

# CUMBERLAND COUNTY HIGH SCHOOL STUDENT HANDBOOK

*School Year 2018-2019*

Approved by CCHS SBDM Council July 2018

## WELCOME

The Faculty and Staff of Cumberland County High School would like to take this opportunity to extend a welcome to all students entering the 2018-2019 school year. The information provided in this handbook is for your understanding of the policies and procedures that must be followed for a successful high school experience. Our entire school program at Cumberland County High School is geared to providing for the development of the physical, academic, moral, and psychological skills and social growth of each student. The school is designed to meet the educational and social demands of a diverse population. Our staff goal is to make each of you feel welcomed and safe on a daily basis. We also encourage you to get involved in school activities. The high school years will be among your fondest educational memories. Please take the extra effort in making sure that you are part of the spirit that is so vital to the foundations of Cumberland County High School. Parents and community members are always encouraged to visit and share in the many educational activities of our students. Please do not hesitate to offer suggestions and volunteer so that the high school continues to move forward in the best interest of all concerned.

## MISSION STATEMENT

The mission of Cumberland County High School is to produce a community of learners and leaders who are academic, technical, and citizenship ready.

## VISION STATEMENT

CCHS Learners demonstrate the core values that lead to our success: Create. Innovate. Engage.

### Office Staff

Jason Dodson – *Principal*  
Tabatha Moons – *Assistant Principal*  
Nathan Britt – *Guidance Counselor*  
Ellen Johnson – *Bookkeeper*  
Theresa Cary – *Receptionist*  
Emily Catron – *Registrar*

### SBDM Council

Jason Dodson – *Principal*  
Pam Davis – *Parent*  
Dennis Sells – *Parent*  
Melissa Flowers – *Teacher*  
Anthony Smith – *Teacher*  
Heidi Smith – *Teacher*

## CLASSIFICATION

Sophomore	5 Credits
Junior	11 Credits
Senior	18 Credits
<i>Graduate 22 Credits</i>	

No changes in classification will be made during the school year, with the exception of juniors who have shown by April they will graduate.

**Valedictorian and Salutatorian** - The honor student with the highest numeric average (rounded to the nearest hundredth) will be designated as *Valedictorian*. The honor student with the second highest numeric average (rounded to the nearest hundredth) will be designated as *Salutatorian*. Final calculations for valedictorian and salutatorian will be made two weeks prior to the last day of classes for students. A farewell address will be given by both the Valedictorian and Salutatorian during the graduation ceremony. The Valedictorian and Salutatorian must attend all four years at CCHS.

*Valedictorian and Salutatorian will be recognized through the Class of 2020's Graduation. Beginning with the Class of 2021, Honor Graduates will be recognized as Summa Cum Laude (4.0+ GPA), Magna Cum Laude (3.8-3.9 GPA), and Cum Laude (3.5-3.7 GPA).*

**Honor Graduates**-In order to be designated an Honor Graduate, a student must complete the curriculum for the Comprehensive Diploma and have a cumulative (all 4 years) numeric average of 92 (rounded to the nearest whole number) or higher. Calculations for honor graduates will be made at the end of the third nine weeks of the student's senior year.

**Class Rank** –Students are ranked according to unweighted numeric averages.

**Advanced Courses** - Advanced courses will be offered through Dual Credit. *Dual Credit* courses are weighted as follows: A = 5 points; B = 4 points; C = 3 points; D = 2 points; F = 0 points

### COURSE OFFERINGS

**English**

*English I*  
*English II*  
*English III*  
*English IV*  
*AP Language/Composition*  
*\*\*English 111*  
*\*\*English 112*

**Math**

*Algebra I*  
*Algebra II*  
*Geometry*  
*Pre-Calculus*  
*College Ready Math*  
*AP Computer Science*

**Social Studies**

*Global Issues*  
*World Civilization*  
*US History*  
*AP US History*

**Science**

*Introduction to Chemistry & Physics*  
*Earth & Space Science*  
*Biology*  
*AP Environmental Science*  
*\*\*Biology*  
*\*\*Chemistry*

*Anatomy & Physiology*  
*Anatomy & Physiology*

**Art**

*Visual Art I*  
*Visual Art II*

**Arts & Humanities**

*Arts & Humanities I*  
*Arts & Humanities II*  
*Multi-Media Production*

**Health & Physical Ed**

*Integrated Health & PE*  
*PE II*

**Foreign Language**

*Spanish I*  
*Spanish II*  
*\*\*Spanish III*

**Agriculture**

*Prin Ag Science Tech*  
*Agribusiness*  
*Agriscience*  
*Ag Construction Skills*  
*Greenhouse Tech*

***\*\*Dual-Credit Course***

***\*Courses offered if sufficient interest is given***

**Family & Consumer Science**

*Life Skills*  
*Foods & Nutrition*  
*Culinary Skills I*  
*Culinary Skills II*  
*Relationships*

**Technology Education**

*Technology Concepts I*  
*Technology Concepts II*  
*Special Technology Topics*  
*Technology Design & Appls*  
*Intro. To Engineering Design*

**Other Electives**

*ACT Preparation*

**Music**

*Band*  
*Music Appreciation*

**Clinton County ATC**

*Carpentry*  
*Electrical Tech*  
*Office Tech I & II*  
*Health Science I & II*  
*Welding I & II*  
*Automotive Repair*  
*Industrial Maintenance I & II*

**CCHS GRADUATION REQUIREMENTS**

<b><u>Class of 2019</u></b>	<b><u>Class of 2020</u></b>
<p><b><u>STANDARD DIPLOMA</u></b>                      4 – English (English I, English II, English III, English IV)                      4 – Math (Algebra I, Algebra II, Geometry, College &amp; Career Ready Math or Pre-Calculus)                      3 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      1 – Arts &amp; Humanities                      4 – Career Pathway Courses                      9 – Electives  <b>TOTAL 22 Credits (Minimum)</b></p> <p><b><u>Comprehensive Diploma (Pre-College Curriculum)*</u></b>                      4 – English (English I, English II, English III, English IV or English 111)                      4 – Math (Algebra I, Algebra II, Geometry, Pre-Calculus, AP Calculus, College Algebra)                      4 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology, Anatomy &amp; Physiology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      2 – Foreign Language (Spanish I Recommended at 10<sup>th</sup> grade)                      4 – Career Pathway Courses                      3 – Rigorous Electives (AP Computer Science, AP Environmental Science, AP English Language &amp; Composition, AP U.S. History, Anatomy &amp; Physiology, Chemistry, AP Calculus, Dual-Credit Courses)                      3 – Electives  <b>TOTAL 26 Credits (Minimum)</b></p>	<p><b><u>STANDARD DIPLOMA</u></b>                      4 – English (English I, English II, English III, English IV)                      4 – Math (Algebra I, Algebra II, Geometry, College &amp; Career Ready Math or Pre-Calculus)                      3 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      1 – Arts &amp; Humanities                      4 – Career Pathway Courses                      10 – Electives  <b>TOTAL 22 Credits (Minimum)</b></p> <p><b><u>Comprehensive Diploma (Pre-College Curriculum)*</u></b>                      4 – English (English I, English II, English III, English IV or English 111)                      4 – Math (Algebra I, Algebra II, Geometry, Pre-Calculus, AP Calculus, College Algebra)                      4 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology, Anatomy &amp; Physiology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      2 – Foreign Language (Spanish I Recommended at 10<sup>th</sup> grade)                      4 – Career Pathway Courses                      3 – Rigorous Electives (AP Computer Science, AP Environmental Science, AP English Language &amp; Composition, AP U.S. History, Anatomy &amp; Physiology, Chemistry, AP Calculus, Dual-Credit Courses)                      4 – Electives  <b>TOTAL 26 Credits (Minimum)</b></p>
<p align="center"><b><u>Class of 2021</u></b></p> <p><b><u>STANDARD DIPLOMA</u></b>                      4 – English (English I, English II, English III, English IV)                      4 – Math (Algebra I, Algebra II, Geometry, College &amp; Career Ready Math or Pre-Calculus)                      3 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      1 – Arts &amp; Humanities                      4 – Career Pathway Courses                      11 – Electives  <b>TOTAL 22 Credits (Minimum)</b></p> <p><b><u>Comprehensive Diploma (Pre-College Curriculum)*</u></b>                      4 – English (English I, English II, English III, English IV or English 111)                      4 – Math (Algebra I, Algebra II, Geometry, Pre-Calculus, AP Calculus, College Algebra)                      4 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology, Anatomy &amp; Physiology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      2 – Foreign Language (Spanish I Recommended at 10<sup>th</sup> grade)                      4 – Career Pathway Courses                      3 – Rigorous Electives (AP Computer Science, AP Environmental Science, AP English Language &amp; Composition, AP U.S. History, Anatomy &amp; Physiology, Chemistry, AP Calculus, Dual-Credit Courses)                      5 – Electives  <b>TOTAL 26 Credits (Minimum)</b></p>	<p align="center"><b><u>Class of 2022</u></b></p> <p><b><u>STANDARD DIPLOMA</u></b>                      4 – English (English I, English II, English III, English IV)                      4 – Math (Algebra I, Algebra II, Geometry, College &amp; Career Ready Math or Pre-Calculus)                      3 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      1 – Arts &amp; Humanities                      4 – Career Pathway Courses                      12 – Electives  <b>TOTAL 22 Credits (Minimum)</b></p> <p><b><u>Comprehensive Diploma (Pre-College Curriculum)*</u></b>                      4 – English (English I, English II, English III, English IV or English 111)                      4 – Math (Algebra I, Algebra II, Geometry, Pre-Calculus, AP Calculus, College Algebra)                      4 – Science (Introduction to Chemistry &amp; Physics, Earth &amp; Space Science, Biology, Anatomy &amp; Physiology)                      3 – Social Studies (Global Issues, World Civilization, U.S. History)                      1 – Health &amp; PE                      2 – Foreign Language (Spanish I Recommended at 10<sup>th</sup> grade)                      4 – Career Pathway Courses                      3 – Rigorous Electives (AP Computer Science, AP Environmental Science, AP English Language &amp; Composition, AP U.S. History, Anatomy &amp; Physiology, Chemistry, AP Calculus, Dual-Credit Courses)                      6 – Electives  <b>TOTAL 26 Credits (Minimum)</b></p>

All students must be enrolled in a fourth math class their Senior Year.

All students **must complete** ILP for graduation.

**Comprehensive Diploma**

*All final grades must be at least a C- average.*

**CUMBERLAND COUNTY HIGH SCHOOL GRADING SYSTEM:**

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 59

- All grades will be 100% standards-based summative assessment.
- To retake any allowed summative assessment, students must do so before or after school hours with 21<sup>st</sup> Century Homework Help teachers. Dual Credit summative assessments are not subject to retakes.
- CPAs will be given at the end of each grading period and will count 5% of the grade for that period. CPAs are not subject to retakes.
- Grade Reports will be issued to the student each nine weeks.
- Progress Reports will be issued each mid-term.
- Credit will be awarded only upon the **completion** of an entire class.
- Transfer credits will be determined on an individual basis.

**END OF COURSE GRADING SCALE:** All students tested in areas of End of Course at Cumberland County High School will be awarded the highest percentage CCHS uses for a letter grade, which is as follows: A = 100, B = 89, C = 79, D = 69, F = 59. *These scores count 20% of their final grade for the course.*

**ACADEMIC EXCELLENCE RECOGNITION:** Students who earn all A's will be named to the All "A" Honor Roll and students who earn all A's and B's will be named to the all "A and B" Honor Roll each nine weeks.

**SEMESTER TEST EXEMPTION QUALIFICATIONS:** Exam exemptions will be based on the Panther Points reward system.

**PANTHER POINTS:** Panther Points will be given for the following accomplishments. Points may be used to exempt final exams – 40 points per exam. The points may not carry over to the next year; however, unused points may be put into a drawing for prizes at the end of the school year.

**5 Points**

- A-B Honor Roll (20 points possible) – points for the fourth grading period will be determined at the midterm
- No office referrals/9 weeks (20 points possible)
- Learner & Leader (5 points possible)
- Proficient or Distinguished on CPA and/or CERT

**10 Points**

- Perfect Attendance/9 weeks (40 points possible) – points for the fourth grading period will be determined at progress report time
- All A Honor Roll/9 weeks (40 points possible) – points for the fourth grading period will be determined at midterm

**20 Points**

- ASVAB – 50 or above
- KOSSA – Passing
- Industry Certificate
- Academic and/or Technical Ready

**40 Points**

- Proficient or above on EOC
- Proficient or above on On-Demand Writing
- Proficient or above on K-Prep (tests taken eighth grade year)
- Junior ACT – 22 or above composite
- Rogers' Scholar
- Governor's Scholar
- Sophomore Practice ACT – 22 or above composite

**COMMENCEMENT:** Regulations pertaining to commencement exercises:

- A. Students *may not be allowed* to participate in the exercises unless **all** requirements for graduation have been met.
- B. All students will be expected to participate in all practice sessions on time and with appropriate attire.
- C. Students may be barred from participation for disciplinary code violations prior to commencement.
- D. The principal and/or his/her designee will proofread and approve the final copy of all speeches at graduation.

**CAREER PATHWAY:** Students may explore career options with Career and Technical Classes during their Freshman and Sophomore years. At the conclusion of their Sophomore year, a career pathway or pathways are required to be locked in for completion of the pathways.

**EXTENDED SCHOOL SERVICES (ESS):** Extended school services include tutoring sessions geared to meet the educational needs of students. All aspects of ESS have been successful in meeting the needs of at risk students. The extent of ESS provided will be determined by the state budget.

**RESPONSE TO INTERVENTION (RTI):** Cumberland County High School will provide additional education services (Response to Intervention) to struggling students to help them be successful in the classroom.

**COLLEGE & CAREER COACHING PROGRAM:** The mission of the CCR Coaching program is to help students meet and solve the problems and challenges that they encounter while in high school. This program will provide a comprehensive, developmental approach to address the academic, career and personal/social development of all students. The CCR Coach will work with educators, parents or guardians, and the community to facilitate a support system, ensuring that all students at *Cumberland County High School* are prepared to perform at the highest level and become successful citizens in life. The program consists of assessment, keeping complete and accurate school records, personal interviews with students, parents and assisting with social education adjustments while in high school. Our services include, but are not limited to, the following: Student Registration, Academic and Career Coaching, Postsecondary Education Options, Transitioning Services, and Scholarship Information.

**EXTRACURRICULAR ACTIVITIES:** All students are encouraged to participate in the extracurricular activities of the school. Students participating in or observing extracurricular activities on campus or off school property are subject to the same discipline procedures as during the school day.

**CLUBS:** Cumberland County High School believes that club activities should be established for the learning experience, development of leadership, and advancement of the curriculum. Also, we believe that these activities should be enjoyable for the student. The following is a list of clubs available to students:

<i>STLP</i>	<i>Beta</i>
<i>FFA</i>	<i>Student Advisory Council</i>
<i>Champions</i>	<i>FCA</i>
<i>FCCLA</i>	<i>Library Club</i>

**SPORTS:** We encourage all students to participate in the athletic programs of the school.

<i>Track</i>	<i>Basketball</i>	<i>Softball</i>
<i>Tennis</i>	<i>Golf</i>	<i>Volleyball</i>
<i>Cross-Country</i>	<i>Cheerleading</i>	<i>Fishing</i>
<i>Archery</i>	<i>Baseball</i>	

It is the purpose of the athletic program to make a positive contribution to the development of student's physical, mental, social, emotional & moral well-being. Though winning is important, we realize that this is not our main goal.

**ATHLETIC PARTICIPATION:** All student athletes at Cumberland County High School must be passing 4 of 6 classes on the Friday of the week of participation. The grade average would be a cumulative average for all work done during the year.

**ACADEMIC TEAM:** The Academic Team is open to all students who are passing every subject and who enjoy academic and technical competition in written and/or oral form. The Academic Team participates in the Kentucky Academic Association's Governor's Cup & Lake Cumberland Academic League.

## GENERAL SCHOOL REGULATIONS

**SCHOOL HOURS:** All students should report to 1<sup>st</sup> period no later than 7:35 a.m. Being tardy to 1<sup>st</sup> period means you are tardy to school.

**SCHOOL CANCELLATIONS/SLED DAYS:** In the event of inclement weather or other incidents warranting the closure of school, you will be notified with an automated call, a radio announcement, social media, and/or area television stations that school will be cancelled. Students are expected to complete the assigned SLED Day work. Student packets will be distributed at the beginning of the school year and links to the work may be found on the Cumberland County School District's web page. ALL students are expected to complete the work on cancelled days and submit the work upon returning to school.

**LIBRARY MEDIA CENTER:** The school's library hours are 7:35 a.m. until 2:40 p.m. Extended time is available upon request. Students will be held responsible for all materials checked out to them.

**LUNCH AND BREAKFAST:** Our school food service provides a nutritious, well-balanced breakfast and lunch. Extra food may be paid for daily or paid in advance. Students are expected to be polite and quiet while going to, eating in, and coming from the cafeteria. Unless permission is granted by the principal, food is to be eaten in the school cafeteria.

- Areas such as gym, the Ag/Shop and other classrooms are off-limits during lunch and at other times when supervisors are not present.
- No food or drink is allowed in the *gym, library, or computer labs*.
- During lunch, students may leave the cafeteria only if given permission from a lunchroom supervisor. Permission to leave will be for one destination only.
- Students who wish to enter the cafeteria, but eat on a different lunch shift must state their purpose and get permission from a lunchroom supervisor.
- While in the cafeteria, students should be either in a line, en route to another location, or in a seat.
- Talking will be kept at a low volume in order to provide a peaceful setting.
- CCHS adheres to all state and federal regulations.

**DRESS CODE:** CCHS students are expected to demonstrate maturity and use proper judgment to determine appropriate clothing worn to school. Any dress by students in any manner that presents a health hazard, safety hazard, or disruption to the educational process will be handled at the discretion of the administration.

Any student determined to be in violation of the dress code will be offered the chance to change into clothing to meet the dress code.

The following is a list of *infractions* concerning students' dress which are considered in violation of the student dress code:

1. Bare feet. Wearing appropriate footwear is required.
2. See-through clothing.
3. Bare midriff.
4. Shorts and miniskirts that are revealing in nature.
5. Alcoholic, drug advertisements, or profanities.
6. Hats, caps, or stocking caps worn inside the building.
7. Clothing that shows disrespect for the American Flag.
8. Tank tops with large arm holes.
9. Clothing that reveals undergarments.
10. Inappropriately ripped and/or torn clothing.
11. Bagging/sagging pants.
12. Low cut shirts revealing in nature.

**PDA:** Public Displays of Affection are not appropriate and will not be tolerated at school.

**TOBACCO:** All school buildings are tobacco free. Use/Possession of tobacco products by students on school grounds and school-sponsored events is prohibited. Charges will be brought against any underage student with possession of tobacco products.

**MEETINGS:** A staff member must be present for all student meetings.

**TELEPHONE:** Students are not allowed to answer telephone calls or make telephone calls during the school day, except in cases of emergency. The office will deliver necessary messages either at lunch or at the end of the day. If a student must call home during the day, he/she **may make the call in the office.**

**IPods, CELL PHONES, CAMERAS, Etc.:** These items are not to be visible or in use during instructional time. Staff may confiscate devices, if they become a disruption to the learning environment. These devices will be taken to an administrator and parents will be called to come to school to get these devices. **Failure to cooperate is not an option and will be deemed as insubordination from the student. CCHS is not responsible for theft, loss, or damage. The decision to have these devices at school is that of the student and parent.**

**LASER LIGHTS:** Laser lights will not be allowed in the school building or on school property during school hours and extra-curricular activities.

**TECHNICAL SCHOOL STUDENTS:** All students traveling to Clinton County Area Technology Center from Cumberland County High School will ride the bus provided by the school district unless prior arrangements are made with the Clinton County ATC and CCHS principals. Juniors and Seniors have the option of driving. Required paperwork must be completed with proof of insurance.

**DRIVING:** Students are expected to drive in a careful and courteous manner while going to and from school as well as while being on school property. Speeding, reckless driving, excessive acceleration, improper parking, improper entry, etc. will not be tolerated. There is a speed limit of 10 mph in the school parking lot. Violations may result in loss of driving privilege in addition to disciplinary action.

- Vehicles are to be parked in appropriate parking places.
- Vehicles on school property can be searched.

**NO PASS/NO DRIVE LEGISLATION:** KRS 159.051

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for 1.) academic deficiency or 2.) dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least **four courses** in the preceding semester. A student is deemed to have dropped out of school when he/she has **nine or more unexcused absences** in the preceding semester. Any absences due to suspension shall be unexcused absences. This is checked at the end of Term 2 and Term 4.

**PARKING LOT:** Students who drive to school and park in the school parking lot must have a parking permit. Parking permits shall be purchased for a price of \$5.00 annually. A parking permit must be purchased in order to park in the school parking lot. The parking lot is off limits to students between the hours of 7:35 a.m. and 2:40 p.m. Students are expected to vacate cars as soon as they arrive at school and are not permitted to leave campus without permission once they have arrived for the day.

**FIELD TRIPS:** In order to participate in general class field trips, students must be passing at least five classes, must not have had any suspensions or ASD assignments within the current semester, and must not be considered habitual truant with the attendance policy. Reward field trips and competition field trips will be at the discretion of the administration.

**EMERGENCY DRILLS:** Fire, tornado, earthquake, evacuations, lock downs and bus evacuation drills will be held in accordance with state regulations. **Silence and cooperation** are expected during drills.

**WITHDRAWING FROM SCHOOL:** If you and your family are going to be moving out of our area, please notify the school office as soon as possible. This will help us gather all necessary records and information for you and will make entering your new school much easier. Your records will be mailed to your new school as long as you check in all textbooks and library books and pay all fines and fees before you leave.

**EMERGENCIES:** When the school must be closed, opened later than usual, or dismissed early, a radio announcement will be broadcast, a One Call Now phone call will be made, and an alert banner will be displayed on the school district webpage. On weekday mornings during bad weather, local radio stations will receive closure notices prior to 6 a.m. To keep phone lines open, please do not call the station, the school, or school officials' homes. No announcement will be made when the school is operating on schedule except to announce the re-opening of school following an extended closure because of emergency conditions.

- When a student is seriously ill or injured at school, the parent/guardian will be called as soon as possible.
- In case of a family emergency, the parent/guardian should contact the principal's office to make arrangements for the student to leave school.

**MEDICAL REQUIREMENTS:**

- A student entering school must furnish a valid immunization certificate, a tuberculin test certificate, and proof of a medical examination.
- By law, no student may enroll in school without a proper immunization against diphtheria, measles, polio, rubella and tetanus.
- A student enrolling in school for the first time or transferring from another school must have a tuberculin skin test not more than one-year-old **BEFORE ENTERING SCHOOL**

**MEDICATION:** No student should take medication at school without going through the school nurse. If medication must be taken at school, it is the student's responsibility to **leave the medicine with the school nurse in the original container**. This refers to all medications, prescriptions, and over the counter products. All medications will remain under lock until the student reports to the office and asks permission to take medicine.

**MEDICAL CONDITIONS:** Any student with an existing medical condition such as diabetes, epilepsy, etc. should inform the school administration of the condition and any special requirements. Students who are visually or hearing impaired should inform teachers so that necessary adjustments might be made.

**PERSONAL BELONGINGS:** **Cumberland County High School is not responsible for lost, stolen, or damaged items and will not reimburse students for said items.** Individuals responsible for the theft of student items at school, on school grounds or at school – sponsored events will be disciplined according to the student handbook and could face criminal prosecution. Responsibility of reimbursement for stolen items rests solely with students/ individuals determined to have stolen or taken said items. **Students are encouraged to be aware of theft, which, unfortunately, does exist in school.** Do not leave anything of value unprotected. In Physical Education classes turn in money or anything of value to your instructor while your class is in progress.

**LOCKS AND LOCKERS:** Students will be assigned a locker each year. Students are encouraged to keep lockers locked. All students are required to use school locks. Lockers are jointly accessible to the student and to school officials and may be subject to search at the discretion of school officials. If a dog is used as part of a drug detection program, lockers in the vicinity of the dog's alert will be opened and searched. A student being asked to open a locker is not necessarily an implication of guilt. It is within the jurisdiction of the school authorities to search lockers to insure compliance with school regulations regarding possession of illegal contraband, drugs, or weapons. If such items are found, the matter is the subject of school disciplinary procedures.

**TEXTBOOKS/INSTRUCTIONAL MATERIALS:** The CCHS Council has adopted a policy for books that are damaged or not returned to the school. The policy is as listed below.

- 100% retail cost for one and two-year-old textbooks
- 75% of retail cost for three-year-old textbooks
- 50% of retail cost for four-year-old textbooks
- If a textbook is damaged beyond use, 100% will be charged

**PARENT/GUARDIAN CONFERENCES:** Parent(s)/Guardian(s) are encouraged to talk with teachers and administrative staff. Appointments must be made through the office.

**VISITORS:** School policy is to accept only those visitors who have legitimate business at the school. All visitors are expected to sign in at the office and leave promptly when the business is completed. Each visitor will sign in to be given a visitor pass.

## Cumberland County Schools Student Technology Acceptable Use & Internet Safety Policy

### **Overview:**

The Cumberland County Schools District recognizes technology skills as an essential part of a student's educational experience. The district provides students access to technology and the internet to develop skills and knowledge to be successful in school and in life after school. A responsibility exists on the part of students and parents to use the technology resources in a manner protecting themselves, others, and the equipment from harm.

### **Ownership:**

**All computers and equipment are the property of Cumberland County Schools and all data stored on this equipment is the property of the school system. District or administrative personnel have the right to turn any inappropriate files over to the proper authorities.**

### **Digital Citizenship:**

The safety of our students is very important. Students are expected to be good digital citizens. Our district will educate minors on a variety of Internet Safety topics which include online behavior on social networking sites, chat rooms, cyber bullying awareness and response to cyber bullying. Other digital citizenship activities include: keeping passwords private, not providing personal information to sites on the Internet, and respecting others. A Digital Citizenship Curriculum plan outlines activities for each school.

### **Education:**

Technology access is provided to students for educational purposes only. Any other use is considered a violation of the Acceptable Use Policy. Accessing Internet sites offering objectionable material, social networking sites and personal use of district resources are considered violations of the acceptable use policy.

### **Community:**

Computer networks are communities. All users must respect the rights of others. The use of any software/equipment that consumes an unjustifiable amount of technology resources is considered a violation of the Acceptable Use Policy.

### **Student Email and Internet:**

*Prior to the student being granted independent access privileges, the following section must be completed for students under 18 years of age:*

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

**CONTENT FOR USE:** By signing the attached form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the **District pursuant to policy 08.2323** and accompanying procedures. You also understand that the email address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as **online storage, online communications and collaborations, online "cloud" services and instant messaging**. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

### **Infinite Campus:**

Infinite Campus is a student information management system. Infinite Campus Parent Portal allows parents and students access to view class schedules, grades, attendance, and assessment information. It is a privilege to access this database of information. By signing the acceptable use policy, users are agreeing to the rules for the use of the portal:

- Students will act in a responsible, ethical and legal manner when accessing the site.
- Students will not attempt to harm or destroy the school, district's data, or network information.
- Students will not attempt to access information on any other student in the district.
- Students will agree to not use the portal in any illegal activity.
- Students must notify the school immediately of any errors that occur when accessing the site.
- Students will not share their username or password with any other student.
- Students will not set any computer to automatically log into the portal.
- Students will log off of the portal before walking away from a computer.
- Students identified as a security risk will be denied access to the portal.

A separate username and password will be generated for access to this site.



### **Personal Devices**

Personal network devices are allowed when requested for educational purposes but must be submitted to the technology department for scanning for inappropriate and malicious files and for inventory. Devices must have appropriate and current antivirus software. Devices must use the district computer network and internet content filtering program. Violations will be subject to conditions in the student discipline code. Use of cellular or web devices are subject to conditions in the student discipline code.

### **Legal Obligations:**

Users must adhere to all federal, state, and local laws regarding the use of technology. These include but are not limited to:

**701 JAR 5L120** Prevention of Objectionable Material Transmitted to Schools via Computer, **KRS 434.520** Unlawful Access to a Computer, **KRS 434.845** Misuse of Computer Information, Plagiarism and violations of copyright laws, and Destruction of district equipment and/or data

### **Care of Resources:**

All users will demonstrate proper care/use of district technology equipment. Users should log-on using their unique ids and passwords. Users should log-off when finished. Users should not leave the computer while logged-on. Users should not allow others to use a computer they are logged-on. Computers and monitors should be turned off at the end of the day.

### **Other:**

The Student Technology Acceptable Use Policy is intended to work with other district/school policies. Violations of school discipline codes and/or other policies where technology is used can be considered a violation of the Acceptable Use Policy.

Students **are not** permitted to do the following:

- Harass, insult, or attack others
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Trespass in another's folders, work or files, *or district network*
- Intentionally waste limited resources
- Use equipment/network for commercial purposes
- Intentionally load malicious software on computers or network devices
- Intentionally load **inappropriate** files such as games, music, photos, or video on to the network
- Searching for pornography or other inappropriate materials
- Extending or creating your own network

### **Consequences:**

Actions taken as the result of violations of the Student Technology Acceptable Use Policy will follow the guidelines contained in the school/district Code of Conduct/Discipline Polices and as deemed appropriate by the school Principal and/or district Superintendent or their designate.

### **Procedures:**

Student network accounts are activated when a signed permission form is returned to the school. Students and parents/guardians must sign the form. A new permission form must be completed each school year. This form gives parents/guardians the opportunity to designate if their student may have Internet access, an email account, both or neither. The form is a binding document that student use of district technology will be appropriate and the consequences of inappropriate use.

### **Summary:**

The Cumberland County School District implements internet safety measures that address:

- **Controlling and restricting access by minors to inappropriate content**
- **Providing Safety and security measures for minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications**
- **Preventing unauthorized access**
- **Maintaining logs of user Internet activity, network activity, and other software to filter inappropriate material.**
- **Unauthorized disclosure, use and dissemination of personal information regarding minors.**

Access to computers, Internet, and remote systems is a privilege for our students, not a right. Violations of these policies may result in restricted technology privileges, suspension of all technology privileges or other consequences deemed appropriate.

### **Data Security:**

As a district, we follow the "Data Security and Breach Notification Best Practice Guidelines (April 2015 v. 2.1) as published by the Kentucky Department of Education; in addition, we have identified what additional safeguards the district has in place to protect personal information. The three major goals are Protection and Prevention, Preparation for Notification, and Notification. As a district, we are obligated to notify all vendors who handle our personal information and request that they follow our security policy and procedures as well as state and federal laws (such as HB 5, HB 232, and COPPA®). All district employees will have basic awareness training to understand the importance of personal information and to be able to identify what is and what is not personal identifiable information. For additional information, a document with our practice will be at [www.cland.k12.ky.us](http://www.cland.k12.ky.us), >Departments>Technology.

\*HB 5-- AN ACT relating to the safety and security of personal information held by public agencies.

\*HB 232-- AN ACT relating to the security of personal information.

\*COPPA—Children’s Online Privacy Protection Act

## DISCIPLINE CODE

### Philosophy

It is the ultimate aim of Cumberland County High School to develop within the students respect for others, self-discipline, and skills for interacting in a socially acceptable manner throughout life. The discipline of this system is based on the belief that learning takes place best under conditions of optimum behavioral patterns of pupils as controlled by authorized personnel. The idea of good behavior is effectively fostered by encouraging the students themselves and by calling upon them to share progressively in the responsibility for the learning environment. Discipline is a prerequisite to good teaching and is an absolute must for the classroom. Therefore, all students are expected to observe the accepted forms of good behavior and respect the rights of others. Students who deviate from acceptable behavior will be disciplined in a firm but fair manner.

### Procedure for Annual Review

The discipline code will be reviewed annually by the School Based Decision Making Council.

### Procedure for Annual Orientation

All students and teachers at Cumberland County High School may access the discipline code at the beginning of each school year or at such time when they enroll. These copies shall be taken home by each student to be read by his/her parent or guardian. Also, an additional attached sheet is to be signed and returned to verify the fact that they have read and do understand the policies stated in the discipline code. In addition, class orientations will be conducted as soon as practical after the beginning of school in order to emphasize rule changes, new opportunities, discipline, attendance matters, etc.

### Notification of Nondiscrimination And Awareness of Complaint Procedure

The Cumberland County Board of Education and Cumberland County High School does not discriminate regarding participation or membership in any class, club, athletic team or extra-curricular school-related activity on the basis of race, color, national origin, age, religion, marital status, sex, political opinions or affiliation and/or disability in title IX, title VI and section 504. Cumberland County School district is a provider of equal educational and employment opportunities.

### Harassment/Discrimination

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 a manner as to be commonly understood to convey hatred, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment/discrimination due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, sex, 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.

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

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practical, inform their teacher, guidance counselor or principal of the incident.

## DISCIPLINE

Forms of corrective measures depend upon the severity of the offense. Discipline problems of a common or minor nature are handled by the classroom teacher, who may use a variety of methods including, but not limited to, the following:

- A. Verbal reprimand
- B. Individual conference
- C. Parent/guardian conference
- D. Temporary isolation within classroom
- E. Temporary withdrawal of privileges

Discipline problems that are of a serious nature must be referred to the principal or his designee. Disciplinary problems referred to the principal are usually handled by in-school measures, and only the extreme problems result in suspension and/or expulsion. Options open to the principal or his designee include but are not limited to the following:

- A. Individual conference
- B. Parent/guardian conference
- C. Lunch Detention
- D. After School Detention (ASD)

Student may be assigned After School Detention by the principal or the assistant principal for 20, 40, or 60 minutes. Detention is held on Tuesdays and Thursdays and begins at 2:45 p.m.

1. When a pupil is detained at school beyond the normal dismissal time, appropriate consideration shall be given to factors of pupil

- transportation, weather and any other extenuating circumstances.
2. If a student rides the bus, he/she will be given 24 hours notice if circumstances permit.
  3. Precautions shall be taken to see that a student who is dependent upon bus transportation is not left without a way home.
- E. In School Detention  
Students may be assigned In School Detention by the principal or the assistant principal. When a student is assigned In School Detention, he/she is expected to complete all class work
- F. Suspension or Expulsion of Pupils KRS 158-150.
1. All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.
  2. A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:
    - a) The pupil has been given oral or written notice of the charge or charges against him which constitute cause for suspension.
    - b) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
    - c) The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.
 These due process procedures shall precede any suspension from the common school unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

**Students who are on suspension from school are banned from all school property and all school functions during that time period. Students who are suspended on a Friday or the day before a break are considered suspended during the weekend or the break and are not to be on school property or at school functions during any of that time. Administration will make the final decision.**

3. The superintendent, principal, assistant principal or head teacher of any school may suspend a pupil but shall report such action in writing immediately to the superintendent and to the parent/guardian or other person having legal custody or control of the pupil. The board of education of any school district may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent/guardian or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final.
- G. Alternative School for Students Grades 5 - 12  
**PROGRAM GOAL:** To provide a daily instructional program for students grades 5 - 12 as an alternative to dropping out of school and/or school failure.  
**DESCRIPTION OF ALTERNATIVE SCHOOL:** The alternative school is designed to serve at risk students who are unable to function in the regular school setting. The school is located within the Cumberland County School District. Any student who is attending the alternative school may not attend school-sponsored events.  
**PROGRAM COMPONENTS:**
- **Education:** An individualized approach is used by teachers for instruction. Students may earn certified high school credits.
  - **Counseling:** A combination of individual counseling and group discussion may be used. Students work through the program, learning to accept responsibility for their academic performance and consequences for their behavior. They are encouraged to develop appropriate study and social skills that may lead to improving their academic performance and developing appropriate behaviors.

#### APPEAL

If a student and/or a student's parent(s)/guardian(s) are not satisfied with a disciplinary response, an appeal should be made to the person(s) at the supervisory level most directly involved who may give immediate relief, that is: teacher/teacher's aide, Assistant Principal, Principal, Superintendent

#### SEARCH AND SEIZURE

The Cumberland County School System is concerned with the rights of every student and at the same time concerned with the responsibility of safeguarding the rights of the school, its teachers and its administrators. It is not a common practice to search students, but if a teacher or administrator has reasonable cause and if that cause bears a relationship to a legitimate education interest, then a student will be searched. Also, students' lockers, cars, and/or belongings may be searched by either school personnel or law enforcement. Students who are searched due to 'reasonable suspicion' and found to have contraband and/or illegal substances (items) through reports by school employees, students or other parties are subject to penalties imposed by school officials and/or law enforcement officers as the school handbook and/or criminal laws apply.

#### CRIMINAL VIOLATIONS

Students who commit acts which are clearly criminal in nature at school or on school property will be dealt with according to school board policy. Misdemeanors will be referred to authorities at the discretion of school officials. Felonies will be referred to the appropriate law enforcement agency. The school will assist the appropriate law enforcement agency in investigating and prosecuting the offender of such offenses.

## **BEYOND CONTROL OF THE SCHOOL**

A student is deemed beyond control of the school after he/she receives the 10<sup>th</sup> office discipline referral.

## **ABUSE OF TEACHER/STAFF**

At Cumberland County High School, a student is considered to have abused a teacher when what he/she does undermines the authority of the teacher/administration, and disrupts the educational flow/progress of the classroom. This can include profanity directed towards staff, inappropriate body language, aggressive behaviors, extremely disrespectful comments, and/or treating the teacher like the student is in charge of the classroom and doesn't need to participate/comply.

## **SCHOOL RESOURCE OFFICER**

A school resource officer (SRO) will be on campus to help ensure the safety of our students, building, and campus; build positive relationships with students; and work with faculty and staff with safety issues.

## **BULLYING: SB 228**

Definition is codified in KRS 158.148, subsections (1) (a) and (b): (1)(a) As used in this section, "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:

1. That occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or 2. That disrupts the education process. (b) This definition shall not be interpreted to prohibit civil exchange 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.

Types of Bullying that are prohibited include, but are not limited to:

**Verbal** where someone says or writes mean things about another individual. Examples include: teasing, name-calling, threatening to cause harm to another and taunting.

**Physical** hurting a person's body or their possessions. Examples include: hitting/kicking/pinching, spitting on someone, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.

**Social** (relational bullying) causes harm to someone's reputation or relationships. Examples include: leaving someone out on purpose, telling other peers not to be friends with someone, spreading rumors about someone or embarrassing someone in public.

**Cyber Bullying** occurs via electronic devices where students send mean text messages, starts or sends rumors about another peer, sends embarrassing pictures, etc.

Students who feel like they are a victim of bullying or know of bullying taking place should take one more of the following processes to report the issue.

### **PROCESS FOR STUDENTS TO REPORTING BULLYING**

1. Directly tell an administrator or teacher.
2. Access the Cumberland County School District's website (<http://www.cland.k12.ky.us/>). Click on the red, STOP safety tip-line located in the top left corner of the page under Quick Links. This will give you access to report bullying.

Once a report is made, administration will promptly respond to the situation and action will be taken in accordance with the District Administrative Procedures Manual.

## **House Bill 91:**

Kentucky House Bill 91, sometimes referred to as the "Golden Rule Bill" or the Bullying Bill," was enacted during the 2008 legislative session. 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. Specific school requirements for completion for HB 91 include the following:

All school employees shall be informed of the requirements of the code as well as receive any necessary training.

If encountered, any school employee shall report to the principal any suspected felony offense listed below. If the principal is in doubt if the offense under consideration is a felony, he/she will consult with local law enforcement and the school board attorney.

Within 48 hours, the principal will file a written report to the local board of education through the superintendent. If when investigating the principal finds evidence of a felony offense, ONE of the following will be contacted: a local law enforcement agency, the Kentucky State Police or the county attorney. (If a principal does not find evidence of a felony offense, he/she does not have to file a report to the agencies listed.)

The principal will notify parents or guardians of the alleged victim and alleged perpetrator. Law enforcement agencies receiving the principal's report will conduct an investigation. In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner towards students, staff, and visitors to the schools.

## **Actions Not Tolerated**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all students language or

behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the educational process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary actions.

**Reports**

As provided in the District Code of Acceptable behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Other Claims: When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811. References: 1KRS 158.150; KRS 158.148: A New Section of KRS Chapter 158; KRS 160.290; Bethel School District No. 403 v. Fraser 478 U. S. 675, 106 S. CT. 3159, 92 L.Ed.2d 549 (1986); Tinker v Des Moines Independent School District, 393, U. S. 503, 89, St. Ct. 733, 21 L. Ed.2d 731 (1969)

**CCHS DISCIPLINE CODE AND CONSEQUENCES**

Levels of Misconduct	Examples of Offenses	Disciplinary Options		
<p><b>Level I</b></p> <p>Includes minor offences that may impede orderly classroom and/or school activities, or may interfere with the orderly operation of school.</p>	<p>The list below is not exclusive and may be moved to Level II by persistent offenses of two (2) or more violations or repeated occurrences of the same offense.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>School Disturbances: Not following posted rules/school rules Cafeteria Disturbances Tardiness Rudeness Failure to complete class assignments Failure to follow directions Sassing Horseplay: Classroom, Hallway, and/or Restroom Throwing objects Bus rule violation Throwing objects Bus rule violation</p> </td> <td style="vertical-align: top;"> <p>Disregard for dress standard Academic Dishonesty Obscenity/Profanity Public Display of Affection Parking lot violation Reckless Driving Pocket Knife Possession Electronic device misuse: Cell phone, Camera, DVD players, iPods, Chromebook Minor Hallway Misconduct</p> </td> </tr> </table>	<p>School Disturbances: Not following posted rules/school rules Cafeteria Disturbances Tardiness Rudeness Failure to complete class assignments Failure to follow directions Sassing Horseplay: Classroom, Hallway, and/or Restroom Throwing objects Bus rule violation Throwing objects Bus rule violation</p>	<p>Disregard for dress standard Academic Dishonesty Obscenity/Profanity Public Display of Affection Parking lot violation Reckless Driving Pocket Knife Possession Electronic device misuse: Cell phone, Camera, DVD players, iPods, Chromebook Minor Hallway Misconduct</p>	<p><b>Level I</b></p> <p>Verbal reprimand/warning Parent Notification Lunch Detention After School Detention In-School Detention Counseling Can lead to Level II Disciplinary Option</p>
<p>School Disturbances: Not following posted rules/school rules Cafeteria Disturbances Tardiness Rudeness Failure to complete class assignments Failure to follow directions Sassing Horseplay: Classroom, Hallway, and/or Restroom Throwing objects Bus rule violation Throwing objects Bus rule violation</p>	<p>Disregard for dress standard Academic Dishonesty Obscenity/Profanity Public Display of Affection Parking lot violation Reckless Driving Pocket Knife Possession Electronic device misuse: Cell phone, Camera, DVD players, iPods, Chromebook Minor Hallway Misconduct</p>			
<p><b>Level II</b></p> <p>Includes offenses whose frequency or seriousness tends to disrupt the learning climate, but do not represent a threat to health and safety of others, but whose consequences are serious enough to require action.</p>	<p>The list below is not exclusive and may be moved to Level III by persistent offenses of two (2) or more violations or repeated occurrences of the same offense.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Cheating/lying Forged notes/excuses Disrespect to: Teachers, Administration, Staff, and/or Students Defiant Failure to complete assignments Failure to follow instructions Failure/refusal to fulfill detention assignment Possession of knives/tools</p> </td> <td style="vertical-align: top;"> <p>Crude language to: Teachers, Administration, Staff, and/or Students Use/Possession of tobacco products Skipping class Distribution of unauthorized printed materials Bullying Gambling Petitions Unauthorized sale or distribution Computer tampering/damage</p> </td> </tr> </table>	<p>Cheating/lying Forged notes/excuses Disrespect to: Teachers, Administration, Staff, and/or Students Defiant Failure to complete assignments Failure to follow instructions Failure/refusal to fulfill detention assignment Possession of knives/tools</p>	<p>Crude language to: Teachers, Administration, Staff, and/or Students Use/Possession of tobacco products Skipping class Distribution of unauthorized printed materials Bullying Gambling Petitions Unauthorized sale or distribution Computer tampering/damage</p>	<p><b>Level II</b></p> <p>In-School Detention Lunch Detention After-School Detention Suspension Parent notification Counseling Can lead to Level III Disciplinary Option</p> <p>Tobacco Possession/Use Disciplinary Actions: Parent notification Court citation (1st offense) Tobacco Class</p>
<p>Cheating/lying Forged notes/excuses Disrespect to: Teachers, Administration, Staff, and/or Students Defiant Failure to complete assignments Failure to follow instructions Failure/refusal to fulfill detention assignment Possession of knives/tools</p>	<p>Crude language to: Teachers, Administration, Staff, and/or Students Use/Possession of tobacco products Skipping class Distribution of unauthorized printed materials Bullying Gambling Petitions Unauthorized sale or distribution Computer tampering/damage</p>			
<p><b>Level III</b></p>	<p>The list below is not exclusive and may be moved to Level IV by persistent offenses of two (2) or more violations or repeated occurrences of the same offense.</p>	<p><b>Level III</b></p> <p>In-School Detention</p>		

Includes offenses directly against persons or property.	Fighting Vandalism Threats to: Students, School personnel, and/or Others Stealing Sexual Harassment toward: Students, Teachers, Administrators, and/or Staff	Hazing Vulgar/profane/abusive language Skipping school Sexual misconduct Verbal assault Intimidating acts Bullying Fireworks	Restitution from loss, damaged, or stolen property Suspension Alternative placement  Fighting will result in mandatory 3 day suspension.  Can lead to Level IV Disciplinary Option
<b>Level IV</b> Include acts, which violate the law.	Extortion Threats to: Students, School employees (death, physical assault - written or verbal) Vandalism Theft/possession/sale of stolen property Arson	Alcohol Weapon possession/usage Pornography Gambling Gang behavior False alarms/Bomb threats	<b>Level IV</b> Suspension Expulsion Alternative School placement
<b>Bullying</b>	<p><u>Level I</u></p> <ul style="list-style-type: none"> <li>Teasing</li> <li>Name Calling</li> <li>Gossiping</li> <li>Spreading or starting rumors</li> <li>Purposely embarrassing another student</li> <li>Humiliating another student</li> <li>Throwing objects at other students</li> <li>Hiding objects owned by other students</li> </ul> <p><u>Level III</u></p> <ul style="list-style-type: none"> <li>Continuation of Level II behaviors More than 3 incidents</li> <li>Battery</li> <li>Verbal threats</li> <li>Hazing</li> <li>Racial, gender, or religious slurs/insults</li> <li>Sexual harassment (verbal)</li> <li>Intentional destruction of property</li> </ul>	<p><u>Level II</u></p> <ul style="list-style-type: none"> <li>Continuation of Level I behaviors More than 3 incidents</li> <li>Pushing</li> <li>Shoving</li> <li>Name calling with profanity</li> <li>Purposeful exclusion</li> <li>Slander</li> <li>Verbal cruelty</li> <li>Spitting</li> </ul> <p><u>Level IV</u></p> <ul style="list-style-type: none"> <li>Continuation of Level III More than 2 incidents</li> <li>Extortion</li> <li>Assault</li> <li>Battery</li> <li>Sexual harassment (physical contact)</li> </ul>	<p><b>Level I</b></p> <ul style="list-style-type: none"> <li>Office meeting with school administrator</li> <li>Bullying Intervention and Accountability Form</li> <li>Parent Contact</li> <li>After School Detention</li> </ul> <p><b>Level II</b></p> <ul style="list-style-type: none"> <li>Office meeting with school administrator</li> <li>Bullying Intervention and Accountability Form</li> <li>Parent Contact</li> <li>Assignment to In-School Detention</li> </ul> <p><b>Level III/IV</b></p> <ul style="list-style-type: none"> <li>Office meeting with school administrator</li> <li>Bullying Intervention and Accountability Form</li> <li>Parent Contact</li> <li>Assignment to In-School Detention or Suspension from School or Alternative School Placement</li> </ul>

***IN-SCHOOL DETENTION MAY BE SUBSTITUTED AT THE DISCRETION OF THE PRINCIPAL OR ASSISTANT PRINCIPAL.***

**ATTENDANCE POLICY**

**PHILOSOPHY**

We believe that **time on task** is critical to the teaching/learning process and the progress of a student depends on punctuality and regularity of attendance. In education there is a teachable moment, a science experiment, an activity, physical education, a cooking unit in home economics, or the opportunity to listen to a guest speaker, which can never be recaptured. Teachers may not be able to recreate the teachable moment for absent students. Due to the nature of some classroom activities, work cannot always be made up.

**702 KAR 7:125. Pupil attendance.**

Section 1. Daily Attendance. (1) Daily attendance of pupils in elementary schools shall be determined by taking attendance one (1) time each day prior to the start of instruction and maintaining a pupil entry and exit log at each school.

(2) Daily attendance of pupils in middle and high schools shall be determined by taking attendance by class period and maintaining a pupil entry and exit log at each school.

**CHECK -OUT POLICY FOR 18-YEAR-OLD-STUDENTS**

A student who is 18 years of age or older and is still living at home with a parent or guardian, is required to have a parent or guardian, or a person they designate on the emergency card, check them out each time they need to leave the school. Only those students who have reached age 18 and are living alone and are self-supporting can check themselves out and **only** if that student's parent or guardian first come to the school and fill out a paper stating the student is actually living alone and self-supporting.

**Tardiness**

- A. Students reporting to school after 7:35 a.m. report to the office and sign in.
- B. Students not in their first period class by 7:35 a.m. are marked tardy and must have an admit slip from the office. An unexcused tardy to first period will be considered a tardy to school, which will be an attendance/truancy issue.

**CCHS TARDY POLICY**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> tardy</li> <li>• 4<sup>th</sup> tardy</li> <li>• 5<sup>th</sup> tardy</li> <li>• 6<sup>th</sup> tardy</li> <li>• 7<sup>th</sup> tardy</li> <li>• 8<sup>th</sup> tardy</li> </ul> | <p>Teacher documentation with parent contact<br/>           20 Minute After-School Detention<br/>           40 Minute After-School Detention<br/>           60 Minute After-School Detention<br/>           1 Day ISD<br/>           Administrator meeting with parent and student to write a corrective action plan. The plan can include but is not limited to loss of ALL field trips, no assemblies, club activities, extra-curricular events, Prom, Class Night activities, driving and parking on campus (8<sup>th</sup>)</p> |
|--|---|

**Absenteeism**

Absences from school are classified as excused or unexcused.

**A. Excused absences include, but are not limited to (based on prior attendance records):**

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|---|--|
| <ol style="list-style-type: none"> <li>1. Illness with a doctor's excuse.</li> <li>2. Illness with a parent's/guardian's excuse.</li> <li>3. Death in immediate family.</li> <li>4. Illness in immediate family.</li> <li>5. In guidance office with prior approval.</li> <li>6. Medical/dental appointments.</li> <li>7. Family emergency (approval by principal).</li> <li>8. Natural disasters</li> <li>9. Court appointments</li> <li>10. Approved school activities.</li> <li>11. Driver's test, if accompanied by parent/guardian.</li> </ol> | <ol style="list-style-type: none"> <li>12. Approved field trips.</li> <li>13. Seniors who are visiting a college, pre-arranged and documented.</li> <li>14. Late bus.</li> <li>15. Absences with prior approval by principal including, but not limited to educational enhancement opportunities</li> <li>16. Educational Trip (must complete EHO form 3 days prior)</li> <li>17. College Day (1)</li> </ol> |
|---|--|

**B. Unexcused absences include, but are not limited to:**

- |  |   |   |
|--|---|---|
| <ol style="list-style-type: none"> <li>1. Truancy</li> <li>2. Skipping school</li> <li>3. No written excuse submitted by parent/guardian.</li> </ol> | <ol style="list-style-type: none"> <li>4. Suspension</li> <li>5. Missed the bus.</li> <li>6. Trouble with automobile</li> <li>7. Babysitting</li> <li>8. Overslept</li> </ol> | <ol style="list-style-type: none"> <li>9. Vacations/out of town</li> <li>10. Personal</li> <li>11. Lunch</li> <li>12. Family reasons</li> </ol> |
|--|---|---|

**Parent Excuses**

The number of doctor excuses will be limited to 3 excuses per semester.

**Doctor Excuses**

Please make every effort to schedule doctors' appointments outside of school time. A doctor's form must be completed by the doctor's office and

given to the school within three school days following the absence. Those forms are located in the front office and at local doctors' offices.

### **Policy Concerning Number of Absences**

#### **A. Attendance Policy**

1. The classroom teacher will keep an accurate daily attendance record for each of their classroom assignments. All absences SHALL be recorded daily by the classroom teacher.
2. After a student has been absent (6) times in a class period, the parent/guardian and student will be reminded of the truancy policy (KRS 159.150) and the adverse effect absences will have on classroom performance.
3. Absence from class by a student involved in extra-curricular activities or school-related functions shall not be counted as an accumulated absence from school.
4. Please contact the school if you know in advance that your child will be absent.

#### **B. Procedure for Make-up Work**

1. According to the Cumberland County Board of Education policy, the number of days allowed to make up work is to be equal to the number of days absent. It is however, the responsibility of the student to make arrangements with the teacher to make up the work.

#### **C. Procedure for Returning to School After an Absence**

1. Students who are absent from any class (es) must upon return to school, bring a note to the main office stating the date(s) absent and the reason(s) for the absence(s). This must be in the office within **THREE** days of return.
2. **Students must bring the note to the office early enough so that they can be in first period by the tardy bell.**
3. Students who do not bring a written excuse to the office will be given an unexcused absence regardless of the reason for the absence.

#### **D. Truancy**

The Compulsory attendance law (KRS 159.150) states that a student is considered to be a "habitual truant" once they have accumulated 6 unexcused absences. The law does not distinguish between an absence and a tardy. This means that a student will be defined as a habitual truant once they have accumulated 6 unexcused tardies, 6 unexcused absences, or any combination of absences/tardies equaling the number 6. This may result in court proceedings against the parent and/or the student, depending on the age of the child.

The law expands to cover students who are 18 years old. A fine ranging from \$100.00 for the first offense to \$250.00 for the second offense will also be in effect. The Cumberland County School System is required to enforce the compulsory attendance law. We ask that as a matter of safety, for you to call Cumberland County High School (864 – 3451) any time your child is to be absent from school. The schools' administration will be responsible for determining whether your child's absence will be excused or unexcused. Our main purpose is to insure that your child receives the best education possible in order to prepare them for the adult world and a productive life.

1. *Any student 18 years of age or older who accumulates 12 or more unexcused absences or tardies may be suspended and/or expelled from school.*

#### **E. Early Dismissal**

1. The school asks that early dismissals be limited and that doctor, dental, and other appointments be made after or before school if at all possible. Early dismissals from school will require a parent/guardian to sign the student out or a note designating a person from their emergency card to sign them out. A reason must be stated for dismissal and a contact number provided.
2. Students must sign out in the office prior to leaving campus for an approved early dismissal.
3. Students, who leave school grounds for class assignments must check out in the office prior to leaving, then check in upon returning to school.
2. Any time away from school will result in a tardy (absent 60 minutes or less), the percent of the day actually absent, or a full day absence. The time is based on state attendance laws and is available upon request.

#### **F. Call Back**

Daily communication between the school and parent/guardian of all absent students does more to prevent truancy and to ensure the best possible attendance than any other single activity. This daily contact also serves to alert parents/guardians who are unaware of their child's absence from school, thereby diminishes the possibility of abduction, a run away, or an accident.

1. Parent/guardian telephones the school by 9:00 a. m. on the day of the student's absence and sends a written excuse of absence upon the student's return.
2. The school will attempt to call the homes of those absent students whose parent(s)/guardian(s) have not contacted the school by appointed time. Home and emergency phone numbers for each student are required.

#### **G. Perfect Attendance Awards**

For awards and recognition purposes, perfect attendance means NO tardies or absences (excused or unexcused). A student who receives an excused absence under Senate Bill 80 (Educational Enhancement Opportunity, EHO) will be counted as present; therefore, perfect attendance will not be affected. Students are not eligible for an excused absence under the EHO if the absence occurs during the KCCT testing window or during a district-wide or school-wide assessment.

#### **H. Education Enhancement Opportunity (EHO)**

1. The EHO form must be completed and returned to principal at least five days prior to absence.
2. The activity must have a significant educational value.
3. A student may be approved for up to ten (10) days per year.
4. EHO cannot be used during state assessments.
5. Upon return to school the student must present the principal with documentation from the event in order to complete the EHO.

### **Cumberland County Schools Energy Policy for Students**

*Each student is expected to use energy and resources wisely. Please don't waste them.*

1. At the end of the class day, all student computers must be turned off before leaving the classroom.
2. At the end of the class day, all student monitors and speakers must be turned off before leaving the classroom.



## NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the [Name of school ("School")] receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA.

More details available at [www.ed.gov](http://www.ed.gov).

If you have questions about what rights are available to all stakeholders, please contact the DPP for Cumberland County Schools, Dr. Tim Parson at 270-864-3377.

### CUSTODY NOTICE

School personnel assume that a child's natural parents have full custody rights and privileges unless they receive official documentation otherwise. *If There Are Special Custody Situations Please Inform The Office In Writing So That Those Responsible For The Child May Be Made Aware.* Either natural parent or any legal guardian of a student has the authority to pick up or sign out a student unless school records indicate there is a legally binding instrument, which provides to the contrary.

### ANNUAL NOTICE FOR HOMELESS CHILDREN

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as: Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Migratory children who qualify as homeless because they are living in circumstances above.

*If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Cumberland County School District provides the following assurances to parents of homeless children:* The local district staff person (liaison) for homeless children is Dr. Tim Parson, DPP, 864-3377, e-mail address is [tim.parson@cumberland.kyschools.us](mailto:tim.parson@cumberland.kyschools.us). There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available. All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population. Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

CUMBERLAND COUNTY  
PANTHERS