



***LaRue County High School Student Handbook  
2022-2023***

**Goal Driven, Respectful, Healthy and Safe**

**CHARACTER FIRST**  
*LaRue County High School*

**HONOR CREED**

To uphold and continue the rich traditions and reputation for excellence of LaRue County High School, I will strive to be a person of integrity by demonstrating honesty, loyalty, respect, consideration, responsibility, and community service in my daily life. By putting character first, I hope to develop self-respect and to become a person worthy of the trust and respect of my parents, fellow students, and the staff of LaRue County High School.

**EQUAL OPPORTUNITY STATEMENT**

The LaRue County School district does not discriminate on the basis of race, color, national origin, age, religion, non-disqualifying disability or gender in its educational programs or employment. If you think you have been discriminated against because of the aforementioned conditions, please notify the superintendent. The telephone number for this office is 358-4111.

## ADMINISTRATION, FACULTY, AND STAFF 2022-2023

### **ADMINISTRATION**

Chris Price - Principal  
Mr. Shannon Hall - Assistant Principal  
Mrs. Jennifer Bernard- Guidance Counselor  
Mrs. Clarissa Thomas - Guidance Counselor  
Mr. Jim B. Phelps - Curriculum Specialist

### **OFFICE ADMINISTRATION**

Mrs. Robin Cruse - Finance Clerk  
Mrs. Wendi Edwards - Attendance Clerk  
Mrs. Susan Underwood - Guidance Office Assistant

### **LIBRARIAN**

Mrs. Amy Loyall

### **ENGLISH DEPARTMENT**

Mrs. Heather Blackwell  
Mrs. Katy Cecil  
Mrs. Summer Garris (Department Chair)  
Mr. Gary Goode  
Kristy Cambron  
Mrs. Laura Reed

### **MATH DEPARTMENT**

Mr. Terry Caven  
Mrs. Katie Hornback  
Mrs. Molly Howell

### **Vacancy**

Mrs. Nikki Waldeck (Department Chair)  
Mrs. Courtney Wooldridge

### **SCIENCE DEPARTMENT**

Mrs. Elizabeth Lockett (Department Chair)  
Ms. Rebecca Grinnell  
Mrs. Amy Litton  
Mr. Elijah Zwiep  
Maureen Thompson

### **SOCIAL STUDIES**

Mr. Kendrick Bryan  
Mr. Paul Childress  
Mr. Houston Cruse  
Mr. Davis Pyles  
Mr. Ben Schell (Department Chair)

### **AGRICULTURE**

Mrs. Misty Bivens (Department Chair)  
Mr. Chris Thomas

### **ART**

Ms. Monique Hanna (Department Chair)

### **BUSINESS**

Mr. David Dawson  
Mr. Daniel Rock (Department Chair)

**HEALTH/PHYSICAL EDUCATION**

Mrs. Jamie Hardin

**SPECIAL EDUCATION**

Mrs. Savannah Boone

Mrs. Ashley Carter

Ms. Ashley Cottrell

Ms. Morgan Dickerson

Mrs. Casey Sidebottom

Ms. Sunday Stiles

Mr. Travis Wootton

**HEALTH SCIENCE**

Summer Cruse

Jennifer Thrasher (Department Chair)

**TECHNOLOGY**

Mr. Jorge Venegas (Department Chair)

Mrs. Theresa Banks - Tech Help Desk

**INSTRUCTIONAL ASSISTANT**

Mrs. Tana Cheeseman

Mr. Alan Vass

Ms. Allison Bauer

**HUMANITIES**

Mr. Alex Patterson

**FOREIGN LANGUAGE**

Mrs. Mar

**ROTC**

Mr. Chris Hoffman

**MUSIC / BAND**

Mr. Alex Patterson

Dr. Bethany Shearrow

**JOB COACH**

**ISS**

Mr. Sonny Judd

**COLLEGE COACH**

Ms. Haley Murilla Clark

**CREDIT RECOVERY**

**CAFETERIA**

Mrs. Beverly Veirs

Mrs. Jessica Bingham

Ms. Christy Robbins

**CUSTODIANS**

Mr. Gary Erb

Mr. Gary Milby

Mr. Marty Smith

Mrs. Sandy

**NURSES**

Mrs. Katie Cruse

Mrs. Angela Hughes

Mrs. Sabrina Miller

**READING INTERVENTIONIST**

China Pearman

**YOUTH SERVICE CENTER**

Mrs. Lindsey Bryan (Coordinator)

Mrs. Tamra Trumbo (Secretary)

LARUE COUNTY SCHOOLS  
*“From Dreaming to Achieving”*  
**2022-2023 SCHOOL YEAR**  
208 College Street  
P.O. Box 39  
Hodgenville, KY 42748  
(270) 358-4111 Central Office  
**David Raleigh, Superintendent**

**BOARD OF EDUCATION**

Price Smith , Chair  
Dawn Conner, Vice Chair  
Joanna Hinton • Paul Cooper • Farrah Pruitt

**ADMINISTRATION**

Asst. Superintendent for Student Achievement	Amanda Reed
Director of Pupil Personnel	Eric Allen
Director of Special Education	Rhonda Simpson
Supervisor of Instruction	Amanda Farmer
Pre-School Principal	Karen Ward
Curriculum Specialist (Grades K-5)	Lauren Abbott
Curriculum Specialist (Grades 6-12)	Jim Phelps
Chief Information Officer	Freddie Newby
School Food Service Coordinator	Stephanie Utley
Maintenance & Transportation Director	William (W.L.) Miller
Finance Officer	Jessica Castiner

**2022 - 23 School Calendar**

July 25-26	Professional Days
August 8	Teacher Opening Day
August 9	Teacher Work Day (No students, certified staff only)
August 10	1st day for students
September 5	Holiday - Labor Day
October 3-7.	Fall Break
November 7	X out day - (not in calendar)
November 8	PD Day - no student
November 23	X out day (not in calendar)
November 24	Holiday - Thanksgiving
November 25	X out day (not in calendar)
Dec. 19 - Jan. 2	Winter Break
January 3	School begins after Winter Break
February 20	Holiday - President’s Day
March 3	PD Day- no students
April 10-14	Spring Break
May 16	Teacher Work Day (No students, certified staff only)
May 24	Last Day for students
May 25	Closing Day - teacher
May 26	Graduation (Subject to change)

**LARUE COUNTY SCHOOLS DIRECTORY**

<b><u>SCHOOL</u></b>	<b><u>ADDRESS</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>PHONE</u></b>	<b><u>GRADE</u></b>
Abraham Lincoln Elementary	2101 Lincoln Farm Rd. Hodgenville	Crystal Wilkerson crystal.wilkerson@larue.kyschools.us	270-358-4112	P-5
Hodgenville Elementary	33 Eagle Ln. Hodgenville	Patrick Reed patrick.reede@larue.kyschools.us	270-265-1083	P-5
LaRue County Middle School	911 S. Lincoln Blvd. Hodgenville	Christina Boone christina.boone@larue.kyschools.us	270-358-3196	6-8
LaRue County High School	925 S. Lincoln Blvd. Hodgenville	Chris Price chris.price@larue.kyschools.us	270-358-2210	9-12
LaRue County Alternative Center	911 S. Lincoln Blvd. Hodgenville	D. W. Cruse dw.cruse@larue.kyschools.us	270-358-3196	6-12
The Life Connection	81 Bud's Lake Rd. Sonora	D. W. Cruse dw.cruse@larue.kyschools.us	270-324-4956	5-12

The LaRue County Board of Education does not discriminate on the basis of color, national origin, age, religion, marital status, sex or handicap in the educational programs, admission, or employment practices in accordance with Title VI, title VII, Title IX, Title II of the Vocational Education Amendment of 1976 and Section 504 of the Rehabilitation Act

## SCHOOL DAY

The length of the school day is 8:00 a.m. to 3:10 p.m. The first tone/bell is at 7:50 a.m. At that time, students are permitted into the hallways. Note: Students who arrive at school before 8:00 a.m. are expected to remain in the cafeteria, auditorium, or library (if they want a quiet study area) until the 7:50 a.m. tone/bell sounds.

### Monday – Thursday Schedule

1 <sup>st</sup> Period:	8:00 – 8:55
2 <sup>nd</sup> Period:	9:05 – 10:00
3 <sup>rd</sup> Period:	10:05 - 11:00
TRT:	11:05 - 11:45
4 <sup>th</sup> Period	11:50 - 1:10
5 <sup>th</sup> Period:	1:15 - 2:10
6 <sup>th</sup> Period:	2:15 - 3:10

### Lunch

1st 11:45 - 12:10

2nd 12:15 - 12:40

3rd 12:45 - 1:10

**On Fridays** school will end and students will be dismissed at 1:40 pm. Students are to leave campus unless supervised by LCHS staff.

### Friday Early Release Schedule

1 <sup>st</sup> Period:	8:00 – 8:45
2 <sup>nd</sup> Period:	8:50 – 9:30
3 <sup>rd</sup> Period:	9:35 – 10:10
TRT	10:15-10:45
4 <sup>th</sup> Period:	10:55 – 12:10
5 <sup>th</sup> Period:	12:15 – 12:55
6 <sup>th</sup> Period:	1:00 – 1:40

### Lunch

1st 10:45 - 11:10

2nd 11:15 - 11:40

3rd 11:45 - 12:10



**SCHOOL COLORS - Blue and White**  
**SCHOOL MASCOT - Hawk**

**SCHOOL SONG**

**We are the Hawks, the Hawks of LCHS.... known throughout  
the land.... our colors, blue and white, we cherish highly....  
proud for all they stand.... Honor.... loyalty is our motto....  
onward ever conquer the foe.... on.... on.... LaRue County, for  
we're rolling to victory....**



## LCHS POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS is an approach LCHS is using to improve school safety and promote positive behavior. It also helps our school decide how to respond to a student who misbehaves.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what’s appropriate behavior. Throughout the school day—in class, at lunch and on the bus—students understand what’s expected of them.

PBIS has a few important guiding principles:

- Every student can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each student is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a student's behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

The matrix below outlines the specific expectations for students at LaRue County High School. **At LCHS, We take PRIDE in being...**

<b>Expectation</b>	<b>Breakfast/Lunch</b>	<b>Restrooms/ Locker Rooms</b>	<b>Hallways</b>	<b>Gym/ Auditorium</b>
<b>Goal Driven</b>	- keep food in designated areas - remain seated unless getting food or disposing trash	-use the toilet, wash your hands, and leave	-go directly to your destination - have a hall pass if appropriate	- engage in school activities - be active
<b>Respectful</b>	-keep personal space clean -be polite and friendly; say please and thank you -use appropriate language -keep 6ft apart when waiting in line - hands, feet, and objects to yourself	- respect school property; keep it clean and working properly - respect the privacy and dignity of others - respect others' belongings	- respect school property; keep it clean and working properly  - use appropriate language  - be aware of classes in session  - keep arms to your side	- use equipment appropriately - use appropriate language - give full attention to any speakers - remain at a quiet volume level - return books and other materials in good condition

				- respect the librarian, teachers, and peers
<b>Healthy and Safe</b>	<ul style="list-style-type: none"> <li>- refrain from sharing your food and drinks</li> <li>- sanitize/wash your hands</li> <li>-wash or sanitize your hands before you eat</li> <li>-maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>- flush toilets</li> <li>-stay masked</li> <li>-wash your hands every time</li> <li>- report inappropriate and illegal behavior</li> <li>- use proper hygiene</li> </ul>	- bring your own water bottle to fill up	- stay off the stage unless under adult supervision
<b>Expectation</b>	<b>Library</b>	<b>Classroom</b>	<b>Parking lot</b>	<b>Bus</b>
<b>Goal Driven</b>	<ul style="list-style-type: none"> <li>- only go to the library if assigned</li> <li>- return books by deadlines</li> <li>- pay overdue fees in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>- be prepared to learn with a positive attitude</li> <li>- participate in classroom activities</li> <li>- ask relevant questions</li> <li>- complete quality work</li> <li>- meet all deadlines</li> <li>- check your email daily</li> <li>- check google classroom daily</li> <li>- consistently communicate with your teachers</li> </ul>	<ul style="list-style-type: none"> <li>- enter parking lot safely, park vehicle and enter the school building.</li> <li>- leave parking lot safely &amp; promptly in the afternoons</li> </ul>	<ul style="list-style-type: none"> <li>- arrive to bus on time</li> <li>- go directly to your seat</li> </ul>

<b>Respectful</b>	<ul style="list-style-type: none"> <li>- remain at a quiet volume level</li> <li>- return books and other materials in good condition</li> <li>- respect the librarian, teachers, and peers</li> </ul>	<ul style="list-style-type: none"> <li>- remain seated until dismissed</li> <li>- learn about and respect individuality</li> <li>- respectfully exchange ideas</li> <li>- actively listen to others when they are speaking</li> <li>- maintain a respectful tone</li> <li>- follow all instructions</li> <li>- use appropriate language</li> <li>- respect school property; keep it clean and working properly</li> </ul>	<ul style="list-style-type: none"> <li>- pick up trash</li> <li>- use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>- respect school property; keep it clean and working properly</li> <li>- maintain appropriate voice level</li> <li>- use appropriate language</li> <li>- hands, feet, and objects to yourself</li> <li>- be polite and friendly; say please and thank you</li> </ul>
<b>Healthy and Safe</b>	<ul style="list-style-type: none"> <li>- sit appropriately in your assigned chair</li> </ul>	<ul style="list-style-type: none"> <li>- sit appropriately in your assigned seat</li> <li>- use your own supplies</li> <li>- use hand sanitizer when necessary</li> <li>- If you are well, be in attendance</li> </ul>	<ul style="list-style-type: none"> <li>- obey all traffic laws; wear seatbelts, follow 15 mph speed limit, refrain from being on your phone, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- remain seated until prompted</li> </ul>

## AWARDING ½ CREDIT – WHEN TO MAKE UP MISSING CREDIT

Students less than twenty-one years of age and currently enrolled in high school may earn, through correspondence/second chance. Only correspondence courses offered by colleges or universities and approved by the State Board of Elementary and Secondary Education will be accepted. The approval of the principal must be obtained before the course is taken and an official record of the final grade must be received by the school before a diploma will be issued. Students can obtain information and assistance from the counselor on matters concerning correspondence or second chance courses.

- If a ½ credit is earned in any course, other than math, then the student will be strongly urged to make up the ½ credit as soon as possible. However, the student has until their senior year of high school to get the credit made up.
- For math, students earning ½ a credit and choosing not to make up the course over the summer, a committee consisting of an Administrator, Parent/Guardian, Math Teacher, and Student will decide upon their placement into a math class.

### Ways to make up the Credit

- Students will be placed into 2<sup>nd</sup> Chance or Summer School after a conference is held to determine why the student did not pass and earn the ½ credit in the first place.
- Cost of Making up the Missing Credit/ 2<sup>nd</sup> Chance and Summer School both have a fee for students that are making up a full credit that has been approved by the board of education.
- Fees will be based on Free/Reduced Lunch.

### Alternative Credit Options

#### VIRTUAL/ONLINE COURSES (CONTINUED)

**Final tests or the equivalent must be taken at LCHS under the supervision of school personnel, unless otherwise authorized by the Principal/designee;**

#### REPEATING CLASSES (NOT CREDIT RECOVERY)

Repeating Classes Policy: Students may repeat a course in which they failed by taking an approved online course. The course must be taken within the time frame set by the LCHS Administration outside of the normal school day. The higher grade of the two courses will count towards a student's GPA. The cost of the course is to be paid by the student.

#### GATTON ACADEMY

Students selected to attend Gatton Academy (WKU) will be considered a graduate of LaRue County High School and automatically receive the recognition of Honor Graduate. Students who attend the academy will not be eligible for Valedictorian or Salutatorian and will not be eligible to receive Department awards at graduation.

#### GIFTED AND TALENTED

In grades 4-12, students are formally identified for the Talented and Gifted program in one or more of these dimensions: general intellectual ability, specific academic aptitude, creativity, leadership, and/or visual and performing arts. Formal standardized test scores at the 9<sup>th</sup> stanine (96%) are required for intellectual and specific academic aptitude, while informed data of superior performance is necessary in creativity, leadership, and visual and performing arts. The emphasis is on developing giftedness in these dimension by:

1. Expanding and extending the student's learning beyond the standard curriculum.
2. Providing flexible curricular and extracurricular groupings and differentiated curriculum experiences commensurate with the student's interests, needs, and abilities; and

3. Helping the student to attain, to a high degree, the goals established by the LaRue County Board of Education. You can find more information on our LC web page under Department, Gifted & Talented.

### **AMERICAN PRIVATE ENTERPRISE SEMINAR (A.P.E.S.)**

The American Private Enterprise Seminar (A.P.E.S.) is a program designed to acquaint high school juniors with the way America is organized to do business. Local professionals lead discussion groups on relevant topics. The 4-H office is in charge of the local program. Students are selected from the local program to attend the state Kentucky Youth Seminar at the University of Kentucky in late June. The program is sponsored at the state level by the Kentucky Council of Cooperatives and the University of Kentucky Extension Service.

### **ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE**

All seniors are eligible for the ECTC SEEK program (vocational school) if they have completed all high school requirements through the junior year and have the aptitude to benefit from the trade selected. Students must also meet the guidelines set forth by the college and apply during the spring of their junior year. Seniors are responsible for completing all graduation requirements, attending the high school on required days, turning in excuse notes to the LCHS office for missed days, and communicating with the high school counselors and senior sponsors.

### **ECTC AND TRANSFER STUDENT GRADE POLICY “A” and “B”**

Transfer schools that do not send numeric grade

- many schools do not send numeric transfer grades/credits
- here is the scale currently used:

A =	90	95	100	(a-	a	a+)
B =	80	85	89			
C =	70	75	79			
D =	60	65	69			
F =	59					

### **GRADUATION REQUIREMENTS**

Graduation Requirements **Classes of 2023 and beyond**

**Students must complete the following 22 personalized credits before graduation:**

**English I and II AND 2 additional English/language arts credits aligned with the student’s ILP that address the remaining required Kentucky Academic Standards (KAS) for Reading and Writing**

**Algebra I and Geometry AND two additional Mathematics credits aligned with the student’s ILP that address the remaining required KAS for Mathematics**

**3 credits Social Studies (at least 1 aligned with the student’s ILP)**

**3 credits Science (at least 1 aligned with the student’s ILP)**

**1/2 credit Health and 1/2 credit Physical Education (one of which shall include CPR training)**

**1 credit Visual and Performing Arts • 6 additional credits aligned with the student’s ILP Other requirements:**

**Pass state-mandated civics test; receive instruction in essential workplace skills; demonstrate competency in technology; develop an ILP (grades 6-12); successfully complete a course or program in financial literacy (grade 9 students entering the 2020-21 school year).**

**Proof of completion of all of these items will be housed within the digital portfolio.**

- The Digital Portfolio is a required component at LCHS that will serve as a housing location for various state requirements including but not limited to, ILP's, 12th grade writing portfolio, 9th - 12th grade completion of the Kentucky Academic Standards for Career Studies and Financial Literacy, and the passing of the state mandated Civics Test. Completion of the portfolio includes activities that will assist students in transitioning to life after high school. Faculty members will assist where needed in scoring various activities using specific designed rubrics. The digital portfolio will serve as the source of evidence for the completion of all state mandated graduation activities with the exception of financial literacy. Financial literacy will be taught to all students during Transition Readiness Time. By the end of the student's high school career, all components must be completed. In addition, students must MEET ALL REQUIRED TASKS and DEADLINES to be eligible for the reward activities.

Beginning July 1, 2018, students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program or a Section 504 Plan.

In addition to the credits required locally and by the Kentucky Academic Standards, Students also shall complete an individual learning plan that focuses on career exploration and related postsecondary education and training needs.

**Transfer students will be addressed individually, with respect to graduation requirements from their previous schools. It is the responsibility of the students and parents to plan the individual course of study so that all requirements for graduation from LaRue County High School will be met. The guidance office is available to assist students and parents.**

**STUDENT CLASSIFICATION**  
**# Credits required to go to Next Grade Level**

Grade	Credits Possible	# Credits required to be promoted
9	6	4 <i>(to be promoted to 10<sup>th</sup> grade)</i>
10	12	10 <i>(to be promoted to 11<sup>th</sup> grade)</i>
11	18	16 <i>(to be promoted to 12<sup>th</sup> grade)</i>
12	24	22 <i>(to graduate)</i>

**GRADING SCALE**

90 – 100	A	Excellent
80 – 89	B	Above Average
70 – 79	C	Average
60 – 69	D	Below Average
0 – 59	F	Failing (No Credit)

## PROGRESS REPORTS

- Progress reports will be issued to students after the mid-point of each nine-week grading period.
- Progress reports can be requested by parents anytime.

## PARENT PORTAL ACCESS TO STUDENT GRADES

\*Contact the LCHS front office for account information.

## LaRue County Work Ethic Certificate/Seal

K-11 students meeting the Work Ethic Seal criteria will receive a certificate at the end of the year. 12<sup>th</sup> graders who meet the criteria will have a special seal added to their diploma. Students will have a fresh start each school year.

The committee expressed an interest in rewarding 5<sup>th</sup> graders, 8<sup>th</sup> graders, and 12<sup>th</sup> graders if they met the work ethic criteria every year for 3-5, 6-8, or 9-12 grade spans.

### Goals and Action Plan for the Work Ethic Seal Program

- Increase graduation rate/decrease dropout rate
- Reduce achievement gap by motivating students to have better grades, attendance, and behaviors
- Prepare student for school to work transition
- Prepare student for the transition to be successful in the post-secondary environment
- Graduate students with a strong work ethic and confidence to succeed
- Increase awareness of the Work Ethic Seal to our community
- Qualifying students will have advantages over other student when seeking employment
- Participation by students is voluntary and their responsibility

*\*Elements of the Work Ethic program will be incorporated into the Individual Learning Plan and Digital Portfolio platforms as part of a comprehensive approach to building a digital portfolio where students can explore future options and showcase their talents.*

### High School Level

#### Attendance

- 96% attendance, excused or unexcused (no more than 7 days absent)

#### Behavior

Discipline events fall into two categories, level 1 (more severe) & level 2 (less severe).

- No Level 1 discipline events
- No more than TWO Level 2 discipline events

*Giving Back & Getting Involved* – Participate in any TWO:

1. Organized team or individual sport at LCHS
2. Extra-curricular program or club at LCHS or community-based
3. Part-time employment working a minimum of 8 hours a week for 2 consecutive months
4. Complete 10 hours of community service OR complete a community service/volunteer project. Fill out community service form and get parents to sign it AND turn it in ON Time.

#### Grades

At least a C average with no failures for each quarter

### Calculation of senior grades for Valedictorian and Salutatorian:

Full Credit Courses:

\*1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 9 week grades = 25% each

\*\*Grades pulled from the 4th 9-week progress report will be used to determine calculators for class awards and Valedictorian/Salutatorian.



Spring Half Credit Courses:

\*3<sup>rd</sup> and 4<sup>th</sup> 9 week grades = 50%

\*Grades pulled from the 4th 9-week progress report will be used to determine calculators for class awards and Valedictorian/Salutatorian.

### ACADEMIC HONORS

**VALEDICTORIAN.** This award goes to the senior who has the highest class ranking during four years of high school work. The average will be computed at the end of once **4th 9 weeks progress grades are posted**. The recipient of this award must have been in attendance at LaRue County High School for a minimum of two consecutive school years.

**SALUTATORIAN.** This award goes to the senior who has the second highest class ranking during four years of high school work. The average will be computed at the end of once **4th 9 weeks progress grades are posted**. The recipient of this award must have been in attendance at LaRue County High School for a minimum of two consecutive school years.

### LATIN HONORS

Valedictorian and salutation will apply to the classes of 2023, 2024, and 2025.

Beginning with the graduating class of 2026, Seniors will be recognized as Latin Honors graduates rather than having a Valedictorian and a Salutatorian.

- Summa Cum Laude (With Highest Honor) – 3.9000 GPA to 4.0
- Magna Cum Laude (With Great Honor) – 3.7000 GPA to 3.899
- Cum Laude (With Honor) – 3.5000 GPA to 3.699

### ACADEMIC DIPLOMA/HONOR GRADUATE REQUIREMENTS:

<b>English</b>	4 credits	(English I, II, III, and IV) * Honor's Recommended
<b>Social Studies</b>	3 credits	(Integrated SS, World Civilization, and US History)
<b>Science</b>	3 credits	(Integrated Science, Biology, Chemistry)
<b>Math</b> 4 credits		(Algebra 1, Geometry, Algebra 2 at the basic, regular or accelerated level and any senior math course)
<b>Health</b>	½ credit	
<b>PE</b>	½ credit	
<b>Humanities</b>	1 credit	
<b>Electives</b>		(Rigorous Electives Are Recommended)
<b>Total Credits:</b>	<b>22 credits required</b>	

**\*\*Intro to Humanities does not have to be taken by Band/Choir/Art students who have earned 1 credit in one of those three areas.**

### Other Requirements for Honor Graduates:

1. An overall weighted, unrounded **95%** numeric GPA must be attained
2. A total of **10 level 2, 3, or 4** courses must be taken for the class.

### Advanced Placement/Honors Courses

Beginning with the 2020-2021 school year, honors and other classes listed as level 2 will receive a grade enhancement of 2 points added to their numeric grade average each nine weeks and their semester exams (excluding End of Course Exams.) Level 3 classes will receive 4 points. Classes identified as Advanced Placement (AP) will receive a grade enhancement of 6 points added to their numeric grade each nine weeks and their semester exams (excluding End of

Course Exams.) Teachers will convert the students' grade, and the student's converted grade will be reported on both the report card and the transcript. (This is done using the manual grade entry screen located within Infinite Campus.) For example: If a student earns an 89% in Honors English II, the teacher will add 2 points to the original grade, and the resulting grade would be a 91%. The 91% would then be recorded as the official numeric grade for that student.

This should allow LCHS students to become more competitive in scholarship competitions as well as college admission. We recognize the increased level of rigor and workload associated with Honors and Advanced Placement courses and seek to reward students who challenge themselves academically.

Our goal at LaRue County High School is to prepare each student for a successful transition to college and career opportunities. In support of this goal, we have developed a curriculum that focuses on college and career preparation. In some subject areas we have an enhanced honors curriculum that was developed to provide more rigorous, in depth instruction. In each of the core content areas we also provide opportunities for students to take Advanced Placement courses.

It is recommended that honors students should be capable of meeting benchmarks set for the PSAT, ACT, On-Demand, and/or EOC tests, strong work ethic, and a desire to be challenged with a rigorous curriculum. Honors classes will demand more involvement than regular classes, both in and out of the classroom. Honors classes will provide multiple opportunities for students to take greater responsibility for their individual learning in the areas of critical thinking, interdisciplinary connections, reading, and discussion topics. For these reasons, student entry into an honors class will be based on teacher recommendation.

Students who are recommended and go on to take an honors course will receive a converted grade each nine weeks reflecting an additional 2 points. This grade enhancement recognizes the increased rigor and requirements of an honors class.

AP students must be academically ready to meet the challenges required by these college level courses. AP classes are designed for accelerated learning; students in these classes should desire faster paced lessons, increased independent work, and fewer repetitions to solve problems. The engaging, hands-on learning that takes place in AP courses requires students to think critically, construct solid arguments, and see multiple sides of various issues, all of which prepare students for college and beyond. Research indicates that students who succeed on an AP Exam in high school typically experience greater academic success in college. Students who choose to take AP courses should be prepared for the level of rigor and the fast-paced, independent nature that it takes to be successful in an AP course. For these reasons, student entry into an AP course will be based on teacher recommendation.

Students who are recommended and go on to take an Advanced Placement course will receive a converted grade each nine weeks reflecting an additional 6 points. This grade enhancement recognizes the higher level of rigor and the requirements of what is equivalent to a college level class.

## **NATIONAL HONOR SOCIETY**

### *LCHS National Honor Society Qualifications*

The guidance office will send the class rank list to the National Honor Society sponsors. The sponsors will give applications to qualifying students.

**GUIDELINES:** Students **MUST** meet all of the following guidelines in order to be considered for National Honor Society membership.

To be considered a new member, you must meet the following criteria:

95% GPA or higher (weighted/unrounded)

- Students must exhibit outstanding character, leadership, and service traits:
- Character:
- Student must be nominated by a teacher on the teacher nomination form
- Leadership and Service:
  - students must complete the leadership and service application and submit it on time to the guidance office
- Discipline problems (at the discretion of NHS/School leadership)
- No more than 3 unexcused tardies/absences

- No more than 10 TOTAL excused/unexcused absences from school (field trips and college visits do not count)

Current Members must continue to comply with the above criteria. If they fall short of meeting the above criteria, students will be put on probation or dismissed as described below:

### **Grades:**

Grades (weighted/unrounded GPA's) will be checked at the end of each school year. If GPA slips below a 95%, students are put on probation. If the students do not bring their grade up to a 95% by the end of the mid-term of the next school year, they are dismissed.

The student's cumulative GPA will be averaged in with mid-term grades of their current school year (mid-term grades being 1<sup>st</sup> 9-weeks 45%, 2<sup>nd</sup> 9 weeks 45%, mid-term final 10% for half credit)

### **Discipline:**

A list of all discipline occurrences will be sent to the principal and/or assistant principal and they will make the determination as to whether a student should be put on probation or dismissed for the incident.

### **Attendance:**

3 unexcused tardies and/or unexcused absences (any combination up to 3) = probation

4 unexcused tardies and/or unexcused absences (any combination) = dismissal

more than 10 TOTAL excused/unexcused absences = dismissal

- If a student is dismissed from NHS, the student will not be qualified to be reinstated.
- Appeal Process—Student and parent/guardian have the right to an appeal. The appeal must be made in writing to the NHS Adviser to be shared with counselors and administrators. The written appeal must be made within 10 days of being notified of dismissal or student not meeting the NHS requirements. The NHS member (a parent/guardian may be present with the member, however it should be noted that the primary focus of the hearing is to allow the member to present his or her case), is allowed to present his or her case at a pre-dismissal hearing before the faculty council. From there it is the faculty council's decision as to accept or decline the appeal. The NHS Adviser will notify student and parent/guardian of the faculty council's decision.
- A list of qualified students (students who meet the attendance, GPA, and discipline guidelines) will be generated February 1. Students must have all unexcused absences and tardies, and discipline problems resolved by February 1 to be considered.

*\*Only 10<sup>th</sup> and 11<sup>th</sup> grade students will be eligible for new membership (seniors will not be considered for new membership)*

*\*\* Freshmen: GPA from your freshman year's final grades will be used to determine eligibility into NHS at the end of the second semester of your sophomore year.*

If you need to bring in doctor's excuses or use parent days to meet the tardy or absence qualification or any discipline issues, you MUST have this taken care of before February 1. A list of students who meet the qualifications will be given to teachers after February 1 to get the NHS selection process started.

## **ARTICLE I – NAME AND PURPOSE**

**Section 1.** The name of the organization shall be the National Honor Society of LaRue County High School.

**Section 2.** The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of LCHS.

**Section 3.** The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 22091.

## **ARTICLE II – MEMBERSHIP**

**Section 1.** Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding **scholarship, character, leadership, and service**. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Section 2.** Membership shall be known as active and graduate. Active members shall become graduate members at graduation.

**Section 3.** Candidates become members when inducted at a special ceremony.

**Section 4.** Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

**Section 5.** A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

**Section 6.** Members who resign or are eliminated are never again eligible for membership or its benefits.

### **ARTICLE III – SELECTION OF MEMBERS**

**Section 1.** To be eligible for membership the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendations of the previous principal, the faculty council may waive the semester regulation.

**Section 2.** Candidates must have a *cumulative* scholastic average of at least 92 percent (weighted/unrounded). Candidates shall then be evaluated on the basis of service, leadership, and character.

**Section 3.** The selection of each member to the chapter shall be by a majority vote of the faculty council.

**Section 4.** A description of the selection procedure shall be published in an official school publication which is widely available *in a timely fashion* to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the NHS.

**Section 5.** The National Council and NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

### **ARTICLE IV – DISMISSAL**

**Section 1.** The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency.

**Section 3.** The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 4.** In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

**Section 5.** A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

**Section 6.** The National Council and the NASSP shall hear no appeals in dismissal cases.

### **ARTICLE V – OFFICIAL INSIGNIA**

**Section 1.** This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

**Section 2.** The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.

**Section 3.** Each active, graduate, or honorary member shall be entitled to wear this emblem.

**Section 4.** Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

**Section 5.** All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, VA 22901. All insignia are registered in the United States Patent Office and may not be copied by anyone.

**Section 6.** The motto of the National Honor Society shall be *Noblesse Oblige*.

**Section 7.** The official colors of the National Honor Society shall be blue and gold.

**Section 8.** A graduate member may replace a lost emblem by verifying membership to the national office.

### **ARTICLE VI – AMENDMENTS**

**Section 1.** These bylaws may be amended at any meeting of the faculty council by an affirmative vote of four members of the faculty council.

## **EXTRACURRICULAR ACTIVITIES**

### **ELIGIBILITY**

It is the purpose of the LaRue County High School to provide a well-balanced and well-planned athletic program for as many students as possible. The administration is responsible for the entire athletic program at LaRue County High School and for the satisfactory conduct of each and every athlete. Student athletes represent their school, team, coaches, and themselves. Therefore, we require that they project a positive, acceptable image. We will not tolerate physical or verbal abuse from a coach, fan, or from a fellow team member. If you have knowledge of such violations, please report them to one of the principals and/or athletic director. The source of information with a team will be strictly confidential. All students participating in athletics must do the following:

- \*Be on grade level on day one (1) of the academic year.
- \*Pass 4 out of 6 subjects per week.
- \*Be in attendance at school the day of practice or game.
- \*Have a physical exam prior to trying out for a team.
- \*Maintain good attendance/citizenship in school.

### **EXTRA AND CO-CURRICULAR ALCOHOL/DRUG USE**

Students that participate in extracurricular or co-curricular activity at LaRue County High School that are found guilty of possessing or being under the influence of alcohol or any other illegal substance while on school property or attending any school function, will forfeit their right to participate in any extracurricular or co-curricular activity for the entire year. The student's participation will be reinstated at the beginning of the season in which this action occurred. This policy is to include all activities and competition of clubs, band, choir, speech, academic, and athletic teams. In addition, the student will be subject to the provisions under the LaRue County Board of Education relating to the possession and use of illegal substances (Policy # 9.423).

To establish eligibility, a student not presently participating in any extracurricular or co-curricular activity will be subject to the same provisions as stated in this policy.

Students found guilty of violation of the LaRue County Board of Education Policy relating to tobacco products (Policy # 9.4232) shall be subject to the provisions as outlined for all students enrolled in the school and are not subject to the above policy statement.

### **CLUBS/ORGANIZATIONS**

The value of belonging to a group that has a common interest cannot be overestimated; thus, the school faculty sponsors several clubs. These clubs give the student an opportunity to work with other students who have similar interests. The student gains training and knowledge which cannot be pursued in the regular academic class. Some of our clubs are for any student and some require certain criteria in order to participate. Please check with the club sponsor to find out details regarding participation. The following clubs are sponsored by the faculty of the high school:

**FFA**- Misty Bivens and Chris Thomas

**THE FUTURE BUSINESS LEADERS OF AMERICA (FBLA)** - Daniel Rock

**THE PEP CLUB** - Kendrick Bryan

**STUDENT TECHNOLOGY LEADERSHIP PROGRAM- VEX ROBOTICS** - Jorge Venegas

**Y CLUB (KYA & KUNA)** - Kendrick Bryan

**FELLOWSHIP OF CHRISTIAN ANYBODYS (FCA)** - Molly Howell

**SPANISH CLUB** - Mrs. Gonzalez

**BOOK CLUB** - Amy Loyall

**VARSAITY CLUB** - David Dawson

**BETA CLUB** - Laura Reed

**CHESS CLUB** - Amy Litton

**SOURCES OF STRENGTH**- Nikki Waldeck

**B.O.S.S.**- Casey Sidebottom

**Educators Rising** - Ben Schell

**Student Government Association** - Class sponsors and Administration representatives

**RPG (Role Playing Games)** - Jamie Hardin

**HOSA** - Jennifer Thrasher

## **MEDIA CENTER GUIDELINES**

**CIRCULATION:** Books are checked out for up to three weeks with the privilege of one renewal for one week. Materials may **not** be renewed if they are on hold for another student. Up to three items may be checked out at one time. Students may check out one magazine overnight. Overdue lists are sent to English teachers and posted in their classrooms. Overdue notices will be sent as needed. Five (5) cents per day will be charged for overdue books. One (1) dollar per day will be charged for overdue magazines and overnight books. Students with outstanding fines will not be allowed to check out materials until the fine is paid.

**LOST OR DAMAGED MATERIALS:** Students will not be allowed to borrow materials until lost books or damage charges are paid. The cost of damaged books will depend on the extent of the damage.

## **CAFETERIA**

Every student will be expected to eat in the cafeteria. No student may leave campus during the lunch period. Students who bring lunches and students who do not choose to eat must go directly to the cafeteria with their assigned lunch groups. No student will be permitted to leave the cafeteria during the lunch break without the permission of the principal or the cafeteria supervisor. No food may be taken from the cafeteria. ***No fast food deliveries will be allowed.*** Students are expected to leave their tables as clean as possible and to place their chairs and tables back before leaving the cafeteria. It is the responsibility of all students to place milk cartons, napkins, uneaten food, etc. in trash cans and to return trays to the return window. Any food or milk spilled on the floor should be reported to one of the lunchroom workers. Poor student behavior in the cafeteria will result in isolation from fellow students during lunch. Students will report directly to their classes after lunch.

## **SCHOOL VISITORS**

The LaRue County High School SBDM encourages parents and other citizens to visit LaRue County High School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, LCHS SBDM has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school operates and the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The principal shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principal shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

### **Rules for Visitors to Schools** A. General Requirements for Visitors to Schools:

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.

2. All School District personnel must wear identification badges on outer clothing at all times during the visit. School staff who observe visitors without proper identification are to report that information immediately to the school office.
3. All visitors shall report to the school office when arriving and leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the principal to remain on the school premises. All visitors shall be required to wear an appropriate form of identification when on school premises. Visitors must return their identification before leaving school premises. At that time, they will have their car keys returned.
4. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
5. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.
6. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
7. All school visitors must comply at all times with Board of Education Policies, administrative rules and school regulations.

B. Exceptions to Visitor Requirements: Parents or LaRue Co. citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from requirements in 1-5 above.

C. Visitors to Classrooms or Other Instructional Areas:

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a. remaining in a designated place or seat
  - b. refraining from speaking to students while the class or activity is in session
  - c. refraining from entering or leaving the area while an activity is underway
  - d. requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.

- e. requiring that the visitor be chaperoned
- f. limiting the duration of the visit to particular times or length of time
- g. limiting the activities of the visitor to a particular purpose(s)
- h. designating particular routes of travel in the building or upon the school grounds.

- 3. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.
- 4. No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to teachers unless such visits have been approved previously by the principal. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult.

**D. Student Visitors**

- 1. All requirements for visitors apply to students with additional considerations to be applied at the discretion of the principal. Under most circumstances, student visitors are discouraged and, in any event, students must be age appropriate for the building they wish to visit.
- 2. Student visitors from other school districts must have written permission of both their own parent or guardian and the parent or guardian of any LaRue County High School student they wish to accompany into a school. Under no circumstances shall such student over the age of 18 be permitted to visit.
- 3. No student who is under suspension, expulsion or other form of discipline from this or any other school district shall be permitted to visit LaRue County High School. Such students must have obtained expressed prior approval of the principal before entering and are restricted to the school office for the duration of their presence in the building.

**E. Special Situations**

- 1. Both custodial and non-custodial parents of a LaRue County High School student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
- 2. The principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

**GENERAL INFORMATION/SERVICES**

**TELEPHONES** – Telephones in the office are for use by faculty and staff members only. Students will only be permitted to use these phones for emergencies. Cell phones are not to be used between 8:00 a.m and 3:10 p.m.



**MEDICATION** – Medication should be given at home before the student arrives at school when possible. Any medication brought to school must be taken to the nurse. All medication will be dispensed by the nurse or designee in their absence. There are no exceptions to this rule.

**GUIDANCE SERVICES** – Guidance and counseling services are available for all students. Services provided include educational counseling, career and personal counseling, testing, and other services requested by students, parents, and staff. The student and/or parent should call to make an appointment if a service or information is needed. The purpose of the guidance and counseling program at LaRue County High School is to enhance academic achievement of students. The program focuses on career/educational development for all students. It involves the student acquisition of skills necessary to: engage in life-long learning; become aware of life/career choices; and prepare for the world of work. All aspects of the program are complementary to the efforts of parents, school, staff, and the community. All counseling sessions with students will remain confidential unless, during the counseling session, a direct threat is made to harm oneself or another individual. The use of counseling techniques which are beyond the scope of the professional certification or training of counselors and that are normally employed in medical or clinical settings and focus on mental illness or psychopathology, is strictly prohibited.

**TRANSCRIPTS** – Through Parchment (on the school website), a student and/or parent or legal guardian (for current students or minors) may request a high school transcript. Graduates will be charged a small fee.

**WITHDRAWAL** – When a student will be leaving LaRue County High School to transfer to another district or for some other reason, the counselor’s office will send current grades or do a half credit transcript so there is no loss of credit when transferring to another school. Prior to departure, a student must return laptops, library books, and other paraphernalia owned by the school. All students who withdraw from school will be required to have each teacher under whom classes were being taken sign a form stating that all obligations to the school have been met before a transcript will be released by LaRue County High School.

**EXTENDED SCHOOL SERVICE** –The goal of LaRue County High School will be to ensure parents and students that promotion will be possible only after successfully mastering specific learning goals. To ensure that all students can be successful, LaRue County High School will offer an extended school service program. After-school tutoring will be offered in the core classes of English, mathematics, social studies, and science. Tutoring will be available based on individual student needs and teacher availability beginning in September and continuing through May.

**SUMMER SCHOOL** – Students who fail a class may choose to remediate and bring up the grade to a 60%. If a student fails two or more classes during the school year and does not choose to remediate by attending summer school, the student may be placed at the alternative school to begin the next school year. Unexcused absences and tardies to summer school will not be tolerated and any disciplinary referrals during this time will be cause for the student’s dismissal from the summer school program. In this event their failing grade will then be permanent.

**TEXTBOOKS/MATERIALS** – Textbooks/materials are available at LaRue County High School on a rental basis. Fees are set by the board of education. No credit or grade will be given unless the fee is paid. Students who qualify for free lunch will not be charged a rental fee. Students who qualify for reduced lunch will be charged a prorated fee. The student is required to bring the class textbook/materials to class every day unless instructed otherwise by the teacher. If a student loses a book, the principal or assistant principal should be notified.

**YOUTH SERVICE CENTER (YSC)** – The LaRue County YSC is open to all LCHS students and families. The staff at YSC is interested in helping students/families resolve any issues of concern at school and/or at home. Services include basic needs assistance such as eyeglasses, clothing, shoes, food, shelter, group/individual counseling and any other physical or emotional need. Students and their families are encouraged to contact the YSC office for help by visiting its facilities on the LCHS campus or by calling (270) 358-9745.

**FIRE AND TORNADO DRILLS** – Fire and tornado drills will be held during the school year. Each room has a specific pattern of action to follow. Rules for evacuation are posted in each room. Every student and teacher should be familiar with any room they occupy.

**INCLEMENT WEATHER** – Parents and students should listen to local radio or television stations and LaRue County Schools social media outlets. **Please do not call the school.** Parents may receive a one-call notification. Parents also may refer to the district website.

**SCHOOL ANNOUNCEMENTS** – Announcements related to school activities will be made each day. Students are to give their attention to these announcements and are responsible for responding to those which apply to them.

**SCHEDULE CHANGES** – No student will be permitted a schedule change after the first Friday. The only exception is a student who is taking the wrong class for his/her grade level.

**DROPPING CLASSES** – Students must have special permission from the principal to drop a course after three school days into the term. If a student drops a course, they must find an appropriate course in its place.

**CHEATING** – The faculty and staff of LaRue County High School believe that integrity and honesty are essential in all student assignments. Therefore, cheating is strictly prohibited and will result in appropriate disciplinary action.

**COMMENCEMENT EXERCISE** - Students must attend commencement practice both days in order to participate in the commencement exercise. The student must have a pre-approved valid excuse to be excused from commencement exercise or practice.

*Only those students who have met all requirements will be allowed to participate in the commencement exercise. All required courses must have been completed and passed along with the appropriate number of credits required for graduation.*

**JOB SHADOWING/COLLEGE VISITS** - Every student is allotted 3 days per school year to use as a college visit and/or job shadow opportunity. All college visits/job shadows need to be approved by the guidance office prior to the date of the visit.

**HALL PASSES** – A student must have the appropriate hall pass to be out of the classroom during class time. In order to control the number of students in the hallway during instructional time the following procedures will be followed by all staff and students:

- Each LCHS staff member will have access to the E-Hallpass system. Students will sign in and out of their class with the E-Hallpass system. NO student shall be allowed out of the classroom during instructional time without an e-Hallpass. In the event the E-Hall Pass system is down, students will be given a pass for their classroom,
- Administration/faculty/staff can verify a student pass through the E-Hallpass system. If the student has an active pass in the E-Hallpass system, they will be allowed to proceed. If the student does not have the appropriate pass in the E-Hallpass system, they will be escorted by the administrator/faculty/staff back to the teacher's classroom.

**TARDIES TO SCHOOL** – If a student arrives late to school or is at school and late to first period class, he/she should report directly to the attendance clerk to obtain a tardy slip. The first period teacher will not permit the student to enter the classroom without a note from the office.

**LEAVING SCHOOL** – If a student must leave school during school hours, the attendance officer must be notified. This notification must be in the form of a written note from the parents or guardians. All check-out notes must be submitted to the attendance clerk before the beginning of the school day. Students will be able to submit notes between 7:30 a.m. and 8:05 a.m. in the attendance office. The telephone number of the parent and the date and time of the proposed checkout must be included on all check-out notes. Once students arrive at school either by bus, vehicle, or walking, they will not be allowed to leave without permission from a school official.

**RESTRICTED AREAS OF SCHOOL GROUNDS** – Until 7:50 a.m. all areas of the school, with the exception of the cafeteria, library, and auditorium are off limits to all students unless the student receives written permission from a teacher to go to another part of the school. Once school starts, students will not be allowed to go into the parking lots or in front of the building without permission from the principal or assistant principal.

**HALLWAYS AND STAIRWAYS** – In passing between classes, students are asked to keep to the right of the hallways as much as possible. This will allow for a better flow of hallway traffic. Students are expected to be orderly when using the hallways and stairways. Running, horseplay, and other forms of disorder are dangerous and cannot be tolerated. Students are subject to the authority of all teachers while in the halls.

**RESTROOMS** – There will be no loitering in the restrooms at any time. Regulations concerning student conduct are applicable in the restrooms as in other places. There shall be only one student per stall at one time. Every effort is made to provide the cleanest restrooms possible. Take pride in helping keep the restrooms clean. Defacing the

restrooms by marking on walls or by damaging fixtures will be considered a serious offense and will be handled accordingly.

**LOCKERS** – Each student will have the opportunity to be assigned a locker. These lockers should be used only for storing and protecting books, clothing, and other school supplies. Each student must assume responsibility for keeping the locker neat. Students are expected to leave their locker in good condition at the end of the school year. A student may not move from one locker to another without explicit permission from the principal or assistant principal. School lockers are the property of the LaRue County High School and the LaRue County Board of Education. Inspection of these lockers can be made for any reasonable cause. If lockers are damaged, restitution may be requested.

**LOST AND FOUND** – Lost/found articles should be turned in to the main office. The school, however, is not responsible for the replacement of lost or stolen items.

**SCHOOL BUILDING AND PROPERTIES** – The construction of this beautiful facility was funded by and is maintained with LaRue County tax money. Damage to the building, equipment, buses, books, and property must be paid for by the community. Help protect our school by refraining from damaging the property and reporting any such damage committed by others. Persons committing wanton acts of vandalism will be held accountable and prosecuted for these acts. Be proud of yourself and your school and take pride in helping the staff maintain our outstanding facility.

**CLASSROOM COURTESIES** –

- Upon entering the classroom, take a seat promptly and quietly.
- Speaking out or expressing disapproval when another has the floor is both rude and unfair.
- Appropriate supplies should be brought to class each period.
- Class will be dismissed by the teacher. Do not be discourteous by getting up before the class is dismissed.
- Students should knock before entering a classroom and wait to be recognized before making a request.
- Students are expected to be in class and seated **before** the designated time for class to begin.

**Performance Based Credit Policy**

**Description:** Performance-based credit is any credit earned other than the traditional classroom setting with a regular or special education teacher. These credits refer to credits earned by a student outside of the traditional structure of the 120 hour instructional course.

LaRue County High School will award course credits for students enrolled in online learning courses based on course completion with a grade of at least 60%. Each course will be based on the program of studies, academic expectations, and the Kentucky Core Content for Assessment. Students completing performance based credit must complete the following:

- Any required state testing
- Tests for the course must be proctored by LaRue County staff
- Must meet all graduation requirements as established by Kentucky Department of Education and LaRue County Board of Education
- Must complete and pass all six credits for the school year.
- Must complete course work in a timely manner.

Students on performance based credit who do not complete the PBC course and do not meet the guidelines listed above must return to school. A committee consisting of the LCHS principal, assistant principal, counselor, DPP and alternative school staff member will review the student's progress, discipline record and attendance to determine if the student will participate in commencement exercises. Students who are court ordered as a senior to PBC will not participate in commencement exercises.

## **GRADES K-12 STUDENT ATTENDANCE POLICY**

The LaRue County Public School District expects all students to attend school regularly and be in the assigned classroom on time. Regular attendance is necessary if students are to receive maximum benefit from the instructional program. We firmly believe that attendance is a student and parent/guardian responsibility. However, every effort will be made to contact the parents of students having attendance-related problems.

**KRS 159.010 Section 1 states that the parent or guardian is responsible for keeping his/her child in regular school attendance for the full term that school is in session. KRS 159.150 states that any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on three (3) or more days is a truant. Any child reported as a truant two (2) or more times is a habitual truant. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, who shall take appropriate action. Also, amended KRS 159.990 holds a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. This student can be fined \$100 for a first offense and up to \$250 for a second offense.**

In view of KRS 159.010 and KRS 159.150 requirements, the LaRue County Board of Education has adopted the following attendance policy for all students in grades K-12 with the intent to improve student attendance, reduce potential dropouts, and encourage more effective communication between the home and the school.

### **STATEMENT OF POLICY**

**a.** If a student is absent from school, the parent/guardian shall call the school and send a note which states the reasons for absences. Notes should be sent to the principal's office for recording and filing. Information furnished by the parent/guardian is used to determine if the absence is excused or unexcused. Letters will be mailed to families when the 5 "Parent Days" have been depleted.

**b.** Legitimate reasons for excused absences:

- o Illness of the student (with doctor's note)
- o Severe illness or death in the student's immediate family. In the case of a death only the day of the funeral will be excused. (A note from the funeral home is required.)
- o In the case of funerals held out of state, additional travel days may be granted by the school principal.
- o Medical or dental appointments (Medical excuses are needed from these offices covering the date the pupil was seen as well as date when they may return to school)
- o Orders of the court (written note from the County Clerk's office required if attending court)
- o Religious holidays and practices
- o Special activities or circumstances (if approved in advance) by the principal or his/her designee
- o Students will receive 5 "Parent Days" per school year. Ex. could be where a pupil may be ill but not ill enough to go to the doctor's office or having a flat tire on the way to bring pupil to school causing a tardy.
- ALL NOTES USED TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE OF THE STUDENTS' PERSPECTIVE SCHOOL WITHIN FIVE (5) SCHOOL DAYS OF THE ABSENCE. This will include parent notes, doctor's excuses, etc. Failure to turn in any excuse notes will result in an unexcused absence or tardy.**
- o **When a student has accumulated 6 unexcused absences or tardies during the school year, remaining parent days WILL not be accepted according to Board Policy and Dr. statements are required at that time.** All other absences will be considered unexcused absences.
- o **In the case that the school nurse deems a child too sick to stay at school the nurse may request that the parent check their child out of school for the remainder of the day and that day only will be excused per the nurse.**
- o Driver's permit test and driver's test, (for only the appropriate amount of time/maximum of 2 times/written document required)
- o Approved school activities (including 2 college days for seniors)
- o Documented Military Leave
- o Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with

legal custody who, while on active military duty stationed outside of the country is granted rest recuperation leave.

- c. All students are required to make up work missed within a stated amount of time with arrangements made with the teacher. Students having unexcused absences shall not receive credit for make-up work.
- d. No Transportation Changes or Check Out Permissions will be taken over the phone in any of our schools. ALL written requests will need to be submitted with a signature, time, and a date, and will be verified on our pickup list before a student is allowed to leave the building. In case of a situation with no correspondence, the student will be sent home by their regular mode of transportation.
- e. After a total of three (3) days of unexcused absences, tardies, or early dismissals in one (1) year, a student, parent/guardian, and administrator conference shall be held to discuss causes and remedies for absences.
- f. After a total of six (6) days of unexcused absences, tardies, or early dismissals in one (1) year for a student under 16 years of age, the Director of Pupil Personnel or designee shall deliver a final notice to the family in accordance with KRS 159.180.
- g. After a total of seven (7) days of unexcused absences, tardies, or early dismissals in one (1) year for a student under 16 years of age, the Director of Pupil Personnel may sign a petition with Juvenile Court charging the child with habitual truancy, which is a violation of KRS 159.010 to 159.170 and sign a petition in Adult District Court for those students over 18 years of age and still enrolled in school. Parents can also be charged with Educational Neglect if students become habitual and it is deemed that the parents are hindering the educational process for their children.
- h. All days missed due to suspension are unexcused.
- i. The Director of Pupil Personnel may file with the court system earlier than the sixth unexcused absence/tardy if the pupil's previous year's attendance classified them as truants.
- j. All schools have nurses. In the case that the school nurse deems a child too sick to stay at school the nurse may request that the parent check their child out of school for the remainder of the day and that day only will be excused per the nurse.

Note: Parents may keep their children home from school or take them out of school for reasons that they deem necessary – BUT that does not mean the absences will be excused. **Only the school can excuse a student's absence.**

#### *DEFINITIONS AND CLARIFICATIONS*

- a. TARDY – A student who is not in his/her assigned classroom when the tardy bell rings is recorded tardy for the day; also, a student who checks in late or leaves early (.01-34% of the school day). The tardy will be considered unexcused unless for the reasons listed in Section b of this attendance policy.
- b. HALF DAY – Students must be in attendance between 35-83% of the school day to receive half-day credit.
- c. FULL DAY – Students must be in attendance at least 84% of the school day to receive full-day credit.
- d. LATE BUS – Students arriving to school late as a result of a late bus will not be counted as tardy.
- e. In regards to truancy and other areas of attendance 2 unexcused tardies equals one unexcused absence.

#### APPEALS PROCEDURES

Parents and guardians desiring to question actions taken by school personnel may follow this procedure:

1. If the problem is related to the classroom, the parent/guardian should contact the teacher as soon as possible to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal or the principal's designee with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the principal directly.
4. If none of the above procedures result in a satisfactory solution to the problem, the parent shall state the complaint in writing and may request a conference with the superintendent or a designee.
5. During this conference, either party may have present, individuals having knowledge relative to factors involved. The other party shall be notified in advance if such persons will attend.
6. The superintendent or a deputy will advise the parent in writing of the disposition of the grievance within fourteen (14) days after the conference.
7. The parents may appeal in writing to the superintendent who will arrange a meeting with the Board of Education if the parents or guardians are not satisfied with the decision of the superintendent or deputy.

**CURRICULUM MATERIALS PUBLIC COMPLAINT FORM**

**Curriculum Materials Public Complaint Form**

The Site Based Council, though it is ultimately responsible for all curriculum and instructional materials, recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of professional staff to select books and other materials supportive of educational philosophy and goals of the school system. Any parent or guardian who objects to curriculum texts or instructional materials and requests an alternative curriculum for such items is required to complete the following information in its entirety prior to submitting to the Principal's Office.

**PLEASE PRINT:**

Parent/Guardian Name: \_\_\_\_\_  
Phone \_\_\_\_\_  
Address: \_\_\_\_\_ email: \_\_\_\_\_  
City, State, and Zip Code: \_\_\_\_\_

Teacher: \_\_\_\_\_  
Title of text/material \_\_\_\_\_

Please provide a complete description of the complaint/objection:

\_\_\_\_\_  
\_\_\_\_\_

Please provide an alternative curriculum that would satisfy the same educational goals:

\_\_\_\_\_  
\_\_\_\_\_

Circle appropriate box (es):

Did you *first* notify the classroom teacher of your concern? Yes No  
Date: \_\_\_\_\_

Did you *next* notify the department chair or guidance Yes No  
Date: \_\_\_\_\_  
Counselor of your concern?

For consideration of this form, a meeting with both the parent/guardian and student must occur with principal, teacher, and other district personnel. Please indicate when you would be available for this meeting:

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Signature Required Date**

## IN-SCHOOL SUSPENSION

In-School Suspension (ISS) room has been established since the 2007-2008 school year. The purpose of the ISS room is to reduce the dropout rate and the number of suspensions. Students may be assigned to this room by the school administration as deemed necessary. Reasons for the assignment include, but are not limited to:

- Repeated violations of the discipline code
- Classroom disturbance
- Profanity at school
- Disrespectful actions or language to other students or school personnel
- Failing to complete or turn in class work
- Other instances at the discretion of the school administration

Students assigned to the ISS room will be expected to complete all assignments from their classes. Teachers will present the class work to the supervisors of the ISS room. The completed work will be delivered to the students' teachers upon completion. In addition, the student will be expected to complete material provided by the ISS room supervisors relating to the infractions of the discipline code that resulted in the placement.

Students are expected to work in the ISS room during their assignment to the room and will follow the established rules for this room. Further discipline or other problems while the student is assigned to the ISS room will result in suspension. Following the suspension, the student will be reassigned to the ISS room to complete the original assignment period.

### PLACEMENT AT THE ALTERNATIVE SCHOOL

The alternative school in Larue County is called "The Nest". In the event a student is placed at The Nest, there will be a meeting to review the handbook that governs the policies and procedures at The Nest. It should be noted that there are certain restrictions that apply to students while enrolled at The Nest.

**Driving Privileges** - Students placed at The Nest will have NO DRIVING privileges. First offense will result in the loss of a day. Second offense will result in the loss of a Phase. Third offense and every offense after will result in the student returning to Phase 1. Students who are on Phase 4 will be granted permission to drive upon approval from LCHS principal.

**Extracurricular Activities** - Students placed at The Nest are NOT ALLOWED to attend any LCPS extracurricular activities unless the LCHS principal states otherwise. This includes athletic events (both home and away), prom, dances, plays etc. First offense will result in loss of a day. Second offense will result in a loss of Phase. Third offense and every offense after will result in the student returning to Phase 1. Students who are on Phase 4 will be granted permission to attend upon approval from LCHS Principal.

### ASPIRE PROGRAM

**ASPIRE is an innovative program developed for students with extenuating circumstances in which the traditional classroom environment may not be conducive to their success. In order to participate in ASPIRE, students must adhere to a strict set of guidelines. Eligibility and admittance to the program will be determined by a committee consisting of LCHS administration and The Nest administration.**

Students participating in the ASPIRE pathway must adhere to the following guidelines.

- \*must be willing to attend school at The Nest as advised by LCHS/Nest admin or teacher to finish coursework
- \*must be capable and willing to work independently
- \*must have access to the internet
- \*must complete all state and local mandated requirements (testing, digital portfolio etc.)
- \*must provide their own transportation



- \*cannot participate in extracurricular activities (including athletic events, prom, dances, plays etc.)
- \*must make satisfactory progress towards completion of credits (to be determined by LCHS/Nest admin)
- \*students will not be eligible for any senior activities with the exception of the Lincoln Farm Picture
- \*students will receive a standard diploma and will be able to participate in graduation practices and ceremony
- \*students must provide current contact information to school officials and notify of any changes.

### **TOBACCO FREE POLICY**

In order to provide a cleaner and healthier environment for learning, it is the policy of the LaRue County Board of Education that no person – staff, student, or visitor – shall be allowed to smoke, use, or possess tobacco products including e-cigs/vaping devices (matches and lighters are considered tobacco paraphernalia) of any kind while on the grounds of LaRue County High School. The LaRue County High School grounds is defined as the LaRue County High School building, surrounding entrances and yard areas, and the student and faculty parking lots adjacent thereto. Any infraction of this policy shall result in the following penalties which shall be documented in the student’s permanent record or the staff member’s personnel record. Violation period to be from opening day until closing day.

No student is allowed to use tobacco products at ANY time on school property. The following procedures will be followed for students who are in violation of the tobacco free policy.

- STUDENTS:**
- 1<sup>st</sup> violation – Three (3) days in-school suspension.
  - 2<sup>nd</sup> violation – Three (3) days out of school suspension.
  - 3<sup>rd</sup> violation – Five (5) days out of school suspension.
  - 4<sup>th</sup> violation – Ten (10) days suspension and/or recommendation for alternative school placement.
  - 5<sup>th</sup> violation – Suspension and proceedings for expulsion.

### **TELECOMMUNICATION DEVICES**

#### **STUDENTS**

**09.4261**

#### **Telecommunication Devices**

##### **Possession and Use**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal tele-communications devices as defined by law<sup>1</sup> and other related electronic devices (to include wireless earbuds/headphones), provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
  - a. Poses a threat to academic integrity, such as cheating;
  - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
  - c. Is profane, indecent, or obscene;
  - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
  - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day.

3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian as outlined in Section 7. Failure to turn over the device shall be defined as "defiance of authority" and shall be considered a behavioral violation listed in the District Code of Conduct.
4. Students are responsible for keeping up with devices they possess while on campus. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property while in the possession of a student. Parents/guardians retrieving seized devices shall sign an acknowledgement form for acceptance and claims of damage shall be documented therein.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.
7. Actions taken for failure to abide by the Telecommunication Devices Policy shall be consistent with Procedure 09.4261 AP.2 and are as follows:
  - a. First Offense: student shall be warned, phone confiscated by an Administrator, and noted in the discipline section of Infinite Campus. The student may obtain the phone at the end of the instructional day.
  - b. Second Offense: Student shall receive a second warning, phone confiscated, and the parent/guardian may obtain the phone after the parent/guardian has reviewed and signed off on acceptable use. Parent/guardian shall also receive an Alternative School warning meeting.
  - c. Third Offense: student shall be placed in ISS for three (3) days, detention, AM or Saturday School, or Alternative School. The phone shall be confiscated, and the parent/guardian may obtain the phone.
  - d. Fourth Offense: student shall be suspended out of school for five (5) days, the phone shall be confiscated, a parent/guardian may obtain the phone, and the student shall be denied any and all privileges of having a phone on campus.
  - e. Fifth Offense: student shall receive six (6) weeks of Alternative School, the phone shall be confiscated, a parent/guardian may obtain the phone, and further violations shall result in due process procedures for non-compliance of a District policy.
  - f. Sixth Offense: student shall receive an additional twelve (12) weeks of Alternative School, the phone shall be confiscated, a parent/guardian may obtain the phone, and further violations shall result in due process procedures for non-compliance of a District policy.
8. Any search of a phone shall comply with Policy 09.436.

**Notice of Policy**

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

**References:**

<sup>1</sup>[KRS 158.165](#); [KRS 525.070](#); [KRS 525.080](#)

**Related Policies:**

08.2323; 09.426; 09.436; 09.438

Adopted/Amended: 6/17/2019

Order #: 8A

**PROCEDURES AND DISCIPLINE REGARDING SEXTING**

LCCHS will call parents and police if a student is involved or believed to be involved with possession or distribution of nude photos or videos. LCCHS will assist police with the investigation. The police may confiscate the phone. Students will receive a 3 day suspension from school if they take nude photos/videos at school. Students will receive a 3 day suspension from school if they distribute nude photos/videos at school.

## Terroristic Threatening

Dear Hawk Families,

Our most important function in LaRue County Schools is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30<sup>th</sup> of last school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

### Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

**(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

**b) Makes false statements by any means, including by electronic communication, for the purpose of:**

- 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
- 2. Causing cancellation of school classes or school-sanctioned activity; or**
- 3. Creating fear of serious bodily harm among students, parents, or school personnel**

**(For the complete text for KRS 508.078 please see the attached page.)**

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students.** Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

David Raleigh, Superintendent

**Definitions of Terroristic Threatening:**

**508.078 Terroristic threatening in the second degree.**

- (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
- (a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
- (b) Makes false statements by any means, including by electronic communication, for the purpose of:
1. Causing evacuation of a school building, school property, or school-sanctioned activity;
  2. Causing cancellation of school classes or school-sanctioned activity; or
  3. Creating fear of serious bodily harm among students, parents, or school personnel;
- (c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- (d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- (4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.
- (5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

**Penalties**

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

## DEFINITION OF WEAPON

“Weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.”

## POCKET KNIVES

A student shall not be in possession of a pocket knife at school. If students are found with pocket knives in their possession the knives will be confiscated, possibly turned over to the police, and disciplinary action could follow. They are not returned to the students.

## LIGHTERS OR MATCHES

Students will not be allowed to bring lighters or matches to school. If students are found to have lighters or matches in their possession, they will be confiscated. Repeat offenses will result in disciplinary action. Also see Tobacco Free Policy.

## SEXUAL HARASSMENT

The commission of unwelcome acts of a sexual nature toward teachers, other students, or any person in the building or on the grounds of LaRue County High School in any form, whether it be visible, written, verbal, physical, quid pro quo verbal, or physical force is prohibited by federal law. Violations of this nature should be reported to the principals, and, after due process, violators will be subject to school disciplinary actions as well as possible criminal and/or civil action. False accusations will result in disciplinary action for the accuser.

## SELLING, SWAPPING, TRADING PERSONAL ITEMS

Students are not permitted to sell, swap, or trade any personal items at LaRue County High School. Also, selling for group and/or organizations other than those directly supervised by LaRue County High School is prohibited.

## HACKY SACKS AND PLAYING CARDS

**Hacky Sacks** and **playing cards** are not allowed at school at any time unless the teacher specifies an academic benefit. Any student that possesses playing cards will have them confiscated and will be punished according to the stipulations set forth in policy at the end of this document.

## STUDENT DRESS

Schools are educational institutions. No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel which, in the judgment of the school officials, is deemed to create a disruption of school discipline and routine.

### **Unacceptable items include, but are not limited to, the following:**

- \*No hats, hoods, bandanas, caps, picks or combs may be worn inside the building.
- \*Bare midriffs, sheer or see through clothing (including sheer or see through yoga pants), bare backs, off the shoulder tops, tank tops with spaghetti straps and low-cut tops revealing cleavage are not permitted.
  - \*Jeans or pants with holes/tears more than 5 inches above the knees.
  - \*Pants worn below the top of the hips
  - \*Pajamas, house slippers, or any form of sleepwear
  - \*Choker chains/spikes or wallet chains
  - \*Trench Coats
- \*Clothing and accessories decorated with offensive illustrations, the confederate flag, slogans that are about or suggestive of drugs, tobacco products, alcohol, sex, obscenities or language which proves to be a disturbing/distracting influence or have a negative impact on the educational process shall not be allowed.
  - \*Sunglasses (unless accompanied by a doctor’s note).
  - \*All shorts, skirts, and dresses are to be at a length that is no more than 5 inches above the top of the knee.

## ACCEPTABLE CONDUCT BETWEEN GIRLS AND BOYS

Conduct between boys and girls while at school should be such that no students, faculty, or visitors are offended or embarrassed. Relationships are a vital part of growing up and should be kept on a wholesome level at all times.

## CRISIS RESPONSE PROCEDURES

**EMERGENCY LOCK-DOWN** To ensure the safety and security of all students, LCHS has developed emergency lock-down procedures in the event of a crisis. The principal or his designee will announce “lock-down” to activate these procedures. Students in classrooms need to remain calm, follow the supervising teacher’s instructions, and stay seated. Students in the hallway, restroom, or other areas outside of the classroom need to move to the nearest classroom. Practice drills will occur during the school year.

**BACK PACKS/BOOK BAGS/ATHLETIC BAGS** Students may be asked to allow their belongings to be searched or removed from their person. Students involved in extracurricular activities who have large athletic bags carried to school will be directed to place such bags under a supervisor’s care. No other students will be allowed to bring large bags into the building.

**VISITORS** Students should assist staff members in directing all visitors to the office to sign in and receive a hall pass. Any person who does not follow the check-in procedure should be reported to a staff member. Students should not admit any person to the school through any locked entrance but should send that person to the front entrance of the building. Students who suspect any person in the building to be in possession of a weapon should immediately notify a supervising teacher.

## NO PASS/NO DRIVE LAW

The “No Pass/No Drive” statute (KRS 159.051) – This statute involves every public and private school district across the Commonwealth.

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, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission’s website at the following address: [www.lrc.ky.gov/record/07RS/record.htm](http://www.lrc.ky.gov/record/07RS/record.htm) <http://www.lrc.ky.gov/record/07RS/record.htm>.

Any sixteen (16) or seventeen (17) year old applying for a permit driver’s license will be required to have a completed school compliance verification form. Basically, the form is verifying that the student is compliant with the components of the statute.

If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver’s permit or license) accumulates nine or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

A student shall be deemed academically deficient when he or she has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses. Reports of noncompliance based on academic deficiency will be made via the web portal beginning with grades from the fall 2007 semester. The “No Pass, No Drive” law specifies that a student “shall” pass four courses (or the equivalent of four course per semester;  $4/6 = 66\%$ ). Since most schools are currently using a six course semester, the Kentucky Department of Education is recommending that a student would need to pass more than 66% of his or her classes to be compliant. This same mathematical calculation (66%) has been applied in the graph below to show how it applies to different course and semester configurations.

Academic Deficiency (as defined and recommended by KDE)

Courses Per Semester	Number of Courses Student Would Need to Pass to be Compliant
4	3
5	4
6	4
7	5
8	6

**BEHAVIOR VIOLATIONS**

The student shall be disciplined for committing the offenses listed below. Certain violations will be handled with in-school disciplinary measures. Some of the offenses may also result in a parent conference, detention hall, denial of privileges, probation, suspension, juvenile petitions or warrants, or expulsion from school. Some examples of behavior violations are:

**A. Violations**

1. Student disruptions—any deliberate action by a student which results in serious disruption of the educational process.
2. Failure to follow directives—the willful refusal by a student to respond to any reasonable directives of authorized school personnel (including failure to identify oneself or to accept in-school disciplinary measures).
3. Assault/sexual abuse—intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument or intentionally causing physical injury to another person. Physical, sexual abuse of any kind is considered assault.

**B. Disciplinary Actions**

1. In-school disciplinary measures.
2. Parent conference.
3. Detention hall.
4. Denial of privileges.
5. Probation.
6. Suspension.
7. Juvenile petitions or warrants.
8. Expulsion.

\*ISS=In-School Suspension

Referral Designation	Minor/Major	Definition of behavior	Example of behavior	Classroom managed	Office managed	1st Offense	2nd Offense	3rd Offense	Habitual
Defiance, disrespect, insubordination, non-compliance	Minor	Brief or low intensity failure to respond to adult requests	Sleeping and/or refusal to do work.	x		Teacher discretion (phone call home)	Teacher discretion (phone call home)	Becomes a major and office handled. 1 day of ISS.	Becomes a major and office handled. 1 day of ISS.  *ISS 1-3 days for any additional violations.
Defiance, disrespect, insubordination, non-compliance	Major	Deliberate refusal to follow adults, directions, talking back, socially rude interactions.	Arguing, threatening, rude/obscene gestures, verbal abuse, defiant language, direct refusal of behavior change, ignores adult directions, refusal to hand over a cell phone when requested because school policy has been broken		x	Admin conference or ISS 1 period of 1 day.	ISS 1-3 days	Suspension - 1 day	Suspension - 1-5 days
Disruption	Minor	Student engages in low-intensity but inappropriate disruption	Consistent talking in class after teacher warning, horseplay in hallways or other common areas, music from being played out loud from device during inappropriate times.	x		Teacher discretion (phone call home)	Teacher discretion (phone call home)	Becomes a major and office handled. 1 day of ISS.	Becomes a major and office handled. 1 day of ISS. *ISS 1-3 days for any additional violations.
Inappropriate Language	Minor	Student uses curse words or words deemed as specifically used to insult or offend another person	Any and all commonly understood curse words.	x		Teacher discretion (phone call home)	Teacher discretion (phone call home)	Becomes a major and office handled. 1 day of ISS.	Becomes a major and office handled. 1 day of ISS.  *ISS 1-3 days for any additional violations.



<p>Cell Phones and other electronic devices (i.e. earbuds, headphones, etc.)</p> <p>*Reference and apply technology violation, lying, cheating, bullying, harassment, threats, false alarms, and any other major behaviors when applicable</p>	<p>Major</p>	<p>Student uses cell phone in a way that directly violates any part of the LCHS cell phone policy</p>	<p>Having a phone out in class when not directed to by a teacher. Using a cellphone for something other than what was directed by the teacher (texting instead of researching).</p>		<p>1. non compliance 2. Habitual 3. Applies to a major discipline issue</p>	<p><b>First Offense:</b> student shall be warned, phone confiscated by an Administrator, and noted in the discipline section of Infinite Campus. The student may obtain the phone at the end of the instructional day.</p>	<p><b>Second Offense:</b> Student shall receive a second warning, phone confiscated, and the parent/guardian may obtain the phone after the parent/guardian has reviewed and signed off on acceptable use. Parent/guardian shall also receive an Alternative School warning meeting.</p>	<p><b>Third Offense:</b> student shall be placed in ISS for three (3) days, detention, AM or Saturday School, or Alternative School. The phone shall be confiscated, and the parent/guardian may obtain the phone.</p> <p><b>Fourth Offense:</b> student shall be suspended out of school for five (5) days, the phone shall be confiscated, a parent/guardian may obtain the phone, and the student shall be denied any and all privileges of having a phone on campus.</p>	<p><b>Fifth Offense:</b> student shall receive six (6) weeks of Alternative School, the phone shall be confiscated, a parent/guardian may obtain the phone, and further violations shall result in due process procedures for non-compliance of a District policy.</p> <p><b>Sixth Offense:</b> student shall receive an additional twelve (12) weeks of Alternative School, the phone shall be confiscated, a parent/guardian may obtain the phone, and further violations shall result in due process procedures for non-compliance of a District policy.</p>
<p>Tardy</p>	<p>Minor (becomes major if habitual)</p>	<p>Student is late to class or school</p>	<p>Student is not in classroom when bell sounds or at appropriate time when returning from lunch.</p>	<p>x</p>	<p>x</p>	<p>Tardy logged by teacher</p>	<p>Tardy logged by teacher</p>	<p>Student referred by teacher in Infinite Campus. Detention/ISS assigned by administrator.</p>	<p>Detention assigned by administrator. ISS 1-3 days for additional violations.</p>

Skipping class/school; Truancy	Major	Student is in an unapproved (this means they have are somewhere without an approved hallpass or are in a location with a hallpass that teacher did not send them) location or missing from school or class	Leaving class w/o permission and/or leaving school w/o permission.		X	1-3 days of ISS	3-5 days of ISS	1-2 day suspension	1-5 day suspension
Dress Code Violation	Minor (becomes major is a student cannot or will comply)	Student wears unapproved clothing as outlines in the school dress code.	Refer to dress code in student handbook.	x	x ONLY if lack of compliance	Minor: Admin conference, warning, change clothes	Parent notified 1 day of ISS	1 day of ISS	2 days of ISS  Possible suspension if becomes habitual
Lying/Cheating/Plagiarism	Minor or Major (depending on frequency or specific action)	Student delivers message that is untrue and/or deliberately violates rules	Turning in assignments/getting credit for work done by someone else or plagiarized from another source.	X  first time offense based on severity of action	X  repeated offense based on severity of action	Zero credit given  (Phone call home)	Zero credit given  1 day of ISS	Zero credit given  2 days of ISS	Zero credit given  2-3 days of ISS or 1 day suspension
Vandalism/Theft	Major	Substantial destruction of property	Intentional destruction or defacement of school/student/teacher property (i.e. deliberately breaks furniture, window breakage, activates fire extinguisher, writing or drawing on desk or textbook, writing or drawing on bathroom stall)		x	1-3 day suspension Financial Restitution for damaged items.  Admin: See LCPS Code of Student Behavior and Discipline Manual	3-5 day suspension  Financial Restitution for damaged items.	5 day suspension  Financial Restitution for damaged items.	Follow District Policy  Financial Restitution for damaged items.
Tobacco/Nicotine Delivery Device (Vape)	Major	Student possession, use or distribution of tobacco or paraphernalia.	Student smoking, dipping, having a spit bottle, lighter, can of dip in pocket, vape device/pen. Staff sees substance or transfer of substance or paraphernalia.		x	1st violation – Three (3) days in-school suspension.  Confiscate product paraphernalia	2nd violation – Three (3) days out of school suspension.  Confiscate product paraphernalia	3rd violation – Five (5) days out of school suspension.  Confiscate product paraphernalia	4th violation – Ten (10) days suspension  DRC recommendation for alternative school placement.  5th violation – Suspension and proceedings for expulsion.

False Alarm	Major	Student delivers a message of danger or triggers intentionally triggers an alarm in the building to incite panic.	Observed communication and/or discussion (written or verbal) about pending action.		x	2-3 days of ISS	1-5 day suspension	5-10 day suspension DRC  Recommend alternative placement	10+ day suspension DRC  Recommend alternative placement
Dangerous Weapons	Major	Student possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm	Witness of object, whether in use, threat of use, or possession of		x	1-10 day Suspension Schedule DRC  Admin: See LCPS Code of Student Behavior and Discipline Manual	DRC Recommend alternative placement	DRC Recommend alternative placement	DRC Recommend alternative placement
Bus Misconduct	Major	Refusal to comply with bus rules, creating an unsafe situation for driver and passengers.	Standing up, creating a disruption, not following bus rules, creating a hazardous situation for driver and passengers.		x	Warning and/or assigned seat	Assigned seat and/or 1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension and/or all bus privileges revoked
Forgery	Major	Students in possession of, having passed on, or being responsible for removing someone's else's property or has signed a person's name without that person's permission.	Witness or receive communication regarding a student removing another's property or using another's name/information without permission.		x	Teacher/Admin. Discretion  (phone call home)	1 day ISS	2-3 days of ISS	3-5 days of ISS

Harassment Bullying Discrimination	Major	<p>Disrespectful messages (verbal, gestural, or written) including negative comments based on race, religion, gender, age, ethnicity, and or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.</p> <p>(KRS 158.148) 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.</p>	Student delivers disrespectful messages (verbal, gestural, or written) to another person that includes threats, intimidation, obscene gestures, pictures, or written notes.		x	<p>1-5 days of ISS or 1-5 day suspension</p> <p>Admin: See LCPS Code of Student Behavior and Discipline Manual</p>	<p>1-5 days of ISS or 1-5 day suspension</p> <p>DRC</p> <p>Recommend alternative placement</p>	<p>1-10 day suspension</p> <p>DRC</p> <p>Recommend alternative placement</p>	<p>10+ day suspension</p> <p>DRC</p> <p>Recommend alternative placement</p>
Combustibles	Major	<p>Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.)</p>	Witness of object, either in use, threat of use, or possession of		x	<p>1-5 days of ISS or 1-5 day suspension</p> <p>Admin: See LCPS Code of Student Behavior and Discipline Manual</p>	<p>1-5 days of ISS or 1-5 day suspension</p> <p>DRC</p> <p>Recommend alternative placement</p>	<p>1-10 day suspension</p> <p>DRC</p> <p>Recommend alternative placement</p>	<p>10+ day suspension</p> <p>DRC</p> <p>Recommend alternative placement</p>

Physical Contact//Horse Play	Minor	Student engages in non-serious, but inappropriate physical contact.		x		Teacher discretion  (Phone call home)	Teacher discretion  (Phone call home)	Becomes major and office handled  1 day of ISS	2-5 days of ISS
Assaultive Behavior: Type A  Student against student  *includes fighting, intimidation, & threats	Major	Student engages in actions involving serious physical contact where assault/violation of another person or injury could occur.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, verbal, written intimidation, etc.		x	3-5 day suspension  Admin: See LCPS Code of Student Behavior and Discipline Manual	10 day suspension  DRC  Recommend alternative placement	10+ Day suspension  DRC  Recommend alternative placement	10+ day suspension  DRC  Recommend alternative placement
Assaultive Behavior: Type B  Resulting in serious physical injury	Major	Student engages in actions involving serious physical contact where assault/violation of another person or injury did occur.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, verbal, written intimidation, etc.		x	10 day suspension  Admin: See LCPS Code of Student Behavior and Discipline Manual	10+ day suspension  DRC  Recommend alternative placement	10+ day suspension  DRC  Recommend alternative placement	10+ day suspension  DRC  Recommend alternative placement
Assaultive Behavior: Type C  Assault on School Personnel	Major	Student engages in actions involving serious physical contact where assault/violation of another person or injury may occur.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, verbal, written intimidation, etc.		x	10 day suspension  Admin: See LCPS Code of Student Behavior and Discipline Manual	10+ day suspension  DRC  Recommend alternative placement	10+ day suspension  DRC  Recommend alternative placement	10+ day suspension  DRC  Recommend alternative placement
Arson	Major	Student plans/participates in malicious burning of property.	intent to or in the act of using fire to burn, damage, or destroy student, school, or teacher property.  Student is discovered trying to use fire to activate sprinkler system.		x	10+ day suspension  DRC	10+ day suspension  DRC  Recommend alternative placement	10+ day suspension  DRC  Recommend alternative placement	10+ day suspension  DRC  Recommend alternative placement
Inappropriate Display of Affection	Minor or Major (depending on frequency or specific action)	Student engages in inappropriate, consensual (as defined by the school) verbal and/or physical gestures/contact of a sexual nature to another student/adult.	Sitting on someone's lap, kissing in hallways or classrooms, inappropriate touching or holding of another person/self, etc.	X If first time offense based on severity of action	X If repeated offense based on severity of action				

Technology Violation	Minor or Major (depending on specific action)	Student breaks any of the outlined technology usage rules contained within the student technology use handbook(s)	Student on inappropriate website, bullying, harassment, inappropriate use of social media, searching for inappropriate content online, etc.	X If first time offense based on severity of action	X If repeated offense based on severity of action	Minor: Teacher discretion (phone call home)  Major: Loss of privilege warning	Minor: Teacher discretion (phone call home)  Major: Loss of privilege	Minor: Becomes a major and office handled  Major: DRC  Recommend alternative placement	Minor: 1-3 days of ISS  Major DRC  Recommend alternative placement
Alcohol, Drug, and Other Controlled Substances  *Includes "look-a-like" substances	Major	Student is in possession of, a controlled substance, including "look-a-likes"	Student appears intoxicated or under the influence (red eyes, disoriented, sleepy, slurred speech, clumsiness, agitated or irritable). Staff sees substance or transfer or transfer of substance or paraphernalia. Distributing, transferring, or selling. Intent to distribute, transfer, or sale		x	10 day suspension  DRC  Recommend alternative placement  Admin: See LCPS Code of Student Behavior and Discipline Manual			
<b>*Unless specifically outlined in the LCPS Code of Conduct, administrator discretion will be used. The document is a guideline only. Failure to serve a detention will result in ISS or suspension.</b>									

Laptop Policy, Procedures and Information  
*LaRue County High School*  
*Hodgenville, Kentucky*

The focus of the Chromebook Program at LaRue County High School is to prepare students for their future, a world of digital technology and information. An atmosphere that provides students with immediate access to online resources, local network resources and online based information and textbooks are essential to thrive in the 21<sup>st</sup> century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over students who do not. With this in mind, every effort will be made to provide access to quality resources that will reshape how students learn. With the issuance of each Chromebook also comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These issues range from the need to protect student access, to care and maintenance of the Chromebooks. Each student will be issued a Chromebook computer for their use during the school year. For those students registering during the school year, a Chromebook will be issued as part of the registration process. The Chromebook will be assigned to a student in the same manner in which a textbook is issued. This means that the serial number of the unit, etc. will be recorded and students & parents will sign for the equipment.

Students live in an on demand, technology dependent world. They learn differently and approach school work differently than students did even a few years ago. This impacts learning. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the computer with internet access. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Internet access with Chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. 21<sup>st</sup> Century Learning Initiatives integrate technology into the curriculum.

Establishing this new environment for such learning takes careful planning and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices and practical solutions and consequences. This guidebook is not meant to be “all inclusive” and will remain a work in progress as the 21<sup>st</sup> Century Learning Initiative develops. While the success of any program of this magnitude depends on individual goals, school wide goals, environments, planning and personnel – certain strategies can be universal. The keys to our goal and objective setting process will focus around the enhancement of student learning and aligning our technology policies and instructional policies into one.

Technology and technology empowered students are here to stay. LaRue County High School wants to capitalize on young people’s affinity for technology and engage those students in learning in a more relevant way in a world that is becoming increasingly technology driven.

Thank You

LCPS Technology & LCHS Administrative Staff

*The policies, procedures and information within this document apply to all Chromebooks used at LaRue County High School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.*

## **RECEIVING YOUR CHROMEBOOK COMPUTER**

**Parents & students must fulfill all requirements before a Chromebook can be issued to their child.**

### **CHROMEBOOK FEE**

In order to provide this great opportunity to our students, there will be a \$20 annual fee. This is not an insurance policy but instead a fee for use. You may be exempt from paying the \$20 fee or possibly a reduced fee based on the district HIF (Household Income Form) form. You will receive a HIF form with your other enrollment documentation during registration.

### **TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology Help Desk located in the Technology Center - Room 405.

#### General Precautions

- Cords, cables, & removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks should be shut down before moving them to conserve battery life.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, etching, etc.
- Chromebooks must never be left in a car or any unsupervised area.
- Students are responsible for bringing their Chromebook to school fully charged each day.
- Students may NOT write on or put stickers of any kind on the Chromebook or Chromebook case.

#### Carrying Chromebooks

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Chromebooks must always be within the protective case when carried.

#### Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything inside the carrying case. Items may be placed in the exterior pocket.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds)
- Clean the screen with a soft, dry cloth.

## **USING YOUR CHROMEBOOK AT SCHOOL**



Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook computer. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### Chromebooks Left at Home

If students leave their Chromebook at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action. A Chromebook will not be temporarily assigned to a student if they leave theirs at home.

### Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at the Help Desk pending the availability of “spare pool” Chromebooks.

### Charging Your Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their computers to a power outlet in the classroom.

### Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

### Sound

Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.

### Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your Chromebooks performance. ***There will be a \$20 Re-Image Fee to Correct These Problems***

### Music, Games, or Programs

Music, games, programs are not allowed to be in use on the Chromebook during school hours in the classroom without permission from the teacher.

***Installation of software that results in corruption of Chromebook will result in \$20 Re-Imaging Fee to Correct These Problems***

## **SOFTWARE ON CHROMEBOOKS**

### Inspection

Students may be selected at random to provide their Chromebook for inspection. The Chromebook may be inspected by Tech Department Personnel, School Administration or the School Resource Officer.

### Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will be re-imaged. Only the originally authorized software will be installed after the Chromebook has been reimaged.

**The school does not accept responsibility for the loss of any software deleted due to a reformat and re-image. There may be a \$20 Re-Image Fee to Correct These Problems**

## Student Responsibilities Rules For Chromebooks at LCHS

- A. Leaving Chromebook unattended
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
  - c. 3<sup>rd</sup> offense one day in school suspension
- B. Downloading, playing games or music during school without teacher approval
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
  - c. 3<sup>rd</sup> offense one day in school suspension
- C. Using illegal software to share, or download pirated software or music.
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
  - c. 3<sup>rd</sup> offense one day in school suspension
  - d. A fee may be assessed to re-image Chromebook
- D. Loaning Chromebook or charger to another student
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
- E. Transporting Chromebook without the protective case
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
- F. Sharing passwords, user name, personal information online, or retrieving information without others knowledge, (*e.g. addresses, phone numbers*)
  - a. 1<sup>st</sup> offense detention
  - b. 2<sup>nd</sup> offense one day in school suspension
  - c. 3<sup>rd</sup> offense 3 days in school suspension
- G. Battery not charged for class, or hard drive space full and not adequate for educational requirements.
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
- H. Using computer during times that are unauthorized
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
- I. Defacing computer by using stickers, markers, removing district labels, removing or covering up asset tag
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
  - c. 3<sup>rd</sup> offense one day in school suspension
- J. Vandalizing computers
  - a. See District reimbursement schedule for damage cost and a 3 to 5 day suspension
- K. Presence of inappropriate/non-instructional material; screen saver, wall paper or any media with weapons, inappropriate language, alcohol, drug or gang related symbols.
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
  - c. 3<sup>rd</sup> offense one day in school suspension
  - d. Re- image fee may also be required
- L. Sending non-instructional email, instant messages, social networking, using chat and or hosting personal web pages without permission of the teacher
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
  - c. 3<sup>rd</sup> offense one day in school suspension

- M. Accessing, downloading, or exploring online locations of pornographic sites.
  - a. 1<sup>st</sup> offense one day in school suspension
  - b. 2<sup>nd</sup> offense three days in school suspension
  - c. 3<sup>rd</sup> offense 3 days suspension (and revoke internet privileges)
- N. Downloading, playing or storing of explicit music with Chromebook
  - a. 1<sup>st</sup> offense warning
  - b. 2<sup>nd</sup> offense detention
  - c. 3<sup>rd</sup> offense one day in school suspension
  - d. \$20 re-imaging fee may apply
- O. Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material should not be used by the student or on the Chromebook.
  - a. 1<sup>st</sup> offense one day in school suspension
  - b. 2<sup>nd</sup> offense three days in school suspension
  - c. 3<sup>rd</sup> offense one day suspension
  - d. \$20 re-imaging fee may apply

## **PROTECTING & STORING YOUR CHROMEBOOK COMPUTER**

### Chromebook Identification

Student Chromebooks will be labeled. Chromebooks can be identified with the serial number, asset tag and by the name on the carrying case (our district asset card should remain in the bag 100% of the time).

### Storing Your Chromebook

When students are not monitoring Chromebooks, they should be stored in a secured place, i.e. their lockers with the lock securely fastened (while keeping combination a secret). Nothing should be placed on top of the Chromebook, when stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home.

### Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, commons, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised Chromebooks will be taken by staff and taken to the Assistant Principals' or Principals Office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## **REPAIRING OR REPLACING YOUR CHROMEBOOK COMPUTER**

### Repairs

Chromebook repairs are not to be performed by the student. All damages and repairs must be reported to and completed by the LaRue County Schools Help Desk located in Room 405.

### Physical Damages

Costs associated with physical damage of the assigned Chromebook is the responsibility of the student/parent. The cost of Chromebook parts is determined by the current market price and is subject to the cost of obtaining parts by the district. There is a \$20 service for repairs not including the cost of the parts needed to repair the Chromebook.

### Software Damages

Any software issues with the Chromebook as a result of improper use or unapproved installation will result in the reimaging of the Chromebook. Subsequently, a \$20 fee will be charged for reimaging a Chromebook.

### Chromebook Loss or Theft

If a Chromebook is lost or stolen, it must be reported to the LaRue County High School office. A police report will be filed with the local authorities by the student and efforts to globally track the physical location of the Chromebook will be made. A Chromebook will be loaned to the student while the tracking procedure is in place. If the Chromebook is not found, the student will be responsible for covering a prorated cost for the Chromebook. If it is lost or stolen within the first year of its initial purchase date, the student will be responsible for 100% of the replacement cost. If it's lost or stolen the second year of its initial purchase, the student will be responsible for 75% of the replacement cost. If it is lost or stolen within the third year of its initial purchase, the student will be responsible for 50% of its replacement cost. If it is lost or stolen within the fourth year of its initial purchase, the student will be responsible for 25% of its replacement cost.

### **CHROMEBOOK TECHNICAL SUPPORT**

The Technology Help Desk is located in the Technology Center Room 405 and coordinates the repair work for Chromebooks. Help Desk hours are 7:30 a.m.- 4:30 p.m. M-F. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Chromebooks and batteries

### **Student Pledge for Chromebook Use**

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in the sleeve or bag provided or an approved case.
- I will use my Chromebook computer in ways that are appropriate and educational.
- I will not write, carve or put stickers on the District Chromebook computer.
- I understand that my Chromebook and accounts are subject to inspection at any time without notice and remains the property of the LaRue County School District.
- I will follow the policies outlined in the *Chromebook Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay for the replacement of my power cords or Chromebook case in the event any of these items are lost or stolen.
- I agree to return the District Chromebook, charger, power cords and bag in good working condition.
- I will not reveal my own or anyone else's personal address or phone number.
- I agree to abide by all copyright and license agreements.
- I agree that no financial transactions of any kind will be allowed using the school account.

LaRue County School District  
STUDENT/PARENT LAPTOP USE AGREEMENT  
2022-2023

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Student Name \_\_\_\_\_  
Last Name First Name Student Email Address

Parent/Guardian Name \_\_\_\_\_  
Last Name First Name

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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**Terms:** You will pay a nonrefundable annual use and maintenance fee of \$20 on or before taking possession of the laptop. Once possession of the laptop has been taken refunds are not allowed. You will comply at all time with the LaRue School District’s Parent/Student Laptop Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the laptop.

**Title:** Legal title to the laptop is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

**Loss or Damage:** Loss or theft of the laptop must be reported to the District by the next school day after the occurrence. The LaRue County School District will report any theft to the proper authorities. A trace will be placed on the laptop at that time. A table of estimated pricing for a variety of repairs is included in the Parent/Student Laptop handbook to which reference is hereby made.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the laptop, the District shall be entitled to declare you in default and come to your place of residence, or other location of the laptop, to take possession of the laptop.

**Term of Agreement:** Your right to use and possession of the laptop terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to timely return the laptop and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s laptop.

**Users’ Signatures:**

\_\_\_\_\_  
Parent or Guardian Signature

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

\_\_\_\_\_  
Date

## Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination

**LaRue County Schools** (the “District”) is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 (“Title IX”), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX’s requirement not to discriminate in any of the District’s education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District’s Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator  
**Eric Allen**  
**208 College St**  
**Hodgenville, KY 42748** [eric.allen@larue.kyschools.us](mailto:eric.allen@larue.kyschools.us)  
**(270) 358-4111**

U.S. Dept of Education Office for Civil Rights  
400 Maryland Ave., SW  
Washington, D.C. 20202-1100  
1-800-421-3481; 1-800-877-8339 (TDD) 202-453-6012  
(Fax) [OCR@ed.gov](mailto:OCR@ed.gov)

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

### Title IX of the Education Amendments of 1972

Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education’s Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)

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The District’s policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

## Title IX Coordinator

### **Who is the Title IX Coordinator?**

The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Title IX Coordinator

**Eric Allen**

**208 College St**

**Hodgenville, KY 42748**

**eric.allen@larue.kyschools.us**

**(270) 358-4111**

### **Who can contact the Title IX Coordinator?**

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

### **How can I contact the Title IX Coordinator?**

Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

## Sexual Harassment Under Title IX

### **What is sexual harassment?**

Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

**How does the District respond to reports of sexual harassment?** All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.

The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

### **What is a formal complaint of sexual harassment?**

Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

**How does the District respond to formal complaints of sexual harassment?** Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.

### Title IX Policies and Procedures

- District Policy 03.113 (Equal Employment Opportunity – Certified Personnel) · District Policy 03.212 (Equal Employment Opportunity – Classified Personnel) · District Policy 09.13 (Equal Educational Opportunities – Students) · District Policy 03.1621 (Title IX Sexual Harassment – Classified Personnel) · District Policy 03.2621 (Title IX Sexual Harassment – Certified Personnel) · District Policy 09.428111 (Title IX Sexual Harassment – Students) · District Procedure 09.428111 AP.1 (Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination)
- District Procedure 09.428111 AP.11 (Title IX Sexual Harassment Grievance Procedures)
  - District Procedure 09.428111 AP.21 (Title IX Sexual Harassment Reporting Form)

Copies of these policies and procedures can be accessed online or be requested from the Title IX Coordinator.

### Title IX Training

Title IX training materials utilized by the District may be reviewed here.