

**ROCKCASTLE COUNTY HIGH SCHOOL**  
**Student Handbook**

Each RCHS student is required to have their handbook in their possession anytime they are out of the classroom. Failure to have the student handbook can result in a placement in the PASS Room.

*Each RCHS Handbook is the property of RCHS  
and is not to be destroyed without penalty.*

**Rockcastle County High School**  
**P O Box 1410**  
**1545 Lake Cumberland Road**  
**Mount Vernon, Ky. 40456**  
**Main Office Phone (606) 256-4816**  
**Main Office Fax (606) 256-3755**

**Mission Statement**

The mission of Rockcastle County High School is to equip all students with sufficient skills to become contributing members of society.  
Rockcastle County School: Providing Equal Education Opportunities.

**Amended May 2018**

**\*Policies are subject to change pending SBDM approval.**

Rockcastle County High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title VI, Title VII, Title IX, Section 504, Americans with Disabilities Act, and Age Discrimination Act 1975. Any person having inquiries concerning the Rockcastle County Public Schools' compliance with Title VI, Title VII, Title IX, Section 504, Americans With Disabilities and Age Discrimination Act 1975 is directed to contact the Principal, who has been designated by the Rockcastle County Board of Education to coordinate the school's efforts to comply with Title VI, Title VII, Title IX, Section 504, Americans With Disabilities and Age Discrimination Act 1975. The Principal can be contacted at 1545 Lake Cumberland Road, Mt. Vernon, Kentucky 40456, or at (606) 256-4816.

**THIS IS THE AGENDA OF:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## **ROCKCASTLE COUNTY HIGH SCHOOL DISCIPLINE AND CLASSROOM MANAGEMENT POLICY**

The Discipline Committee will review the student handbook annually for needed revisions to accommodate school and district policies. Rockcastle County High School shall provide a safe, orderly and caring learning environment for students. All staff members shall assume responsibility in creating this learning environment.

The Discipline committee will present any suggested changes in the student handbook to the council for approval.

### **RCHS 2018-2019 Schedule**

All teachers are to be in their classroom or designated area at 7:45 AM. Buses arrive by 7:55 AM, and breakfast is served until 8:05 AM.

<b>8:00</b>	<b>First Bell</b>
<b>8:10 – 9:05</b>	<b>Period 1</b>
<b>9:05 – 9:10</b>	<b>Morning Break</b>
<b>9:15 – 10:10</b>	<b>Period 2</b>
<b>10:15 – 11:10</b>	<b>Period 3</b>
<b>11:15 – 1:00</b>	<b>Period 4</b>
<b>1:05 – 2:00</b>	<b>Period 5</b>
<b>2:05 – 3:00</b>	<b>Period 6</b>

**UPSTAIRS RESTROOMS BY THE SCIENCE DEPARTMENT are the ONLY restrooms to be used during lunch by those students at lunch. Student in class must use the restrooms following the same procedures as all other class periods.** Students may remain in the cafeteria during lunch or wait in the gym corridor by the trophy case.

### **Requirements for Admission**

- **Birth Certificate**
- **Immunization – certificate on Kentucky forms**
- **Physical Examination** – report from a doctor
- **Residence Defined** – Only pupils whose parents are residents of the Rockcastle County School District, or pupils who are legal residents of the school district, shall be considered residents and entitled to the privileges of the Rockcastle County School District.

### **Transfers from Non-accredited Schools and Home School**

The local district shall be responsible for the appropriate class or grade assignment of a pupil transferring from a non-accredited secondary school or home school.

### Withdrawal from School

Any student who is transferring or withdrawing from school for any reason must notify the principal or guidance counselors in order to obtain a proper release, which includes the payment of all fees and debts. ALL materials, including textbooks and library books must be turned in upon withdrawal.

### Requirements for Graduation

Rockcastle County High School requires twenty-four units of credit for graduation. The required classes are:

- **4** credits of English (English 1, 2, 3, 4). Each course is a prerequisite to the next level.
- **4** credits of Math, (Algebra I, II, Geometry) and 1 math elective.
- **3** credits of Science (Physical Science, Biology 1 and either Chemistry, Physics or Earth Science). Note: Biology I credit may be awarded for students completing Agri-Biology. One science class must be taken in grades 9, 10 and 11.
- **3** credits of Social Studies (Civics and Geography/A.P. Government and Politics, World History or A.P. World History, U S History or A.P. U S History).
- **1** credit of Health/Physical Education. (Health/P.E. credit may be awarded for students completing JROTC)
- **1** credit of Arts/Humanities (can come from a variety of courses).
- **8** elective credits.

**Students must also complete an Individual Learning Plan (ILP).**

### Commencement Program

Only those seniors who have fulfilled the requirements for graduation set by the State Department, the district, and RCHS are allowed to participate in the graduation ceremonies. Students must also return all textbooks and school property and pay all fees in order to receive their diplomas.

### Grading Policy

<b>90-100 = A</b>	<b>80-89 = B</b>	<b>70-79 = C</b>	<b>60-69 = D</b>	<b>0-59 = F</b>
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The Grade Point Average (G.P.A.) of each student shall be calculated using the following scale: **A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points.**

In Advanced Placement and Dual Credit courses a weighted scale will be used to calculate G.P.A. The weighted scale will be: **A = 5 points, B = 4 points, C = 3 points, D = 2 points, F = 0 points.**

**Students and parents who want to learn more about dual credit opportunities can refer to pages 32-34 in the course guide, located on the Rockcastle County High School website.**

### Incomplete Grades

If a teacher issues a student an incomplete grade, that grade must be changed to a passing or failing grade **within 10 days**. It is the student's responsibility to ensure that the work is completed. If the student fails to complete the work within 10 days, an "F" shall be assigned as the grade.

## Rockcastle County High School Dress Code & Discipline Policies

### Student Handbook

The RCHS Student Handbook is required to be in the student's possession the entire school day. In order to exit the classroom, the handbook is required to be signed by the classroom teacher, stating time left and destination. The classroom teacher should then require the handbook to have a return to class time and signature from the staff member supervising the location where the student left class to visit.

**If a student leaves the classroom without their handbook, they will be placed in PASS for the rest of the period during which they left class.**

### Dress Code

**Dress code requirements apply to all students (male and female) and are to be followed during school hours. Students who are participating in Physical Education classes must also adhere to all dress code requirements before entering the hallways or classrooms. Teachers of the physical education classes will set the dress codes for the physical education classes. During extra-curricular events, the administration reserves the right to deem student attire inappropriate or unacceptable and may require the student to change attire or exit the premises.**

1. Shoes must be worn at all times.
2. Any Shorts, skirts, dresses, and skorts between three (3) and six (6) inches from the top of the knee must be worn with **non-transparent** leggings, pants or tights.
3. No sleeveless shirts or off-the-shoulder clothing will be permitted. Students who participate in a sport or club that have sleeveless shirts that are a recognized part of an official school uniform will be the only ones to vary from this. And then, only during regular practice/competition times.
4. Pants, jeans, shirts, shorts, or any other clothing item that contains a hole exposing skin 3 inches above the knees is not permitted while attending RCHS. Any questionable garment may be required to be covered during the school day.
5. Students are not permitted to wear sunglasses, hats, caps, or another head covering during the school day unless authorized for a school activity. Caps/Hats must be stored in a backpack/locker during the schools day.
6. No clothing shall be permitted which promotes alcohol or drugs or which bears offensive language, pictures, signs, or offensive insinuations. Examples include, but are not limited to, "Big Johnson," "Co-ed Naked," "Hooters". If it is illegal for you to do, it is banned on clothing in our building.
7. All clothing must be properly buttoned, snapped, or otherwise fastened.
8. See-through clothing, bare midriffs, and any article of clothing considered indecent or distracting is prohibited. This includes any clothing which reveals cleavage or is considered too tight.

9. Shirts must be of length that they could be tucked in and remained tucked in whether sitting or standing or stretching. We are not attempting to enforce that shirts be tucked in, but to enforce the fact that shirts must be of proper length to cover the midriff region the entire time the shirt is worn. At no time should a student's shirt expose the bare back or midriff.
10. Clothing that is excessively baggy will not be tolerated.
11. All pants and shorts must be worn at the waist. The waist is considered the area ABOVE the tip of the hipbones. Underwear cannot be visible at anytime. In addition, no bras or bra straps should be visible.
12. Any coat or jacket that is considered to be excessively large must be removed immediately and placed in the office. It may be required that the student not return with the jacket again.
13. Any item of clothing or attire (including but not limited to contact lenses, colored hair, cosmetics, etc.) which distracts the attention of other students from learning will not be permitted.
14. Any writings, drawings etc. on one's personal property, one's own self, or school property, that is deemed as intimidating, prejudicial, threatening, and counterproductive to the educational process, will not be permitted and will be dealt with on an individual basis.
15. Students are not permitted to wear banners, signs, or flags as a garment of clothing anytime, while in school and at school events on and off campus. Garments of clothing include, scarves, bandanas, headwear, sheets, blankets, towels, etc.
16. No bandanas permitted regardless if being worn or possessed.
17. No blankets permitted.

### **PHYSICAL DISPLAYS OF AFFECTION**

The only acceptable forms of student affection permitted are holding hands, and shaking hands with one another.

### **Dress Code for All Formal Dances**

**The dress code for the Jamboree Bowl and Homecoming candidates is as follows:**

- The attire for the candidates will be informal (no tuxedos and no formal gowns). Males and females should select attire appropriate for church.
- Girls may wear sleeveless dresses, but no halter tops, spaghetti straps or revealing necklines (as determined by the school staff). The skirt length, including any slits, will be no shorter than three (3) inches above the knee.

The dress code for **Prom, JROTC Military Ball and other formal dances** is as follows:

- **Males:** The attire should be formal, i.e., dress jacket, shirt and tie, and dress slacks or tuxedos. No tee shirts, jeans, or cargo pants are permissible.
- **Females:** The attire should be formal. The length should be no shorter than fingertip length when the lady is standing straight. This length also applies to side slits. No bare midriff or excessively revealing necklines (as determined by the school staff) are permissible. No attire is permissible that reveals more than half the back.

### Discipline Philosophy

Each and every student at Rockcastle County High School has the right to the best possible education he/she can receive. No student at Rockcastle County High School has the right to deny this education to fellow students through disruptive behavior.

The philosophy of discipline at Rockcastle County High School is based upon respect and common courtesy on the part of the students, teachers, staff, and administrators alike. Each student will be treated with dignity and respect as well as fairness. It is expected that the students share that same treatment with the other students, teachers, staff, and administrators.

### Alcohol, Drugs, and Narcotics Possession and/or Use Policy

Students of Rockcastle County High school who have been proven to have entered upon or into the school grounds, school buildings, or school buses during the regular school hours or following the school day during school sponsored activities (ex: football, basketball, softball games, dances, meetings, etc) under the influence or have in his/her possession any form of alcoholic beverage, narcotics, and/or stimulants, depressants not prescribed by a physician for that particular student **will be suspended from school and face the possibility of an expulsion hearing by the local Board of Education.** If found in possession of illegal and inappropriate substances, local law enforcement agencies will be contacted as required by school board policy. Charges, if warranted, would then be filed on that student by the law enforcement agency.

**ALL medications, over-the-counter or prescriptions, must be turned into the office upon arrival at school, and are not allowed to be in student possession at school.**

For the safety of all school community members, any student suspected of being under the influence of drugs or alcohol will have parents contacted. Parents will be asked to take the student home.

### Athletic Drug Testing

The Rockcastle County Board of Education has approved random testing of student athletes for drugs. Policy and procedures for the testing are cited in the Rockcastle County Schools' Code of Acceptable Behavior.

### Social Events (extracurricular/co-curricular)

Students are expected to display proper conduct at all athletic, social, and school-sponsored events. Athletic **(both home and away contests)**, social events, and school-sponsored off campus events (ex: field trip, club meetings, etc.) are school functions and all policies and regulations apply. **Misbehavior may result in being banned from all future events, suspension, and/or referral to local law enforcement.**

## **ATTENDANCE POLICY**

Students are expected to be in attendance in classes as much as possible. Although the student can make-up some work missed while absent from a class, the student does not receive the full academic experience when not in attendance. Refer to the Rockcastle County Schools Code of Acceptable Behavior for specific information. Being in attendance every day is crucial to the students' academic success.

All students will be limited to **10 days of doctor's and/or dentist's excuses per year**. After 10 excuses, the parent is responsible for getting a letter from the family doctor stating that the child has a chronic condition (cancer, diabetes, juvenile rheumatoid arthritis, etc...) that interferes with regular school attendance.

(Specific to RCHS) - All doctor's/dentist's excuses must be turned in within **3 days** of the student returning to school.

All students will be limited to **4 days of parent notes per year**. Once a student has reached the limit on either doctor/dentist or parent notes, the administration will determine the consequences of excessive absences. Consequences can include parent conferences, make-up work in Extended School Services (after school tutoring and/or summer school), loss of privileges, assignment to P.A.S.S. and court referral for truancy.

Teachers will administer consequences for tardies to class 1-4. The fifth (5) during an eighteen week grading period will result in an administrator sending the student to P.A.S.S. for the remainder of that block on that date. For each additional class tardy, the student will serve one (1) full day in P.A.S.S.

Any student tardy to or absent from school four (4) times unexcused during an eighteen week grading period shall lose their driving privileges and parking permit for the remainder of the grading period.

Unexcused absences or tardies may result in a court referral for truancy.

### **Attendance Requirements for Graduation Ceremony, Prom, Senior Trip, Extra-Curricular Activities, (Winter Ball, JROTC Military Ball), etc.**

In order to participate in the above activities, RCHS students must not exceed ten (10) unexcused days. RCHS will not be responsible for any financial loss due to the violation of this policy. Students who attend the Academy, withdraw to home school or "drop out" are not permitted to participate in the above activities. Extenuating circumstances will be reviewed on a case-by-case basis. The principal will make the final decision.

### **Make-up Work Policy**

Students must complete all make-up work when absent from school for any part of the school day.

## Offenses & Consequences

### Skipping School and/or Class

**First Offense-** An attempt to notify the parents will be made. The student will receive three (3) days in P.A.S.S. for skipping school/ one (1) day in P.A.S.S. for skipping a class.

**Subsequent Offenses-** A meeting with the parent(s) will be required. The student will face additional disciplinary actions, a loss of extracurricular privileges and possible referral to court.

### Leaving the School / Campus

Students are not allowed to leave our campus nor the campus of the elementary school where their bus is loading/unloading without first securing permission from the principal or assistant principal. Boarding a school bus constitutes being at school. Leaving the school bus without permission of the school's officials is considered leaving school grounds without permission. Driving an automobile onto campus constitutes being at school. Leaving school grounds with someone after school without parent approval or leaving school grounds without permission shall result in the following consequences:

- **First Offense-** An attempt to notify the parents will be made. Student will serve five (5) days in PASS.
- **Subsequent Offense-** A meeting with the parent(s) will be required. The student will face additional disciplinary action and possible referral to court.

**\*\*\*Students leaving school, regardless of age, with permission from a principal, must first sign out in the office area.** Sign back in immediately upon return. Failing to sign out or to sign in could result in disciplinary action being taken.

There is no excuse for leaving the school's campus without first obtaining permission from a principal. **At no time may a teacher or staff member grant permission for a student to leave the campus!**

### Fighting

Fighting on school grounds, on a school bus, at a school-sponsored event, or at any extracurricular event (home or away) is viewed as a very serious offense. The following offenses will receive the mentioned consequences:

- **First Offense-** Parents will be contacted. Students caught fighting may be suspended **at least two (2) days** from school and/or face the possibility of additional P.A.S.S. terms, and/the possibility of expulsion by the Board of Education. Parents may be called to come and pick up the students involved in the fighting. Student may be required to attend counseling.



- **Second Offense-** A meeting with the parent(s) will be required. The student(s) involved will receive at least one of the following punishments: up to ten (10) days in P.A.S.S., a suspension from school for up to ten (10) days, an expulsion hearing, and/or criminal charges. The student will be required to leave the school grounds with the parent for the remainder of the day. Student will be required to enter a counseling program.

Please note some students may be provoked. If any of the students are deemed to have had the opportunity to walk away and report the incident and chose not to do so, they could be subject to disciplinary action, and may receive the same punishment as the instigator. Students acting in self-defense (name calling, or being talked about by another, does not constitute a reason to fight and does not qualify as self-defense) may receive reduced penalties or no disciplinary action.

Punishments mentioned above may apply to any student who interferes with a school staff member attempting to break up a dispute or to any student who provokes a fight between other students.

### **Tobacco Use/Possession**

The use or possession of tobacco products, including E-cigarettes, is prohibited on school grounds or at school events.

- **First Offense-** Three (3) days in P.A.S.S./letter sent to parents
- **Subsequent Offenses-** Five (5) days P.A.S.S., parent conference, additional disciplinary action including possible suspension and/or court referral.

**\*\*Please note, any tobacco product confiscated from a student will be surrendered to the school and ultimately destroyed. The same will occur to lighters or matches. The school will not be responsible for any such financial losses incurred due to the surrendering of such items.**

### **Unacceptable Objects/Materials**

Personal items that include, but are not limited to, cell phones, toys, gadgets, noisemakers, radios, CD players, cassette players, iPods, MP3 players, CD's, cassettes, headphones, digital cameras and laptops will be held by the administration and released after school. The school is not responsible for the loss, damage, nor the financial loss incurred when such items are brought into the school. Possession of unacceptable items may result in P.A.S.S., suspension, or other disciplinary action.

### **Cellular Phones, and other Personal Technology Devices**

Cell phones and other communication devices **are not permitted in the building during regular school hours (7:45a.m – 3:00p.m.)**. Any variations in this policy must have administrator approval. Items such as smart watches could be required to be removed and put away, any time at the teacher's discretion. School policy **REQUIRES** these devices to be removed at all times during assessments.

- **First Offense:** Cell phone will be taken by administrator. **Blatant disregard of this policy (use in school, ringing or alarming in class) may result in more severe punishment.** Consequences may include: PASS, out-of-school suspension, alternative placement and/or surrendering the phone before the 3<sup>rd</sup> offense for the remainder of the semester.
- **Second Offense:** Cell phone will be taken by administrator; phone will be released to the parent/guardian.
- **Third Offense:** Cell phone will be taken by administrator; student will spend one (1) day in the PASS Room; **cell phone kept by school administration for rest of the semester.**

### **Misconduct on School Buses**

Students found to be in violation of any of the rules applying to the riding of a school bus at any time to any function may receive any of the following penalties, based upon the severity of the misconduct:

- P.A.S.S. (Positive Alternative to School Suspension)
- Suspension from school up to ten (10) days
- Suspension of riding privileges up to one academic school year
- Expulsion hearing

**\*Any student who has bus riding privileges suspended due to inappropriate behavior will not be allowed to ride the bus for any reason. Students having privileges suspended are responsible for providing their own transportation to and from school.**

### **Regulations for Pupils Riding School Buses**

The privilege of any pupil to ride a school bus is conditioned upon good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school which the pupil attends for necessary corrective action.

1. Students must have a signed note from the principal or principal's designee to ride a different bus to or from school. A request must be in writing, signed by the parent/guardian, with a phone number to call for verification.

At no time shall any student riding a school bus, leave that bus and get into a vehicle that is parked either on or off a school's campus without prior written approval of the RCHS principal and the approval of the principal of the campus where the bus is parked.

### **Cheating/Plagiarism Policy**

Students enrolled at Rockcastle County High School are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from tests or quizzes;
- Using any other method to get/give test or quiz answers;
- Copying information from a source without proper attribution;
- Taking papers from other students, publications, or the Internet;
- Any plagiarized entry in an assessment portfolio.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

### **Harassment/Anti-Bullying Policy**

Bullying is a form of harassment. Harassment and bullying are defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Bullying and harassment will not be permitted and will be punished as outlined in the Code of Acceptable Behavior and Discipline.

### **Search and Seizure**

All search/seizure shall be conducted in compliance with the Code of Acceptable Behavior and Discipline.

Lockers are property of the school and are subject to the Rockcastle County Board's supervision. Locker inspection or searches are not carried out as a harassment technique but as a duty when the health, safety, and welfare of students are involved.

I. Searches of a pupil's person or his or her personal effects (handbags, backpacks, vehicle, cell phones etc.) shall only be conducted by authorized school personnel directly responsible for the conduct of the pupil or the principal of the school which the student attends. No pupil's outer clothing, pockets, or his/her personal effects shall be searched by authorized school

personnel unless there are “reasonable grounds” to believe the search will reveal that the pupil has violated or is violating a school rule or law.

II. Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

III. The following can and will be used at different times throughout the school year to ensure the safety of all students and staff at RCHS:

1. canine units
2. law enforcement agents in the - building/parking lots
3. metal detectors
4. surveillance cameras
5. locker inspections & searches

### **Lockers**

Lockers are provided by the school for a ten dollar (\$10) fee. Students are responsible for keeping their lockers locked at all times. Students must not deface lockers inside or out. **There is to be no sharing lockers.**

### **Additional Safe School Policies as adopted by the Rockcastle County High School SBDM Council**

\*Please note that the current SBDM Council and Rockcastle County Board of Education have the right to make revisions and additions to these and other measures allowing for the school to make RCHS’s environment the safest it can be.

During 1998, the Kentucky General Assembly voted on and passed Kentucky House Bill 330 (Safe Schools Law). The following policies have been adopted to help comply with the Safe Schools Law, to maximize student and to provide an environment that allows all students to attend school without the fear of violence.

Please note, a violation of one or more of the “Safe Schools Measures” could result in the possibility of receiving any of the following punishments: Administrative warning, In-School Suspension, suspension from school, an expulsion or criminal charges.

1. **No-Weapons Policy.** The RCHS policy on weapons or dangerous instruments is very clear. **ZERO TOLERANCE.** Guns, knives (including pocket knives), and any other items that could be considered dangerous are not permitted on school grounds or at a school function in any students’ possession or in student vehicles.
2. Due to the affiliation with gangs, bandanas are not permitted.
3. After 8:10 a.m. the only door(s) that one may enter will be the doors in the front office area of the school. All students coming in after that point are required to sign in. EVERY VISITOR MUST SIGN IN WHEN ENTERING THE BUILDING AND WEAR A VISITOR TAG PROVIDED BY THE SCHOOL.
4. Students cannot go to their vehicle(s) once they enter the school building.

5. Student backpacks, purses, cinch bags, etc. that are brought into RCHS are susceptible to be searched at the discretion of the administration. Backpacks, purses, cinch bags, that are determined by the administration to be too large will be required to be placed in the school's bin located in the front office, and off limits to the students until the end of the school day. ALL gym bags, duffle bags, travel bags must be brought to the office and placed in the school's bin each day and likewise, are not accessible to the students until the end of the school day.
6. No visitors in the hallway without being accompanied by a school official.
7. Students not supervised by a faculty member must leave school grounds immediately following the conclusion of the school day. Students waiting on rides following school must wait in the lower lobby immediately in front of the front office. Roaming the hallways is not an option.
8. There will be no pre-announced fire alarms, bus drills, or tornado drills.
9. Threats to do harm to other students, faculty or staff, bus drivers, monitors, or visitors will be considered serious offenses. One of the following punishments will be utilized when such an action occurs: P.A.S.S., suspension from school, expulsion hearing, filing criminal charges.
10. Any firework, smoke bomb, stink bomb, etc., could result in suspension and possible expulsion from school. Criminal charges may result from use or possession.
11. All medicine must be given to the nurse's aid upon entering the building. This includes over the counter medication. The nurse's aide is the only person in the school permitted to keep your medication and dispense it to you.
12. At no time should a student allow a visitor into a school door without gaining a principal's permission first.
13. Doors unattended (classroom, planning periods, assemblies, fire drills, etc.) shall be locked.
14. At no time should an outside door be propped open by anyone.
15. No loitering in personal vehicles upon entering school grounds. When the car is parked, students are required to enter the building. No one is allowed to enter into a parked vehicle once that vehicle is on school grounds. Students who ride buses or are dropped off at school in the front or back must immediately enter the building and are not allowed to exit the building unless given permission to do so by a principal. Failure to comply could result in the suspension of driving privileges.
16. No loitering in the parking lots after school. Students, unless supervised by a faculty/staff member, are required to exit from the parking lots immediately following school. Failure to do so could result in the suspension of driving privileges.
17. At no time should an outside school door be propped open, nor shall a student let anyone in through an outside door.

### **Computer/Technology Use**

Inappropriate use of technology may result in one of the following disciplinary actions:

- a. Loss of access to school's technology
- b. P.A.S.S.
- c. Suspension from school
- d. Expulsion hearing by Board of Education
- e. Criminal charges if warranted\*\*\***Technology and computers should be for school purposes ONLY. Personal use for e-mail and Internet by students is not considered school purposes. See the Code of Acceptable Behavior and Discipline for specific guidelines.**

### **Dismissal from School**

Upon arrival at school, students are the responsibility of Rockcastle County High School and the Board of Education. Therefore, the following Dismissal Policy must be followed, regardless of age:

1. Students will not be dismissed early on a regular basis.
2. Any student who has a legitimate reason for early dismissal, such as illness, must obtain permission from the principal or assistant principal.
3. No student will be permitted to leave until parents have been contacted by the principal or principal's designee.
4. Students leaving early must sign out in the office. Please note, signing in late or signing out early counts as a "tardy".
5. Students are not permitted to leave with another student without written permission from the student's parent that allows for that student to be transported by a fellow student. A phone number must be provided for verification of the written permission. If contact cannot be made to verify the note, the student asking to leave will not be allowed to do so.
6. Only parent/guardian or persons listed on emergency cards are allowed to pick up any student leaving early. If a parent/guardian wants to make changes in persons listed on the card, the parent/guardians must come to school to do so.

### **Guidelines for P.A.S.S.**

The P.A.S.S. Program is set up to operate as a highly-structured center of learning intended especially for those students who, for one reason or another, need to be distanced from the normal school environment. Established by teachers and administrators, P.A.S.S. is based on two basic premises: that the "normal" school environment is not the best environment for all students, and that all students, given the proper supportive environment, can succeed. The environment of P.A.S.S. is not intended to be a punitive one, but a supporting, esteem-building one in which the students assigned to P.A.S.S. can have the extra time and attention which they need to enable them to succeed at their highest level.

P.A.S.S. will be established to assist three major groups of students: those who are failing to progress academically, those who have accumulated excessive absences, or those who have difficulty following school policy. These are the students who need PASS for the extra time the Center allows the student to catch up on basics, the extra support of individual attention which small classrooms will facilitate, and the absence of distractions, which the Center can guarantee. The following guidelines are set up for the most effective operation of the facility:

I. **Assignment to P.A.S.S.** - Students can be assigned to the center due to one of three deficiencies.

- A. **Poor attendance.** Because of the direct correlation between attendance and achievement, a student who has unexcused absences may be placed in the center.
- B. **Disciplinary problems.** If a student is disciplined because of behavioral problems or non-compliance with established rules of behavior, the student may be assigned to P.A.S.S.
- C. **High-risk student.** If a student has shown a history of difficulty in adjusting to the school environment, he/she maybe assigned to P.A.S.S. This group would include students who have been administratively placed in the ninth grade or students who have previously dropped out of school and wish to re-enroll. The placement in P.A.S.S. is to determine and to strengthen the student's motivation to finish his/her high school education.

## **II. Rules and Regulations**

- A. Any student who does not or will not comply with the dictates of P.A.S.S., who, through his/her own lack of effort does not complete assignments, accordingly, shall lose the ability to participate and/or attend extracurricular activities. The ability to drive on school property shall also be revoked.
- B. Any student suspended/expelled from school will not be allowed to participate in any school activity, including extracurricular activities. Any loss of monies paid as a part of registration or fee for such an activity will be the loss of the student and his/her family, and no responsibility of the school. Any student in attendance in P.A.S.S. shall be subjected to the policies of the coach or sponsor of that activity.
- C. This policy is not intended to supersede the recommendations of an SBARC Committee.
- D. Any student who refuses to attend P.A.S.S. could be suspended for up to ten (10) days. This suspension could result in an automatic failure. Any student suspended for refusing to follow the rules of P.A.S.S. will be required to serve the remainder of their existing P.A.S.S. term after the term of the suspension is completed.

### **Cafeteria Regulations**

Students have 20 minutes in which to eat lunch. All students are required to go to the approved areas. Those students who choose not to eat lunch must remain in the approved areas. Students are not to leave the approved areas until time to return to class. Students are expected to leave their tables as clean as possible. Student behavior in the approved areas is subject to the policies of student behavior for the entire school. **Charges are not permitted.**

### **Media Center Regulations**

Rockcastle County High School Media Center contains books and other printed materials on many subjects, plus audio-visual materials. These items have been purchased with tax money that your parents and other people have paid. Each student is expected to treat all library materials with the utmost care and respect.

The media center is to be quiet and orderly. Students who abuse the media center will be sent to the office. Students are responsible for the care of the materials they use. Fees will be assessed for lost or damaged materials.

### **"Off Limits" Violations**

Any student in the hallways considered "off limits" during lunch, without the permission of a faculty/staff member, could be sent to P.A.S.S. for the rest of the lunch block. When caught for a second infraction, that student shall receive one (1) full day of P.A.S.S. to be served the following day. Areas that are available for the students during their lunch block include the cafeteria and the gym lobby by the cafeteria. Only one set of restrooms (those immediately down the hall from the library when heading to the office) is available for student use during third block. "Off Limits" would apply to any student found in any part of the building during class time without a note from a teacher, or in any restroom that is gated during class periods/lunch.

### **Halls and Stairways**

In passing between classes, students are asked to keep to the right of the hallway as much as possible. This will allow for a quicker flow of hallway traffic.

Students are expected to be quiet and orderly at all times. Running, horseplay, and other forms of disorder are dangerous and cannot be tolerated. Securely lock the locker after each visit.

Elevator use is only for the physically impaired.

### **Restrooms**

**Any student needing to use the restroom during class time must have his/her student handbook, obtain permission from the classroom teacher, then go to the office to gain permission to use the restrooms in the lower level. These are the only restrooms to be used by students during class time.**

There will be no loitering in the restrooms at any time. Regulations concerning student conduct are applicable in the restrooms at all times. Every effort is made to provide the cleanest restrooms possible. Students should take pride in keeping these restrooms clean. Defacing the restrooms by marking on walls or by damaging fixtures will be considered a serious offense and handled accordingly.

### **Driver's Permit/License**

Those students who need to take a permit examination or road test may do so. The parents or guardian must call the school office and grant permission for the student to leave school for this reason. A full day's absence for this purpose will not receive an excused absence. Students who are failing more than one (1) class at any point in the year will lose driving privileges on school grounds until grades are passing.

### **Kentucky No Pass-No Drive Law**

In accordance with KRS 159.051. A student shall be deemed to be academically successful when he/she has received passing grades in at least four (4) of six (6) courses and does not have nine (9) or more unexcused absences in the preceding semester. Absences because of suspensions are counted as part of the nine (9) unexcused absences.

**\*Those failing to meet the above mentioned criteria, shall have their license, permit, or driving privileges on school grounds suspended.**



## **STUDENT INFORMATION**

### **Miscellaneous Regulations**

1. Students may visit the counselor's office only during lunch or advisory time unless requested to do so by the counselor or a teacher. Students are encouraged to make an appointment.
2. Students may not be released from class in order to help or work in another class without written permission from the principal or assistant principal. **This practice is discouraged by the administration.**
3. The showing of physical affection between couples will not be permitted at RCHS.
4. Students are not allowed in the faculty lounge for any reason before, during, or after school.

### **Homework Policy**

All students are expected to complete homework assignments as part of their course requirements. Homework may include activities designed to prepare students for the following day's class, provide students with the opportunity to apply new knowledge through practice, or extend students' knowledge through independent and imaginative assignments. Students may expect that homework assignments will be included as part of their cumulative course grade.

### **Textbooks**

All students are issued textbooks free of charge. Students using state textbooks are expected to keep these books in excellent condition. The student to whom the book was issued must pay for damaged, stolen, or lost books. Additional textbooks, parking permits, and student privileges will be issued until debts are paid.

### **Student Debts**

All student debts must be paid before books or diplomas are to be awarded. Parking permits will not be issued to students with outstanding debts at school. The debt record will be reviewed each semester. \*Students with accumulated school debts will not be eligible to attend extra-curricular events including PROM and/or graduation ceremonies.

### **Lost and Found**

The lost and found department is maintained in the office. Students finding lost articles should take them to the office secretary as soon as possible.

### **Food and Drink**

As with any other privilege, the privilege to take food and drink into a class, or bring it into the building, can be revoked, by the teacher in the classroom, or the administration of RCHS, for the entire building.

It is required that we keep our school, its classrooms, and campus free of litter in order to maintain this privilege.

### **Visitors**

1. All visitors must park in the front lot and enter the front doors and register with the office.
2. Parents and guardians are invited to visit the school at their convenience. Please call in advance if possible.
3. Upon request all visitors must identify themselves to proper school authorities in the school building or on school grounds. All student's, please advise your parents and friends of this policy.
4. Students are not allowed to bring a visitor to school (friend, child, relative, etc.) without special permission from the office.)
5. Identification tags must be worn by visitors while in the building at all times. These can be picked up at the office when signing in.

### **Telephones**

OFFICE PHONE: The office telephone must be kept open for school business. Therefore, students may use this phone in case of emergency only with principal's approval. Students will not be called to the phone from classes except in case of emergency ONLY. All students please ADVISE YOUR PARENTS OF THIS POLICY.

**Important telephone messages will be taken and delivered to the student during breaks or after school.**

### **Accidents**

Any accident occurring on school premises and requiring first aid or the services of a doctor should be reported to the office at once. Appropriate forms documenting the incident for insurance purposes are in the main office. It is the responsibility of the student or parents to request these forms.

### **School Trips**

Students must have the approval of all of their teachers to be dismissed from class to attend a field trip. Incomplete assignments, failing grades, truancy, or multiple discipline referrals may result in denial of approval to be dismissed from class. Alternate assignments should be given if participation in the field trip determines part of the student's grade for the class.

### **Fire and Tornado Drills**

Fire and tornado drills will be conducted each month in accordance with board policy. Each room has a specific pattern of action to follow. Comply with all alarms unless the office indicates otherwise by the public address system.

### Use of the School Building

Students are not to be in the building after school hours unless prior arrangements have been made through the principal. A teacher or staff member must accompany students. Unscheduled use of the building is prohibited.

### Co-curricular Opportunities

- ❖ In addition to the students' experience in the classroom, there are cocurricular activities offered to broaden their education. These activities include athletics, cheerleading, clubs, students' organizations, and social events.
- ❖ The co-curricular activity program contributes to the physical, mental, and social development of the individual. These experiences offer good training for citizenship, adult living, and human relations that are so essential in our present-day society.
- ❖ Participation in co-curricular opportunities can be suspended or terminated due to misbehavior on or off campus, as determined by the sponsor, coach, athletic director and/or principal.

### Athletics

Rockcastle County High School offers a variety of athletic activities for both female and male students during the school year. Before participation in any athletic activity the student-athlete must have on file in the office of the Director of athletics the following:

- a) Parent's certificate of consent.
  - b) Physician's certificate.
  - c) Parent's acknowledgment of receipt of and understanding of eligibility rules and regulations.
  - d) Parent's permission to transport student/athlete to emergency medical facility.
  - e) District Parental Permission form for drug screening.
  - f) Proper forms and directions may be obtained from members of the coaching staff or the Director of Athletics.
  - g) Parent permission for student athlete inclusion in the district random drug screening program.
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- ❖ **The inter-scholastic athletic program at Rockcastle County High School is governed by the Kentucky High School Athletic Association.**
  - ❖ A copy of all team rules, lettering procedures and awards to be issued in any sport are to be on file in the office of the Director of Athletics.
  - ❖ **As determined by weekly grade checks conducted by the school athletic director/school administrator, student-athletes must adhere to the following:**
  - ❖ If passing five (5) of the six (6) daily classes, student-athlete maintains eligibility to participate, travel, and compete in both practices and competitions. Passing four (4) of the six (6) daily classes, the studentathlete has the right to practice with their team, but loses the ability to compete or travel with their respective teams. If passing less than four (4) of the daily six (6) classes, the athlete loses the right to practice, travel, and compete.
  - ❖ **A suspension from school could jeopardize a student's athletic eligibility.**

### **Physician's Statement**

Prior to participation in any practice or activity, each student participating in athletics, including cheerleading, must supply the coach/teacher with a physician's certificate to the effect that he/she is physically fit to strenuous exercise without undue risk. The cost of the physicals will be the responsibility of the students and not the school.

### **Cheerleading**

Selections for cheerleading are held each year in the spring. Interested students should contact the cheerleading sponsors for candidate requirement and other information.

No jewelry of any kind can be worn during practice or games.

### **Club Membership**

Rockcastle County High School offers a number of school-sponsored clubs for student involvement. Each student is encouraged to participate in the clubs of his/her choosing. Meetings will be scheduled as needed and cleared through the principal. Most clubs require membership dues. Students shall be limited to participation in one club each period.

### **Student Council**

The purpose of the Rockcastle County High School Student Council is the promotion of desirable student citizenship and the general welfare of the total school community by means of cooperation between students, faculty, and the administration. Specific requirements must be met in order to serve on the Student Council. These requirements will be given prior to nomination of candidates.

### **Class Officers**

Each class will elect three officers. These officers will be elected by a majority vote of their respective classes at the beginning of the school year. The officer with the highest number of votes will be President, second highest will be Vice President, and the third highest will be Secretary/Treasurer. The President and Vice President will serve as representatives to the Student Council. The Secretary/Treasurer will serve as an alternate for the Student Council.

**\*After receiving the handbook, RCHS students are encouraged to read and ask questions regarding the policies, should they fail to understand any of them.**

## Student's Statement of Assurance

This is to testify that I was given the students Code of Conduct (RCHS Student Handbook) on \_\_\_\_\_. I assume the  
( date )

responsibility of reading the RCHS Student Handbook and it is up to me to ask any questions concerning topics I do not understand. Furthermore, I understand that this RCHS Handbook is the property of the school. I could be responsible for any damages to the Handbook, if it is lost or stolen, or if it is defaced with markings, writing, symbols, etc. that are deemed detrimental to the school's purpose.

STUDENT'S NAME: \_\_\_\_\_  
(please print)

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_