall of 2010. ECS will serve approximately 432 Sophomores and Juniors from Scott County High School (SCHS). The focus of Elkhorn Crossing is curriculum integration across core content and career based disciplines where students will learn critical thinking skills, presentation skills, a strong work ethic, and the ability to collaborate with others. ECS is an extended campus of SCHS offering students a different methodology of learning.

### **General School Philosophy**

ECS is an inquiry-based school where the lines between “technical” and “academic” are deliberately blurred. All students will use technology to research, produce, and present across disciplines. Much of the class work will be project based and apply to real world application. We encourage students with interests in the STEM (Science, Technology, Engineering, and Mathematics) to apply, and while we offer exciting, cutting edge experiences in the STEM areas, similar excitement and quality are to be found in the Language and Media Arts.

### **What is curriculum integration?**

Curriculum at ECS is framed around answering questions and solving problems. Integration at ECS means that we address issues as they are found in the real world—in teams, studying questions and themes that cut across academic disciplines within a school village. It means that teachers collaborate within a village to develop an integrated program by intersecting their curriculums wherever possible. Each course within the village will meet the Kentucky Department of Education (KDE) program of study requirements.

### **What is offered in each village?**

ECS has three different learning villages in which the students may choose to enroll. Each village offers three full year

courses/credits. Students will take one career course and two core academic courses within the same village. Students will attend for half a day at ECS and the other half a day at SCHS in either the morning session or afternoon session. The three learning villages being offered for the 2010-11 school year are PLTW Pre-Engineering Village, PLTW Biomedical Science Village, and Media Arts Village.

### **Teacher Collaboration**

The ECS philosophy is that small, personalized learning villages make for better high schools. Each village consists of three highly skilled teachers collaborating to intersect their respected disciplines. Each area of concentration is equally important in the students overall educational experience. We believe in the value of teaching teams and project based learning. This methodology will provide students a high quality broad-based education that will serve them well in all phases of adult life.

### **Materials/Locker/Student Fees**

The fee schedule for students attending ECS IS \$50.00 per student.

### **The Report Card**

We choose to report our assessment of student learning through traditional grades and traditional classes in the same format as SCHS. Parents also have the opportunity to discuss their student's progress with their teachers during parent teacher conferences. ECS wants each student to be working towards a "School to Career" thought process. This process requires students to learn what professionals refer to as "soft skills." These soft skills are the ability to work with others, problem solving, public speaking skills, and maintaining a professional positive attitude.

### **ECS students will be graded on the following areas:**

1. Content - This grade reflects the student's mastery of the course content.
2. Work Ethic/Effort - Reflects the student's commitment to complete assignments & attend class.
3. Collaboration - This grade reflects the student's ability to work in a group.

4. Critical Thinking - Reflects the student's ability to analyze & synthesize information.
5. Writing Mechanics - Reflects the student's mastery of grammar, spelling, & literary content.
6. Project - Reflects the student's progress/completion of class project(s) with accompanying research.
7. Presentation Skills - Reflects the student's ability to present information effectively to audiences.

## **Driving/Parking Privileges**

Students must apply for driving/parking privileges. The form can be found on the Scott County School System website and/or at the front office of ECS. Students must have a valid Kentucky Drivers licenses. Eligible students must complete required form prior to driving/parking at ECS and have it approved by ECS Principal. Students who are approved for parking permit must pay \$20.00. Students must comply with all school system rules. Failure to follow school system rules could result in loss of driving/parking privileges.

Understand that driving to Elkhorn Crossing is a privilege that can be revoked at ANY TIME.

1. Available ONLY to students who have parental permission.
2. Exit from the vehicle immediately after parking and enter the building immediately.
3. No smoking/loitering in the vehicle, on school grounds, or in the parking lot.
4. Students must present their Drivers License and a copy of their insurance card which will be copied and placed on file.
5. Obey all Commonwealth of Kentucky driving regulations.
6. Driver must have a valid Kentucky Drivers License, proper automobile insurance and a Kentucky License Plate.
7. Poor attendance and/or tardiness may result in the revocation of the driving permit.
8. Violation of any Scott County High School/Elkhorn Crossing School Code of Conduct may result in loss of driving privilege.
9. All drivers must be in the building at Elkhorn Crossing before school buses arrive to campus.
10. No drivers are allowed to drive in the school bus lane.

11. All drivers must allow school buses to exit first at dismissal.
12. No riders are permitted in the driver's vehicle at anytime.

## **Lunch**

Students attending Elkhorn Crossing School during the morning session will return to SCHS at 11:45 am and report to their fourth-period class. These students are required to go to lunch with their fourth-period class teacher at SCHS. Students attending Elkhorn Crossing School during the afternoon session will be dismissed from their third period class at SCHS and go directly to the SCHS cafeteria for lunch. These students will be dismissed from lunch at 12:15 pm and go directly to their bus to transport them to Elkhorn Crossing School.

## **ECS Daily Schedule**

### **Morning Session (AM)**

Last Bus arrives at SCHS at 8:35 am

AM Bus Riders leave SCHS and arrive at ECS at 8:45 am

All drivers/riders must be in ECS by 8:40 am

1<sup>st</sup> Period: 8:50 – 9:40 am

2<sup>nd</sup> Period: 9:45 – 10:35 am

3<sup>rd</sup> Period: 10:40 – 11:30 am

AM Bus Riders leave ECS and return to SCHS at 11:45 am

All drivers/riders must be in fourth-period class at SCHS at start of class

### **Afternoon Session (PM)**

PM Bus Riders leave SCHS at 12:15 pm and arrive at ECS at 12:30 pm

All drivers/riders must be in ECS by 12:20 pm

4<sup>th</sup> Period: 12:35 – 1:25 pm

5<sup>th</sup> Period: 1:30 – 2:25 pm

6<sup>th</sup> Period: 2:30 – 3:20 pm

PM Bus Riders leave ECS and return to SCHS at 3:40 pm

All drivers/riders must allow all buses to exit ECS first prior to leaving ECS

*Schedule could change. Please check [www.scott.kyschools.us](http://www.scott.kyschools.us) for updates.*

## ELKHORN CROSSING DISCIPLINE CHART

<b>Discipline Code Offense</b>	<b>Student Conference</b>	<b>Refer to Guidance Counselor</b>	<b>Saturday Detention</b>	<b>Short Term Suspension (1 – 5 Days)</b>	<b>Long Term Suspension (6 – 10 Days)</b>	<b>Refer to Director of Student Services</b>	<b>Initiate Expulsion Procedure</b>	<b>Refer to Legal System</b>	<b>Revoke Driving/Parking Permit</b>
Abuse of Teacher	*	*	*	*	*	*	*	*	*
Activating False Fire Alarm		*			1 <sup>st</sup> Offense			1 <sup>st</sup> Offense	*
Aggressive behavior toward employee		*			1 <sup>st</sup> Offense		*	*	*
Arson (Starting Fire)		*		1 <sup>st</sup> Offense	1 <sup>st</sup> Offense		*	*	*
Assault		*		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense		3 <sup>rd</sup> Offense		*
Bomb Threat		*			1 <sup>st</sup> Offense		*	1 <sup>st</sup> Offense	*
Cheating			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense					
Classroom Disruption		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	*	*		*		*
Defiance		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	*	*		*		*
Derogatory, Profane, Vulgar, Inflammatory Remarks - Faculty		*	1 <sup>st</sup> Offense	*	*			*	*
Derogatory, Profane, Vulgar, Inflammatory Remarks - Student		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense				*
Disorderly Conduct		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	*	*		*		*
Disregard for "Off Limits" Area		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	*	*		*	*	*
Disruption of School		*		*	*		*	*	*
Disruptive Behavior on Bus		*	Refer to District Policy	Refer to District Policy	Refer to District Policy				*
Failure to follow directions		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	Flagrant Offense	Flagrant Offense				*

Failure to return to class		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense						*
Failure to serve Saturday Detention			*	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Offense (reassign Sat. Det.)	4 <sup>th</sup> Offense		4 <sup>th</sup> Offense		*
Failure to sign in and/or out of school		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense					*
Fighting		*	*	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense				*
Food/Drink in building out of designated area		*	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Offense						*
Forgery		*	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense				*
Gambling		*	1 <sup>st</sup> Offense		2 <sup>nd</sup> Offense			*	*
Intimidation, Interference, and/or Harassment staff/students		*	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Offense		*		*
Misuse of Technology		*	*	*	*	*	*	*	*
Offense of School Dress Code		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	Items will be confiscated and returned at semester break					*
Out of Designated Area		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense					*
Possession of and/or use of tobacco products		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense (Research Paper)	*	3 <sup>rd</sup> Offense (5 Day STS)	4 <sup>th</sup> Offense (10 Day LTS)	4 <sup>th</sup> Offense		*
Possession of Weapon and/or Dangerous Instrument		*			1 <sup>st</sup> Offense		1 <sup>st</sup> Offense	*	*
Preventing outside door from locking			1 <sup>st</sup> / 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense					*
Public display of affection		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	*	*				*
Repeated Suspensions		Upon Referral to Principal					15 total days suspension	*	*

Selling items without permission		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	*	*				*
Setting off fireworks and/or smoke bombs		*		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense		*	*	*
Sexual Harassment/Misconduct	*	*	*	*	*	*	*	*	*
Skipping class and/or school		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	*	*	*		*
Theft		*		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	(Restitution in all cases)		*	*
Unauthorized parking and/or use of parking permit		*	1 <sup>st</sup> / 2 <sup>nd</sup> /3 <sup>rd</sup> Offense (Loss of Permit)						*
Unexcused tardies to class	1 <sup>st</sup> / 2 <sup>nd</sup> Warning	*	Every 3 <sup>rd</sup> Tardy *						*
Unexcused tardies to school		*	After 9:15 am – Every Offense	*	*	3 <sup>rd</sup> Offense before 9:15 am equals Sat. Det.			*
Use of and/or distribution of Alcohol or Drugs	(Refer to Drug and Alcohol Policy)	*			1 <sup>st</sup> Offense (Consecutive Days)		*	*	*
Use of Technology in prohibited areas		*	1 <sup>st</sup> / 2 <sup>nd</sup> Offense (Parents pickup end of day)	3 <sup>rd</sup> Offense (Confiscated 5 Days)	*	*	*	*	*
Use of Weapon and/or Dangerous Instrument		*			1 <sup>st</sup> Offense		1 <sup>st</sup> Offense	*	*
Vandalism		*		1 <sup>st</sup> Offense	2 <sup>nd</sup> / 3 <sup>rd</sup> Offense	(Restitution in all cases)	*	*	*
Verbal Altercation			*	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense				*
Violation of Suspension Conditions		*			1 <sup>st</sup> Offense			*	*
Out of Area Not allowed in Parking Lot			1 <sup>st</sup> / 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense					*

There are other acts of misbehavior, violation of school regulations, or violation or criminal law that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal or the superintendent.

