

**CODE OF ACCEPTABLE BEHAVIOR  
AND DISCIPLINE  
2018-2019 SCHOOL YEAR**

**ROWAN COUNTY SCHOOLS**

**John Maxey, Superintendent  
415 West Sun Street  
Morehead, Kentucky 40351**

**“Together We Can”**

**Education is a joint effort of  
family, school, and community.**

Rowan County School District Mission Statement

**The Mission of the Rowan County School District is to provide individuals with sufficient knowledge and skills to allow for lifelong learning, to have respect for themselves and others, and to become productive citizens in an atmosphere that encourages creativity, physical, and emotional well-being through joint effort of the family, school, and community.**

**SECTION I: STUDENT MISBEHAVIOR  
AND CORRECTIVE RESPONSE**

The Rowan County School's Code of Acceptable Behavior and Discipline addresses the variety of misbehavior which may occur in the schools and the need for appropriately and diverse corrective responses by recognizing varying levels of misbehavior. Each division (elementary K-5, middle 6-8, and senior high 9-12) has modified the levels to accommodate the behavioral maturity of the students it serves. The levels of misbehavior, the faculty responsible for imposing the corrective responses, as well as the corrective responses are cited. If the student violates the rules of good conduct, he/she will be held accountable by teachers and other school officials.

All students are expected to conduct themselves in a manner which will promote a proper learning atmosphere within the classroom. Students are reminded that proper behavior extends to all school property including school buses and while on field trips. The following section features the codes developed for each level in the school system.

**Elementary Schools (K-5) Code of Acceptable Behavior and Discipline**

**LEVELS OF MISBEHAVIOR - All Major and Law Violations will result in an automatic notification of parents/guardians.**

**Note: The Corrective Response procedures are not necessarily to be followed in the order which they are written.**

**Note: The Principal retains the right to administer corrective responses at his/her discretion in all levels of misbehavior.**

**Note: The district has established procedures that MAY BE utilized to assess threats of harm to others. See Alert Policy 09.22**

**After School Detention**

After school detention, is an additional deterrent to violations of the Code of Acceptable Behavior and Discipline. After school detention serves independently as a deterrent to a student's misbehavior. After school detention will provide the student with a constructive opportunity to serve their own time while receiving a punishment for misbehavior rather than missing out on class time.

The student's assigned to after school will assemble in designed area. There the student will be met by the instructor. The students are expected to have with them work to complete while in after school detention. If they are unprepared, assignments will be given that are related to their offense and grade. After school detention schedule will be determined by building principal. Transportation may need to be provided by the parents/guardian. Failure to attend will result in further disciplinary action.

## **Dress Code**

Inappropriate school dress in any style of clothing that would be disruptive to the educational process or to the safety of the students. The following is a list of inappropriate dress:

- A. Shirts, Blouses, Tops
  - a. No shirts depicting pictures, language, statements or graphics that are obscene, racially or ethically offensive, or pertain to drugs, alcohol, tobacco or sex;
  - b. No holes in shirts that are considered revealing
  - c. No shirts or blouses that are too short to cover the stomach and back at all times, must be able to be tucked in;
- B. Pants, Shorts, Skirts
  - a. Waistbands of garments must be worn above the hips;
  - b. No tight fitting shorts, pants, skirts are permitted and proper undergarments must be worn.
  - c. No holes in pants that are considered revealing;
  - d. No inappropriate language or graphics (see shirts above);
  - e. Length of garments should be suitable.
- C. Shoes
  - a. No house shoes;
  - b. No rollerblades, Heelys, or retractable skates at any time;
  - c. Shoe laces must be tied if so designated.
  - d. Tennis shoes are encouraged to be worn during recess and physical education.
- D. Head coverings (only with approval of the building principal)
  - a. No hats, bandanas, or sweatbands;
  - b. No picks, combs, rakes or rollers.
- E. Outerwear
  - a. All heavy or long outerwear will be stored in the classroom or in the locker for the duration of the school day.
- F. Jewelry
  - a. Any jewelry or piercing deemed harmful or distracting shall not be worn.

**\*\*This list, although detailed, is not a comprehensive list and may not contain every example. Building principals will have the final determination of what is considered inappropriate clothing.\*\***

**MINOR MISBEHAVIORS (Teacher & Staff/Classroom-Managed) Technique to Prevent or Reduce Misbehavior**

**\*\*Circumstances must be considered in determining Minor vs Major\*\* Tamela Buttry, PBIS Coordinator (784-8928) is available to assist in interpreting circumstances.\*\***

Minor Misbehaviors Definition	Minor Misbehaviors	Corrective Response Options	PBIS Strategies That Can Be Implemented
<p>Minor misbehaviors are behaviors that can be corrected by the teacher or staff at the time and in the setting in which they occur.</p> <p>Minor misbehavior can be and should be corrected by any teacher/staff member who observes the behavior.</p> <p>The Principal retains the right to administer corrective responses at his/her discretion in all levels of misbehavior.</p> <p>The Principal may suspend a student's eligibility to participate in <u>extra-curricular and co-curricular activities</u>, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.</p> <p>Principal/designee shall prohibit a student who has been suspended or expelled from participating in extracurricular activities sponsored by the school. In addition, they may restrict the student's participation either as a spectator or actual participant in the extracurricular activity.</p> <p>The period of restriction may be from 1 day to the remainder of the current school term, and may apply to a specific activity or to all extracurricular activities. (Board Policy 09.3)</p>	<ul style="list-style-type: none"> <li>• Cheating</li> <li>• Disrespectful to others</li> <li>• Failure to finish assignments</li> <li>• Failure to follow directions</li> <li>• Inappropriate physical contact</li> <li>• Inappropriate language</li> <li>• Lying</li> <li>• Minor pushing and shoving</li> <li>• Name calling</li> <li>• Not being in classroom at the proper time</li> <li>• Quarreling with other students</li> <li>• Running in non-designated areas</li> <li>• Spitting</li> <li>• Talking in class without permission</li> <li>• Telecommunication devices being used during the school day without permission— <i>No student shall possess a laser pointer device while on school property or while attending a school sponsored or school related activity. (Board Policy 09.4261)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Brief time-out at student's desk or other location within the room or setting</li> <li>• Clarify, teach, and practice expectations</li> <li>• Confiscation of telecommunication devices</li> <li>• Consult RTI/IEP/504 plans</li> <li>• Daily/weekly note home</li> <li>• Document/track behavior</li> <li>• Loss of choice or privilege</li> <li>• Loss of points, clip down, etc. (as part of reward system)</li> <li>• Other disciplinary procedures developed by teacher/school</li> <li>• Parent contact</li> <li>• Planned ignoring if appropriate (attention seeking behavior)</li> <li>• Private conversation</li> <li>• Proximity</li> <li>• Redirect</li> <li>• Seat/location change</li> </ul> <p><u>Items which may be used to disrupt or interfere</u> with the educational process (e.g., toys, electronic games, etc.) may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff</p>	<ul style="list-style-type: none"> <li>• Breathing exercises</li> <li>• Calming music</li> <li>• Choices given</li> <li>• Chunking tasks</li> <li>• Clarify, teach, and practice expectations</li> <li>• Contract</li> <li>• Cool down or walk</li> <li>• Engaging activities</li> <li>• Energizer/movement through class/class jobs</li> <li>• "If/When...then" statement</li> <li>• Journaling</li> <li>• Positive parent contact through note, email, call, etc.</li> <li>• Reset</li> <li>• Role play/model</li> <li>• Social stories</li> <li>• Specific praise/celebrations/class reward system</li> <li>• Teacher-student chat</li> <li>• Verbal/visual prompt</li> </ul>

		<p>member or through the Principal's office. (Board Policy 09.436)</p> <p><i>Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines. (Board Policy 09.43)</i></p> <p><i>Consult RTI/IEP/504 plans</i></p>	
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**MAJOR MISBEHAVIORS (Principal or designee/Office-Managed) Technique to Prevent or Reduce Misbehavior**

**\*\*Circumstances must be consisted in determining Minor vs Major\*\* Tamela Buttry, PBIS Coordinator (784-8928) is available to assist in interpreting circumstances.\*\***

Major Misbehaviors Definitions	Major Misbehaviors	Corrective Response Options	Steps for Major Misbehaviors
<p>Major misbehaviors are moderate behaviors and require a Behavior Referral be completed in Infinite Campus.</p> <p>Major misbehaviors may not require immediate administrative involvement.</p> <p>The Principal retains the right to administer corrective responses at his/her discretion in all levels of misbehavior.</p> <p>The Principal may suspend a student’s eligibility to participate in <u>extra-curricular and co-curricular activities</u>, pending investigation of any allegation that the student has violated either the District behavior standards or the school council’s criteria for participation. Principal/designee shall prohibit a student who has been suspended or expelled from participating in extracurricular activities sponsored by the school. In addition, they may restrict the student’s participation either as a spectator or actual participant in the extracurricular activity. The period of restriction may be from 1 day to the remainder of the current school term, and may apply to a specific activity or to all extracurricular activities. (Board Policy 09.3)</p>	<ul style="list-style-type: none"> <li>• Alternative nicotine product</li> <li>• Bullying</li> <li>• Bus disturbance</li> <li>• Cheating (district or state assessments)</li> <li>• Chewing tobacco</li> <li>• Dangerous instruments (carrying or use)</li> <li>• Disruptive behavior</li> <li>• Failure to attend detention</li> <li>• Failure to follow staff instructions</li> <li>• Fighting—student to other (physical aggression)</li> <li>• Fighting—student to staff (physical aggression)</li> <li>• Fighting—student to student (physical aggression)</li> <li>• Harassment</li> <li>• Inappropriate internet or technology use</li> <li>• Inappropriate sexual behavior display of affection or touching</li> <li>• Inappropriate use of district/school technology, inappropriate internet or technology use</li> <li>• Inappropriate use of medication</li> <li>• Insubordination</li> <li>• Leaving campus</li> <li>• Look-alike drug possession, distribution</li> <li>• Other</li> <li>• Physical altercation—minor</li> <li>• Profanity, vulgarity, abusive language, gestures</li> <li>• Self-endangerment</li> <li>• Signing parent/staff note</li> <li>• Skipping class</li> </ul>	<ul style="list-style-type: none"> <li>• After school detention</li> <li>• Consult RTI/IEP/504 plans</li> <li>• Group or individualized counseling with guidance counselor</li> <li>• Remove temporarily from classroom</li> <li>• Repair or replace vandalized property</li> <li>• Some form of isolation</li> <li>• Subsequent, excessive or serious disciplinary referrals in a semester may result in a referral to outside agencies (court, law enforcement, Cabinet for Family Children, etc.)</li> <li>• Supervised study</li> <li>• Suspension (<b>Board Policy 09.434</b>)</li> <li>• Suspended from riding school bus for a period of school days</li> <li>• Teacher-parent conference</li> <li>• Teacher-parent-Principal conference</li> </ul>	<p>Teacher will complete the Behavioral Referral in Infinite Campus <u>OR</u> notify the Principal in another method as determined by the building Principal.</p> <p>Administrator will conference with student and investigate. Then corrective response will be determined and Behavioral Resolution will be entered into Infinite Campus. Parent/guardian will be notified. Teacher may be provided feedback.</p> <p>Principal/designee may establish a <u>detention</u> hall. Parent/guardian shall be notified prior to detention. The person who detains the student shall be responsible for arranging safe and suitable after-school transportation. (Board Policy 09.432)</p> <p>Principal/designee shall be the only person who can express authority to <u>search</u> a pupil’s outer clothing, pockets, or his/her personal effects if there is reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. The search shall only be conducted by the Principal/designee or a</p>

	<ul style="list-style-type: none"> <li>• Skipping school</li> <li>• Smoking</li> <li>• Stealing</li> <li>• Tardy to class</li> <li>• Threatening another student</li> <li>• Threatening staff</li> <li>• Tobacco—other</li> <li>• Vapor product</li> <li>• Verbal abuse</li> <li>• Violation of personal electronic/telecommunications device</li> <li>• Violation of school rules</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher-Principal conference</li> </ul> <p><i>Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines. (Board Policy 09.43)</i></p> <p><i>Consult RTI/IEP/504 plans</i></p>	<p>certified person directly responsible for the conduct of the pupil. (Board Policy 09.436)</p> <p>Principal/assistant principal may <u>suspend</u> a pupil up to a maximum of 10 days per incident. The Superintendent may suspend a pupil up to a maximum of 10 days per incident. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent designee. (Board Policy 09.434)</p>
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**LAW VIOLATIONS (Principal or designee/Office-Managed) Technique to Prevent or Reduce Misbehavior**

Law Violations Definition	Law Violations	Corrective Response Options	Steps for Law Violations
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<p>Law violation misbehaviors are serious violations that involve criminal behavior or threats.</p> <p>They are so severe that the student must be removed from the setting.</p> <p>There is a potential for imminent danger of physical harm to self or others.</p> <p>Law Violations require a Behavior Referral and Behavior Resolution be entered in Infinite Campus.</p> <p>The Principal retains the right to administer corrective responses at his/her discretion in all levels of misbehavior.</p> <p>The Principal may suspend a student's eligibility to participate in <u>extra-curricular and co-curricular activities</u>, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation. Principal/designee shall prohibit a student who has been suspended or expelled from participating in extracurricular activities sponsored by the school. In addition, they may restrict the student's participation either as a spectator or actual participant in the extracurricular activity. The period of restriction may be from 1 day to the remainder of the current school term, and may apply to a specific activity or to all extracurricular activities. (Board Policy 09.3)</p>	<ul style="list-style-type: none"> <li>• Alcohol Distribution</li> <li>• Alcohol Possession and Use</li> <li>• Amphetamines Distribution</li> <li>• Amphetamines Possession and Use</li> <li>• Assault—1<sup>st</sup> Degree</li> <li>• Assault—2<sup>nd</sup> Degree</li> <li>• Assault—3<sup>rd</sup> Degree</li> <li>• Assault—4<sup>th</sup> Degree</li> <li>• Barbiturates Distribution</li> <li>• Barbiturates Possession and Use</li> <li>• Burglary</li> <li>• Cocaine/Crack Distribution</li> <li>• Cocaine/Crack Possession and Use</li> <li>• Criminal Homicide</li> <li>• Destruction of Property</li> <li>• Disorderly Conduct</li> <li>• DUI</li> <li>• Embezzlement</li> <li>• Felon Stalking</li> <li>• Felony criminal abuse</li> <li>• Felony Wanton Endangerment</li> <li>• Forcible Rape</li> <li>• Forgery</li> <li>• Fraud</li> <li>• Gambling</li> <li>• Hallucinogenic Distribution</li> <li>• Hallucinogenic Possession and Use</li> <li>• Harassing Communications (Telecommunications devices being used for cyber -bullying <b>Board Policy 09.4261</b>)</li> <li>• Heroin Distribution</li> <li>• Heroin Possession and Use</li> <li>• IAES for Drugs—SPED only</li> <li>• IAES for Injury—SPED only</li> <li>• IAES for Weapon—SPED only</li> <li>• Indecent Exposure</li> <li>• Inhalant Distribution</li> <li>• Inhalant Possession and Use</li> <li>• Kidnapping</li> <li>• Larceny</li> <li>• Loitering</li> <li>• Marijuana/Hashish Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• After school detention</li> <li>• Assign student to temporary supervised study</li> <li>• Assist public officials in prosecution and trial of offender</li> <li>• Confiscation of telecommunications devices immediately</li> <li>• Knife(pocket knife) forfeited to the school district and may be returned at the school's discretion</li> <li>• Notify law enforcement officials</li> <li>• Principal-parent conference</li> <li>• Recommend expulsion of student</li> <li>• Require offender to repair or replace vandalized property</li> <li>• Require restitution for damaged property</li> <li>• Subsequent, excessive or serious disciplinary referrals in a semester may result in a referral to outside agencies (court, law enforcement, Cabinet for Family Children, etc.)</li> <li>• Suspension (<b>Board Policy 09.434</b>)</li> <li>• Suspended from riding school bus for the remainder of the year</li> <li>• Teacher complete" Form A" of Alert Situation Assessment referral process. Principal/designee or counselor complete "Form B" and follow the flow chart to determine risk for harm per <b>Board Policy 09.22.</b></li> </ul>	<p>Teacher will escort student to the office <u>OR</u> notify the Principal in another method as determined by the building Principal.</p> <p>Administrator will conference with student and investigate. The administrator will complete Behavioral Referral. Then corrective response will be determined and Behavioral Resolution will be entered into Infinite Campus. The parent/guardian will be notified. The teacher may be provided feedback.</p> <p>Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-incident. (Board Policy 09.434) sponsored function that involves student possession of a <u>controlled substance</u> on school property in violation of the law. (Board Policy 09.423)</p> <p>Principal/designee may establish a <u>detention</u> hall. Parent/guardian shall be notified prior to detention. The person who detains the student shall be responsible for arranging safe and suitable after-school transportation. (Board Policy 09.432)</p> <p>Employees who believe <u>harassment/discrimination</u> behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the</p>
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	<ul style="list-style-type: none"> <li>• Marijuana/Hashish Possession and Use</li> <li>• Menacing</li> <li>• Misdemeanor criminal abuse</li> <li>• Misdemeanor Stalking</li> <li>• Misdemeanor Wanton Endangerment</li> <li>• Motor Vehicle Theft</li> <li>• Other</li> <li>• Other Drug Distribution</li> <li>• Other Drug Possession and Use</li> <li>• Prescription Drugs Distribution</li> <li>• Prescription Drugs Possession and Use</li> <li>• Prostitution</li> <li>• Robbery</li> <li>• Sexual Assault (Unwanted touching in a sexual manner)</li> <li>• Sexual Offenses (inappropriate picture taking, sexting)</li> <li>• Statutory Rape</li> <li>• Stolen Property</li> <li>• Terroristic Threat</li> <li>• Terroristic—Bomb</li> <li>• Terroristic—Chemical/Biological/Nuclear</li> <li>• Trespassing</li> <li>• Under Influence</li> <li>• Vandalism</li> <li>• Weapon-Handgun</li> <li>• Weapon-Other : Look alike, ammunition, use or possession of knives (including pocket knives)</li> <li>• Weapon-Other firearm</li> <li>• Weapon-Rifle</li> </ul>	<p><i>Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines. (Board Policy 09.43)</i></p> <p><i>Consult RTI/IEP/504 plans</i></p>	<p>Superintendent. (Board Policy 09.42811)</p> <p>Principal/designee shall be the only person who can express authority to <u>search</u> a pupil's outer clothing, pockets, or his/her personal effects if there is reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. The search shall only be conducted by the Principal/designee or a certified person directly responsible for the conduct of the pupil. (Board Policy 09.436)</p> <p>Principal/assistant Principal may <u>suspend</u> a pupil up to a maximum of 10 days per incident. The Superintendent may suspend a pupil up to a maximum of 10 days per incident. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent or designee. (Board Policy 09.434)</p>
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**Electronic Devices**

Electronic devices shall not be used without permission from the staff or bus driver overseeing the student's at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school at the end of the school day.

The uses of electronic devices to process, send, and/or receive nude or semi-nude images of someone underage is a **felony**, regardless of the age of the person who sent it.

## Electronic Device Information

The use of electronic devices to possess, send, and/or receive nude or semi-nude images of someone underage is a **felony**, regardless of the age of the person who sent it.

Clearfield Elementary

Behavioral Expectations for Common Areas

Voice Levels: Level 0-No Talking Level 1-Whisper Level 2-Inside Voice Level 3-Outside Voice



COMMON AREA	RESPONSIBILITY	SAFETY	RESPECT
<b>Assembly</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Walk when entering and exiting assembly</li> <li>• Watch your step. Be careful not to step on others.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all adult directions</li> <li>• Take turns on playground equipment and include everyone in play activities.</li> <li>• Be good winners/losers</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Wash hands and use restroom before coming to the cafeteria</li> <li>• Be ready to make your food choices when going through the line</li> <li>• Get all needed utensils, milk, and condiments while going through the line</li> <li>• Know your lunch number</li> <li>• Clean area when finished eating</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in a single file line when entering and exiting cafeteria</li> <li>• Carry tray with both hands.</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Sit and stay at your assigned table.</li> <li>• Use utensils appropriately and keep all food and utensils to yourself.</li> <li>• Sit appropriately while waiting for the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1 Voice</li> <li>• Follow all adult directions</li> <li>• Wait your turn in line when dumping your tray</li> <li>• Raise your hand if you need help</li> <li>• Be respectful of all adults</li> <li>• Use good table manners</li> </ul>
COMMON AREA	RESPONSIBILITY	SAFETY	RESPECT
<b>Early Duty</b>	<ul style="list-style-type: none"> <li>• Follow adult instructions</li> <li>• Share space and games or toys</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Walk to your area (no running)</li> <li>• Line up in a straight line when instructed</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 voice while being seated</li> <li>• Follow all adult directions</li> <li>• Students may only go to the nurse if it's an emergency</li> <li>• Students will get a pass from an adult to go to the restroom</li> <li>• Students will ask for permission from an adult to go to Library</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Keep in a single file line on the right side of the hall</li> <li>• Go straight to your destination; no lollygagging</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Look forward-be aware of the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>• Level 0 voice</li> <li>• Follow directions from all adults</li> <li>• Respect classroom work on walls</li> </ul>

<b>Late Duty</b>	<ul style="list-style-type: none"> <li>Follow adult instructions</li> <li>Share space and games or toys</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Walk to your area (no running)</li> <li>Line up in a straight line when instructed</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 voice while being seated</li> <li>Follow all adult directions</li> <li>Students may only go to the nurse unless it's an emergency</li> <li>Students will get a pass from an adult to go to the restroom</li> <li>Students will ask for permission from an adult to go to Library</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Return materials on time</li> <li>Use materials appropriately</li> <li>Must have library pass</li> <li>Place books on shelf in correct place</li> <li>Go only during assigned times</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Walk</li> <li>Use book markers correctly</li> <li>Must go only to the library; no stops along the way</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 voice</li> <li>5 minute time limit per student</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Level 3 Voice while playing</li> <li>Make appropriate choices for self and others</li> <li>Freeze at the sound of the whistle and line up with your class</li> <li>Enter school with a Level 0 voice</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Sit only on picnic table benches</li> <li>Stay within boundaries (not past red bench or the spider web jungle gym)</li> <li>Play in areas for your grade level: Zipline 3-5; House and Slide K-2</li> <li>No rough play</li> <li>Leave trees and mulch alone</li> </ul>	<ul style="list-style-type: none"> <li>Follow all adult directions</li> <li>Take turns on playground equipment and include everyone in play activities.</li> <li>Be good winners/losers</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Do business and return promptly</li> <li>Flush</li> <li>Throw trash in trash can</li> <li>Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Keep water and soap in sink</li> <li>Keep feet off bathroom fixtures</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 voice</li> <li>Respect others' privacy</li> </ul>
<b>COMMON AREA</b>	<b>RESPONSIBILITY</b>	<b>SAFETY</b>	<b>RESPECT</b>
<b>Safety Drills</b>	<ul style="list-style-type: none"> <li>Follow Drill Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Walk in a single file line with your class</li> </ul>	<ul style="list-style-type: none"> <li>Level 0 voice</li> <li>Follow all adult directions</li> <li>Stay quiet so the teacher can check attendance</li> </ul>
<b>Stairways</b>	<ul style="list-style-type: none"> <li>Keep in a single file line on the right side of the stairs</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Keep right hand only on the rail</li> <li>Touch every step with your feet</li> <li>Look forward-be aware of the person in front of you</li> <li>Keep traffic flowing</li> </ul>	<ul style="list-style-type: none"> <li>Level 0 Voice</li> <li>Follow directions from all adults</li> <li>Walk Quietly</li> </ul>

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**McBrayer Elementary CHAMPS and Behavior Expectations**

School Wide Expectations	Classroom	Hallways	Playground/ Recess	Cafeteria	Restroom	Arrival/ Dismissal	Assembly	Field Trips	Recess Line Up
C- What is the CONVERSATION Level?	<p><u>Level 0</u>- Silent- when directed or teacher is teaching</p> <p><u>Level 1</u>- Whisper voice- group or partner work</p>	<u>Level 0</u> Silent	<p><u>Level 3</u> Outside Voice</p> <p><u>Level 0</u>- when entering and exiting the building</p>	<p><u>Level 0</u> when entering cafeteria, in serving area, emptying trays, and waiting in line for your teacher.</p> <p><u>Level 1</u> Quiet, whisper voice, respectful talk while eating with friends</p>	<u>Level 0</u> Silent	<u>Level 1</u> Quiet whisper voice, respectful talk while waiting for bus or parent pickup	<u>Level 0</u> when entering/ exiting assembly, during presentation Level 1 while waiting for program to begin	<p><u>Level 0</u> Silent when presentation or directions are being given by individual or guide on field trip.</p> <p><u>Level 1</u> Quiet whisper, respectful talk while riding bus to and from location</p>	<u>Level 0</u> Silent
H- How do I get HELP if needed?	Raise your hand	Raise your hand	Go get an adult, have classmate get an adult.	Raise your hand and wait for an adult to come to you.	Find an adult, raise your hand to get adults attention.	Find an adult, raise your hand to get adults attention	Raise your hand to ask for help.	Find an adult, raise your hand to get adults attention	Raise your hand to ask for help.
A What is the ACTIVITY you are involved in?	Teacher will define the activity at the beginning, during at the end of each lesson	Moving to and from a new location	Synergize with your friends, play and be safe during all recess activities.	Eat your lunch first and then talk to your neighbors.	Use restroom and wash your hands.	<p>Arrival- Enter gym and participate in activities or sit on bleachers at <u>Level 1</u>.</p> <p>Dismissal- Read a book while waiting for dismissal. <u>Level 0</u>.</p>	Eyes on speaker, participate in active listening, clap hands appropriately, and follow directions when ask to participate. Watch for signals for Level 0-Listen to speaker.	Teacher will define the activity for each fieldtrip.	Line up when teacher gives students line up signal.
M What type of movement will you participate in?	Teacher will define how students are to move in the classroom from activity to activity.	Walk on green line in all hallways.	Walk, Run, Climb, Jump, Skip, Swing, Use all equipment properly.	Stay at your classrooms assigned table unless directed	Get quick drink from fountain and lineup.	Remain seated until your bus number or car dismissal	Always walk when entering and exiting area. Sit during the assembly with hands to self.	Teacher will define movement during field trip.	Walk to area where teacher is lining up the class.

				by an adult.		number is called.			
P What type of PARTICIPATION will you be involved with?	Teacher will define how students will participate in each classroom activity.	Eyes are looking forward, hands are kept to self, and students are walking on green line.	All students will participate with classmates in a friendly and fair manner.	All students will clean up area where they are seated and throw all trash away in designated area.	Wait in line, eyes forward, hands to self, follow directions.	Remain seated, read a book until your bus number or car dismissal number is called.	All students will watch and participate in assembly according to presenters directions.	All students will participate in field trip activities according to teachers or presenters directions.	Eyes forward, keep hands, feet, all objects to yourself, follow the class into the building.
S How will we all demonstrate SUCCESS?	Success will be when all students do their BEST on ALL centers, assignments, and assessments.	Success in the hallway will happen when students are respectful, and they move in a quiet and orderly manner.	Success on the playground for all students will happen when students follow the rules and play on all equipment safely.	Success in the cafeteria will happen when all students interact, eat, and move in a quiet, safe and orderly manner.	Success in the restrooms will occur when students follow directions and are respectful to others.	Success for arrival and dismissal time will occur when all students listen and follow directions given by adults on duty.	Students will be successful during assemblies when they listen and participate when directed by the adults in charge of assembly or activity.	Field trip experiences will be successful when students follow the directions given by the adults in charge of the group or activity.	The playground will be a safe setting where students will be successful if they play respectfully and safely during all games and on all of the equipment.

### RODBURN ELEMENTARY SCHOOL BEHAVIOR MATRIX

School-Wide Expectations Rodburn Elem	Classroom	Hallways	Playground/ Recess	Cafeteria	Restrooms	Arrival/ Dismissal	Assembly
C conversation	Level 2 = Quiet Talking	Level 0= No talking in line	Voice level 3 = Elevated voice during playtime. Voice level 0 = No talking lining up	Voice level = 2 Quiet talking	Voice level = 1 Whisper	Voice Level=2/3 Depending on the morning activity	Voice Level= 0 No Talking
H help	Ask 1 or 2 around you. Raise hand, wait for teacher	Raise hand quietly	Ask a teacher	Raise hand quietly	Ask a teacher	Raise hand quietly	Raise your hand/Ask a teacher
A activity	Coming into the classroom in the mornings	Go straight to your destination	Play fair and share	Eat your food	GO, FLUSH, WASH	Seating in assigned seat  Or  Morning exercise	Seating in assigned seats

M movement	Putting materials in desk from backpack -Putting backpack & coat in locker -Putting homework in tray -Sharpening pencils	Right side of the hall	Watch out for others	Stay in your seat	Go directly back to class  OR Get in line	Seating Walking Jump Rope	Good Listener Skills Hands and Feet to yourself
P participation	Getting started on Calendar Journal or paper at seat	Walking feet	Participate in the fun	Use your manners	Walking feet	Walking Feet Jumping Seating	Use your manners Watching Listening

	Tilden Hogge Elementary 5955 Cranston Rd. Morehead, KY 606-783-4604	
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Set of Expectations	Arrival	Dismissal	Cafeteria	Hallway	Restroom
T Think Safety First	Come in and go to breakfast or sit in your class line.	Sit with your back to the wall in a single file line. Talk to your neighbors at level one.	Chew your food carefully. Know what to do if someone is choking.	Walking feet when traveling. Watch where you are going. Be aware of your surroundings.	Hands and feet to yourself. No horseplay.
H Have Respect for Everything and Everybody	Hands feet and objects to themselves.	Hands feet and objects to themselves.	Hands, feet, and objects to yourself. Line up at trash can, Throw away one at a time.	Keep hands and feet to yourself. Travel at level zero. Keep bodies and hands off the wall while walking.	Go, flush, wash and leave quickly to allow others in line to use the restroom.
E Expect to Learn Each Day	Talk to your friends about positive things and about the school day ahead.	Read or do homework while waiting on your bus.	Talk to your friends about positive things. Discuss what you are learning in class and your after school activities	Read the writing of your school mates as you wait in the hallway for the restroom or to enter other areas.	Do not leave class to go to the restroom unless it is absolutely necessary.
S Strive to Be My Best	Clean up your area before you leave for class. Follow all the rules and help one	Clean up your area before you leave for the bus. Follow all the rules and help	Clear up after yourself, use manners, help someone in need,	Pick up any trash you see. Help others that may need help.	Only use the necessary amount of soap. Put all paper towels in the

	another. Model appropriate behavior.	one another. Model appropriate behavior.	and model appropriate behavior.	Model appropriate behavior.	trash can before leaving.
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**Rowan County Middle School (6-8)**  
**Code of Acceptable Behavior and Discipline**

**Nothing in this Code of Acceptable Behavior and Discipline should be construed as taking priority over sound judgment or doing the right thing. Every situation is not covered. There may be situations where good judgment will be the only regulation.**

**Dress Code**

**Dress Code**

Inappropriate school dress in any style of clothing that would be disruptive to the educational process or to the safety of the students. Hair, clothing and/or accessories must not impede vision or movement which may lead to unsafe conditions for the individual or others. The following is a list of inappropriate dress:

1. Shirts, Blouses, Tops

a. No spaghetti straps, tube tops, or halter tops. Tops should cover the shoulder. “Dropped arm hole” clothing is not permitted. Tank tops or blouses must be worn beneath mesh, lace or other sheer fabric shirts/blouses/dresses, etc.

b. No shirts depicting pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco or sex, whether blatant or implied;



- c. No shirts or blouses that are too short to cover the stomach and back at all times are allowed.  
Shirts must be able to be tucked in;  
d. No tight fitting shirts are permitted and proper undergarments must be worn.
2. Pants, Shorts, Skirts
- Waistbands of garments must be worn above the hips with no undergarments showing;
  - Tight fitting pants are permitted with appropriate length shirts.
  - Shorts and skirts must be appropriate in length so as to not draw undue attention to the wearer.  
Cuts/holes in pants should also not draw undue attention.
  - No inappropriate language or graphics (see shirts above);
  - No pajama type pants or shorts, or blankets allowed.
3. Shoes
- No house shoes;
  - No rollerblades, Heelys, or retractable skates at any time.
4. Head coverings (only with approval of the building principal), no hats or bandanas.
- No picks, combs, rakes or rollers.
5. Outerwear

**The following dress code guidelines apply specifically to the academic school hours and to school related field trips or events which are academically related. (Students participating in athletic events or social events shall follow dress code expectations related to those events.)**

This list, although detailed, is not a comprehensive list and may not contain every example. Building principals will have the final determination of what is considered appropriate clothing.

- **Rowan County Middle School will not tolerate bullying, intimidation, harassment, teasing or taunting. This type of behavior is unacceptable and will be dealt with in the most severe manner. Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:**
  - That occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or
  - That disrupts the education process.
- **This definition shall not be interpreted to prohibit civil exchanges of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.**
- **Students participating in extra-curricular and co-curricular events will adhere to the Rowan County extra-curricular and co-curricular policy guidelines.**
- **The disciplinary response procedures will not necessarily be followed in the order in which they are written.**
- **Subsequent, excessive, or serious disciplinary referrals will result in a referral being made to other agencies (court, law enforcement, Cabinet for Family/Children, etc.) for behavior beyond the control of the school.**
- ***The principal/assistant principal retains the right to administer disciplinary response at his/her discretion in all levels of misconduct.***

- Students participating in extracurricular or co-curricular events will adhere to the Code of Acceptable Behavior and Discipline. Students participating in athletics will be disciplined under the Kentucky High School Athletics Association guidelines by officials during a contest. Behaviors not addressed by KHSAA but falling under Major Misbehaviors and Law Violations of the Code of Acceptable Behavior and Discipline Book will result in coach consultation with school administrators.
- Principals/designees/local law enforcement officials' retain the right to administer disciplinary response at their discretion in all levels of misconduct.
- The district has established procedures that MAY BE utilized to assess threats of harm to others.
- Subsequent, excessive, or serious disciplinary infractions will result in a referral being made to the Juvenile Court Designated Worker for behavior beyond the control of the school.
- Tardy to Class: It is the responsibility of each student to report to class on time. If a student is late to class and it is unexcused, it becomes a class tardy. Class tardies will be made up (at breakfast, or lunch). Assigned seats during breakfast or lunch will be administered 1 for 1. If a student is more than 15 minutes late to class, the class tardy will be made up in after school or ISSS

### **MINOR MISBEHAVIORS**

#### **Common Area – Classroom Teacher Imposes Discipline (Teacher may notify Parents)**

- Talking without permission
- Horseplay, rough housing, running in hall
- Failure to follow directions
- Failure to complete assignments
- Minor classroom disruptions
- Discourteous/rude actions
- Failure to follow classroom rules
- Disrespect and inappropriate behavior
- Inappropriate language
- **Inappropriate display of affection:** appropriate displays of affection include holding or shaking hands or a quick hug in greeting ONLY. All other public displays of affection are inappropriate. Consequences will be determined by school administrator. Repeated instances of inappropriate displays of affection will be considered Level II offenses and dealt with accordingly.
- **Condescending, uncooperative attitude/actions expressions**
- **Excessive horseplay/rough housing**

### **CORRECTIVE RESPONSE OPTIONS MAY INCLUDE**

- **1<sup>st</sup> Offense – Verbal reprimand – Name on the Board**
- **2<sup>nd</sup> Offense may include a Verbal reprimand, Teacher Imposed Discipline, and Parent/Guardian contact**
- **Isolation from other students within classroom**
- **Withholding breaks**

- **Withholding participation in activities**

**After the 4<sup>th</sup> violation a referral will be made to principal/designee**

### **REWARDS FOR EMPLOYABILITY SKILLS**

Employability skills include motivation, resourcefulness, and professionalism.

- A score of three: student has zero infractions in a 4.5 week period
- A score of two: student has 1-4 infractions in a 4.5 week period
- A score of one: student has 5 or more infractions in a 4.5 week period

# **MAJOR MISBEHAVIORS**

## **CORRECTIVE RESPONSE OPTIONS FOR MAJOR MISBEHAVIORS MAY INCLUDE**

- Alternative nicotine product
- Bullying
- Bus disturbance
- Cheating (district or state assessments)
- Chewing tobacco
- Dangerous instruments (carrying or use)
- Disruptive behavior
- Failure to attend detention
- Failure to follow staff instructions
- Fighting—student to other (physical aggression)
- Fighting—student to staff (physical aggression)
- Fighting—student to student (physical aggression)
- Harassment
- Inappropriate internet or technology use
- Inappropriate sexual behavior display of affection or touching
- Inappropriate use of district/school technology, inappropriate internet or technology use
- Inappropriate use of medication
- Insubordination
- Leaving campus
- Look-alike drug possession, distribution
- Other
- Physical altercation—minor
- Profanity, vulgarity, abusive language, gestures
- Self-endangerment
- Signing parent/staff note
- Skipping class
- Skipping school
- Smoking
- Stealing
- Tardy to class
- Threatening another student
- Threatening staff
- Tobacco—other
- Vapor product
- Verbal abuse
- Violation of personal electronic/telecommunications device
- Violation of school rules

1<sup>st</sup> Offense

Conference with Parents and Guidance Counselors  
Student will receive “0” for assignment  
In-school suspension  
After-school detention

Out-of-school suspension  
Saturday School  
Participation parent/guardian/student in Active Parenting  
Mandatory counseling/Tobacco education program  
Drug/Alcohol/Tobacco Counseling  
Loss of privileges  
Restricted use of Electronic/Networked Resources

## 2<sup>nd</sup> Offense and Subsequent Offenses

Student will receive “0” for assignment  
After-school detention  
Out-of-school suspension/Saturday School  
Possible request for alternative Placement  
Participation parent/guardian/student in Active Parenting  
Three (3) or more offenses will result in increased ISSS or suspensions  
Parent Notification  
Citation may be issued to underage violators  
3-5 days In-School Supervised Study  
3-5 days after-school detention  
3-5 days out-of-school suspension  
Possible Request for Alternative Placement  
Participation parent/guardian/student in Active Parenting  
Loss of privileges remainder of school year  
Restricted use of Electronic/Network Resources

## **LAW VIOLATIONS**

- Alcohol Distribution
- Alcohol Possession and Use
- Amphetamines Distribution
- Amphetamines Possession and Use
- Assault—1<sup>st</sup> Degree
- Assault—2<sup>nd</sup> Degree
- Assault—3<sup>rd</sup> Degree
- Assault—4<sup>th</sup> Degree
- Barbiturates Distribution
- Barbiturates Possession and Use
- Burglary
- Cocaine/Crack Distribution
- Cocaine/Crack Possession and Use
- Criminal Homicide
- Destruction of Property
- Disorderly Conduct
- DUI
- Embezzlement
- Felon Stalking
- Felony criminal abuse
- Felony Wanton Endangerment

- Forcible Rape
- Forgery
- Fraud
- Gambling
- Hallucinogenic Distribution
- Hallucinogenic Possession and Use
- Harassing Communications (Telecommunications devices being used for cyber -bullying **Board Policy 09.4261**)
- Heroin Distribution
- Heroin Possession and Use
- IAES for Drugs—SPED only
- IAES for Injury—SPED only
- IAES for Weapon—SPED only
- Indecent Exposure
- Inhalant Distribution
- Inhalant Possession and Use
- Kidnapping
- Larceny
- Loitering
- Marijuana/Hashish Distribution
- Marijuana/Hashish Possession and Use
- Menacing
- Misdemeanor criminal abuse
- Misdemeanor Stalking
- Misdemeanor Wanton Endangerment
- Motor Vehicle Theft
- Other
- Other Drug Distribution
- Other Drug Possession and Use
- Prescription Drugs Distribution
- Prescription Drugs Possession and Use
- Prostitution
- Robbery
- Sexual Assault (Unwanted touching in a sexual manner)
- Sexual Offenses  
(inappropriate picture taking, sexting)
- Statutory Rape
- Stolen Property
- Terroristic Threat
- Terroristic—Bomb
- Terroristic—Chemical/Biological/Nuclear
- Trespassing
- Under Influence
- Vandalism
- Weapon-Handgun
- Weapon-Other : Look alike, ammunition, use or possession of knives (including pocket knives)
- Weapon-Other firearm
- Weapon-Rifle

**CORRECTIVE RESPONSE OPTIONS FOR LAW VIOLATIONS MAY INCLUDE**

1<sup>st</sup> Offense

Law Enforcement may be notified  
Parent Notification/Conference  
In-school suspension  
After-school detention  
Out-of-school suspension  
Participation parent/guardian/student in Active Parenting  
Alert assessment  
Possible request for alternative placement or expulsion  
Parent will be responsible for restitution

#### 2<sup>nd</sup> Offense and Subsequent Offenses

Parents Notified  
Law Enforcement will be notified  
After-School Detention at the discretion of Principal/Designee  
Out-of-school suspension  
Possible request for Alternative Placement or Expulsion  
Participation parent/guardian/student in Active Parenting  
Parent will be responsible for restitution  
Mandatory Counseling and attend Alcohol/drug education program

#### **ISSS (In-School Supervised Study at Rowan County Middle School):**

The following procedures are for students who are sent to the office for disciplinary action:

1. Students will be placed by the assistant principal/designee for breaking school rules. The number of days will be determined by the offense.
2. Students will not be permitted to leave the area until dismissed by the assistant principal/designee.
3. Students will be permitted no breaks. School personnel will supervise trips to and from the restroom.
4. Students will not be permitted to talk to anyone.
5. The academic work completed by the student will be counted without penalty as regular classroom work.
6. Students who break rules or fail to complete assignments while in this area are subject to further disciplinary actions including after school and Saturday school assignments.
7. IDEA and 504 regulations must be followed.

#### **After School Detention**

After school detention, is an additional deterrent to violations of the Code of Acceptable Behavior and Discipline. After school detention serves independently, as well as, in conjunction with ISSS as a deterrent to a student's misbehavior. After school detention will provide the student with a constructive opportunity to serve their own time while receiving a punishment for misbehavior rather than missing out on class time.

The student's assigned to after school will, on third bell, assemble in the cafeteria. There the students will be met by the instructor. The students are expected to have with them work to complete while in after school. If they are unprepared, random assignments may be given that

relate to their offense and grade. After school detention is scheduled from third bell – 5:15 pm. Transportation may need to be provided by the parents/guardian. Failure to attend will result in further disciplinary action.

### **Alternative School Referral Process:**

A student in grades 6-12 may be referred for placement to the Bluegrass Discovery Academy based on being at risk of dropping out due to failing grades, poor attendance, and significant discipline problems.

#### **Procedures:**

- The RCMS and RCSHS Alternative School Committee will consist of at least one administrator, one counselor, and the alternative school teacher directly related to each school's students.
- A referral can be made if a teacher, parent or administrator believes the child is at risk of dropping out of school. Referrals should be made to a member of the RCMS or RCSHS Alternative School Committee.
- After a referral has been made, the committee will review a student's status to ensure that he/she meets the criteria for admittance to the alternative school and that placement in an alternative school setting benefits the student.
- To return to the regular school setting the committee will review the students' status to ensure that placement in a regular school setting benefits the child.

### **Dance Regulations**

Only Rowan County Middle School students, their parents, faculty and staff will be permitted to attend. Students will follow all school regulations while at the dance. Any student who has received ISSS/ Suspension between dances may not attend the dance. Students who fail to follow these rules may be prohibited from attending further dances or other extracurricular activities.

### **Electronic Devices**

Electronic devices shall not be used during the school day without permission from the staff or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school at the end of the school day.

### **After School Detention**

After school detention, is an additional deterrent to violations of the Code of Acceptable Behavior and Discipline. After school detention serves independently, as well as, in conjunction with ISSS as a deterrent to a student's misbehavior. After school detention will provide the student with a constructive opportunity to serve their own time while receiving a punishment for misbehavior rather than missing out on class time.

The student's assigned to after school will, on third bell, assemble in the cafeteria. There the student will be met by the instructor. The students are expected to have with them work to complete while in after school detention. If they are unprepared, assignments will be given that are related to their offense and grade. After school detention is scheduled from third bell – 5:15 pm. Transportation may need to be provided by the parents/guardian. Failure to attend will result in further disciplinary action.



## **Guidelines**

Any violation of the acceptable policy will result with device being confiscated by school personnel. After the third (3<sup>rd</sup>) violation of this policy, the device may be confiscated and kept at the Rowan County Board of Education office until the end of the school year.

**This policy is effective once the child is on campus property in the morning to begin their regular instructional day until the end of the instructional day in the afternoon. When students are on field trips, athletic events, or all other school sponsored activities away from the school campuses beyond the instructional day, enforcement of this policy will be at the discretion of the coach/sponsor of the activity.**

Most material available on the Internet is acceptable and can be valuable for educational purposes. Software will be used to identify and block access to objectionable or inappropriate material, but that software alone cannot be 100 percent effective in blocking this access. Student, parent, guardian accept responsibility for Internet and E-mail usage. The school cannot be held responsible if my child intentionally accesses material that may be considered objectionable or inappropriate. The student may submit answers with his/her handheld device (ex., cell phone/iPad) under staff direction. The student will be held accountable for any intentional violations of this policy and disciplinary action may include the loss of network access, or legal action may result from deliberate misuse of electronic resources.

## **OTHER IMPORTANT INFORMATION**

NOTE: Rowan County Middle School is equipped with audio and video equipment throughout the campus for the protection of students, faculty, and staff. Unless special circumstances exist, the Family Educational Rights and Privacy Act (FERPA) prohibits the viewing of tapes by non-school personnel.

## **MISCELLANEOUS**

Student Infinite Campus and Email Information:

Your username is your first initial, first 5 letters of last name and year of graduation. Example: John Doe graduates in 2018. His username is jdoe18. The password is RC (in caps) and the last 4 digits of Social Security Number. Example: RC9899

No matter what computer you're on, the My Documents folder will have the same contents.

E-Mail: access to Outlook Web Access (OWA or Webmail) is found at the web address: <https://mail.kyschools.us> Login using the domain name and username. Example: rowan\jdoe16

Password is same as the computer login.

The email address is [firstname.lastname@stu.rowan.kyschools.us](mailto:firstname.lastname@stu.rowan.kyschools.us)

Example: [john.doe@stu.rowan.kyschools.us](mailto:john.doe@stu.rowan.kyschools.us)

Please note:

E-mail is for school use only. Administration can access a student's e-mail folders. Student e-mail is not private e-mail.

E-mail can only be accessed through the OWA. Outlook or other e-mail programs will not work.

Students must have a signed acceptable use policy and parent permission form on file to use school computers.

**ROWAN COUNTY SENIOR HIGH SCHOOL**

## STUDENT DISCIPLINE CODE

**Rowan County Senior High School Dance and Extracurricular policy is a separate document. Parents and students are given a copy at the beginning of the school year, and copies may be obtained on the school web site.**

**Nothing in this discipline code book should be construed as taking priority over sound judgment or doing the right thing. Every situation is not covered. There may be situations in which good judgment will be the only regulation.**

**MAJOR MISBEHAVIORS/LAW VIOLATIONS- All Major Misbehaviors and Law Violations will result in an automatic notification of parents/guardians.**

**Note:** Students participating in extracurricular or co-curricular events will adhere to the Rowan County Discipline Code Book. Students participating in athletics will be disciplined under the Kentucky High School Athletics Association guidelines by officials during a contest. Behaviors not addressed by KHSAA but falling under violations of the Discipline Code Book will result in coach consultation with school administrators.

**Note:** Principals/designees/local law enforcement officials' retain the right to administer disciplinary response at their discretion in all levels of misconduct.

**Note:** The district has established procedures that MAY BE utilized to assess threats of harm to others.

**Note:** Subsequent, excessive, or serious disciplinary infractions will result in a referral being made to the Juvenile Court Designated Worker for behavior beyond the control of the school.

## MINOR MISCONDUCT

### **I. RCSHS Dress Code**

1. Any style of clothing or lack of clothing that would be disruptive to the educational process or of the safety of the students as determined by school administration is not permitted.
2. Any attire that brings undue attention to the student is considered inappropriate.
3. No clothing or accessory with language, statements, pictures, or graphics that are obscene, inappropriate, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco, or sex is permitted.

**The following dress code guidelines apply specifically to the academic school hours and to school related field trips or events which are academically related. (Students participating in athletic events or social events shall follow dress code expectations related to those events.)**

4. No spaghetti straps, tube tops, or halter tops. Tank top straps should be at least 2” wide at the shoulder. “Dropped arm hole” clothing is not permitted. Tank tops or blouses must be worn beneath mesh, lace or other sheer fabric shirts/blouses/dresses, etc.
5. Blouses and shirts must meet the beltline of skirts, slacks/pants, or shorts. Stomachs and backs must be covered at all times.
6. Shorts, skirts, and dresses must be no shorter than 1” below the fingertips of the wearer when held at the sides of the thighs. Holes in jeans and clothing worn with leggings (or legging look-alikes) should also follow these guidelines.
7. Unless approved by the principal, head coverings are not to be worn in the building.

**Students must cover or replace inappropriate clothing. Parents will be notified, if necessary, to bring proper clothing. Students may be assigned to ISS until inappropriate clothing is replaced. All violations will be at the discretion of the principal/designee. Students are not sent home for dress code violations. Leaving school to go home and change is not a school related absence.**

Students shall NOT bring blankets or other coverings to school or into the classroom. A violation of this policy will result in a “minor” offense the first occurrence and a “major” offense each subsequent time (a second offense would be considered defiance of authority).

*All material was recommended by the RCSHS Student Government Association and compiled on 4/13/2015 for presentation to the Administration and confirmed on 4/11/2017 by the PBIS committee and the Student Advisory Board.*

## **II. AUTOMOBILE**

Driving to school is a privilege and may be revoked for part or remainder of the school year by school or district administration for violations listed or other actions not listed that involve safety or security of the individual or others. This includes, but is not limited to, drugs or alcohol found in the student’s vehicle and/or driving under the influence. Students who drive to school are subject to random drug testing.

### *Motor Vehicle Regulations*

1. Only juniors and seniors may apply for a parking permit. Permits will be issued to those eligible according to the conditions set forth in the RCSHS parking contract. Parking permits are non-transferable to other students. Freshmen and sophomores are not permitted to park on school property.
2. Juniors and seniors who have an outstanding school related balance shall not be eligible to apply for a parking permit.

3. Vehicles must be registered to park in the student parking lot. If a car is in the parking lot and has not been registered or the parking sticker is not properly displayed, it may be ticketed and/or towed at owner's expense.
4. Speeding, reckless operation, or making excessive noise (rev their engines; or sound their horns other than for safety reasons) on school property or near any school building will not be tolerated. The speed limit on school property is 15 MPH; 5 MPH in parking lots.
5. Sitting in vehicles before and during school hours is not permitted.
6. Students are not to enter the parking area during the school day without permission from the office staff.
7. Students are not to use their vehicles to leave school grounds during the school day without permission from the office staff.
8. Students must park within the available space designated for student use. All cars parked improperly or in a restricted area are subject to ticketing and/or towing at the owner's expense. Students may not park in visitor parking, McBrayer parking, Rowan County Middle School, or Maysville Community and Technical College (Vocational School) parking lot at any time without an appropriate parking pass for that location. Students may not park at the curb in front of school.
9. **STUDENTS MAY NOT PARK AT THE CURB IN FRONT OF SCHOOL.** Cars left unattended for any length of time may be ticketed or towed at owner's expense. Tickets and tow orders will come from law enforcement agencies.
10. Parking passes **MUST** be hung from the rear view mirror and visible. Failure to display a parking pass may result in ticketing, suspension of parking privileges and/or a parent conference. Vehicle may be ticketed and/or towed at owner's expense.
11. **STUDENTS MUST YIELD RIGHT OF WAY TO BUSES AT ALL TIMES.**
12. **ALL STUDENTS MUST STOP, AND SHALL NOT PASS, FOR ALL BUS STOP SIGNALS.**

Citations will be issued for the following violations:

- |      |  |
|------|--|
| \$3  | Permit not displayed   |
| \$5  | Parking in an unauthorized area  |
| \$5  | Failure to stop at stop sign   |
| \$5  | Failure to yield to the buses  |
| \$10 | Improper start   |
| \$10 | Speeding or reckless operation   |
|      |  |
| \$5  | Failure to pay violation within 10 school days will result in this one time, additional fine |

*Violations may result in loss of parking permit.*

**Note: In addition to administrative ticketing, students are also accountable to other law enforcement agencies for appropriate driving and parking.**

**Vehicle Searches:**

School officials shall have the authority to conduct routine patrols of student parking lots and to inspect the exteriors of vehicles parked on school property. When reasonable suspicion that a

student's vehicle contains illegal or unauthorized materials exists, school officials will inspect interiors of student vehicles. If the vehicle is locked and the student refuses to open any portion of the vehicle for examination, legal authorities will be summoned. Signed consent for vehicle searches is required before students may drive vehicles to school; vehicle inspection and routine patrols may be conducted without notice, student consent, or search warrants. (The principal/designee shall be present.) Parking in the student lot implies consent under these conditions.

### **Band Practice and Student Parking:**

Beginning on the first day of school and ending November 1, all vehicles are to be moved off the student parking lot by 3:30 p.m., every day, so that the RCSHS band may rehearse. Vehicles may be placed in parking spots around the edges of the student parking lot or in the back parking lot if a student must stay after school for school related activities. Failure to do so will result in a written warning, and every violation after the written warning may result in loss of parking privileges.

**FAILURE TO ADHERE TO THE ITEMS IN SECTION II ABOVE COULD RESULT IN REVOCATION OF PARKING PRIVILEGES AND/OR ISS. PARENTS WILL BE NOTIFIED OF SERIOUS VIOLATIONS OF MOTOR VEHICLE REGULATIONS.**

Parking privileges may be revoked in response to inappropriate operation of a vehicle, parking in any area other than an assigned space, skipping class or school, or leaving parking area without permission.

**NO REFUNDS WILL BE ISSUED FOR A REVOKED PASS.**

### **NO PASS/NO DRIVE (KRS 159.051)**

In compliance with the law listed above, students who are sixteen (16) or seventeen (17) years old who become deficient in academics or attendance shall be reported to the Transportation Cabinet for driver's license, permit, or driving privilege revocation.

### **Academic and Attendance Deficiencies**

Academic and attendance deficiencies for students' age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least three (3) of five (5) courses, or the equivalent of three (3) of five (5) courses, taken in the preceding trimester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences from class for the preceding semester or six (6) unexcused absences in the preceding trimester. **Suspensions shall be considered unexcused absences.**

### **Reinstatement of Driving Privileges**

Students whose driving permits are revoked, but who later meet the statutory standards for reinstatement, will be eligible for reinstatement and the school shall make the required report to the appropriate agency.

## **III. TARDINESS**

### **A. Tardies to Class**

If students enter the room after the tardy bell sounds, they are considered tardy to class. Excessive (3) tardies shall result in disciplinary action. Each time a student is late to class; he or she will be required to stay after class with that teacher. After three tardies, the **teacher** will make parent contact on the issue. If the tardies persist, students will be required a lunch detention.

**B. Tardy to school**

A tardy to school occurs when a student is not in 1st period class when the bell rings. Tardies to school require a parent note or doctor's excuse.

Six (6) unexcused tardies to school will be turned over to the Director of Pupil Personnel and court action may be taken.

**IV. CLASSROOM DISRUPTION**

Consequences for minor violations will be determined by the referring teacher in cooperation with an administrator. Students may not get permission to go to another teacher's classroom without written or telephone permission from the receiving teacher. Teachers or substitute teachers may not send a student to another class without telephone confirmation. This includes, but is not limited to, students entering or disturbing classes other than their own.

## **MAJOR MISBEHAVIOR**

**Parents will be notified on all Major Misbehaviors. Alternative placement may result from any violation. Please remember a 5<sup>th</sup> disciplinary referral (of Major Misbehavior) may result in a request for a parent conference to discuss behavior interventions.** Subsequent, excessive, or serious disciplinary referrals may result in a referral made to the Court Designated Worker for behavior beyond control.

**I. TOBACCO or Simulated Products (electronic cigarettes, herbal cigarettes, smokeless tobacco products)**

Possession and/or use:

- 3 or more days of after-school detention, In-School Supervised Study or Out of School Suspension
- Recommendation for counseling
- Parent Notification or law enforcement notification
- Citation may be issued to underage violators
- Court designated worker /court designated worker specialist may be notified

**II. SKIPPING CLASS/LEAVING SCHOOL GROUNDS/SKIPPING SCHOOL**

Leaving the building without permission from front office personnel and without signing out in the office will be considered skipping. Students who are more than ten (10) minutes late to class without a valid excuse are considered skipping.

- One (1) day of In-School Supervised Study or out of school suspension and after school detention (60 minutes) may be added on subsequent offences.
- Failure to attend detention will result in further disciplinary action.

**NOTE:** Students who leave the high school campus without permission from the principal and without signing out in the front office will be suspended and may lose parking privileges.

**NOTE:** The Morehead Rowan Technical College Campus is not part of the High School Campus and is considered as leaving school grounds.

### **III. DISRUPTIVE CONDUCT- DEFIANT BEHAVIOR**

- A. Failure to turn cell phone over to school staff will be considered defiance of authority.
- B. Disrespect toward any staff member:
  - In-School Supervised Study and/or out of school suspension
  - Notification of parents
- C. Consequences for more serious disruptions or repeated violations may result in alternative placement or expulsion.

**NOTE:** Disrespect includes but is not limited to use of profanity and non-compliance.

### **IV. CHEATING**

- A. Cheating is considered a major offense for those offenses that include theft.
- B. Those cheating will be given a **ZERO** for the work. **If the students opt to retake, the assessment it must be done in afterschool within one week of the offense.** The student may be referred to a principal for further action, which could include ISS or suspension and parent notification. Cheating involves one or more of the following actions:
  1. Using the work of another person as one's own, including, but not limited to, homework. If consent is given, all students involved are responsible.
  2. Preparing to cheat in advance, such as using notes during a test or examination.
  3. Talking during quizzes, tests, or examinations.
  4. Failure to follow test procedures or instructions announced by the teacher such as no talking, no turning around in the seat, must raise your hand to ask a question (no speaking out), etc.
  5. Sharing information during an exam or after an exam or assignment is also considered cheating.
  6. Inappropriate use of electronic devices.

### **VI. INAPPROPRIATE DISPLAY OF AFFECTION**

Appropriate displays of affection include holding or shaking hands or a quick hug in greeting **ONLY**. Consequences will be determined by school administrators. Repeated instances of inappropriate displays of affection will be considered Major violation.

**NOTE:**

#### **EXCESSIVE DISCIPLINARY REFERRALS**

*The 4<sup>th</sup> disciplinary referral will result in a conference call with the parent and the student to discuss behavior interventions.*

*The 5<sup>th</sup> disciplinary referral (Major Misbehavior or greater) will result in a request for a parent conference to discuss behavior interventions.*

*Subsequent, excessive, or serious disciplinary referrals will result in referral made to the Court Designated Worker for behavior*



### **Other Major Misbehaviors include:**

- Alternative nicotine product
- Bullying
- Bus disturbance
- Cheating (district or state assessments)
- Chewing tobacco
- Dangerous instruments (carrying or use)
- Disruptive behavior
- Failure to attend detention
- Failure to follow staff instructions
- Fighting—student to other (physical aggression)
- Fighting—student to staff (physical aggression)
- Fighting—student to student (physical aggression)
- Harassment
- Inappropriate internet or technology use
- Inappropriate sexual behavior display of affection or touching
- Inappropriate use of district/school technology, inappropriate internet or technology use
- Inappropriate use of medication
- Insubordination
- Leaving campus
- Look-alike drug possession, distribution
- Other
- Physical altercation—minor
- Profanity, vulgarity, abusive language, gestures
- Self-endangerment
- Signing parent/staff note
- Skipping class
- Skipping school
- Smoking
- Stealing
- Tardy to class
- Threatening another student
- Threatening staff
- Tobacco—other
- Vapor product
- Verbal abuse
- Violation of personal electronic/telecommunications device
- Violation of school rules

## **LAW VIOLATION (administrative/legal)**

**Parents will be notified on all of Law Violations and Alternative placement may result from any violation.**

### **I. PROPERTY:**

#### **A. Trespassing, vandalism, and criminal mischief**

- Restitution will be required for any damages
- Student must participate in any clean-up work
- Failure to comply with the above will result in additional consequences added to those listed.

- Law enforcement officials will be notified when appropriate.
    - 1<sup>st</sup> Violation  
Three (3) days suspension
    - 2<sup>nd</sup> Violation  
Ten (10) days suspension  
Request may be made for expulsion or alternative placement
- B. Theft:
- Law enforcement officials will be notified when theft of personal or school property is involved as appropriate.
    - Three (3) days or more suspension
  - Having in one's possession a copy of a test without teacher permission
- C. Tampering with alarm systems or emergency equipment:
- Law enforcement officials will be notified.
  - Three (3) days or more suspension
- D. Arson, bomb threat, burglary, robbery
- Ten (10) days or more suspension
  - Request may be made for expulsion or alternative placement
  - Law enforcement officials will be notified

## II. PERSONAL

- A. Harassment, intimidation, malicious remarks, bullying, cyber bullying, taunting
- In-School Supervised Study or Out of School Suspension
  - Referral to a school resource officer
  - Notification of parents
  - Request may be made for expulsion or alternative placement
  - Computer and mobile device use may be suspended for the remainder of the school year. Acceptable Use Policy may be revoked for the remainder of the year

### **Note: Cyberbullying**

Cyberbullying involves the use of information and technology such as e-mail, instant messaging, publishing defamatory personal web sites and/or online personal polling web sites that are used to support conscious, willful, deliberate, hostile and harmful behavior by one or more people. If the bullying/harassment are directed toward a student or staff member of the Rowan County Schools, or if the post was made while at school, the perpetrator shall be subject to legal action and the following:

### **B. Fighting**

Law enforcement officials will be notified when necessary.

If fighting occurs in the morning, consequences begin immediately; if fighting occurs in the afternoon, student will be sent home unexcused for the remainder of the day, and consequences begin the following day.

- ISS or out of school suspension
- Request may be made for expulsion or continued alternative placement
- Law enforcement notified if necessary

- C. Disorderly conduct - **unruly or disturbing behaviors**, which acts to provoke a disturbance
  - Law enforcement officials will be notified if necessary
    - ISS or out of school suspension
    - Request for expulsion/alternative placement
- D. Assault, extortion, terroristic threatening, sexual misconduct, menacing behavior
  - Law enforcement officials notified if necessary
    - Minimum of Five (5) days suspension
    - Request may be made for expulsion or alternative placement
- E. Assault and/or terroristic threatening of a school employee
  - Law enforcement officials notified if necessary
    - Ten (10) days suspension
    - Request for expulsion or alternative placement

### **III. WEAPONS OR WEAPON LOOK-ALIKES--POSSESSION OR USE**

Parents notified immediately

Law enforcement officials notified immediately

- A. Firearms
  - Request may be made for expulsion from school for (1) one calendar year
- B. Other deadly weapons and/or look alike (KRS 527.010 KRS 500.080)
  - Other items used in a dangerous or threatening manner.
    - Possession only
      - Minimum of Five (5) days suspension- (suspension may be extended if expulsion is requested)
      - Request for expulsion or alternative placement may be made
    - Use
      - (10) Ten days (minimum) suspension
      - Request shall be made for expulsion or alternative placement

### **IV. ALCOHOL**

Law enforcement officials will be notified

- Possession, use and/or being under the influence
  - Ten (10) days suspension
  - Referral to a drug/alcohol counselor
  - Request may be made for expulsion or alternative placement  
(*Reduction in suspension is possible*)
- Distribution
  - Ten (10) days suspension
  - Referral to a drug/alcohol counselor
  - Request may be made for expulsion or alternative placement  
(*Reduction in suspension is possible*)

### **V. DRUGS, DRUG LOOK ALIKES, DRUG PARAPHERNALIA AND/OR UNAUTHORIZED SUBSTANCES**

- A. Possession and/or possession and use
  - Minimum of Ten (10) days suspension

- Referral to a substance abuse treatment program
  - Referral to a drug/alcohol counselor
  - Law enforcement officials will be notified
  - Request for alternative placement may be made
  - Possible request for expulsion
- (Reduction in suspension is possible)

B. Distribution or trafficking

- Minimum of Ten (10) days suspension
  - Referral to a substance abuse treatment program
  - Referral to a drug/alcohol counselor
  - Request may be made for expulsion or alternative placement
  - Law enforcement officials will be notified
- (Reduction in suspension is possible)

**VI. ABUSE OF A TEACHER (KRS161.190)**

Abuse of a teacher is prohibited and shall be enforced. KRS161.190: It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such a person knows or should have known that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

- Incidents will be dealt with on a case-by-case basis
- ISS, suspension, alternative placement, expulsion, and/or notification of law enforcement officials

**Other Law Violations include:**

- Alcohol Distribution
- Alcohol Possession and Use
- Amphetamines Distribution
- Amphetamines Possession and Use
- Assault—1<sup>st</sup> Degree
- Assault—2<sup>nd</sup> Degree
- Assault—3<sup>rd</sup> Degree
- Assault—4<sup>th</sup> Degree
- Barbiturates Distribution
- Barbiturates Possession and Use
- Burglary
- Cocaine/Crack Distribution
- Cocaine/Crack Possession and Use
- Criminal Homicide
- Destruction of Property
- Disorderly Conduct
- DUI
- Embezzlement
- Felon Stalking
- Felony criminal abuse
- Felony Wanton Endangerment
- Forcible Rape
- Forgery

- Fraud
- Gambling
- Hallucinogenic Distribution
- Hallucinogenic Possession and Use
- Harassing Communications (Telecommunications devices being used for cyber -bullying **Board Policy 09.4261**)
- Heroin Distribution
- Heroin Possession and Use
- IAES for Drugs—SPED only
- IAES for Injury—SPED only
- IAES for Weapon—SPED only
- Indecent Exposure
- Inhalant Distribution
- Inhalant Possession and Use
- Kidnapping
- Larceny
- Loitering
- Marijuana/Hashish Distribution
- Marijuana/Hashish Possession and Use
- Menacing
- Misdemeanor criminal abuse
- Misdemeanor Stalking
- Misdemeanor Wanton Endangerment
- Motor Vehicle Theft
- Other
- Other Drug Distribution
- Other Drug Possession and Use
- Prescription Drugs Distribution
- Prescription Drugs Possession and Use
- Prostitution
- Robbery
- Sexual Assault (Unwanted touching in a sexual manner)
- Sexual Offenses  
(inappropriate picture taking, sexting)
- Statutory Rape
- Stolen Property
- Terroristic Threat
- Terroristic—Bomb
- Terroristic—Chemical/Biological/Nuclear
- Trespassing
- Under Influence
- Vandalism
- Weapon-Handgun
- Weapon-Other : Look alike, ammunition, use or possession of knives (including pocket knives)
- Weapon-Other firearm
- Weapon-Rifle

**OTHER IMPORTANT INFORMATION NOTE: Rowan County Senior High School is equipped with audio and video equipment throughout the campus for the protection of students, faculty, and staff. Unless special circumstances exist, the Family Educational Rights and Privacy Act (FERPA) prohibit the viewing of tapes by non-school personnel.**

### **Electronic Device Information**

The use of electronic devices to possess, send, and/or receive nude or semi-nude images of someone underage is a **felony**, regardless of the age of the person who sent it.

### **Cell Phones:**

- Classroom teachers must post their classroom policies regarding phone use in their classroom.
- Teachers may authorize the use of electronic devices in their rooms to enhance the educational opportunity.
- Teachers may restrict student access to and the use of personal electronic devices by displaying a red card.
- Any violation of the school rules or classroom usage rules will result with the device being confiscated and taken to the office and may be returned to a parent or guardian after school (from 3:05 until 4:30PM).
- The 4th violation of the school rules or classroom usage rules will result in the phone being taken to the Board of Education.
- Electronic devices may be used during change of class, breaks and lunch.
- Electronic devices may NOT be used during class time in common areas, such as hallways, libraries, cafeteria, etc. If a teacher or administrator witnesses student device use during this time, they may confiscate it and have the parent pick it up after school.
- Cell phones must be turned off during assemblies and put away upon entering the gym, PAC or other location where the assembly is held.

**NOTE: District policy will be followed for phones that have been confiscated.**

*Head phones and ear phones or ear buds are subject to the same policy as cell phone phones. This means they must adhere to the "red card-green card" policy while in the classroom. A violation of this will result in following the procedures written in the Code of Acceptable Behavior and Discipline for cell phones and other electronic devices.*

Students will be issued a locker upon request. Student may not use their own lock. A lock fee or charge will be issued by the school. Students are permitted to share a locker with one other student.

P.E. lockers located in the gym will be assigned by the P.E. teacher to students taking physical education at that time. Locks will be provided by the school. When the P.E. class is complete, students will vacate the lockers in the P.E. area. Administration has the right to search any locker.

### **Graduation Requirements:**

All graduation requirements must be met in order for a student to participate in the graduation ceremony.

- Proper academic attire (cap, gown) must be worn appropriately during the entire graduation ceremony to participate in the graduation ceremony.
- Professional attire must be worn under gown. Example: black or khaki dress pants, dress shoes, nice shirts that meet all dress code standards, etc. (Rubber Flip-Flops are an example of shoes that are not permitted.)
- Caps may be appropriately decorated. Caps with pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco, violence or sex, whether blatant or implied, will not be tolerated, and a student donning such a cap will not be permitted to participate.
- All outstanding charges (lunch, textbooks, fines, etc.) must be paid in full in order to participate in commencement exercises.

**Credits required for graduation:**

RCSHS Diploma	2017-2018	31 Credits
	2018-2019	33 Credits

Regulation Diploma 22 credits (based on 6 possible credits per year)

**Please note:** A student over eighteen (18) years old who has not met graduation requirements may continue in school as long as he/she

- Is in regular attendance
- Is making satisfactory progress towards graduation

When a student does not abide by the above regulations, the school will assume that the student has voluntarily withdrawn from school. A committee comprised of the principal or designee, counselor, parents, and student will review each case and determine the best course of action the student should take in order to finish his/her education. This committee may recommend other ways to help the student obtain a high school diploma or its equivalent.

**In-School Suspension at Rowan County High School:**

The following procedures are for students who are sent to In-School Suspension:

1. Students will be put in ISS based on the Code of Acceptable Behavior and Discipline handbook.
2. **Students assigned to the ISS area will be given assignments from their respective teachers for the time that they are assigned to ISS. Additional assignments may be made to supplement class assignments.**
3. Students are required to complete all assignments.
4. Students will not be permitted breaks during the day. Trips to and from the restrooms will be supervised by school personnel.
5. Any student with work experience during school hours will not be permitted to go to work while in ISS.
6. Failure to report to ISS on time may result in additional days being added.
7. Students assigned to ISS will be counted in attendance.
8. Students will not be permitted to eat, chew gum, or leave the area for any reason. Violation of this rule may result in further penalties.
9. Students must bring all books to ISS.
10. Students must turn all electronic devices off and turn it over to the instructor during their assigned ISS time.

11. If a student is absent from school on the day, or days, assigned to ISS, he/she will be returned to ISS upon return to school.
12. If a student refuses ISS, the student will be suspended and receive an unexcused absence.
13. Combinations of infractions could lead to request for suspension or expulsion even if they are first offenses.

\*\*Any student placed in the In-School Suspension program for any length of time will complete that time even if they are absent from school or if they are suspended (out-of-school). They will complete the assigned In-School Suspension immediately upon their return to school.

### **Alternative School Referral Process:**

A student in grades 6-12 may be referred for placement to the Bluegrass Discovery Academy based on being at risk of dropping out due to failing grades, poor attendance, and significant discipline problems.

#### **Procedures:**

- The RCMS and RCSHS Alternative School Committee will consist of at least one administrator, one counselor, and the alternative school teacher directly related to each school's students.
- A referral can be made if a teacher, parent or administrator believes the child is at risk of dropping out of school. Referrals should be made to a member of the RCMS or RCSHS Alternative School Committee.
- After a referral has been made, the committee will review a student's status to ensure that he/she meets the criteria for admittance to the alternative school and that placement in an alternative school setting benefits the student.
- To return to the regular school setting the committee will review the student's' status to ensure that placement in a regular school setting benefits the child.

**Students are responsible for knowing and adhering to all policies pertaining to their daily routines. These additional policies include but are not limited to the dance policy and the athletic policy.**

*This booklet does not contain a comprehensive listing of ALL student misconduct and district's personnel's disciplinary responses. The Rowan County Board of Education, the school's administration and the site-based council reserve the right to administer other appropriate corrective measures for offenses listed and others that may occur. Variations from responses listed in the discipline code will be based on the severity of the incident and number of times a student has had disciplinary referrals.*