

**Robertson
County School**



**2022-2023
Student Handbook**

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Superintendent**

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ATTENDANCE POLICY (Board of Education Policy 09.123)

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled.

Truancy Defined

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days, or **whose tardiness accumulates to three (3) or more days without a valid excuse, is a truant.**

Any student who has been reported as a truant two (2) or more times is a habitual truant.

Excused Absences

An excused absence is one for which the work may be made up, such as:

- Illness of the student, documented by a note from the parent a maximum of three (3) days per semester*
- Illness of student documented by a doctor's statement a maximum of five (5) days per school year
- Death or severe illness in the student's immediate family
- Religious holidays and practices
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

WRITTEN DOCUMENTATION

Written documentation from the student's parent/guardian or verification by a doctor, dentist or other appropriate health professional shall be required for all absences. Documentation is to be presented to the school in order to determine the status of the absence. The Principal or their designee shall determine the validity of all written excuses or statements.

*Parents' notes for student illness will be accepted for a maximum of three (3) absences per semester. This means one (1) illness that causes the student to miss three (3) days will use all of the parent notes that semester. **Parents' notes for students signing in late to school or signing out before the instructional day is over will be accepted for a maximum of three (3) events per semester. An "Event" is defined as a student late**

to school or a student leaving before the instructional school day is over. These documents may be accepted for illness of the pupil, death or severe illness in the pupil's immediate family, religious holidays, and/or family trips. Advanced written notice to the faculty and administration shall be required for family trips, and days missed will constitute a portion of the cumulative absence provision. Parents/guardians must accept the responsibility for helping the student make up missed work.

All absences must be documented by notes from parents or guardians in order to be considered for excused status. All notes must be presented within 5 days of the student returning to school. Parents/guardians are encouraged to acquire verification from a doctor, dentist or appropriate health professional to help avoid exhausting the allotment of parent/guardian notes. Unless otherwise approved by the Principal or designee, verification from a doctor/dentist/other appropriate health professional shall be required for absences in excess of the number of parent documents presented.

Doctor's Excuses

Chronic medical conditions that may require frequent visits to the doctor can be documented by a doctor's statement and will not count towards the five (5) allowed statements. Any doctor's statements for excused absences above five (5) will be considered by a review committee to determine if the information is adequate to justify an excused absence. It is not necessary to know the exact medical condition of the student, but simply that the doctor feels that the condition warrants absence from school. It is the parents/guardian's responsibility to obtain the necessary documentation.

The review committee will be made up of the Principal, DPP, guidance counselor, and one (1) of the student's teachers.

All doctor's statements for excused absences must be presented to the school within 5 days of the student returning to school. Statements not presented within that time frame will not be accepted.

OTHER ABSENCES

Treatment for Lice - The initial day a student is sent home for contracting lice will be considered an excused absence. The student will be expected to attend school the next day and will be inspected by the school Principal, or designee upon return to school to assure the student is nit-free. Any further absence(s) will be unexcused.

Suspension: Suspensions are unexcused absences. However, students may submit assignments made before the suspension and due during the suspension at the first class meeting following the student's return to school. Tests and other major assignments or final projects made during the suspension and due after or during the suspension will be accepted on the due date.

Unexpected Illness - If the Principal or designee determines that a student should not be in school, this will be considered an excused absence for the remainder of that day and will not be counted against the parent and/or guardian absence notes.

SPECIAL CIRCUMSTANCES

It is understood that the principal or designee will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illnesses and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into consideration. Upon the request of the Principal, the school attendance clerk, or the DPP the review committee will review any possible misuse/abuse of the attendance policy.

HOMEBOUND

For long-term illnesses of five (5) school days or more, the parent/parent may request a doctor's verification for the student to participate in homebound instruction. Upon presentation of a completed homebound application, a committee will determine approval/denial of the physician's recommendation for homebound services.

MAINTENANCE OF ATTENDANCE RECORDS

The Principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation of absence notification and student conferences. These actions will be taken prior to the fifth (5th) unexcused absence, whereby the DPP is notified that parents have received notification of the fifth (5th) unexcused absence.

The DPP will be responsible for any possible court action.

ATTENDANCE POLICY ON EXTRACURRICULAR EVENTS

Any student that is a part of any school-sponsored extra-curricular activity (ex. FCCLA, FFA, boy's and girls' basketball, etc.) must be in good standing with the board attendance policy in order to participate in any extra-curricular events. The student will be exempt only if the event is deemed educational (i.e. an assignment is given during the event for a classroom grade). Any student that has six (6) or more unexcused absences from the start of the school year until the event will not be able to participate in that event.

EXTRACURRICULAR PARTICIPATION

Students are required to be in attendance during the day of a scheduled extracurricular event in order to participate with the exceptions of:

- a) Pre-scheduled physician's appointment (with written statement) for a reason other than illness (i.e. orthodontist, dermatologist, etc.);
- b) Court statement;
- c) Funeral attendance with a written excuse; or
- d) Pre-approved EHO or college visit day.

The student must be present one-half (1/2) of the school instructional day in order to participate in practice, preparation, activities/games, and dances. If the event is on the weekend, the student must be present on the school day preceding the event, or have an excused absence for that day, in order to participate. One-half (1/2) of the school day is considered 11:30 a.m.

If a student signs out sick at any time during the day or is sent home sick by the school, they may not participate in any after-school or evening activities.

A student may not participate in any extracurricular or co-curricular activity, game, or dance if they are suspended from school (in or out of school) or expelled.

The DPP will be responsible for any possible court action.

MAKE-UP WORK/SCHOOL-RELATED ABSENCES

Homework is assigned to assess the student's progress toward achieving specific learning targets. Students with unexcused absences are expected to turn in any homework that was due during the period of unexcused absence **within 5 days upon return to school**. Credit for this work shall be pro-rated to negatively reflect the unexcused absence at the rate of 10% per day from the original due date. Major projects and tests, missed during the time of any unexcused absence, may be made up upon the student's return to school. **It is the student's responsibility to make arrangements with the teacher for such make-up work, IMMEDIATELY upon returning to school.** Make-up tests might not be the same as the test given at the assigned time. Major projects or tests are those worth at least 10% of the total possible points for a particular grading period.

Students with excused absences will have the number of class periods plus one additional class period at which time all assignments (including tests) must be completed. **It is the student's responsibility to make arrangements with the teacher for such make-up work, IMMEDIATELY upon returning to school.** Teachers have the option to require that

make-up work be completed during their class time or during tutoring outside of the regular class.

Students who are eligible for field trips and other school-related absences are responsible for making arrangements for any work due **prior** to leaving for the field trip. The missed work is due at the beginning of the next class meeting. This shall include homework, projects, and tests. Teachers have the option to give a make-up test that is different from the original test. Students are not penalized academically for participation in any school-related or sponsored trip. Students who are failing a class are not permitted to attend a rewards-based field trip, students must be showing progress in that class to attend.

If a student is absent or expects to be absent for more than two days, the parent is requested to contact the school to arrange for the schoolwork to be prepared for the student.

The principal has the right to make final decisions concerning makeup work if unusual circumstances occur.

LOCKERS

All students at Robertson County School will be issued lockers. These lockers are the property of the Robertson Co. Board of Education and as such are subject to search at the discretion of school officials. Only locks provided by the school may be used on lockers. Students will not be permitted to use their own locks. If locks from students are used, the student will be asked to remove it. If the student refuses, school personnel will remove the lock. **The board of education is not responsible for personal items lost or stolen, or for locks removed by school personnel.**

PRESCRIPTION MEDICATIONS

All student prescription medications shall be kept in the nurse's office and dispensed by the school nurse or other properly trained school personnel, in strict accordance to the directions. All such prescription meds must be brought to school by the parent/legal guardian and must be in the prescription container.

No over-the-counter medication of any kind will be provided by the school. Any such medicine needed by the student will be administered in the same way as prescription medicine. Written parental instructions on administering over-the-counter medicine must be on file in the nurse's office.

Students are not to keep any medicine, either prescription or over the counter, on their person at school or at school functions. All medicines are to be in the nurse's office. Violation of this policy may subject the student to discipline under the student drug policy.

AFTER SCHOOL DETENTION (1 HOUR AND 15 MINUTES)

Robertson County School will use after-school detention as a discipline measure for students in grades K-12. Students assigned after-school detention will be notified at the time of the discussion of the infraction with the Principal of his/her designee. After school detention will not be served on the day it is assigned. Notification of the assignment will be sent to the parents in the form of a written notice sent home with the student. In addition, every attempt will be made for personal contact between the principal or his/her designee and the parent to discuss this assignment. Students are required to stay in after-school detention until 4:30 p.m. It is the responsibility of the parent to pick up the student by 4:30 p.m. If the parent does not pick up a student, or if the parent does not contact the school and make arrangements for their child's transportation home, law enforcement or the Cabinet for Families and Children may be notified. Students who drive may leave at the end of the detention period. No students will be allowed to ride with another student from the detention. Students are not allowed to walk home from after school detention.

STUDENT SERVICES

COUNSELING SERVICES

Guidance services are provided for every student in our school. These services include assistance with educational planning, interpretation of test scores, occupational information, and career information. In addition, the guidance counselor will assist students and their parents with the preparation of individual career plans, graduation plans, and post-secondary education plans, such as college applications, scholarship opportunities, and ACT preparations. Each student will meet with the counselor annually to plan a schedule for the academic year. Any schedule change should be initiated with the guidance counselor.

In addition, psychological and family counseling services are available at the student's or parent's request.

TEXTBOOKS AND CLASS MATERIALS

Textbooks are provided free of charge. Students who lose or damage books must pay the full replacement price of the book(s) before withdrawing from school or before a diploma will be issued. Although books are occasionally issued to students who still owe fees or other obligations, a cumulative record of fees for lost or damaged books owed to the school is maintained and students will be notified of their balance before graduation. Diplomas will only be issued after all fees are paid. Students are expected to furnish their own class materials (paper, pens, pencils, notebooks, etc.). Some laboratory and/or activity classes may assess material fees. In order to be active participants in the class, students are expected to come to all classes prepared for learning; this includes bringing all textbooks and other materials.

PURPOSE OF HOMEWORK

A major goal of the instructional program is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom but is a continuous process. Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. There are three types of homework: practice, preparation, and extension. The basic objectives of homework are to reinforce the application of previously taught concepts, principles, and skills; extend student learning; and promote creative thinking and independent research.

Practice assignments reinforce newly acquired skills and previously introduced skills that students may need to review. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own. Preparation assignments help students get ready for activities that will occur in the classroom. Homework assignments may also prepare students for the introduction of new information and may include reading assignments and book reports. Students may, for example, be required to do background research on a topic to be discussed later in class. Extension assignments are frequently long-term continuing projects that parallel class work. Students must apply previous learning to complete these assignments, which include science fair projects and term papers.

Assigning homework serves various educational needs. It serves as an intellectual discipline, establishes study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements and reinforces work done in school. In addition, it fosters student initiative, independence, and responsibility and brings home and school closer together.

Homework provides an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A sound program of homework may enhance a strong home-school partnership. In addition, homework should be a tool in developing independent thought, self-direction, and self-discipline. It may assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- 1. Homework shall be assigned after an introduction and thorough explanation of the skills necessary to complete the assignment successfully unless used for a pre-assessment.*
- 2. Homework shall be assigned in such a manner that it will be clearly understood by all students.*
- 3. Homework shall serve a valid purpose and be closely related to current classroom activities.*
- 4. A student's access to resource materials shall be considered when making homework assignments.*
- 5. Homework shall be evaluated promptly and returned to the student. Appropriate recognition shall be given to those students who successfully complete assigned work. Effort and competency shall be recognized.*
- 6. Teachers shall seek to determine the cause if a student regularly fails to do assigned work. Teachers shall not avoid giving homework because they believe students will not do the work.*
- 7. Excessive homework and the absence of homework shall be avoided.*
- 8. Homework shall not be used for disciplinary purposes.*
- 9. Principal and teachers shall take appropriate steps to communicate with parents regarding the school's homework policy and solicit their support.*

RECORDING GRADES

Immediate feedback is necessary for parents and students to determine the needs of the student. Therefore, teachers shall record grades from all forms of student assessment immediately upon completing the grading of those assessments. Grades not recorded within five (5) days of the due date of the assignment shall not be used, if it is detrimental to the student's grade for the nine (9) weeks. If the grade helps the student's final grade it shall be included in the final calculation.

GRADING SCALE

90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0

I= Incomplete Work

MARKING PERIODS & GRADE REPORTING

Teachers shall maintain detailed, systematic records of the achievement of each student and shall report academic progress to parents via report cards, issued every 9 weeks. Mid-term reports will be issued every 4-½ weeks and parents of those students in danger

of failing a class will be kept up to date on student progress. In addition, parents can access their child's grades using our student information system, via the internet. Parents should contact the school for access information.

CAREER MAJORS & INDIVIDUAL GRADUATION PLANS

MAKING CAREER CHOICES

People change jobs from five to seven times during a lifetime of work. Learning about yourself, what occupations may be of interest to you, and what occupations you may be suited for is an ongoing lifelong process. It is essential that you realize the steps involved in preparing for multiple careers and career decisions: assess your interest and skills, add more transferable skills through further education, and prepare for a specific occupation. As you face changes in the workplace and have to make career decisions you may need to go through these steps several times.

As you get ready to make some career choices you will need to first identify your interest and abilities. Your school counselor can help you with this using interest surveys and aptitude tests. Next, you need to relate these interests and abilities to a career cluster, such as Agriculture or Family and Consumer Science. To focus more on the specific skills that you may need for a career each of you will need to choose a career major. On the career cluster and major charts courses are listed that will help you prepare for your career. In today's workplace, most jobs require more than high school education. As you look at the career cluster and major section you will see that each is related to college majors and technical fields as further training may be needed for your career choice.

INDIVIDUAL LEARNING PLANS & CAREER MAJOR REQUIREMENTS

To meet the new high school graduation requirements, all students must complete an individual learning plan which is initiated at the sixth-grade level. To help students make this plan we utilize the career major concept.

ROBERTSON COUNTY SCHOOL CODE OF CONDUCT

Robertson School administration uses a variety of consequences in support of administering the student code of conduct. The following list of disciplinary techniques will be used at the discretion of the school administration, in a manner that is suitable to the severity of the code of conduct violation.

- **After and/or Early School Detention (ASD):** Will be held after school for one hour and 15 minutes (3:15 to 4:30 p.m.). Students are responsible for providing transportation and will not be excused from the responsibilities of ASD. Students must stay busy and remain quiet and orderly the entire time.
- **In-School Detention (ISD):** *Students assigned ISD will be removed from their regular academic setting and assigned supplemental academic work to do while in ISD. Students will be isolated from the general student population and supervised by school staff. Students will be allowed to make up work in classes missed while in ISD. Students may not attend or participate in any trips, co-curricular, or extracurricular events during the time of in-school detention. Board policy 09.4341*
- **Out of School Suspension:** Students will not be allowed to attend a school or any school function during the term of suspension. This includes any trips, co-curricular, or extracurricular events. Board policy 09.434
- **Parent Shadowing:** Parents may be asked to come to spend the day or part of a school day following their student in his/her daily school routine.
- **Support Services:** Students participating in support service activities will pick up school grounds, clean the facilities, wash school buses, clean cafeteria tables, or do other jobs assigned by the administration.

- **Revocation of Driving Privileges:** Driving privileges may be suspended or revoked for various infractions at the discretion of the school administration.
- **Beyond School Control:** Students committing major infractions or numerous infractions will be referred to the court-designated worker for behavior beyond school control.
- **Expulsion:** Students committing multiple infractions or serious infractions, including those involving weapons, violence, or controlled substances may be referred to the Board of Education for expulsion from school. Board policy 09.435
- **Smoking Cessation Class –** Students who violate the school tobacco policy will be required to attend a smoking cessation class held at the school and provided by the Robertson County Health Dept. The class will be held after school hours.

Robertson County Principal or designee has the right to search any student locker, bags or vehicle at any time if a student is suspected of violating the RCS Code of Conduct.

Code of Conduct

Following is a list of actions that are in violation of the student code of conduct, as well as possible disciplinary actions for each one. This list is not all-inclusive and the consequences chosen are at the discretion of the school administration.

Repeated violations of any of the points of the student code of conduct may result in referral to the court system as a student beyond our control, or possibly referral to the board of education for expulsion.

Level 1 (Students may be referred to counseling if appropriate)

A) Classroom Disruption (minor) any disruption to the educational environment of a classroom

Possible consequences: ISD, ASD, Suspension, Parent Shadowing

B) Defiance of Authority (minor)

Possible consequences: ISD, ASD, Suspension, Parent Shadowing

C) Public Display of Affection (PDA) (e.g. kissing, holding hands, excessive personal contact)

Possible consequences: ISD, ASD, Suspension, Parent Shadowing

D) Cursing (minor)

Possible consequences: ISD, ASD, Suspension, Parent Shadowing

E) Disruption in Cafeteria

Possible consequences: ISD, ASD, Suspension, Parent Shadowing

F) Loitering in Hallways/ Hallway Disruption

Possible consequences: ISD, ASD, Suspension

G) Unexcused Tardies to school

Possible consequences: ISD, ASD, Parent Shadowing, 5th Offense Per 9 Weeks- Automatic ASD

H) Tardy to Class

Students are expected to be in class on time. Teachers will develop a common procedure to address tardies to class for High School and Middle School. Possible consequences: ISD, ASD, Suspension, Parent Shadowing

I) Cell Phone Policy

Students are not to use cell phones during class time unless it is part of class instruction excluding breakfast, lunch, and classroom transition. At the beginning of each class, high school students will either turn off their cell phones, place them on mute or give them to the teacher during the class. If students need to leave class for any reason, they must give their phones to the teacher. If a student refuses to give the teacher their phone, they will be prohibited from leaving the room. Students violating this policy are subject to the following consequences:

- *1st offense*- the cell phone will be confiscated for the remainder of the school day
- *2nd offense*- the cell phone will be confiscated, and parents are required to pick up the phone from the principal's office.
- *3rd offense*- the cell phone will be confiscated, and parents are required to pick up the phone from the principal's office. The student is assigned one day Of School Detention
- *4th offense*- the cell phone will be confiscated, and parents are required to pick up the phone from the principal's office. The student is assigned two days After School Detention
- *5th offense*- the cell phone will be confiscated, and parents are required to pick up the phone from the principal's office. The student is assigned three days After School Detention
- *Students in grades 4-5-6-7-8 cell phones will be taken up at the beginning of 1st period each day and returned to them at the end of the school day.* If a student is found to have a phone on them during the school day the resulting punishment will be After School Detention.

J) Dress Code

Student dress and appearance should reflect a sense of modesty and decorum, while allowing them to express their individuality, without disrupting the educational process. Students are expected to dress in a manner that is not offensive to others, nor is too revealing of areas of their own body that are personal. Messages and images on items of apparel shall not promote alcohol, drugs, or tobacco products, nor shall they convey an attitude of racial or cultural bias or harassment. Students should exhibit good personal hygiene to promote positive interactions with others. To create a positive learning environment, the Robertson County Board of Education has adopted the following policy regarding student dress and appearance.

Unacceptable Items of Apparel

- References to or images of drugs, alcohol, or tobacco
- Depictions or references to violent or criminal acts
- Images of or references to sexual content or profanity
- Shorts, skirts, dresses, or similar apparel that is too short. If shorts, skirts, or dresses are worn, the length will be determined by having students stand straight with arms extended straight down the sides of the body. Apparel that does not extend to at least the tip of the middle finger extended is considered unacceptable.
- Tops must cover leggings at mid-thigh.
- Apparel with holes, rips, cuts, or tears that expose parts of the body of a personal nature.

- Tops that expose the midriff. Tops must be of sufficient length that they could be tucked into the pants, skirts, or shorts.
- Tank tops, spaghetti straps, strapless tops, and shirts/tops with the sleeves cut out. Tops must have a strap that is at least 3" wide with hemmed edges.
- Sheer, mesh, or any other clothing that exposes the undergarments
- Clothing designed to be undergarments is not to be worn as outer garments.
- Sleepwear, including bathrobes and house slippers
- Excessively low-cut or unbuttoned tops or shirts
- Pants, shorts, skirts, or other bottom apparel that rides below the beltline and exposes the underpants or the area at the upper limits of the buttocks.
- Head coverings in the classroom, including, but not limited to: hats, toboggans, hoodies, and bandannas. Hats may be worn during transition times.
- Certain body piercings may be prohibited in some classes, due to safety concerns.
- Chains weighing more than 4 ounces, dog/spiked collars

The principal will make final decisions concerning clothing to determine whether it is appropriate or not. If a violation occurs, the student will be provided alternative clothing by the school, and their clothing will be returned to them at the end of the school day. This will allow the students to return to class and not have to sign out and miss valuable class time. Our dress code is very flexible in comparison to other districts, so we must work together to follow our current dress code, so a stricter dress code is not needed. At Robertson County School, we do not want the dress to be a distraction for learning.

1st offense: Warning and a chance to change clothes

Subsequent offenses: ISD, parent notification for a conference and a change of clothes

Level II (Students may be referred to counseling if appropriate)

A) Gambling

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

B) Skipping Class (on school grounds) / Leaving Class

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

C) Leaving School Grounds without Permission

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

D) Violation of the Terms of ISD

Possible consequences: ASD, Suspension, court referral, expulsion

E) Unauthorized Areas (i.e., Teacher's workstation, maintenance areas, mechanical rooms, parking lots, etc. without legitimate reason or permission.)

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

F) Violation of Acceptable Use of Technology Agreement

Possible consequences: Warning ISD, ASD, Suspension, court referral, expulsion

All violations of this agreement will result in the loss of school-provided technology services for some length of time. Repeated violations may result in permanent loss of this service.

Level III (Students may be referred to counseling if appropriate)

A) Fighting/Unwanted Physical Contact

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

B) Harassment (non-sexual)

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

C) Major Cursing / Obscene Gestures

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

D) Threats / Intimidation

Possible consequences: ISD, ASD, Suspension, court referral, expulsion
Violators will be referred for counseling.

E) Cheating

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

F) Use or Possession of Tobacco, alternate tobacco products (including vapor pens and electronic cigarettes)

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

Level IV (Students may be referred to counseling if appropriate)

A) Sexual Harassment (verbal or physical)

Possible consequences: ISD, ASD, Suspension, court referral, expulsion
Violators will be referred for counseling.

B) Forgery

Possible consequences: ISD, ASD, Suspension, court referral, expulsion

C) Cursing a School Employee / Adult

Possible consequences: ISD, ASD, Suspension, court referral, expulsion
Violators will be referred for counseling.

Level V (May carry an automatic suspension and an automatic Court Referral) (**Students may be referred to counseling if appropriate**)

A) Arson

The student shall be suspended out of school for ten days, a court referral shall be filed against the student, and an expulsion request shall be filed with the Board of Education.

B) Assault any unwarranted or premeditated attack on another person.

Out of school suspension, court referral. A repeat assault or an assault with a weapon will result in the student being suspended out of school, court referral, and possible expulsion request.

C) Sexual Misconduct

Any sexual act deemed inappropriate by the administration. The student shall be suspended from school and request for expulsion.

D) Possession of a Weapon

Out-of-school suspension, court referral, and expulsion for one calendar year (Federal Goals 2000).

E) Tampering with Emergency Equipment

Out-of-school suspension, court referral, and possible expulsion request.

F) Aggressive Misbehavior toward any School Employee/Adult

Out-of-school suspension court referral, possible expulsion request. Physical Contact: Out-of-school suspension, court referral, and an expulsion request.

G) Theft

Theft under ten dollars, suspension. Theft of eleven to one hundred dollars, suspension, and court referral. Theft over one hundred dollars, or repeat offenses: suspension, court referral, and possible expulsion. In all cases, the student will pay restitution for damages, the police will be contacted, and charges will be filed with the Court Designated Worker. Theft occurring at an extra-curricular event results in an indefinite suspension from attending extra-curricular events.

H) Use and Possession of Fireworks or Noxious Substance

Out of school suspension

I) Violation of Condition of Suspension

The student shall be suspended from school for an additional length of time determined by the administration.

J) Use or Possession of Alcohol, Drugs, Prescription, and Non-Prescription Medications, and “Look Alike” substances

Definition: Pursuant to Board Policies, the possession, use, or being under the influence of alcoholic beverages, any controlled substance, or counterfeit controlled substance on or about school property at any location of a school-sponsored activity.

Possession: The student will be suspended for five days. Two days of this suspension may be waived if the family chooses to: (1) seek an evaluation for the student by a qualified alcohol/drug counselor acceptable to the school district and, (2) completed any recommendations of that qualified counselor. Failure to do so will result in the reinstatement of the two days that were previously waived. The student must have completed the evaluation or have verbal and written confirmation of an appointment before returning to school

Any Student under the Influence:

First Offense: Any student using alcohol or drugs during the school session will be suspended and recommended for expulsion. The recommendation for expulsion may be waived if the family chooses to: (1) accept out-of-school suspension: (2) seek an evaluation for the student by a qualified alcohol/drug counselor acceptable to the school district and (3) complete any recommendations of that qualified counselor. Failure to do so will result in a referral to the Board of Education for possible expulsion. The student must have completed the evaluation or have verbal and written confirmation of an appointment upon returning to school.

Second Offense: Any student using alcohol or drugs during the school session for the second time in one school year will be suspended and recommended for expulsion.

Sale/Transfer of Alcohol/Drugs

Definition: Pursuant to Board Policy, the sale or transfer of alcoholic beverage, any controlled substance or any counterfeit controlled substance on or about school property, at any location or a school-sponsored activity, or in route to or from a school-sponsored activity.

First Offense: The student will be suspended and may be recommended for expulsion. Law enforcement will be notified, and criminal charges may be filed.

K) Bomb Threat

Out of school suspension, court referral, and expulsion request, law enforcement was notified.

L) Disorderly Conduct (Includes, unlawful assembly, disturbing the peace, disturbing meetings, blasphemy, profanity, obscene language, desecrating the flag, refusing to assist an officer, and all attempts to commit any of the above)

Out of school suspension, possible court referral, notify law enforcement.

M) Extortion (The solicitation of money, or something of value, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.)

Out-of-school suspension, second chance placement, court charges, and restitution.

N) Mischief (criminal)

A person is guilty of criminal mischief when having neither the right to do so, nor reasonable ground to believe that he/she had a right, he/she intentionally or wantonly defaces, damages, or destroys any school property, or personal property; tampers with school property, or the property of another, so as to knowingly endanger the person or property.

Out of school suspension. Restitution and court referral.

O) Terrorist Threatening (Law Violation)

- A student is guilty of terrorist threatening when:

- He/she threatens to commit any crime likely to result in death or serious physical injury to another student or likely to result in substantial property damage to another student or school personnel; or
- He/she intentionally makes false statements to cause the evacuation of a building place off assembly or facility of public transportation
Suspension, possible expulsion, law enforcement notification.

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

By Senate Bill 1/School Safety and Resiliency Act, the superintendent of each local district shall require the principal of each school to provide written notice to all students, parents, and guardians of students **within 10 days of the first instructional day of each school year** of the provisions of KRS 508.078 and potential penalties under KRS 532.060 and 534.030.

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

- (1) A person is guilty of terroristic threatening in the second degree when other than as provided in KRS 508.075, he or she intentionally:
 - b) Makest false statements by any means, including by electronic communication, for the purpose of:
 - 1. Causing evacuation of a school building, school property, or school-sanctioned activity;
 - 2. Causing cancellation of school classes or school classes or school-sanctioned activity; or
 - 3. Creating fear of serious bodily harm among students, parents, or school personnel

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

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

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

PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 ON FOLLOWING PAGE

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

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

(a) **With respect to any scheduled, publicly advertised event open to the public, any place of**

NON-TRADITIONAL INSTRUCTION (NTI)

In response to a large number of snow days in recent years, the Kentucky Department of Education has authorized the Robertson County Schools to participate in the non-traditional

instruction initiative. When winter weather (or any other condition) forces the school district to close, students can continue to learn at home and receive credit for the school day.

How will students/families be notified of NTI days?

Robertson County Schools will use all the methods for communicating an NTI day that is used to communicate a school day cancellation – including television news, radio, e-mail, district website, and social media.

How much time will students spend doing assignments on NTI days?

Students will be expected to spend around 4 hours doing school work on NTI days.

Will all of the assignments be online?

Our goal is to provide as much information as possible online to help communicate NTI assignments. The actual assignment will vary from teacher to teacher. Some teachers will post a printable worksheet for students to complete and also provide them with a printed copy. Other teachers may elect to use an online resource for completing assignments (such as Google, iReady, etc.)

Where can I find the NTI assignments online?

For each NTI day teacher will have their assignments posted to google classroom or whatever online resource they choose.

When will students be required to return their work for each NTI day?

We understand that school cancellations may delay our students returning to school for several consecutive days. Students will have five school days to turn in assignments for a grade. The five days do not include any school cancellation days that occur between the day of the NTI assignment and the fifth in-school day. The five school days will allow students time to ask questions about the assignment and receive support in the form of ESS/tutoring and the support of any resource teachers.

How will student work and participation on NTI days be monitored?

Teachers will be required to submit to the district overall participation for their classrooms. Based on the grading methods used by your child's teacher and school, the NTI assignment may be used as a project grade, daily assignment, participation grade, etc. Each teacher may decide the grading category and percentage/points possible for NTI assignments.

What will happen if I don't understand the assignment or if I need help?

Teachers will be required to be available for student/parent questions during an NTI day. To allow for documentation of correspondence, we encourage students and families to utilize RCS e-mail for contacting teachers. Most teacher e-mails are in the form of

firstname.lastname@robertson.kyschools.us (for example, Mary Smith would be mary.smith@robertson.kyschools.us). You may also contact your principal if there are any unanswered or school-specific questions.

What are the expectations for student completion of work?

All students will be expected to complete all assignments as if they are in the class. Work will be graded by teachers and grades will be determined by the quality of work put forth by the student.

NTI Responsibilities

District Responsibilities	<ul style="list-style-type: none">• Develop thoughtful, accessible remote learning plans using stakeholder input, when possible.• Support schools in planning and implementing remote learning plans.• Help schools identify needed resources in the community (academic, health, social, emotional).
School Responsibilities	<ul style="list-style-type: none">• Implement remote learning plans• Communicate regularly with all stakeholders.• Support teachers in planning and implementing remote learning plans.• Help families find needed resources in the community (academic, health, social).
Teacher Responsibilities	<ul style="list-style-type: none">• Make remote learning activities available in a timely manner.• Be available at scheduled times to answer student/caregiver questions.• Provide timely feedback on student work.• Communicate regularly with students.• Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.• Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">• Review assigned work.• Complete your assigned work by the due date.• Ask clarifying questions when you need help or don't understand• Be respectful to yourself, teachers and peers.
Parent/Caregiver/ Family Responsibilities	<ul style="list-style-type: none">• Review work assigned to the student.• Reserve a space for students to complete remote learning work.• Encourage students to get enough sleep.• Set sensible time limits for technology use.• Talk to students about their work every day.• Help students establish and follow regular daily routines.

Handbook Signature Page

The Robertson County Student Handbook can also be viewed on our school webpage, under forms and links.

This form **must be signed** by the Parents/Guardians and student and returned to Robertson County School no later than **Friday, September 9, 2022**, in order for students to be fully registered.

Parents share the responsibility for their child's understanding of the philosophy of the school and the rule that flow from that philosophy. We ask that parents or guardians please discuss the handbook with the children. In this way, the family is able to participate as a unit in the life of the school. Parents (both) or guardians (both) and students are asked to sign this statement that you are received, read, and discussed in the school handbook.

Parents/Guardians and Students agree to govern by the policies and regulations set forth in this handbook.

Student Signature

Grade

Date

Parent/Guardian signature

Date

I acknowledge that I have viewed and understand the Robertson Co. Student Handbook.