

Owen County High School Student Handbook



“Excellence is a Habit”

- - - DETACH AND RETURN SIGNED FORM - - -

Owen County High School

STUDENT HANDBOOK

Can also access on-line at www.owen.kyschools.us

**Student's Name
(print)**

Seminar Teacher

As the parent(s) or guardian(s) of _____.

We have read, discussed, and agree to abide by all procedures set forth in the Student Handbook with our child.

Parent/Guardian's Signature

Date

Student's Signature

Date

Please sign and return this acknowledgement to your Seminar Teacher.

KEEP THE HANDBOOK FOR YOUR RECORDS
ONLY RETURN THIS PAGE

TABLE OF CONTENTS

Mission Statement, page 1
Principal Message, page 1
School Calendar (with make-up days), page 1
School Hours, page 1
School dismissal due to inclement weather, page 1
Bell Schedules, page 2
Graduation Requirements, page 3
Grading/Grading Scale, page 3
Textbook sign-out guidelines, page 3
Schedule of Student Fee, page 4
Attendance Policy, page 5 and 6
Senior Attendance, page 6
Extra-Curricular Activities when absent, page 6
Tardies to School/to Class/Leaving School, page 6
Consequences for Tardies, page 6
Student Expectations, page 7
Consequences for violating Expectations, page 7

Procedures (Student Information)

Fire/Tornado, Earthquake drills, page 8
Book Bag Policy, page 8
Lockers, page 8
Phones, page 8
Possession/Use of Telecommunication Devices, page 8
Portable Music Devices, page 9
Cell Phone Policy, page 9
Wrongful use of Computer/Consequences, page 9
Trained Dogs, page 9 and 10
Use of Corridors, page 10
Care of School and Personal Property, page 10
Vandalism and Property Damage, page 10
Other Educational Placement, page 10
Sales on School Property, page 10
School Dances, page 10
Expectations for Extra-Curricular Events (Prom, Dances, Class Night, etc.), page 10
Assemblies, page 11
Extra-Curricular Activities when absent, page 11
Bus Riding Regulations, page 11

Riding a Different Bus, page 11
Dining Room Rules & Regulations, page 11
Dining Room, page 11

Procedures (Parent Information), page 12 and 13

Visitors
Messages
Other Educational Placement
Collection of Debts
Withdrawal Procedures
Records Disclosure
Release of Students
Student Information to Divorced/Separated/Single Parents
Student Insurance
Rental/Use of School Building
Annual Notification of Parents
Dress Code

Student Driving Regulations, page 14

OCHS Driver's Code
No Pass/No Drive Statute
Driving Privileges for Area Technology Center
Search and Seizure, page 15
Weapons/Dangerous Instruments, page 15
Criminal Violations, page 15
Harassment/Discrimination Policy, page 16
Discipline Policy against Fighting, page 16
Discipline Guide Action-Consequence, page 17

Food Service Information, page 18

Free & Reduced Price
Breakfast
Breakfast and Lunch prices
A La Carte Items
Charges
Youth Service Center, page 18
Guidance Information, page 19
KEES Scholarship
Seniors
Senior Attendance/Fees
Official Guidelines for Seniors taking College Courses
Senior Yearbook Photographs

OWEN COUNTY HIGH SCHOOL MISSION STATEMENT

At Owen County High School, our purpose is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success.

Message from the Principal

Thank you for taking the time to read and familiarize yourself with the OCHS Student Handbook. It is our hope that you will find the information in this document helpful to you as we live, teach and learn together this school year!

You are returning to a school that accepts continuous improvement as a fact of life. We have seen significant gains in the last year, and that will be borne out by the fact that 100% of the class of 2015 graduated! We work to make our mission statement a reality for each of you: we will focus on leadership, personal growth and career readiness and success. We believe that if we can positively impact these three areas in your lives, not only will you benefit, but so will our community! We ask that you help us by coming to school ready to learn and to work; come to school with goals that you want to achieve...and we'll help you do that!

I'm looking forward to a fantastic year. I am proud to be your principal, and even prouder to be a fellow Rebel!

I'll see you in the hallways...and the classrooms...and the lunchroom! (And the gym and the athletic fields, too!).

Have a terrific year!

Duane Kline, Principal

2016-2017 School Calendar

August 9	Opening Day for Staff
August 10	First Day for Students
September 5	No School – Labor Day Holiday
October 5 – 7	No School – Fall Break
November 7	No School - Teacher Curriculum Day/Makeup Day
November 8	No School – Election Day
November 23 - 25	No School - Thanksgiving Holiday Break
December 19 - January 2	No School - Christmas Holiday Break
January 3	No School - Teacher Curriculum/Makeup Day
January 16	No School - Martin Luther King Holiday
February 20	No School - Presidents' Day
April 3 – 7	No School - Spring Break
May 17	Last day for Students (Subject to Change)
May 18	Closing Day for Staff (Subject to Change)

Make-Up Days

**Oct 5, Oct 6, Oct 7, Nov 7, Jan 3, May 18, May 19, May 22, May 23, May 24,
May 25, May 26, Feb 20, May 30, May 31, April 3, April 4, Jun 1, Jun 2, Jun 5**

SCHOOL HOURS

OCHS will be open to students from 7:25am to 3:15pm. Students must enter at the gym entrance and remain in either the gym or dining room until the 7:37am bell. No student is to be inside the building or on the grounds, at any other time, unless supervised by school personnel. Anyone waiting for a ride after school must quietly stay in the gym commons area or front lobby.

SCHOOL DISMISSAL DUE TO INCLEMENT WEATHER

Any change in the regular school schedule will be announced on radio station WHAS, TV stations Louisville WAVE 3 and Lexington Chanel 18, or by phoning the inclement weather HOTLINE at 484-3000. The moment a decision is made, it will be announced to everyone via the radio, inclement weather HOTLINE and our website, www.owen.kyschools.us.

BELL SCHEDULES

REGULAR SCHEDULE

1 st Period	7:45 – 8:35
2 nd Period	8:40 – 9:30
Seminar	9:35 – 10:00
3 rd Period	10:05 – 10:55
4 th Period/Lunch	11:00 – 12:55
5 th Period	1:00 – 1:50
6 th Period	1:55 – 2:45

CLUB SCHEDULE

1 st Period	7:45 – 8:30
2 nd Period	8:35 – 9:20
Seminar/CLUB	9:25 – 10:05
3 rd Period	10:10 – 10:55
4 th Period/Lunch	11:00 – 12:55
5 th Period	1:00 – 1:50
6 th Period	1:55 – 2:45

CLUBS WILL MEET ON WEDNESDAY'S DURING SEMINAR

ONE HOUR DELAY SCHEDULE

1 st Period	8:45 – 9:25
2 nd Period	9:30 – 10:10
3 rd Period	10:15 – 10:55

Follow Regular Schedule

TWO HOUR DELAY SCHEDULE

1 st Period	9:45 – 10:05
2 nd Period	10:10 – 10:30
3 rd Period	10:35 – 10:55

Follow Regular Schedule

VOCATIONAL BUS SCHEDULE

Morning Vocational and JCTC Bus

Bus leaves at 7:45am

Returns at 11:15am on M/W/F

Returns at 11:30am on T/TH (JCTC)

(Students will report immediately to class upon arrival).

Afternoon Vocational Bus

Bus leaves at 11:20am and returns at 2:45pm.

(Students report to the cafeteria at 11:00am for lunch and go to front of line).

Any student that misses the Vocational/JCTC bus, Morning or Afternoon, will be counted as tardy and sent to ISD for the remainder of the Vocational/JCTC time period.

TRAVEL TIME BETWEEN CLASSES

Students will have five (5) minutes of time between classes. During this time students should take care of all personal issues (restroom, locker, office issues). During class time students should not ask to leave, unless there is an emergency.

As a student at OCHS, you are required to have a HALL PASS if you are out of the classroom during instructional time.

GRADUATION REQUIREMENTS

OCHS Graduation Requirements:

English: English I, English II, English III, and English IV required (4 Credits)

Mathematics: Algebra I, Geometry, Algebra II required.

Even if 4 credits are awarded prior to senior year, you must still take a math class. (4 Credits)

Science: Integrated Science I, Integrated Science II and Integrated Science III required. (3 Credits)

Social Studies: Social Studies I, Social Studies II, and US History (3 Credits)

Health/Physical Education: .5 credit Health and .5 credit PE (1 Credit)

Fine Arts: Students can choose from Art, Band, Chorus, Humanities, or Drama (1 Credit)

Electives: Students must have a career-ready focus area of at least 3 credits. This can include, but is not limited to: CTE pathways, Fine Arts areas, Journalism, Yearbook, etc. (9 Credits)

Honors, Advanced Placement and Dual Enrollment courses may replace some classes.

Class Placement: **Sophomore – 5 Credits Junior – 10 Credits Senior – 16 Credits Graduate – 25 Credits**

KDE requires that students be enrolled in a **Mathematics** and **English** course every year of high school.

Valedictorian/Salutatorian Requirements:

Students in the senior class who have the highest and second highest scholastic averages, based on numeric values of grades, and have attended Owen County High School for two (2) consecutive years shall be designated as Valedictorian and Salutatorian by the Guidance Counselor. This is based on procedures developed by the school site based decision making council.

- 1) Students must have completed and earned 5 credits of AP courses: At least 2 English, 1 Science, 1 Social Studies, and 1 Math.
- 2) The students' overall GPA will be determined by the NCAA Division 1 Standards: A=4 points, B=3 points, C=2 points and D=1 point.
- 3) Candidates must have full-filled the basic graduation required classes but must have at least 24 credits earned
- 4) All students will be recognized for their high academic achievement of 3.4 or higher
 - 3.4 – 3.599 students will be awarded "Cum Laude" at graduation
 - 3.6 – 3.799 students will be awarded "Magna Cum Laude" at graduation
 - 3.8 or higher students will be awarded "Summa Cum Laude" at graduation

Grading

Teachers maintain detailed, systematic records of the achievement of each student and shall send a report every four and one-half (4.5) weeks to the student to be given to their parent/guardian. A mid-term grade will be calculated half way through the course to become a part of the permanent record. Students will then receive a final grade upon completion of the course.

- **Each teacher shall administer a final exam for each course that will be calculated as one-fifth (1/5) of the students final grade for the class.**

Grading Scale: A = 100 – 92, B = 91 – 83, C = 82 – 74, D = 73 – 65, F = 64 – 0

TEXTBOOK SIGN-OUT GUIDELINES

When a student is assigned a textbook for a class, it is expected that the student return that textbook to the teacher upon request. Failure to do so will result in the student/guardian having to pay for the textbook at cost. Also if a student fails to return his/her textbook, that student will not be eligible to receive textbooks for any future classes.

Students will not be assigned textbooks until the signature page from this handbook has been returned to his/her advisor and all student fees have been remitted in full. Your child will not be issued a textbook if he/she failed to return a textbook, library book, or owes any fees for prior school year(s). Once all outstanding debts have been settled, we will issue textbooks to your child. Failure to return or pay for books, pay fees or any other outstanding debt will result in students not being able to attend school dances or Prom. Seniors will not be permitted to participate in Class Night or the Graduation Ceremony until all books are returned or paid for and all fees owed are paid.

2016-17 SCHEDULE OF STUDENT FEES

Students will be charged an instructional fee. This fee covers the cost of textbook rental, computer supplies, toner cost and other instructional supplies used in hands-on activities.

INSTRUCTIONAL FEE

Your child's fee is based on his/her lunch status. If your child pays for regular lunch, the fee will be \$30, if your child pays for reduced lunch, the fee will be \$15, if your child has free lunch, the fee will be waived.

Please check your child's lunch status before remitting payment to the school.

ADDITIONAL CLASS FEES

The classes listed below require additional fees. Students paying for reduced price lunch will pay ½ of the fee(s). The fee(s) are waived for students who receive free lunch. Payment should be given to the teacher of the class in which the fee is required. **Make checks or money orders payable to: Owen County High School or OCHS.** If mailing, mail to Attention: Bookkeeper, Owen County High School, 2340 Hwy 22 E, Owenton, KY 20359.

If student fees are not paid, privileges will be withheld until payment is received. (Example: school dances, Prom, class night, graduation ceremony, etc.)

There is a procedure in place to request a waiver or reduction in fees. This Free/Reduced lunch application can be picked up in the main office and must be returned within the first two weeks of school.

Agriculture	Fee	Reduced	Industrial Technology	Fee	Reduced
Greenhouse Technology	\$15.00	\$7.50	Foundations of Technology	\$10.00	\$5.00
Animal Science	\$15.00	\$7.5	Engineering Design	\$10.00	\$5.00
AgriScience	\$15.00	\$7.50	Technology Design	\$10.00	\$5.00
Ag Construction	\$15.00	\$7.50	Advanced Design Applications	\$20.00	\$10.00
Human Services	Fee	Reduced	Special Technology Topics	\$10.00	\$5.00
FACS Life Skills	\$15.00	\$7.50	Fine Arts	Fee	Reduced
Foods and Nutrition	\$20.00	\$10.00	Creative Art	\$10.00	\$5.00
Culinary Arts I	\$20.00	\$10.00	Visual Art/AP Art Studio	\$15.00	\$7.50
Culinary Arts II	\$20.00	\$10.00	Band	\$20.00	\$10.00
Science	Fee	Reduced	Honors Band	\$20.00	\$10.00
Dual Credit Biology (Lab Supplies)	\$15.00	\$7.50	History of Music	\$10.00	\$5.00
AP Chemistry (Lab Supplies)	\$15.00	\$7.50	Chorus	\$10.00	\$5.00
Anatomy & Physiology	\$15.00	\$7.50	Math	Fee	Reduced
AP Environmental Science	\$15.00	\$7.50	Freshmen Math (covers graphing calculators)	\$5.00	\$2.50

Payment is to be made no later than **December 1, 2016**

Textbooks will not be issued until student fees and all prior outstanding debt has been paid.

ATTENDANCE POLICY

The Staff of Owen County High School believes that each student has the opportunity to receive an education that will prepare the student to meet his/her future challenges. The regular attendance of the student is necessary for the student to receive this education. There is a direct correlation between attendance and student achievement. We expect students, with the support of parents, to maintain good attendance during the entire school year.

EXCUSED ABSENCE

Excused absences are those absences due to the following:

- A. Parent Note – a total of four days per school year will be excused with a note from the parent or guardian.
- B. Medical or Dental Appointment – visits to a doctor or dentist. Documentation is REQUIRED.
- C. Death in the immediate family (immediate family is considered as parent, brother, sister, grandparent, aunt, uncle, or person living in the same household). Documentation is REQUIRED.
- D. Serious illness in the family – same persons as listed in (C)
- E. Court appearance - a court appearance required by the court is excused. Documentation is REQUIRED.
- F. Religious holiday - this must be approved in advance by the Principal.
- G. Permit and Driver's test will be considered an excused absence **up to 3 hours** with proper documentation.
- H. Other valid absences that are excused by the Principal in advance, or in case of emergencies. The student and/or parent should not assume that an absence shall be excused unless approved in advance by the Principal. The Principal may excuse absences due to emergencies after the student returns to school.

Students with an excused absence will:

- A. Turn-in the absent note to the office when returning to school. A written note signed by the parent or other proof **must be presented to the attendance clerk within three (3) days of returning to school**. After the three (3) day grace period, notes may not be accepted.
- B. Make arrangements with teacher to make-up missed assignments.
- C. Make arrangements to complete all make-up assignments in the same number of days missed plus one (1).

UNEXCUSED ABSENCE

Unexcused absences are those that do not fit any of the excused absence categories.

Students with an unexcused absence will:

- A. NOT be allowed to make up assignments missed during the unexcused absence, unless assigned to do academic make-up work during ESS but will be allowed to make-up tests and major projects.
- B. Have the same number of school days, plus one (1), as the length of absence to complete all make-up tests. Teachers are encouraged to have test made up after school or during the next ESS session.
- C. NOT be allowed to participate in any extracurricular or co-curricular school activity until present for a complete day of school.

TRUANCY

Truancy is defined by KRS 159.150 as any child who has been absent from school without a valid excuse for three (3) days or tardy without valid excuse on three (3) or more days. Any student who has three (3) unexcused absences or tardies will be referred to the Director of Pupil Personnel as truant for parental contact. A student who is truant will:

- A. Discuss the truancy with the Principal for possible disciplinary action.
- B. Be given an unexcused admit slip to class
- C. NOT be allowed to participate in any extracurricular or co-curricular school activity until present or a complete day of school.
- D. NOT be allowed to make up assignments missed during the time the student was truant, but will be allowed to make up scheduled tests or major projects.

APPEALS

Parents who disagree with the determination of whether or not an absence is excused or unexcused by the Principal or Site-Based Decision Making Council/Appeals Committee may appeal the decision to the Director of Pupil Personnel located at the Board of Education.

SENIOR ATTENDANCE

Students who have reached the threshold of graduation at OCHS shall meet the following requirement to participate in Graduation Exercises: A twelfth (12th) grade student must have **fewer than 6.0 unexcused absences** (including suspensions) during the year. With the 6th unexcused absence, the student will be denied the opportunity of participating in all graduation exercises (including Class Night, Walking at Graduation, Project Graduation) for their graduating class. They will receive their diploma if they meet the graduation requirements but will forfeit the opportunity to participate in graduation exercises. **Eight (8) tardies (to school/class) will be equivalent to one (1) absent day.**

EXTRA-CURRICULAR ACTIVITIES WHEN ABSENT FROM SCHOOL

Students participating in extra-curricular activities will not be allowed to participate in ANY activity on the day they are absent from school unless approved by administration or the athletic director. Any student that has received a suspension will not be permitted to attend any function sponsored by the school and shall not be allowed on school grounds until the suspension has been completed.

TARDIES TO SCHOOL/TO CLASS/LEAVING SCHOOL

In order to provide a safe and orderly environment for your child, we have developed the following procedures for processing student tardies to school, to class, and tardies leaving school.

- A. When arriving to school after the tardy bell, all students must report to the office to sign in and receive an admit slip to class.
- B. If a student must leave school early, he/she must be signed out by their parent/guardian or designee located on student information sheet. Phone calls **WILL NOT** be accepted to allow students to leave school.
- C. If a child has a valid excuse (excused absence) to leave and the parent/guardian cannot come to school and sign the student out, the parent may send a note to school to allow the child to leave. The note needs to be submitted to the office **prior to 7:45 am** and approved before the student may leave. The administrative staff will determine whether or not your excuse is valid.
- D. Students that are 18 years of age may **NOT** sign out of school without an adult's signature unless approved by an administrator in advance. This approval must be done each time a student needs to leave and it also needs to be done **prior to 7:45 am**. Students may NOT sign their own parent notes unless approved by an administrator.
- E. Students who are considered tardy may use **two parent notes for tardies to school**, and **two parent notes for tardies leaving school** per semester. Excused or unexcused will be determined by our attendance policy. Failure to bring a note results in an automatic unexcused tardy.
- F. Each student has a five minute passing time to get to class. Students are to arrive to each class on time. Unexcused tardies to class/school will be disciplined according to the consequences below.

CONSEQUENCES FOR TARDIES

1st, 2nd, and 3rd Tardy

- > Student is escorted to classroom by sweep teacher

4th Tardy

- > Student is escorted to ISD
- > Student serves ISD that period
- > Student meets with Administrator

5th Tardy

- > Student is escorted to ISD for remainder of day
- > Copy the Student Tardy Policy from the Student Handbook
- > Student serves ISD next day
- > Student meets with Administrator
- > Parent contact made

6th Tardy

- > Student is escorted to ISD. Will serve 3 days ISD
- > Student meets with Administrator
- > Parent contact made

7th Tardy

- > Student is escorted to ISD. Will serve 4 days ISD
- > Student loses driving/parking privileges for 10 days
- > Parent/Administrator/Student conference

8th Tardy

- > Student is escorted to ISD. Will serve 5 days ISD
- > Student loses driving/parking privileges for remainder of semester
- > Parent/Administrator/Student conference

9+ Tardies

- > Administrator discretion

STUDENT EXPECTATIONS

All rules, regulations, and policies included in this manual are intended to conform to the School Board-Approved District Code of Acceptable Behavior and Discipline.

GOLDEN RULE: Do unto others as you would have them do unto you.

STUDENT RESPONSIBILITIES: Students at OCHS are expected to fulfill the following responsibilities:

1. **Participation:** Students have the responsibility to participate fully in their learning. Students must report to school and to all scheduled classes REGULARLY and ON-TIME, pay attention to instruction, complete assignments to the best of their ability and request help when it is needed. Students are expected to come to class with paper, pencil, and other required supplies as requested by the teacher.
2. **Behavior:** Respect for all school personnel: Students have the responsibility of showing respect for their knowledge and authority of all school personnel. Remember, any school employee has the authorization to correct a Student on the spot. Students should not defy authority; to do so will only lead to more severe consequences for behavior.

Students MUST USE ACCEPTABLE and COURTEOUS LANGUAGE. Rules for acceptable behavior within the individual classrooms will be carefully defined for students by individual teachers. It must be understood by students that teachers are individuals and therefore might expect different things and accept different types of behavior from their students. It is the students' responsibility to recognize differences and comply with them.

RESPECT FOR OTHER STUDENTS:

Every student should have access to a safe, secure, and orderly environment that is conducive to learning. Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

DISRUPTING THE EDUCATIONAL PROCESS:

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others.
2. Conduct which may damage public or private property, including the property of students or staff.
3. Illegal activity.
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities or
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

CONSEQUENCES FOR VIOLATING OCHS EXPECTATIONS

(All discipline is subject to Administrator discretion).

In-School Detention

The ISD room will be used for students who violate school policy or whose behavior is unacceptable in the classroom. Parents will be notified. Students in ISD will have work assigned by their teachers and counted present at school. It is the ISD facilitator's responsibility to contact the students' teachers to acquire school work to do while in ISD. It is the student's responsibility to turn in all completed work for credit to the ISD facilitator. Assignments must be completed before a student may be released from ISD. Any student assigned ISD is not allowed to participate in practice, games, or events during the time of the assignment. However, participation is allowed immediately after completion of the assigned amount of time to be served. Violation of ISD rules or disruptive behavior may result in suspension.

Suspension:

The School Administrator may suspend students from school and/or from riding the bus for violation of school rules. A suspended student will be prohibited from making up and receiving credit for daily work, daily quizzes or projects that are assigned and due during the period of suspension. Suspended students will receive credit for and allowed to 1) make up major work assignments made before the suspension and due during the suspension and 2) complete major tests and projects that are due during the suspension, but which cover materials that was addressed before the suspension began. Absences as a result of a suspension are unexcused absences from school. Suspended students may not attend school events or practices for school events.

Beyond School Control

After all efforts to improve identified behaviors have been exhausted, the Administrator reserves the right to file Beyond School Control charges with the Court Designed Worker for Level V behaviors and for habitually disruptive students.

PROCEDURES **Student Information**

FIRE, TORNADO, AND EARTHQUAKE DRILLS

Fire, tornado and earthquake drills are held at irregular intervals throughout the school year. Remember these basic rules:

- A. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire.
- B. Walk, but move quickly and quietly to designated areas. NO TALKING.
- C. Take any alarm seriously and begin evacuation as stated by procedures unless immediately instructed otherwise.

LOCKERS

- A. Each student will be provided locker space and a locker.
- B. Student MUST use the locker space ASSIGNED to them.
- C. Student must keep their lockers properly closed and locked.
- D. Students are not permitted to place stickers/taped papers on lockers.
- E. Students must lock their lockers properly and keep combinations confidential to insure security of belongings.
- F. All lockers are the property of Owen County High School and may be searched at any time.

PHONES

- A. NO STUDENT is to use the office phone unless there is an emergency. An emergency constitutes when a student needs immediate assistance due to illness or anything that may cause student harm.
- B. No personal calls will be received in the classroom. If a call is received, teachers should immediately refer the caller to the main office.
- C. Calls made from classroom phones are made at the teachers' discretion. Teachers may deny access to their phone at any time. Students can be sent to the office to use the phone ONLY IN CASE OF EMERGENCY.

POSSESSION/USE OF TELECOMMUNICATION DEVICES

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 telecommunications devices as defined by law provided they observe the following conditions.

1. Devices shall not be used in a manner that disrupts the educational process. Telecommunication devices should not be visible during school hours unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise. Devices shall be turned off and operated only before and after the regular school day. When students violate this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, a staff member may confiscate the device, which shall only be returned to the student's parent/guardian.

POSSESSION/USE OF TELECOMMUNICATION DEVICES – continued

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.
 - 1st Offense** – Student will be asked to give the device to the teacher or Administrator, device will be returned at end of day.
 - 2nd Offense** – Student will be asked to give the device to the teacher or Administrator, device will be returned only to the parent.
 - 3rd + Offense** – Administrator discretion for consequences.

KRS 158.165 “Paging Device” means a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

PORTABLE MUSIC DEVICES

While portable music devices are allowed, they may only be used before and after school and during lunch. **No headphones or ear buds** are to be used in any classroom or hallway. If a student is caught using headphones or ear buds in class, they will be given to the teacher immediately and the teacher will keep them until the end of the day. If a student refuses to give up these items, ISD will be assigned (one to three days) or suspension may occur. Punishment is up to the discretion of OCHS administration.

CELL PHONE POLICY

Student may have their cell phone out and text, check messages or email in the cafeteria during breakfast and lunch. Also, students will be allowed to check their cell phones in between classes in the hallway. No student is allowed to talk or take pictures on their cell phone unless a staff member has given that permission.

No cell phone usage is allowed in any classroom. If a student is caught using or checking their cell phone in class, the phone will be given to the teacher immediately and they will keep it to the end of the day. If a student refuses to give up their cell phone, ISD will be assigned (one to three days) or suspension may occur. Punishment is up to the discretion of OCHS administration.

WRONGFUL USE OF COMPUTER AND CONSEQUENCES

OCHS has fantastic technology, and it is to be used for educational purposes only. When students go to unauthorized web sites, download files not related to education, play games, or break our acceptable use policy, the student will lose internet and email privileges.

- 1st Offense** – Three Weeks Off
- 2nd Offense** – Nine Weeks Off
- 3rd Offense** – Off for the rest of year

Administrators have the right to ban a student from our computers for major infractions. Students will be taken off without notification. If the student is in a computer class, iclass, or any other class that requires a computer, it will be up to the student to get the work finished on a computer outside of the school system.

TRAINED DOGS

Use of trained dogs to locate contraband (prohibited items) on school grounds shall be subject to the following conditions:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The Principal or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe areas.
4. All dogs shall be on a lease and will not be allowed to come in close proximity to any student.
5. During the time that the trained dogs are on the premises, **the building will be in lock-down mode. No one is permitted to enter or leave the building until the trained dogs are finished.**
6. The alert of a trained dog to an item or area shall qualify as reasonable grounds on which to base a search.

PENALTY: Violation of this policy may constitute reason for suspension or expulsion. In addition, if administration has reasonable belief that a violation has taken place on school property or at a school-sponsored function that involves student possession/use of controlled substances, they shall immediately report the offense to law enforcement officials.

USE OF CORRIDORS

- A. Students are not to engage in horseplay, shouting, or fighting in halls.
- B. Students are not to run in the halls at anytime.
- C. Students are not to congregate outside of classroom doors before the bell or during lunch.
- D. During class, students are not to be in the halls, lockers or designated bathrooms without an approved pass from a teacher or administrator. It is the student's responsibility to obtain a pass before leaving the classroom or offices.
- E. Students should not tamper with defibrillators, fire alarms, fire extinguishers or make emergency 911 calls.
Inappropriate actions related to these items will result in charges and possible referral to the Board of Education.

CARE OF SCHOOL AND PERSONAL PROPERTY

Pupils shall be held responsible for damage to school property. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages, or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. In addition, when reasonable belief exists that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purpose of determining when to make a report, damage to school property shall refer to instances involving:

1. Intentional harm.
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

Any pupil, organization, or group of pupils who steal or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary, as well as requiring restitution and/or police intervention.

OTHER EDUCATIONAL PLACEMENT

Students who are assigned to continue their education at another location other than the OCHS campus for disciplinary reasons will not be eligible to attend or to participate in any extra-curricular activities, special events, organizations, practices or games during the school year.

SALES ON SCHOOL PROPERTY

Any sale of goods to pupils or others for private enterprise may not be made on school property.

SCHOOL DANCES

At various times during the school year, school connected organizations will sponsor dances. Owen County High School dances are open to presently enrolled OCHS students only. At least four adults will chaperone each dance, two of which will be faculty members. Students attending school sponsored dances will be expected to follow all school policies and regulations. *Exceptions include Sweetheart Dance/Winter Ball and Prom. Persons attending the Sweetheart Dance/Winter Ball or Prom must be under 21 years of age and show proof with a picture ID at the door, and **pre-approved by the Principal.***

EXPECTATIONS FOR EXTRA-CURRICULAR EVENTS (Prom/Dances, Class Night, etc.)

1. Passing 4 of 6 classes
2. Not having six (6) or more unexcused absences (including suspensions)
3. Not considered habitually disruptive (to be determined by Administrator based on year-long behavior)
4. Must attend school on day of event or last day prior to event if event is not held on school day – Saturday, student must attend school Friday.

ASSEMBLIES

At all times the students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, excess screaming, boisterousness, and talking during a program.

EXTRA-CURRICULAR ACTIVITIES WHEN ABSENT FROM SCHOOL

Students participating in extra-curricular activities will not be allowed to participate in ANY activity on the day they are absent from school unless approved by administration or the athletic director. Any student that has received a suspension will not be permitted to attend any function sponsored by the school and shall not be allowed on school grounds until the suspension has been completed.

BUS RIDING REGULATIONS

The school bus driver is in full charge of the bus. Students are expected to be respectful to their bus driver. Students' misconduct is expressly prohibited and shall be subject to disciplinary action. Any behavior creating a disruption to the bus driver, or any dangerous or distracting action which would endanger the safety and welfare or infringe upon the rights of others will be dealt with accordingly.

RIDING A DIFFERENT BUS

A **BUS PASS** IS REQUIRED IN ORDER TO RIDE A BUS OTHER THAN THE ONE TO WHICH A STUDENT IS ASSIGNED. This requires a note from home with a guardian signature and a telephone number for verification. We also need the bus number and physical address where the student is going. **Notes must be left in the office before 7:45 am** and will be available at the end of the school day. **Phone calls will not be accepted by office staff for a bus note.** No student will be allowed to permanently change a bus route without the permission of the Director of Transportation.

DINING ROOM RULES & REGULATIONS

Teachers will take their students, as a group, to and from the dining room. All students must go to the dining room during lunch. Teachers will see that the lunch schedule is strictly enforced. Absolutely no food should be taken out of the dining room. **Deliveries from outside stores/restaurants are not permitted.**

DINING ROOM

- A. Use both sides of the food bar.
- B. Wait patiently in line, DO NOT cut in front of another student.
- C. Only purchase items for yourself.
- D. Sit wherever you wish, unless otherwise assigned.
- E. Keep the dining room area clean.
- F. Refrain from moving seats and placing chairs at tables.
- G. Return all trays and trash to the return window.
- H. Leave as a group upon the end of your designated lunch time.
- I. Remain in dining room area unless you obtain permission from the dining room supervisor to leave.

PROCEDURES

Parent Information

VISITORS

All visitors are encouraged to make an appointment before visiting OCHS. Parents/Guardians are encouraged to visit at their convenience. If parents/guardians wish to have a conference with individual teachers of their children, they should arrange an appointment through the front office. Students will not be allowed to bring visitors to school. Students are allowed to bring a guest to certain school-sponsored extracurricular activities; however, these guests must be signed up in the office and approved by the Principal. OCHS has a closed campus, and all visitors must report to the office first upon entering. Anyone who is a visitor must be approved by administration, must sign in and out at the front office, and wear a badge identifying them as an OCHS visitor. Office staff will telephone the teacher to get permission for a visitor to proceed to a classroom.

MESSAGES

- A. Only messages which indicate an emergency will be delivered immediately.
- B. Messages concerning transportation or other important and pertinent information will be accepted and delivered during lunch or at the end of the school day. **(Bus notes are not accepted over the phone. Bus notes must be hand written by parent/guardian. Student must bring note to the office before 7:45 am and will be verified).**
- C. No messages can be reasonably taken and delivered **after 2:30 pm.**

OTHER EDUCATIONAL PLACEMENT

Students who are assigned to continue their education at another location other than the OCHS campus for disciplinary reasons will not be eligible to attend or to participate in any extra-curricular activities, special events, organizations, practices or games during the school year.

COLLECTION OF DEBTS

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by mail or phone. The records and certain privileges of a student will be held if the student has a debt to the school for lost or damaged textbooks, instructional materials, or equipment; lost or damaged library materials; lost or damaged athletic equipment; club or organization materials or fund raising merchandise or money not turned in; damages to school property or buildings; fee money; or any other debts that are deemed legitimate by the Principal.

WITHDRAWAL PROCEDURES

A student who must withdraw from OCHS during the school year should contact the counselor. Each student will be provided with an individual conference in order to complete the necessary details related to:

- 1. Verification of withdrawal
- 2. Return of textbooks
- 3. Clearance of charges and fees
- 4. Transfer of credits to another school
- 5. Transfer of health records to another school
- 6. Related Counseling

RECORDS DISCLOSURE

Owen County Schools want to inform you that when a student attains the age of eighteen (18) years, the rights accorded to and the consent required of the parent transfer from the parent to the student. Your rights as a parent regarding review, inspection and disclosure of records will transfer to your child unless you provide the school district with evidence that there is a court order to legal document showing yourself as the youth's representative in educational matters. The district does not disclose educational records of a youth over the age of eighteen (18) to the parent or guardian without:

- 1. Youth's written consent
- 2. Court order
- 3. Proof that the youth is a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

If you have any questions or concerns regarding this information, please contact the Director of Pupil Personnel at 502-484-4009.

RELEASE OF STUDENTS & STUDENT INFORMATION TO DIVORCED/SEPARATED/SINGLE PARENTS

The Board of Owen County Schools shall release student or information concerning the student to parents, guardians, or individuals acting as a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters such as divorce, separation or custody, or a legally binding document which provides instruction to the contrary. Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures. Unless the school has been given evidence of state law or court order concerning the status of the student:

1. both parents shall have equal access to any information concerning the student.
2. both parents shall have the right to release the student under their care.
3. students may not be released unless the appropriate paperwork is completed and on file in the Principals office.

STUDENT INSURANCE

Student insurance may be purchased through a group plan at a nominal charge to cover students while at school participating in school activities. All athletes will be required to either purchase this insurance or show proof that they are adequately covered through their family's insurance.

RENTAL/USE OF SCHOOL BUILDING

Students are not to be in the building after school hours unless prior arrangements have been made through the principal. Students must be accompanied by a teacher or staff member. To rent/use school facilities, go to our website, www.owen.kyschools.us Click on STAFF, FORMS, FACILITY RENTAL REQUEST FORM. Complete and return form to appropriate school for approval. Forms are also available in the front office at OCHS.

ANNUAL NOTIFICATION OF PARENTS

Please refer to the Owen County Schools [Code of Acceptable Behavior and Discipline](#) for the [Annual Notification of Parents](#).

DRESS CODE

If the student's appearance is considered a possible detriment to the normal school progress and orderly operation of the school, he or she will be disciplined. The conditions listed below are to be met:

1. All wearing apparel must fit properly and be of reasonable length. Pants need to cover all undergarments.
2. All tops must be long enough to completely cover waist/mid-section of the body and have an appropriate neckline.
3. Students are not to wear chains, medals or other jewelry or clothing that could cause possible injury while on school grounds or attending school related events.
4. Students (male or female) are not to wear hats or sunglasses inside the building. If a hat is worn to school, it must be concealed upon entering the building.
5. Students are NOT to wear any sleeveless shirts or biker shorts (example: lycra, spandex).
6. Students are NOT to wear clothing promoting alcohol, drugs, sexual activity, tobacco or clothing that is considered offensive to other persons or groups of people. Confederate flag apparel is prohibited.
7. Students are NOT to wear clothing that has vulgarity written on it or makes reference to inappropriate ideas.

Appearance should be held in high regard. Students should always dress appropriately. Use common sense when dressing for the school day. Should a student refuse to change, they will be sent home for the remainder of the day. The teacher or administrator is the sole determinant of appropriate or inappropriate dress.

STUDENT DRIVING REGULATIONS

OWEN COUNTY HIGH SCHOOL DRIVER'S CODE

Driving is a student privilege that can be revoked at any time by administration.

1. All student drivers must be passing five of six classes at the progress reporting interval.
2. Students must adhere to a 10 mph speed limit and one way areas at all times.
3. Students must park in designed parking space.
4. An open lane must be maintained through the parking lot at all times.
5. Students should lock their cars. OCHS is not responsible for loss of or damage to student property.
6. Students must enter the building upon arrival to school campus. NO loitering or cruising.
7. Student drivers should make every effort to give buses the right of way in the general vicinity of the school campus.
8. Students may not go to the parking lot during school hours without prior approval from the main office.
9. Students need to have a completed registration form.
10. **Students will be required to purchase a parking permit for \$20.00. Permit must be displayed visibly every day.**
11. Student vehicles may not exhibit inappropriate language, stickers, or pictures.
12. Students may **NOT** park in visitor parking spaces at any time.
13. **Vehicles without current parking permit will be towed at owner's expense.**
14. **If you lose your parking permit, you will be required to purchase a new permit at full price, \$20.00.**

NO PASS/NO DRIVE STATUTE

The "No Pass/No Drive" Statute (KRS 159.051) became law on June 25, 2007 with implementation beginning August 1, 2007. This statute will involve 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 (4) 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 . Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a driver's license permit (Instruction Permit) 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 (9) 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.

DRIVING PRIVILEGES FOR AREA TECHNOLOGY CENTER

All career and technical students must seek prior approval to drive to vocational school from the Principal at Carroll County Area Technology Center. The Principal will give the student written permission that must also be signed by a guardian as well as by the OCHS Principal. We will not accept any phone calls from guardians. Failure to follow this guideline will result in action at the Administrator's discretion.

SEARCH AND SEIZURE

Purpose: To maintain order and discipline in the schools and at school-sponsored activities and to protect the safety and welfare of students and school personnel. Authorized school personnel reserve the right to conduct a search of a student, locker, book bag, student possessions/belongings or vehicle if they have reasonable suspicions for a search. Such searches may result in seizure of any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in the school rules available beforehand to the student. As used in this policy, the term “student vehicle” means a vehicle over which a student exercises responsibility and/or control on school property or off school property, and at school sponsored activities. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches: A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator or designee has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult of the same sex present unless the health or safety of students or school personnel will be endangered by the delay which might be caused by following the procedures.

Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility of the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Student Vehicles: Students are permitted to park on school premises as a matter of privilege, not of right. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. When reasonable suspicion exists that a student’s vehicle or the contents thereof pose a threat to student health, safety, or welfare, or of disruptions to the educational process, the school administration may refer the matter to law enforcement authorities.

Seizure of Illegal Materials: If a properly conducted search yield illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

Breathalyzer or Other Tests: Local Law enforcement officials may administer breathalyzer or other tests at the request of school officials to assist in investigations without prior notification or approval of parents/guardians.

WEAPONS AND DANGEROUS INSTRUMENTS INCLUDING KNIVES

Carrying, bringing, using, or possessing any firearm or other deadly weapon or destructive devices or booby trap device or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. IN ADDITION, STUDENTS ARE PROHIBITED FROM POSSESSING A KNIFE OF ANY KIND OR SIZE, INCLUDING, BUT NOT LIMITED TO, A POCKETKNIFE AND/OR HUNTING KNIFE, IN ANY SCHOOL BUILDING, ON SCHOOL GROUNDS, IN ANY SCHOOL VEHICLE, OR AT ANY SCHOOL-SPONSORED ACTIVITY. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of weapons on school property.

CRIMINAL VIOLATIONS

Students are accountable for their schools in their roles as students as well as to the law in their capacities as citizens. The criminal laws of the Commonwealth of Kentucky and of the Federal Government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local school board policy. When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, theft, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency and cooperate with the agency/agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it would be a personal option to press charges. The district shall give full support to the aggrieved individual.

HARASSMENT/DISCRIMINATION POLICY

(Includes Sexual Harassment)

DEFINITION

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

PROHIBITION

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

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

PROCEDURES

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

NOTIFICATION OF PARENTS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

PROHIBITED CONDUCT

Conduct and/or actions prohibited under this policy include but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Sexual remarks in the context of the classroom and/or workplace.
4. Impeding the progress of a student in class or impeding the work of an employee by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the student or employee.
5. Limiting access to educational tools based on the employee's or student's gender, race, color, religion, national origin, or disability.
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

DISCIPLINE POLICY AGAINST FIGHTING

Any student, who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds will be dealt with harshly. Fighting and violent behavior has become a major problem in schools. Therefore, the following rules are in effect for any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds.

1. Anyone engaging in fighting or any kind of violent behavior will be subject to school disciplinary procedure and may be reported to appropriate law enforcement personnel.
2. If a student can avoid fighting or violence and fails to do so, that student may be reported to appropriate law enforcement personnel.
3. Student fighting and other violent behavior may result in suspension and/or a hearing before the Board of Education. If a student is involved in a fight at school, in addition to penalties imposed by the school discipline code, the administration may report the incident and notify proper authorities with charges resulting from behavior. Law enforcement authorities may be contacted and may remove students when student behavior warrants such action.
4. The Principal or Assistant Principal will deal with all problems relating to such conduct, and such conduct will be dealt with harshly.

DISCIPLINE GUIDE ACTION-CONSEQUENCE

This does not cover the entire set of violations. Other violations will be handled by school administration with references to the Student Code of Acceptable Behavior and Discipline.

ALL DISCIPLINE IS SUBJECT TO ADMINISTRATOR DISCRETION

Tardiness to School/Class/Leaving School

Please refer to Attendance Policy, Consequences for Tardies.

Leaving School-Grounds without Permission/Skipping School

1st Offense – 3 days ISD, Loss of Driving Privileges for two weeks

2nd Offense – 6 days ISD, Loss of Driving Privileges for six weeks

3rd Offense – Administrator Discretion

Fighting

1st Offense – Out of School Suspension

2nd Offense – Suspension, Referred to Superintendent

3rd Offense – Suspension, Referred to Alternative Education

OCHS Reserves the right to file Beyond School Control

Verbal Altercation

1st Offense – ISD (In School Detention)

2nd Offense – 3 Days ISD

3rd Offense – Out of School Suspension

Dress Code Violation

1st Offense – Change Clothes

2nd Offense – Change Clothes, ISD

3rd Offense – Change Clothes, ISD

Alcohol/Drugs

No pupil shall possess, use, be under the influence of, sell or transfer any of the following on or about school property, at any location of a school-sponsored activity, or in route to or from school:

1. Alcoholic beverages; 2. Controlled drug substances and drug paraphernalia; 3. Substances that “look like” a controlled substance, evidence the student’s intent to pass off the item as a controlled substance. In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Drugs Defined: Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.020. Authorized Medication: Use of drugs authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

Possession/Use

1st – Out of School Suspension, drug testing/counseling/pre-expulsion

2nd – Recommend Expulsion for Year

Transmittal of Alcohol/Drugs

1st – Recommended for Expulsion for Year

Suspicion of Alcohol will result in a certified breathalyzer given by the local or state law enforcement

Public Display of Affection

1st – Warning

2nd – ISD

3rd – Administrator Discretion

Cheating/Plagiarism

A zero will be given for work/Parent contact made

Driving Violations

1st – Administrator Discretion

2nd – Suspension or Loss of Driving Privileges

3rd – Conference with Law Enforcement

Bus Riding Violations

1st – Administrator Discretion

2nd – Suspension or Loss of Riding Privileges

3rd – 3 Days ISD/Parent Contact

Lunchroom Violations

Consequences will be administered according to type of violation (ex: Leave tray – clean up lunchroom)

Skipping Class

Inappropriate Behavior

Classroom Disruption

Disrespectfulness/Defiance

Profanity

- Administrator Discretion

Telecommunication Devices

(such as Cell Phone, I-Pod, Headphones, etc.)

1st Offense – Student will be asked to give the device to the teacher or Administrator, device will be returned at end of day.

2nd Offense – Student will be asked to give the device to the teacher or Administrator, device will be returned only to the parent.

3rd + Offense – Administrator discretion for consequences.

- Students may be allowed to use listening devices during silent work time at the classroom teachers discretion

Tobacco

The use/possession of any tobacco product is prohibited in any building owned or operated by the Board. Students shall not use/possess tobacco products at school, on a school bus, at any school-related activity, at any school sponsored/endorsed activity including all athletic events, school dances and prom while said student is a participant in such activity.

1st Offense – confiscation of tobacco product and 3 days ISD. Violator provided with information concerning the health risk of tobacco and information regarding available help if they decide to quit.

2nd Offense – confiscation of tobacco product and 3 days out of school suspension. A petition will be filed by the Principal/Assistant Principal to the CDW with Owen County Juvenile Court. Successful completion of an approved tobacco education program may be considered as an alternative action to the suspension portion of the penalty set forth in this offense.

3rd Offense – confiscation of tobacco product and 5 days out of school suspension. Principal/Assistant Principal will request pre-expulsion conference.

Repeat offenders may receive more severe discipline action.

The OCHS Discipline code expects the student to follow the same rules of conduct on the bus and at school related activities or activities where he/she represents OCHS as he/she would on school property. This code of conduct is targeted specifically toward the needs of OCHS students. Any offense not covered within this code can be found in the Owen County Schools Code of Acceptable Behavior and Discipline.

FOOD SERVICE INFORMATION

FREE & REDUCED PRICE APPLICATIONS

In order for a student to receive free or reduced-price lunch and/or breakfast, there must be an approved application on file in the school. Students that wish to apply must have the application filled out and signed by the parent or guardian and returned to the office. Students may apply for free and reduced price lunches at any time during the school year.

BREAKFAST

YES! Breakfast is important – too important to leave to chance. Breakfast is the meal that fuels us with energy to start a new day. Without breakfast, we're "running on empty" until lunch. Breakfast will be served between 7:25am and 7:40am.

BREAKFAST PRICES

Adult/Staff - \$2.00

Students - \$1.25

LUNCH PRICES

Adult/Staff - \$3.50

Students - \$2.50

Price includes: 1 Entrée, 1 vegetable or fruit, and 1 milk. If no vegetable or fruit item, you will be charged A La Carte price.

A LA CARTE ITEMS are extras offered above the meal pattern. Students are welcome to purchase any of these items. However, students may not charge any a la carte item.

MEAL CHARGES

The District strongly advises against students charging their meals unless it is an emergency. Students are notified when a charge occurs. In addition, written notification will be sent home to parent/guardians twice monthly. If charges become excessive, verbal communication will be attempted. The District reserves the right to revoke the charging privilege if it becomes excessively abused.

The goal of school food service is to provide healthy meals to all students on a daily basis. It is not the intent of school food service to deny a student a meal or embarrass a student due to cafeteria charges. Every effort will be made to help any family that is in need.

YOUTH SERVICE CENTER

The Youth Service Center is a program for middle and high school students and their families. The purpose of the center is to provide services that will help all students to be more successful in school. Some of the services that are available include recreational activities; summer and part-time job development, employment counseling, training, and placement; drug and alcohol counseling; family crisis and mental health counseling; and referrals to health and social services. Students and parents are welcome 7:30 am until 3:30 pm every Monday through Friday. The center is located in the high school.

GUIDANCE INFORMATION

Doug Wainscott, Guidance Counselor

- Students that plan to enroll in Dual Credit College Courses need to complete the ACT in April at the end of 10th Grade
- Students should plan to take the ACT at least once in grades 11 and 12. ACT scores provide a maximum of \$500.00/year towards a postsecondary institution through the KEES Scholarship.
- Students that plan to try for Governor's Scholar or practice for the SAT should take the PSAT in both the 10th and 11th grade. These exams are given in October.
- In planning to pursue Governor's Scholar and you meet the requirements; you need to get an application from the guidance office.
- Students that plan to pursue the military option or need a comprehensive Career Interest Inventory or Aptitude Test should take the ASVAB in the 11th Grade.

KEES SCHOLARSHIP: This scholarship is available to all Kentucky high school students who plan to go to a Kentucky postsecondary institution after high school. This can be a career and technical school, two or four Year College, or any other trade school. This is based on your grade point average for each year. You can earn up to \$500.00/year, plus an ACT bonus during your junior and senior years. The money you earn will be available for 4 years after high school. See the counselor's office for a brochure showing how much you can earn in high school.

SENIORS

- Consult your senior handbook for transition to the world of work or postsecondary institutions.
- It is your responsibility to consult with the counselor periodically throughout the year in regards to your plans for college and technical schools. You need to obtain a scholarship update from the guidance office and complete the forms promptly in accordance to the deadlines.
- It is strongly encouraged that FAFSA applications be completed the first week of February; therefore income tax forms must be complete before that time. Financial aid processing is completed first come first serve and based on need.
- Seniors may take postsecondary institution visits and must provide one week notice to the counselor and attendance clerk of the visit and have principal approval and provide documentation (attendance certificate from admission's office). All other days will be excused with parent note only.
- Seniors need to provide all staff member's one week notice for letter of recommendations. Pick up a recommendation form from the guidance office.

SENIOR ATTENDANCE: Students who have reached the threshold of graduation at OCHS shall meet the following requirement to participate in Graduation Exercises: A twelfth (12th) grade student must have **fewer than 6.0 unexcused absences** (including suspensions) during the year. With the 6th unexcused absence, the student will be denied the opportunity of participating in all graduation exercises (including Class Night, Walking at Graduation, Project Graduation) for their graduating class. They will receive their diploma if they meet the graduation requirements but will forfeit the opportunity to participate in graduation exercises. **Eight (8) tardies (to school/class) will be equivalent to one (1) absent day.**

SENIOR FEES: Seniors will not be permitted to attend Prom or take part in Graduation exercises if the student owes the school fees, including lunch charges.

OFFICIAL GUIDELINES FOR SENIORS TAKING COLLEGE COURSES

1. Students can take no more than 12 hours of college credit per school year.
2. Student eligible based on PLAN and ACT scores may take college classes as offered through the NKU 4 + 1 Program. Parents will be notified of student eligibility and a conference will be established with parent and student to further explore student participation options.

SENIOR YEARBOOK PHOTOGRAPHS: Any graduating senior that does not have his/her photograph taken by the school photographer WILL NOT be pictured as a senior in the OCHS yearbook. There is no cost for this picture to be taken.