

**FLEMING COUNTY HIGH SCHOOL  
2017-2018 PARENT/STUDENT HANDBOOK**



**At FCHS, Each Student:  
Prepared for College  
Prepared for Career  
Prepared for Life  
SUCCESS: The Panther Way!**

**FLEMING COUNTY HIGH SCHOOL VISION**

At FCHS, Each Student:

Prepared for College

Prepared for Career

Prepared for Life

**SUCCESS: THE PANTHER WAY**

**FLEMING COUNTY HIGH SCHOOL MISSION STATEMENT**

*The mission of Fleming County High School is to engage the community, families, and students through communication, positive relationships, and a rigorous curriculum to meet the needs of all students ensuring lifelong learning.*

**FLEMING COUNTY HIGH SCHOOL ADMINISTRATIVE STAFF**

Principal.....Mrs. Stephanie Emmons

Assistant Principal.....Mr. Todd Watts

Curriculum, Instruction, & Assessment Specialist.....Mrs. Sara Smith

Student Services Liaison..... Mr. John Elliott

Counselor.....Mrs. Sandy Cornette

Counselor.....Mrs. Ashley Fritz

**FLEMING COUNTY HIGH SCHOOL ADVISORY COUNCIL**

Chairperson: Stephanie Emmons

Parent Representatives: Polly Burton & Lisa Rieck

Faculty Representatives: Chris Davis, Lori Staggs, & Billy Spencer

**SCHOOL CHARACTERISTICS**

Fleming County High School is a four-year, comprehensive high school with approximately fifty certified staff members and approximately 760 students. FCHS offers 13 different career pathways to complement the graduation requirements. The 2017-2018 school year will utilize a two semester, seven period day.

**NONDISCRIMINATION STATEMENT**

The Fleming County Board of Education does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## SEMESTER DATES/GRADING PERIODS

Tentative Grading Periods/Dates

**1<sup>st</sup> Semester: August 10<sup>th</sup>—December 15<sup>th</sup>**

**2<sup>nd</sup> Semester: January 3—Last Day**

### **REGULAR CLASS SCHEDULE**

1<sup>st</sup> Period: 08:00AM—08:54  
Breakfast: 08:54AM—09:04  
2<sup>nd</sup> Period: 09:04AM—09:58  
3<sup>rd</sup> Period: 10:02AM—10:56  
4<sup>th</sup> Period: 11:00AM—12:18  
5<sup>th</sup> Period: 12:22PM—01:16  
6<sup>th</sup> Period: 01:20PM—02:14  
7<sup>th</sup> Period: 02:18PM—03:12

### **LUNCH SCHEDULE**

1<sup>st</sup> Mod: 11:02—11:26  
2<sup>nd</sup> Mod: 11:28—11:52  
3<sup>rd</sup> Mod: 11:54—12:18

### **ONE-HOUR DELAY**

1<sup>st</sup> Period: 9:00-9:44  
Breakfast: 9:44-9:54  
2<sup>nd</sup> Period: 9:54-10:38  
3<sup>rd</sup> Period: 10:42-11:26  
4<sup>th</sup> Period: 11:30-12:48  
5<sup>th</sup> Period: 12:52-1:36  
6<sup>th</sup> Period: 1:40-2:24  
7<sup>th</sup> Period: 2:28-3:12

### **LUNCH SCHEDULE**

1<sup>st</sup> Mod: 11:32—11:56  
2<sup>nd</sup> Mod: 11:58—12:22  
3<sup>rd</sup> Mod: 12:24—12:48

### **TWO-HOUR DELAY**

1<sup>st</sup> Period: 10:00-10:35  
2<sup>nd</sup> Period: 10:39-11:14  
4<sup>th</sup> Period: 11:18-12:36  
3<sup>rd</sup> Period: 12:40-1:15  
5<sup>th</sup> Period: 1:19-1:54  
6<sup>th</sup> Period: 1:58-2:33  
7<sup>th</sup> Period: 2:37-3:12

### **LUNCH SCHEDULE**

1<sup>st</sup> Mod: 11:20-11:44  
2<sup>nd</sup> Mod: 11:46-12:10  
3<sup>rd</sup> Mod: 12:12-12:36

All students must go to the cafeteria and remain seated until dismissed by supervising staff unless approval has been given by the classroom teacher and/or principal. **Students are not permitted to have food delivered from commercial restaurants.** All food items must be eaten in the cafeteria.

### **PARENT-TEACHER CONTACT**

Parents are encouraged to monitor their child's academic progress, attendance, and discipline records using your student's ID and password through our Infinite Campus student portal. That portal can be accessed at <https://infinitecampus.kyschools.us/campus/fleming.jsp>. Please contact our Guidance Office if you need to obtain your student ID and password.

Our staff also welcomes correspondence from parents via e-mail. You can access our staff e-mail online through our school website at <http://www.fleming.kyschools.us/schools/fchs>. Although mid-term grades are mailed home midway through the nine weeks grading period and report cards are mailed home at the end of each nine week grading period, parents may request a conference at any time by contacting the guidance office at 606-845-6601.

Parent conference nights are held throughout the year. Parents may tour the school facilities at those times and learn more about the many programs available to them and their students.

### **SOLVING SCHOOL PROBLEMS**

School personnel and parents are encouraged to solve problems at the initial level of concern. If the problem cannot be solved at the initial level, the concern should be carried to another level from the child, parent, and teacher to include the principal. In unusual cases, this may be carried to district personnel including the Assistant to the Superintendent, Superintendent, or Board of Education.

The proper channel for complaints is as follows:

Teacher  
 Principal  
 Superintendent  
 Board of Education

**STUDENT CREDIT REQUIREMENTS FOR ALL GRADE LEVEL**

**Class of 2018**

**27.5 credits to include:**

- 4.5 English credits
- 4 Math credits
- 3.5 Science credits
- 3.5 Social Studies credits
- 1 Health/PE credit
- 1 Arts/Humanities credit
- 10 Elective credits

**Class of 2019 (and beyond)**

**26 credits to include:**

- 4 English credits
- 3.5 Math credits
- 3 Social Studies credits
- 3 Science credits
- 1 Health/PE credit
- 1 Arts/Humanities credit
- 10.5 Elective credits

At the end of each school year, the Fleming County Board of Education provides commencement exercises for the graduating seniors who have earned this privilege. Graduation requirements and financial obligations must be met **prior** to graduation day in order for any senior to participate in the commencement ceremony.

In an effort to plan and execute a dignified ceremony, the principal and counselors will collaborate with senior class officers and senior student representatives in preparation for this milestone event.

**FCHS PROMOTION REQUIREMENTS**

CLASS		Grade 10	Grade 11	Grade 12	Graduate
Class of 2018		6.5	13.5	20.5	27.5
Class of 2019		5	12	19	26
Class of 2020		5	12	19	26

The staff at FCHS is dedicated to providing an atmosphere conducive to student learning and progress, and they strive to provide quality education for every student regardless of whether his or her future plans include college, technical or vocational school, the military or direct entry into the workforce. The curriculum offers a variety of elective classes that provide students numerous choices and exposure to many different career areas.

FCHS participates in the College Board Advanced Placement program where students may earn college credit by taking certain AP classes and AP exams in those classes. When determining the cumulative grade point average, one extra quality point is also granted for AP courses. AP courses are offered in Art History, Biology, Chemistry, English Language, English Literature, Human Geography, Psychology, Seminar, US History, and World History.

## FLEMING COUNTY SCHOOLS GRADING AND REPORTING GUIDELINES 2017-18

### Grading Scale:

<b>A</b>	90-100%
<b>B</b>	80-89%
<b>C</b>	70-79%
<b>D</b>	60-69%
<b>F</b>	50-59%

1. **All** assessments must be tied to specific standards.
2. **All** schools, all courses district-wide adopt and implement with fidelity the same system of grading and reporting.
3. Term grades are based on student mastery of the standards (30% Formative Assessment /70% Summative Assessment).
4. No grade lower than 50% of the total points possible for an assignment will be entered into Infinite Campus. (Example: a raw score of 1/10 will be entered as 5/10, or 50%).
5. In addition to paper/pencil tests, summative assessments may be performance assessments, projects/products, demonstrations, writing, speaking, etc. which are evaluated with a rubric (or scoring guide).
6. Rubrics or scoring guides are based on standards and detail levels of quality/ demonstration of mastery. Rubrics or scoring guides are NOT checklists awarding points for the mere presence of components or compliance.
7. The practice of “grading on the curve” will NOT be used. (*Exception: High School Final Benchmark/EoC to follow vendor cut scores for NAPD*)
8. Reduction in grades for punishment of behaviors (such as attendance or misbehavior) will NOT be used.
9. Effort, participation, behavior, extra credit, etc. will NOT be calculated as part of the term grade.
10. Formative assessment data will be used on a daily basis to adjust instruction to meet student needs (Tier I intervention and extensions).
11. “Retakes” will be done during the formative assessment process and on a case-by-case basis on summative assessments.
12. “Retake” means being assessed using different instruments or different means, NOT the same quiz administered in the same form over and over.
13. Infinite Campus gradebooks will include a record of student formative assessments and will be calculated as 30% of the term grade.
14. Missing work (formative/summative assessment) is indicated in Infinite Campus as “Missing Assignment” with a note on progress report and support provided to the student for completion. Until the student completes/makes up the assignment and a grade for the work is entered, the “Missing Assignment” calculates as a “0” and will remain a “0” if the work is not completed.

### **Definitions**

**Instructional Activity** – activities during the instructional (learning) process designed for student practice, including homework – may be recorded in Infinite Campus, but NOT calculated as part of the term grade.

**Formative Assessment** – activities, processes, procedures, quizzes, demonstrations, etc. whose purpose is to check for understanding/progress/mastery of standards – formatives that are “recordable” should be recorded in Infinite Campus and become part (30%) of the term grade (keep

in mind that not all formative assessments are capable of being recorded due to their means/nature) – Assessment **FOR** Learning.

**Summative Assessment** – paper/pencil tests/quizzes and projects/products, demonstrations, writing/speaking which are evaluated with a rubric or scoring guide; the purpose being a final assessment of student mastery of standards – summatives should be recorded in Infinite Campus and become the majority (70%) of the term grade – Assessment **OF** Learning.

### **END OF COURSE ASSESSMENTS**

As part Kentucky’s assessment and accountability system, students will take end-of-course exams in **Algebra II, Biology, English II and U.S. History**. A student’s end-of-course exam will account for 20% of the student’s final grade in that course. In addition, student scores from end-of-course exams will also contribute to school and district accountability. *This will adjust as the new system is put into place.*

### **GRADUATION SUCCESS DIPLOMA**

Effective with the Class of 2015 and pursuant to 704 KAR 3:305, Section 5, students who meet all legal requirements shall be eligible for the Graduation Success Diploma in relation to receipt of an Alternative Education Graduation Certificate.

Students must complete the minimum credit requirements and all other state and local requirements in order to graduate from high school with a Graduation Success Diploma.

### **EARLY GRADUATION**

Beginning with the 2014-2015 school year, students who complete an early high school graduation program and meet all applicable legal requirements shall be awarded an Early Graduation Scholarship Certificate. Students planning to complete an early graduation program shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate.

### **MIDDLE COLLEGE**

The Fleming County High School Middle College Program is designed to meet the needs of students who excel academically and who possess the personal characteristics needed to successfully attend college earlier than the traditional age. Middle College students will enjoy the best of both worlds as they’ll be earning college credit and attending classes (Maysville Community and Technical College/MCTC) while still participating in all the extra-curricular activities at their “home” high school. This handbook outlines specific requirements, criteria, and guidelines that will answer most, if not all, of your questions. If you need additional information please contact Ashley Fritz at [ashley.fritz@fleming.kyschools.us](mailto:ashley.fritz@fleming.kyschools.us)

### **GPA/ACT Requirements**

Student must have a cumulative GPA of 3.0 and be College Ready in all 3 Content Areas:

<b>Subject</b>	<b>ACT Benchmark</b>
English	18 or higher
Math	19 or higher
Reading	20 or higher

**Attendance Requirement**

Students must have at least a 93% attendance rate for the previous year to be eligible to leave FCHS to take a college class on campus at MCTC. Students must check in/out with the attendance clerk each day they attend classes at MCTC.

**Transportation Requirement**

Students must provide their own transportation to and from class. Transportation forms must be completed and signed by students and parents/guardians.

**Meals**

Fleming County High School will provide student meals prior to attending classes at MCTC or upon their return.

**MCTC Schedule**

Students must follow the MCTC schedule, and are expected to attend class at MCTC on the days that Fleming County schools are not in session (i.e. snow days, fall break, etc.)

**Tuition/Payment Requirement**

Tuition at MCTC is \$510 per three hour class. Students taking MCTC classes will be expected to pay at the beginning of the semester, and will be responsible for paying online or in person at the business office located on campus.

**Mary Jo Young Scholarship**

Students may apply for the Mary Jo Young Scholarship, which will help with the tuition for one class. More information can be found at <https://www.kheaa.com>

**STUDENT ORGANIZATION OFFICER INFORMATION**

In order to be eligible to hold an office within any school organization the student must have a 'C' average (2.0 on a 4.0 scale) and not considered habitually truant. If a student has been suspended from school (in-school or out-of school) for a violation of school rules or Board Policy with regard to the use of alcohol or drugs, stealing, or a persistent pattern of school disruption, that student will be ineligible for any office or award for the remainder of the school year.

**SENIOR AWARDS NIGHT & UNDERCLASSMEN AWARDS**

Fleming County High School will sponsor a Senior Awards Night and an Underclass Awards Program to recognize scholarship recipients and the outstanding achievements of its students. The purpose of these programs held before invited presenters and parents is three-fold:

1. Promote school spirit
2. Stimulate pride in scholastic accomplishments
3. Encourage participation in school organization and activities

Awards Night dates and times will be communicated near the end of the academic year.

**LIBRARY**

The library is the center of the academic wing on the second floor. The primary purpose of the library is to provide materials needed to enrich and support the curriculum and to provide a wide variety of reading materials for students and staff. The library houses approximately 10,000 books and 1,500

pieces of audio-visual material. The library also houses the audio-visual equipment necessary for records, cassettes, and transparencies that are available for use. Students are welcome in the library at all times. It is open before school and after school in addition to the regular class periods. Students may come to the library during these times or as a class. There are certain things required of the students who use the library.

1. Students are responsible for the books they borrow from the library. If a book is lost, the student will be required to pay for it.

2. Books are checked out for a period of two weeks and may be rechecked twice. This gives the student six weeks to use a book.

Books are stamped with the date due and books kept after those dates are fined at the rate of 5 cents per school day. There is no set limit on the number of books a student may check out. However, it is advisable for a student to take only the books needed and the number of books that will be used in a period of two weeks. Students must behave in an acceptable manner while in the library. There is to be no talking or disruptive behavior. An atmosphere suitable for studying will be maintained during class periods. Students who are disruptive in their behavior will be asked to leave, and, in dire cases of misbehavior, students will not be allowed to return.

The library is meant to serve students and staff, and it is hoped that you will find the library both a useful and enjoyable place.

### **STUDENT MEDICATION**

**ALL MEDICINES need to go to the nurse's office.**

**Prescription Medicines:** Medication should be given at home when possible. Prescription medication shall be administered only as prescribed on the medical provider's written authorization form. A completed authorization form must be on file at the school before medications shall be brought to school by the parent/guardian. It is the parent's responsibility to provide the school with an adequate supply of medication. All prescription medication, original or refill, should be brought to school in a pharmacy labeled container, which includes the student's name, date, medication name, dosage and strength, and directions for use including frequency, duration, and mode of administration. The label should include the prescriber's name, pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Changes in dosage and/or times of administration must be received in the form of a written order from the physician or a new authorization form completed by the physician.

**Non-Prescription Medications:** Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt and given no more than three (3) consecutive days without physician's order. The approval of a physician or health care provider is recommended for use of non-prescription medication.

**Food Supplements:** Food supplements, including but not limited to, vitamins and minerals shall not be dispensed and/or administered to students during regular school hours or at/during school sponsored activities and/or events.

**Medical Refusal:** If a student refuses to take medication or is uncooperative during medication administration, the parent/guardian shall be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent to resolve the conflict.



**Medication Discontinued/End of School Year:** When medication is discontinued, or at the end of the school year, please pick up all medication at the school. Medication not picked up will be disposed of. A new authorization form is required at the beginning of each school year.

### **“NO FLY ZONE”**

In order to maximize instructional time and to give students the best educational opportunities possible, Fleming County High School uses “No Fly Zone” time. **No student will be permitted in the hallways during the FIRST 10 MINUTES of class or the LAST 10 MINUTES of class for any reason.**

### **ATTENDANCE POLICY**

In Fleming County Schools’ continuing effort to assist all students in becoming college and career ready and to meet our attendance percentage goal of 97%, there have been major changes to Fleming County Schools’ attendance policy. Every student, upon enrollment, will receive a handbook calendar containing both the new attendance policy and the discipline code. Every student and parent should read the full policy and make themselves familiar with the changes.

The key changes to the policy are:

- Five (5) parent excuses**—written note or contact from parent required for ALL students at all grade levels.
- Eight (8) health care provider excuses**—documented note
- Special consideration will be given for absences exceeding the above number if the student has a one-time per condition Chronic Illness Verification Form on file with the school for chronic conditions and/or on-going treatment causing frequent absences or tardies from school. (Form will be available from each school upon request from parent.)
- Early check out from school will not be excused except for a health care provider excuse, excused by the school nurse or health aide, or a verifiable family emergency.
- No XP-26 (medical excuse form)
- All notes/contacts MUST be presented to the school within five (5) days after the absence or tardy or it will remain unexcused.**

### **UNEXCUSED/EXCESSIVE ABSENCES**

Unexcused absences at any grade level will have an immediate impact on a student’s academic performance and although students with excused absences may make up tests and assigned homework for full credit, excessive absences of any nature may have a direct impact on a student’s academic performance. Students with excessive absences may be required to make up absences and referred to Extended School Services (ESS), other after school programs, the Family Resource Youth Service Center, and/or other applicable agencies as required or allowed by Kentucky Revised Statute, Board, and/or Council policy.

Any student, including students between the ages of 18-21, who has been absent from school without valid excuse for three (3) or more times, whether it is for a partial day or full day, is truant. Any child who has been reported truant two (2) or more times within one calendar year period is a habitual truant.

Any student considered habitually truant (six or more unexcused absences or tardies) must be referred to the office of the Director of Pupil Personnel and the District Truant Officer. Truancy, by Kentucky Revised Statute, must be reported to Juvenile Services and/or other applicable agencies and the student and/or parents may be referred to court. The principal/designee must notify parents or students with excessive absenteeism in a prompt and timely manner and school-parent conferences must be held to determine the causes of the absenteeism. The school shall keep documentation of meetings/home visits. (Reference: Board Policy 09-123)

Excessive unexcused absences may result in loss of school privileges which could include: attendance at prom, student driving privileges, attendance at graduation ceremony, etc.

### **EXTRACURRICULAR ACTIVITIES**

Participating in athletics and/or extracurricular functions at Fleming County High School is a privilege. All students are encouraged to belong to the many clubs and organizations sponsored by the high school. Many of them have national affiliations and afford the students opportunities to belong and perform community service and receive scholarships for their participation. Students representing FCHS are expected to remain in good standing in the areas of academics, attendance, and behavior.

Students will be determined eligible to participate in extracurricular activities on a weekly basis if they:

1. Maintain passing grades in at least six of seven classes
  - a. Of their 7 classes to remain eligible for practice and games, ineligibility means the student cannot play or practice from Sunday—Sunday.
  - b. The student-athlete that does not meet this standard cannot regain eligibility until the next grade check.
  - c. Extra credit assignments, late work, or redoing work for a higher grade cannot exempt the student from this policy after the weekly eligibility check.
2. All students must be in class on the day (or on Friday for weekend activities) of a scheduled game or practice or they will not be allowed to participate that day. Exceptions to this policy include doctor's statements, school-sponsored activities, and activities pre-approved by the principal and athletic director. Students are to be present at school on the next school day following a game or a practice activity. To maintain eligibility, any absence or tardy must be excused. Students with an unexcused absence on the next school day after an extra-curricular activity will not be allowed to participate in the next event of that extracurricular group.
3. To maintain eligibility, all students participating cannot be deemed as truant as defined by Fleming County Board Policy.
4. Where applicable, meet any requirements set by the appropriate sponsoring or governing organization.

**Students will not be permitted to participate in extracurricular activities (including school dances) if:**

- A. They accumulate 6 or more combined unexcused absences and tardies to school.**
- B. They are not passing at least 6 classes at the time of weekly grade checks.**
- C. They accumulate 6 tardies in any one nine weeks.**
- D. They are suspended from school any day in which there is a scheduled activity.**

**STUDENTS WILL NOT BE ABLE TO PARTICIPATE/WALK IN GRADUATION IF THEY ACCUMULATE 7 OR MORE UNEXCUSED ABSENCES PER FLEMING COUNTY BOARD POLICY.**

Any student who has been suspended from school at any time during the year may have their extracurricular privileges revoked as well. It is up to the student to maintain eligibility.

**There is an added responsibility to being a visible representative of your school/team in public outside of school. Our athletics/extra-curricular students are expected to be role models at all times.** Participating in conduct detrimental to the individual, school, and/or team may result in immediate dismissal of representing the school in extra-curricular activities. Examples of such behavior include but are not limited to: criminal conduct, vandalism, disorderly conduct, violation of school rules, violation of district truancy policy, and unsportsmanlike behavior (while participating or as a spectator) **When attending extra-curricular activities, students are expected to conduct themselves in an appropriate manner whether they are a spectator or participant. Failure to do so will result in disciplinary action, which may include permanent suspension of privileges.**

When a student is suspended from school, he/she is suspended from participation/attendance at all extra-curricular activities during the time of suspension. If placed in an alternative setting, the student will be prohibited from attending FCHS functions.

**FLEMING COUNTY HIGH SCHOOL COURT GUIDELINES**

Fleming County High School provides three events throughout the year in which students may be voted on by students and/or faculty staff and recognized as members of a court or king/queen. The requirements for these activities are as follows:

**Homecoming Court**

*Deadline: September 15<sup>th</sup>*

- 3.0 Cumulative/Weighted GPA from previous school year
- During the current school year student cannot be considered truant
  - *Definition of truant is 3 unexcused combined absences and/or tardies*
- During the current school year student must have ZERO discipline referrals.
- **EXCEPTION:** If a student has ONLY ONE discipline referral with the resolution of ISD or after school detention, that student may complete 6 school-based community service hours, during after school hours. *(A community service documentation form must be turned in to administration. Forms can be found in the office.)*

**Mr. or Miss Fleming County Court**

*Deadline: January 1<sup>st</sup>*

- 3.5 Cumulative/Weighted GPA
- During the current school year student cannot be considered truant
  - *Definition of truant is 3 unexcused combined absences and/or tardies*
- During the current school year student must have ZERO discipline referrals.
  - **NO EXCEPTIONS**

**Prom Court & Prom Servant**

*Deadline: February 1<sup>st</sup>*

- 3.0 GPA Cumulative/Weighted GPA

- During the current school year student cannot be considered truant
  - *Definition of truant is 3 unexcused combined absences and/or tardies*
- During the current school year student must have **ZERO** discipline referrals.
- **EXCEPTION:** If a student has **ONLY ONE** discipline referral with the resolution of ISD or after school detention, that student may complete 6 school-based community service hours, during after school hours. *(A community service documentation form must be turned in to administration. Forms can be found in the office.)*

### **EARLY DISMISSAL PROCEDURES**

Any student at Fleming County High School who wishes to leave campus prior to 3:12 PM must have a parent/guardian or on-file-designee **come in and sign him or her out of school**. A driver's license will be required as identification. Parents may designate another person to check out their children by coming into the principal's office and signing a release form. Married students and emancipated students must still check out through the office. The married students must present verification of marriage. An emancipated student is one who has reached the age of majority and must also be able to present evidence of self-sufficiency. Under unique circumstances, the administration may reserve the right to determine emancipation.

### **LOCKERS**

Each student will be assigned a locker. Students are expected to keep their lockers neat and orderly. Lockers are the property and responsibility of Fleming County High School. Students are encouraged to bring a combination lock to place on their lockers. However, items of value should never be left unattended, even in a locked locker.

**Lockers and backpacks are subject to search.** The Fleming County Board of Education reserves the right search any locker at any time without the student's knowledge and/or presence. (References: Board Policy 06.436)

### **MOTOR VEHICLES**

Driving and parking on school property is a privilege extended to qualified students. Violation of parking rules will result in revocation of the parking permit. Students must have a valid driver's license, a parent/guardian signature, and proof of liability insurance prior to the issuance of a parking permit. The student-parking permit must be displayed on the front window. Loaning, giving, or altering a permit will result in revocation. Violation of any student parking regulations may also result in revocation. **School officials reserve the right to search student vehicles while on school property.** Vehicle parking will be extended to qualified seniors, then juniors, sophomores, and freshman until all spaces are issued. Students who wish to park on school grounds will need to register their vehicle(s) and purchase a parking pass (\$15.00). All parking passes will need to hang from rear view mirror so that the parking number faces outside. The tag should be properly attached at all times while on school grounds. Any tag lost or stolen should be reported immediately to the assistant principal or the School Resource Officer. There is a replacement fee of \$10.00 for lost parking passes.

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

Any sixteen (16) or seventeen (17) year old applying for a permit driver's license is required to have a completed school compliance verification form. This form is verifying that the student is compliant with the components of the "No Pass, No Drive" statute.

If the student is not in compliance, 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. 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.

The “No Pass, No Drive” law, KRS 159.051, specifies that a student “shall” pass five courses in the preceding grading period.

**PANTHER PERKS & STUDENT INCENTIVE PROGRAM**  
*A supplement to the Fleming County High School PBIS Plan*

***Cheap’s Chevrolet Circle of Excellence***

Eligibility: The following regulations determine a student’s eligibility in the contest:

a) The contest is open to all students in the Fleming County High School graduating class of 2018 legally residing in the United States with a valid driver’s license.

b) Students must have at least a 3.0 GPA for the school year to be eligible to participate. **GPA is calculated two days after Senior Finals.**

c) Students must not be deemed truant as determined by Fleming County Schools Policy. **Students must not have three (3) or more unexcused tardies and/or absences. Attendance is calculated through the last day for students.**

d.) Students must have no disciplinary actions documented by school administration to be eligible.

e.) Students must be Transition Ready (formally known as College and/or Career Ready) as deemed by the school administrator guidelines to be eligible.

f.) Students must have a signed Cheap’s Chevrolet Circle of Excellence Student/Parent Acknowledgement Form turned in to the office.

***Panther P.A.W.S.***

Panther Paws is a token economy where students are provided a card when they are exhibiting the following attributes while at school:

**Positive Attitude Within School**



Positive Attitude Within School	
Name	_____
Teacher	_____
Class of	_____
Date	_____

## Procedures

- Teacher sees students exhibiting a positive attitude during the school day.
- Teacher provides the students with a Panther Paw card.
- During students' own time they are to fill out the card and take to the office where a box is held for students to deposit their cards.
- At the end of the week a drawing is held where students have the opportunity to win prizes if they had received a Panther Paw for that week (free admission to ball games, free items at concessions, discounted prom tickets, etc.).
- After each weekly drawing the box is emptied and the paw cards are kept.
- Assistant principal keeps a record of students receiving Panther Paws and teachers that are handing cards out.
- Once a student has earned a paw card it is not allowed to be confiscated.
- Additional cards that have been earned throughout the year can be used at the event to purchase snacks or other rewards provided.

## STUDENT BEHAVIOR LEVELING SYSTEM

Fleming County High School uses a leveling system to promote attendance, positive behavior, and incentives while maintaining fair discipline and consequences for misbehavior. The leveling system provides three advantages:

1. The system promotes positive behaviors by awarding incentives for good behavior.
2. The system ensures fair discipline and consequences while giving students an opportunity to "level up" after making mistakes.
3. The system allows parents, teachers, and students have access to accurate data regarding behavior.

The goal of the behavior leveling system is to increase positive behavior, decrease negative behaviors resulting in discipline referrals, and providing students an opportunity to set and meet behavior goals and expectations.

All students begin the year at a level 5. The goal of all FCHS students should be to obtain and remain at a level 5 at all times.

If a student drops to a level 3 or below, participation at FCHS activities and other privileges may be restricted. This includes but is not limited to:

- Loss of hall pass privileges
- Loss of attending assemblies
- Loss of being admitted to or participating in school athletic events
- Loss of being admitted to or participating in school dances
- Loss of being admitted to or participating in any other Fleming County Schools activity (including attending field/class trips)

Administration will track student behavior. If a student drops a level, he or she may "level up" by completing documented after-school community service.

<b>LEVEL</b>	<b>CHARACTERISTICS</b>	<b>CONSEQUENCES</b>
7	No discipline referrals Fewer than 4 absences No unexcused absences	VIP Party/Special Events Special Prize Drawing All FCHS privileges/activities
6	No discipline referrals Fewer than 5 absences No unexcused absences	Special Prize Drawing All FCHS privileges/activities
5	No discipline referrals	All FCHS privileges/activities
4	One (1) discipline referral	Behavior code consequence(s) Behavior conference FCHS privileges/activities may be restricted
3	Two (2) discipline referrals	Behavior code consequence(s) Behavior conference FCHS privileges/activities may be restricted
2	Three (3) discipline referrals	Behavior code consequence(s) Behavior conference FCHS privileges/activities restricted Behavior Intervention Program Possible Alternative Placement
1	Four (4) discipline referrals and/or Unsuccessful Behavior Intervention Program	Behavior code consequence(s) Behavior Conference FCHS privileges/activities restricted Behavior Intervention Plan Alternative Placement



## STUDENT BEHAVIOR CODE

### *A supplement to the Fleming County Schools Student/Parent Handbook*

The faculty and administration of Fleming County High School expect all students to strive for the highest standards of honesty and personal integrity. The FCHS objective is to help students improve by learning to live within established guidelines. Self-discipline is the goal; however, discipline from the school may be necessary. Students are accountable for their conduct. Constructive penalties will be imposed for failure to follow the rules.

**When a student commits an infraction that results in an out-of-school suspension, the student will have an unexcused absence for that day. If a student wishes to make up their work for that suspended day, they may do so within three (3) days of that student's return.**

The following rules address the most frequent areas of inappropriate behavior at Fleming County High School and the discipline range for each offense. They are fundamental to the maintenance of a safe environment within which learning, respect for others, and respect for individual, and school property are protected. **In all discipline related matters, principal's (or designee's) discretion may be exercised in the best interest of the student, staff, and school. While the following behavior code provides general consequences for infractions, disciplinary resolutions may be used at the discretion of the principal/designee (p.10 Fleming County Schools Student/Parent Handbook).**

## BULLYING & REPORTING PROCEDURES

“Bullying” means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that occurs on school premises, on school-sponsored transportation, or at a school sponsored event or disrupts the education process. *This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.* **Any act(s) considered “bullying” by the above definition is/are prohibited at FCHS.**

### REPORTING PROCEDURES & ANONYMITY

Any student who feels he/she has been bullied or harassed should report the incident(s) immediately to a teacher, counselor, or principal. A written bullying incident report form will be filed and investigated by school authorities. Students and parents are also encouraged to use the Fleming County Schools Anonymous Bullying Report tool accessed at <http://www.fleming.kyschools.us/harassment-bullying-report> Students who have engaged in an act of bullying will face disciplinary action in accordance with the school discipline code outlined below. Law Enforcement agencies may also be contacted in extreme instances.

**1. Harassment/Discrimination:** Any student who engages in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, marital status, political beliefs, sex, or disability shall be subject to disciplinary action at the principal's/designee's discretion. This includes any act which degrades or discredits fellow pupils or which has a negative impact on an individual's academic performance, emotional stability and or security, or creates an intimidating, hostile or offensive educational environment. References: Board Policy 09.42811; 09.422; 09.425; KRS 160.290; 160.340; 158.150

#### **Consequences:**

**1<sup>st</sup>: 1/2--1 day ISD, possible loss of extracurricular privileges, and mandatory conference with**



**parent/guardian prior to returning to classes; Student must complete Prejudice Reduction Program**

**2<sup>nd</sup>: Out-of-school suspension, possible loss of extracurricular privileges, mandatory conference with parent/guardian prior to returning to classes; Student must complete Prejudice Reduction Program**

**Further Incidents: Out-of-school suspension and recommendation for alternative placement and/or expulsion**

**2. Drugs and Alcohol:** No student shall possess, use, provide, or be under the influence of any controlled substance on or about school property, at any location of a school-sponsored activity, or traveling to or from school or a school sponsored activity. This includes: alcoholic beverages, controlled drug substances (including prescription drugs), unauthorized over-the-counter drugs (possession, distribution, or use), drug paraphernalia, substances that “look like” a controlled substance. References: Board Policy 09.423; 09.2241; KRS 218A.020; 161.

**CONSEQUENCES:** Police shall be contacted and violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school sponsored activities. Principals shall immediately contact police. Students shall be referred to the Prevention Program through Comprehend.

**3. Other Illegal Acts/Items:** Theft, vandalism, trespassing, gambling, terroristic threats, bomb threats, false alarms, arson, extortion, possession or use of item that may be used as weapons (firearms, knives, etc.) and/or deemed as a safety hazard. References: Board Policy 09.421; 09.426; 09.4292; KRS 161.180; 527.070

**CONSEQUENCES:** ISD, and/or out of school suspension, restitution, and/or referral to the Board of Education for expulsion. Police will be contacted (Board Policy 09.0423; 09.421). Illegal items or other possessions reasonably determined by proper school authorities to be a threat to the student’s safety or to other’s safety and security may be seized by school officials. Students who fail to cooperate with school authorities when requested to, shall be subject to other disciplinary action (Board Policy 09.436)

**4. Possession of Noxious Substances:** Unauthorized items such as smoke-bombs, stink-bombs, fireworks, mace, or other spray irritants, incense, butane lighters, etc. are not permitted.

**CONSEQUENCES:**

**1<sup>st</sup>: 1/2--full day ISD; conference with parent/guardian**

**2<sup>nd</sup>: 2 days ISD**

**3<sup>rd</sup>: Out of school suspension**

**5. Fighting/Violent Acts:** Fighting is the act of hitting or kicking another student or other person. Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight will be considered the same as fighting. A student who is attacked may use reasonable force in self-defense but only to the extent to free himself/herself from attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight. In order to prevent further altercations, students that are engaged in a fight will be sent home for the remainder of the day. The police will be contacted in cases of assault resulting in physical injury, a sexual offense, or kidnapping (Board Policy 09.425)

**CONSEQUENCES:**

**1<sup>st</sup> & 2<sup>nd</sup>:** Three (3) to six (6) days of out-of-school suspension and additional measures as needed at the discretion of the principal/designee.

**3<sup>rd</sup>:** Alternative Placement for the remainder of the school year and/or additional measures at the discretion of the principal/designee. Promoting a fight by any means (verbally or physically): In school detention and/or out of school suspension.

**6. Profanity/Vulgarity/obscenity (Written or spoken):** Inappropriate language or gestures will not be tolerated at FCHS.

**1. CONSEQUENCES:**

After school detention (ASD) and/or ISD/lunch detention at the principal's/designee's discretion.

Profanity directed at a faculty/staff member will result in a possible out-of-school suspension, and/or Alternative Placement, and/or recommendation for expulsion.

**7. Possession or Use of Tobacco Products:** Tobacco products are prohibited on or about school grounds at all times or at any location of a school sponsored activity to or from a school sponsored activity. This includes smokeless tobacco (dip).

**CONSEQUENCES: First Offense:** Three (3) days ISD.

**Second Offense** Five (5) days of ISD.

**Repeated Offenses** will be dealt with at the principal's discretion and may include smoking cessation classes, out-of-school suspension, and/or recommendation for expulsion.

**8. Possession or use of E-Cigarettes, Vapor Sticks, or Hookah Pens:** E-Cigarettes, vapor sticks, and hookah pens (or any smoke/vapor product containing like substances) are prohibited on or about school grounds at all times or at any location of a school sponsored activity to or from a school sponsored activity.

**CONSEQUENCES: First Offense:** Three (3) days ISD.

**Second Offense** Five (5) days of ISD.

**Repeated Offenses** will be dealt with at the principal's/designee's discretion and may include smoking cessation classes, out-of-school suspension, and/or recommendation for expulsion.

**9. Student Insubordination/Defiance/Disrespect:** Conduct which interferes with or hinders the orderly administration of the school and school-related activities, such as: acts of misbehavior toward another student or school personnel, failure to follow directions, malicious remarks and/or body language, class disruption, or any action deemed as inappropriate behavior. Reference: Board Policy 09.426

**CONSEQUENCES:** ISD, Lunch Detention, or out-of-school suspension at the principal's/designee's discretion. The teacher reserves the right to assign after school detention(s) at his/her discretion.

**10. Public Displays of Affection:** Inappropriate body contact, kissing, embracing, etc.

**CONSEQUENCES:**

**1<sup>st</sup>:** verbal warning.

**2<sup>nd</sup>:** One day after school detention/lunch detention

**Repeat Offenses** – Principal/Designee Discretion

**11. Disorderly Lunchroom Behavior:**

**CONSEQUENCES:**

After school detention, lunch detention, ISD, and/or other measures at the principal's/designee's discretion.

**12. School Bus Misbehavior:** Students who misbehave on the school bus will have disciplinary measures applied according to the school's discipline code and the Fleming County Schools Discipline Code Handbook at the principal's/designee's discretion.

**13. Skipping School or Class (AWOL):** Failure to attend one or more classes or leaving a class without proper authorization.

**CONSEQUENCES:**

**1<sup>st</sup>:** 1 day Saturday School/ISD and/or lunch detention; parent/guardian contact

**2<sup>nd</sup>:** 2 days Saturday School/ISD

**3<sup>rd</sup>:** Out of school suspension

**14. Leaving School Grounds:** Leaving School grounds without authorization after arrival on campus.

**CONSEQUENCES:**

**1<sup>st</sup>:** Saturday School/ISD/Lunch Detention

**Repeat Offenses** – Principal/Designee Discretion

**15. Abuse/Misuse of Computers and Related Equipment:** Malicious actions toward equipment or entry into or destruction of someone's programs, files, or storage areas, or the deletion/alteration of a school program will be considered a major offense.

**CONSEQUENCES:**

Principal/designee discretion and could include suspension from computer use, financial remuneration, ISD, and/or out-of-school suspension.

**16. Internet Use:** Students must have assignment sheets before logging onto the Internet and view only that material required for assignments. The following are not permitted:

**A.** "Surfing" the Internet

**B.** Plagiarism

**C.** Harassment

**D.** Damaging system or networks

**E.** Sending offensive pictures or messages

**F.** Obscene language

**G.** Violating copyright laws

**H.** Trespassing into another's files

**I.** Intentionally wasting resources

**J.** Using the Internet for commercial purposes

**K.** Use of "Chat" lines or pages.

**L.** Use of social networking sites.

**CONSEQUENCES:**

Principal/designee discretion and could include suspension from computer use, financial remuneration, ISD, and/or out-of-school suspension.

**17. Unexcused Tardies to School or Class:** Failure to be at the assigned place at the respective assigned time.

**CONSEQUENCES:**

1<sup>st</sup>: Warning

2<sup>nd</sup>: Lunch Detention, ASD and/or Saturday School

3<sup>rd</sup>: ASD and/or Saturday School with parent contact.

**Repeat Offenses** – Revocation of privileges (hall passes, admission to after-school/extracurricular events at the principal/designee’s discretion).

**18. Cell Phone/Telecommunication Devices:** Students will be permitted to use their cell phones during the following times: before school, at breakfast, between classes, and at lunch. Cell phones may NOT be used for recording devices or for harassing communications. **No cell phone or other telecommunication device should be seen or heard during class, unless it is for instructional purposes with permission from the classroom teacher.** Any violation of specific classroom rules involving cell phones, or violation of the Fleming County Board of Education Telecommunication Device Policy will result in confiscation of the student’s cell phone.

**CONSEQUENCES:**

1st: **1 Lunch Detention.** Teacher/principal/designee takes phone & parent/guardian must pick up phone from office at the end of the day. Student may not have possession of the phone in school for the remainder of the school day.

2<sup>nd</sup>: **2 Lunch Detentions.** Teacher/principal/designee takes phone & parent/guardian must pick up from office at the end of the school day. Student may not have possession of the phone in school for the remainder of the school day.

3rd: **3 Lunch Detentions.** Teacher/principal/designee takes phone & parent/guardian must pick up phone from office at the end of the school day. Student may not have possession of the phone in school for the remainder of the school day.

**\*Refusal to give a cell phone up to a teacher will result in 1 day of ISD. Refusal to turn phone over in the office will result in 3 days in ISD.**

*KRS 158.165 “personal telecommunications device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor, including, but not limited to, a paging device and a cellular phone. The school will not be responsible for confiscated, stolen, lost, or damaged devices.*

**19. Forgery:** The act of falsifying information, including, but not limited to correspondence to or from school office or faculty.

**CONSEQUENCES:** ISD, out of school suspension, to police contact.

**20. Cheating/Classroom Plagiarism:** Cheating is any effort on your part to get credit for something you did not do, or to help someone else get credit for something he/she did not do himself/herself. Cheating can take many forms, and these can include but are not limited to: plagiarism, the use of information on an exam (cheat sheets, opening book, leaving notes in open view for yourself and others, writing on your hand, etc.), allowing someone else to look at your answers during an exam or looking at someone else’s answers during an exam.

**CONSEQUENCES:**

**First Offense** - Loss of grade, ISD, out-of-school suspension, and parent contact.

**Repeat Offenses** – Principal Discretion

## **21. Littering/Vandalism**

Littering includes leaving or placing trash or other items without putting them in the proper trash receptacle. Vandalism includes any form of destruction to school property by means of writing, carving, placing gum, or any other act that would cause damage to school property or the property of others.

**1<sup>st</sup> Offense:** One hour of after-school community based service

**2<sup>nd</sup> Offense:** Two hours of after-school community based service

**3<sup>rd</sup> Offense:** Principal/designee discretion

## **22. Persistently Disruptive Behavior**

Any repeated or pattern of disruptive behavior may be dealt with at the principal's/designee's discretion which may include, but is not limited to After-School Detention, In-School Detention, Saturday School, Suspension, or Expulsion.

**Any other behavior not specified in items 1-22 may be disciplined at the principal's discretion.**

## **STUDENT DRESS CODE**

### **Fleming County Schools Dress Code/Policies: *Dressing for Success!***

The Fleming County School District is of the opinion that good grooming and dress are, first and foremost, the responsibility of the parents and students. We recognize the need on the part of the student to display maturity and good judgment. Nonetheless, our school is your place of business. Receiving an education is one of the most important jobs you will ever have. The way you dress can affect your and your peers' attitude, performance, and behavior. Any form of clothing that attracts undue attention, is unsafe, disrupts instruction, or detracts from the learning process is unacceptable. Good judgment would indicate that certain types of clothing are inappropriate within the school setting. Therefore, students are expected to dress responsibly for school. Fleming County High School insists upon decency, cleanliness and appropriate dress at all times because proper dress is conducive towards the maintenance of a positive educational atmosphere. Our guidelines suggest that all clothing be clean and neat and in good taste. It should not be extreme to the extent that it focuses attention on the wearer, indicating indecent or disruptive suggestions. Common examples of **unacceptable** clothing include but are not limited to the following:

#### **Pants, jeans, shorts, skirts, dresses, etc.:**

- Unpatched holes above the fingertips when arms hang at the side in a relaxed position
- Worn in a manner that expose undergarments
- Pants/shorts should be worn at the waistline
- Undergarments should not be visible through clothes
- That do not reach the end of the fingertips when the arms hang at the side in a relaxed position (a minimum of a 5" inseam can be used as a general rule.
- That are tight fitting (i.e. yoga pants, leggings, spandex, etc.) UNLESS a garment (i.e. blouse, shirt, sweater, sweatshirt) is worn that extends to the fingertips

#### **Shirts and tops:**

- That expose the midriff and/or back at any time (excluding small "keyholes")
- That expose cleavage
  - Tank tops, halter tops, cut-off T-shirts, tube tops, etc. (shoulders should be covered)
- Any clothing that displays, advertises and/or promotes drugs, alcohol or tobacco
- Any clothing that displays or suggests derogatory and/or inappropriate messages

- Pajamas
- Hats, caps, hoods and bandanas
- Sunglasses and/or contact lenses that significantly alter the appearance of the eyes (unless approved by an administrator)
- Chains and studded/spiked clothing and accessories
- Outerwear (i.e. coats/jackets, etc.) worn during the school day

**The following requirements are applicable to both male and female students except where indicated:**

**A. Hair and Head Coverings:** All students should have hairstyles that are clean, neat, and well groomed. Extreme styles (i.e. Mohawks, extreme spiking, and others deemed extreme by the principal), or purposefully applied unnatural hair color including, but not limited to, green, purple, orange, fire engine red, blue, white, yellow and gray hair will **NOT** be permitted.

1. While hats, toboggans, and hoods may be worn to and from school, **NO** hats, caps, toboggans, head wraps, turbans, doorags/bandannas, sweatbands, combs, hair nets, curlers, or other items deemed inappropriate by administration are permitted to be worn during the school day inside the school building, and **MUST** be removed upon entering the school building. These items, if brought to school, **must be secured in locker, book bag, or with a teacher prior to the start of the school and must remain there until dismissal.**

2. Some prohibited items may be allowed with principal permission if being worn for religious or medical reasons and/or outside activities.

3. Hats needed for safety in shop classes are to be kept in the classroom and **are not permitted to be carried in the hallways between classes.**

**B. Clothing—All Students:**

**No extreme form of personal appearance will be allowed to interfere with the educational process.**

1. All garments must be of a type of material that will prevent exposure of undergarments or body (i.e no see-through, mesh...etc.)

2. Any clothing, tattoos, makeup or accessories that are or have patches, images emblems, slogans, or words deemed unusual, disrespectful, prejudicial, profane, shocking, vulgar, drug/alcohol/tobacco/sex/gang/cult related are prohibited. Prohibited items include, but are not limited to:

- running/jogging shorts
- clothing that displays bosom
- bare stomach or back
- tank tops (if worn under a shirt/jacket it must be zipped/buttoned)
- clothing that has alcohol or tobacco advertising or symbols
- clothing with profanity or sexual remarks
- clothing which identifies gang activity
- pants, skirts and shorts must be worn at waist level with no sagging
- shirts must be longer than the top of your pants
- chain belt wallets
- pajama pants or house slippers
- holes above the knees in pants

3. Sunglasses are not to be worn in the school building except if approved by the principal for verified medical reasons.
4. In grades 4-12 students may only wear shirts, blouses, dresses, that have sleeves unless worn over a full shirt or blouse. At all grades there will be **NO** bare midriffs, bare backs or low-cut necklines. For all grades all shirts, blouses, or tops must extend completely to the lower garment; stomachs, upper back, and lower back must be covered at all times.
5. Pants, shorts, and skirts must be worn so that they are not sagging or exposing undergarments. Clothing with holes exposing skin or undergarments above the knee (fingertip length) are banned.
6. Shorts, dresses, and skirts must be deemed appropriate by the administration and must be mid-thigh length or longer. (An exception to this rule is for Physical Education classes during class time only—still no short/jogging shorts.)
7. Appropriate shoes or sandals must be worn at all times.
8. During the course of the year, there may be special days when some departure from the dress code will be allowed by school administration. These will be announced to all students.

**CONSEQUENCES:**

**1st:** T shirt assigned or clothes changed – will be documented in Infinite Campus

**2nd & 3rd:** ISD 1 day

**4th & 5th:** Possible Alternative Placement

**6th:** ISD and possible court referral for habitual behavior

**AFTER-SCHOOL DETENTION (ASD) – STUDENT RESPONSIBILITIES**

After school detention is a teacher-initiated program whereby classroom teachers may assign students to detention after the regular school day. It is designed as a tool for maintaining discipline in the classroom and is used for infractions as identified in the school’s student code of conduct and/or at the principal’s discretion. After school detention will be held on Tuesday and Thursday. Once a teacher/principal identifies a student for after school detention, the student will be notified at least twenty-four (24) hours in advance so that he/she may arrange transportation home at the end of the detention period. Once the student has served after school detention, the assigning teacher will be notified. Students who are assigned to after school detention by more than one teacher on the same day will be required to serve a separate after school detention for each offense.

**ASD Guidelines:**

1. Food (including drinks and gum) will not be permitted.
2. Students will not be excused from detention for any reason once they arrive.
3. Electronic equipment; such as radios, walkmans, ipods, pagers, cell phones, etc. will not be permitted.
4. Students must come prepared with paper, pencil, homework or appropriate reading material and will be expected to work on assignments and cooperate for the entire period. Lack of cooperation will result in the student being dismissed with no credit for time spent in after school detention and additional after school detention and/or in-school detention time may be assigned.
5. Students must be seated promptly at 3:30 PM and remain until 4:00 PM at which time they will exit the building through the rear exit off the cafeteria; therefore, prior arrangements for transportation will be necessary. Students will not be permitted to return to lockers upon dismissal.
6. Students who arrive to after-school detention tardy will not be admitted and may be assigned additional after school detention.
7. It is the responsibility of the student to make a request one day in advance from the assigning teacher/administrator should circumstances arise; such as lack of transportation, that would prevent

an ASD from being served on the assigned date. No shows will be considered insubordination and dealt with in accordance with the discipline code and at the principal's discretion.

## **IN-SCHOOL DETENTION – STUDENT RESPONSIBILITIES**

### **In-School Detention (ISD):**

When a student is reprimanded for certain violations of the Fleming County Code of Acceptable Behavior and Discipline, they may be assigned by the administration to the In-School Detention Program. The ISD Program is an alternative to out-of-school suspension because of inappropriate actions taken by students. Students assigned to ISD must report to the front office each day they are assigned to ISD and they will be escorted to the ISD room. ISD students shall complete the work assigned in their classes for full credit, but it must be completed by the end of that school day.

### **ISD Program Guidelines:**

While in the ISD Program the following routines, procedures, and guidelines will apply to ALL students:

1. All students assigned to the ISD classroom must report to the office when they arrive at school and they will be escorted to the cafeteria for breakfast and then to the ISD room. Students who arrive late to ISD after ten (10) minutes must make up the time rounded to the nearest full hour.
2. When a student enters the ISD classroom, they will be required to completely empty their pockets into an assigned storage container. Then the student will be assigned an area for which they are responsible and they must stay in that area for the entire time that they are in the ISD classroom (whether it is one period or several days). Students must stay seated in their assigned area all day except during the three breaks provided (one in the morning, one at lunch, and one in the afternoon).
3. Students will begin their assignment to the ISD Program by completing two short assignments: (1) Reading the Fleming County Code of Acceptable Behavior related to their violation and (2) complete a behavior assignment packet. The ISD teacher will verify that this is done properly, and conference with each student on appropriate actions and consequences.
4. Each morning, teachers will send all daily assignments for all ISD students to the office and provide those assignments to the ISD teacher for distribution.
5. The ISD teacher will ensure that all students understand and complete all assignments by the end of the day. The ISD teacher will collect all completed assignments and place them in the teacher's mailbox at the end of the school day. All work completed in ISD is worth full credit.
6. Three (3) STRICTLY supervised five (5) minute bathroom breaks will be provided to students at approximately 10:00 am, 12:30 pm, and at 2:00 pm (these breaks can only be taken when the regular student body is in class and teachers must be in or near the bathrooms with the ISD students). ISD students are NOT allowed to interact with the regular student body at any time of the day.
7. Lunch will be provided to all ISD students each day. ISD students are NOT allowed to eat lunch with the regular student body. For lunch, students will receive the same food choices as other students.
8. All ISD students must checkout of the ISD Program each day. To checkout students must do the following: (1) clean their assigned area, (2) show evidence to the ISD teacher that no vandalism of the ISD classroom occurred, and (3) turn in all completed regular classroom work that was assigned.
9. ISD students are not allowed to wear watches or have any time device in their possession (this includes cell phones). Students will be asked to empty their pockets upon arrival to ISD and purses will be held by the ISD teacher in a storage cabinet. Failure to do this will result in an automatic assignment of an additional day of ISD.



**ISD Program Rules:**

While in the ISD Program students must obey the following rules:

1. No talking or whispering
2. No leaning, slouching, and no sleeping (sit-up straight)
3. Keep both feet on the floor!
4. No food, drink, gum, or candy
5. Complete ALL work assigned
6. No hall passes
7. No watches or cell phones.

*\*Any student who violates an ISD rule shall automatically be assigned an additional day in ISD. Any student that is disrespectful to the ISD teacher (especially vulgar, abusive, or profane language) will immediately be reported to the administration and reprimanded using After-School Community Service, Out-of-School Suspension, or a recommendation for Expulsion.*

**Work Detail/Community Service:**

Students who are caught drawing, writing, or defacing school property may be assigned work detail in addition to the consequences designated in the Code of Conduct. Students assigned to work detail will have to stay after school for several days (3-5) for one (1) hour each day at the principal's discretion and help clean the school.

**ALL STUDENTS:**

**Parent/Student Handbook Acknowledgement Form**

Dear Parents and Student(s):

Please review carefully this edition of the ***FLEMING COUNTY HIGH SCHOOL PARENT/STUDENT HANDBOOK***, sign the statement below and return this form to the Office by **August 14, 2017.**

**Please PRINT Student's FULL NAME:** \_\_\_\_\_

I have read the entire contents of the *Parent/Student Handbook*, including the school's policy on alcohol and drugs, and agree to abide by the rules, regulations, and policies of Fleming County High School.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Homeroom Teacher

**SENIORS ONLY:**

**Cheap's Chevrolet Circle of Excellence Student/Parent Acknowledgement Form**

Dear Senior Student/Parent(s)/Guardian(s):

Please read and return this form to the office. **In order to be eligible for the Cheap's Chevrolet Circle of Excellence Car Giveaway, this form must be signed and on file in the office.**

Eligibility: The following regulations determine a student's eligibility in the contest:

- a) The contest is open to all students in the Fleming County High School graduating class of 2018 legally residing in the United States with a valid driver's license.
- b) Students must have at least a 3.0 GPA for the school year to be eligible to participate. **GPA is calculated two days after Senior Finals.**
- c) Students must not be deemed truant as determined by Fleming County Schools Policy. **Students must not have three (3) or more unexcused tardies and/or absences. Attendance is calculated through the last day for students.**
- d.) Students must have no disciplinary actions documented by school administration to be eligible.
- e.) Students must be Transition Ready (formally known as College and/or Career Ready) as deemed by the school administrator guidelines to be eligible.
- f.) Students must have a signed Cheap's Chevrolet Circle of Excellence Student/Parent Acknowledgement Form turned in to the office.

**Student's FULL NAME:** \_\_\_\_\_

I have read and understand the eligibility requirements for the Cheap's Chevrolet Circle of Excellence. I understand that by violating any of the regulations that I will no longer remain eligible in the contest. **I understand that without this signed form on file in the office, I am ineligible for the contest.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Homeroom Teacher

**NOTES**