

NELSON COUNTY HIGH SCHOOL
STUDENT AGENDA



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NELSON COUNTY HIGH SCHOOL

PRINCIPAL

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This agenda belongs to:

NAME _____

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CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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HOTLINE NUMBERS

All calls are anonymous and confidential.
Hotlines are available 24 hours a day, 7 days a week
Have the courage to make the call!

If you are having thoughts of suicide,
feel depressed, are having personal
problems or problems at home, or if
you know someone who is, and need to
talk anonymously to a counselor.....**1-800-273-TALK (8255)**

If you see or hear about bullying,
fighting, abuse, harassment,
weapons, gangs, or any other
dangerous situation at school.....**1-877-KYSAFE1 (597-2331)**

MISSION

Our mission at Nelson County High School is to develop productive and responsible citizens who graduate prepared for college and/or a career.

VISION

Meeting needs: Every student, every day.

VALUES

Core values are the fundamental beliefs of a person or organization. The core values are the guiding principles that dictate behavior and action. Core values help our school determine if we are on the right path in fulfilling our goals; they create an unwavering and unchanging guide.

Commitment
Achievement
Respect
Discipline
Integrity
No Excuses
Accountability
Leadership
Service

SCHOOL CALENDAR

2016-2017

NELSON COUNTY SCHOOL DISTRICT

Aug. 8Closed: Professional Development
Aug. 9 Closed: Staff Work Day
Aug. 10 First Day for Students
Sept. 2 Closed: Staff Work Day
Sept. 5 Closed: Labor Day Holiday
Sept. 9 Mid-Term
Oct. 3 - Oct. 7 Closed: Fall Vacation
Oct. 14 End of First Quarter

Oct. 17 First Day of Second Quarter
Nov. 7 Closed: Professional Development
Nov. 8 Closed
Nov. 16 Mid-Term
Nov. 23 Closed
Nov. 24 Closed: Thanksgiving Day Holiday
Nov. 25 Closed
Dec. 16 End of Second Quarter
Dec. 19 - Dec. 30 Closed: Winter Vacation

Jan. 2 First Day of Third Quarter
Jan. 16 Closed: Martin Luther King, Jr. Day
Feb. 3 Mid-Term
Feb. 10 Closed: Staff Work Day*
Feb. 13 Closed: Professional Development*
March 9 End of Third Quarter

March 10 Closed: Professional Development*
March 13 First Day of Fourth Quarter
April 3 - April 7 Closed: Spring Vacation
April 18 Mid-Term
May 5 Closed
May 16 Closed: Primary Election
May 25 Last Day for Students
May 26 Closed: ½ Staff Work Day*

* Potential Make-Up Days: Feb. 10 and 13, March 10, May 26, May 30-31, and June 1-16.
State Testing Window is May 4-25 (Omitting May 5 and 16).

SCHOOL SCHEDULES

NCHS Bell Schedule

Academic Time	8:25- 8:55
1st	9:00-9:45
2nd	9:50-10:35
3rd	10:40-11:25
4th	11:30-12:40
1st Lunch	11:25-11:50
2nd Lunch	11:50-12:15
3rd Lunch	12:15-12:40
5th	12:45-1:30
6th	1:35-2:20
7th	2:25-3:10

NCHS 1-Hour Delay Schedule

1st	9:25- 10:10
2nd	10:15-10:54
3rd	10:59-11:38
4th	11:43-12:58
1st Lunch	11:43-12:08
2nd Lunch	12:08-12:33
3rd Lunch	12:33-12:58
5th	1:03-1:42
6th	1:47-2:26
7th	2:31-3:10

NCHS 2-Hour Delay Schedule

1st	10:25- 11:00
2nd	11:05-11:34
3rd	11:39-12:08
4th	12:13-1:28
1st Lunch	12:13-12:38
2nd Lunch	12:38-1:03
3rd Lunch	1:03-1:28
5th	1:33-2:02
6th	2:07-2:36
7th	2:41-3:10

CARDINAL EXPECTATIONS - COUNTY STYLE

Merriam-Webster defines style as a particular way in which something is done, created, or performed. At Nelson County High School we do things COUNTY STYLE!

- 
- Be where you are supposed to be.
 - Be on time.
 - Put forth your best.
 - Respect everyone.

CARDINAL SPIRIT

CARDINAL EMBLEM



CARDINAL COLORS

The official colors for Nelson County High School are Cardinal Red - Pantone 200C (C5, M100, Y100, K15); Blue - Pantone 286C (C100, M72, Y0, K0); Black - Pantone Process Black; & White.

CARDINAL FIGHT SONG

On, On Nelson Cards

On, On, Nelson Cards (Lady Cards), we are right for the fight tonight/today,

Get the ball and make a score,

Every Cardinal star will shine;

We'll fight, fight, fight, for Red, Blue, and White

As we roll to that goal, Varsity

We will shoot, pass and run, 'til the battle is won,

And bring home the victory.

CARDINAL LIFE

LIBRARY MEDIA CENTER

The mission of Nelson County High Library Media Center (LMC) is to instill information literacy skills and a lifelong love of reading by providing access to a wide range of materials on all levels of difficulty. The LMC supports and enhances the curriculum of the school through its collection of print and non-print materials.

HOURS

The LMC is open 8am-4pm. Students have the opportunity to use the LMC through flexible access. Students are welcome to utilize the LMC as individuals, in small groups, or with a class. Students who come to the LMC individually or with a small group must have a pass from the teacher and sign in at the circulation desk

LMC EXPECTATIONS

Students are expected to conduct themselves as independent and responsible citizens while in the LMC. They are expected to return items on time, return items in the same condition in which they were borrowed, treat furniture, displays, computers and other items with respect and care, and be accountable for their own actions. Any student triggering the security alarm system by exiting with a book that has not been checked out will receive a detention. Repeat offenders will be subject to loss of library privileges or other consequence as determined by administration.

STUDENT IDENTIFICATION

All students will be issued a student identification card through the LMC that will also serve as their library card. One card will be provided at no charge for each student. If a card is lost or stolen, the student may pay a \$3 fee and get a replacement card. Students may be asked to present a student ID by a staff member, when paying for lunch, or when attending various school activities.

CHECKOUT

Students must present their NCHS Student ID when checking out material from the LMC. Materials are checked out for a period of two weeks. Items are stamped with the due date and it is the responsibility of the student to either return or renew materials by that date. Materials must be brought into the LMC in order to be renewed. Students may check out materials in their name only. They may NOT check out materials for others or have others check out materials for them.

OVERDUE/LOST ITEMS

Nelson County High School LMC does NOT charge fines for overdue books; however, students are expected to pay for lost or damaged items. A student with an overdue item will not be able to check out another item until the overdue item is returned.

CAFETERIA

FOOD SALE STANDARDS

Nelson County High School's cafeteria contributes to the daily nutritional needs of our students by offering healthy food choices and well-balanced meals, following the dietary guidelines provided by the Department of Agriculture. In order to increase the acceptance and consumption of nutritious foods, we have the opportunity of using the government program "Offer versus Serve" option in our lunchroom. This provision is intended to reduce food waste by allowing students to choose three of the five meal components offered each day. Several different choices of entrée items are offered daily. Lunch menus are updated monthly on the NCHS website.

LUNCHROOM EXPECTATIONS

The cafeteria has an adult lunchroom monitor responsible for supervising and helping students at meal time. These adults monitor the students and encourage good manners during meal time. Students are expected to behave appropriately in the dining room at all times. This includes sitting in their seats until excused from lunch, talking softly at the table, cleaning up after lunch, and showing respect to everyone. Students are expected to adhere to these standards in the cafeteria.

HOW TO PAY FOR LUNCHES

The Nelson County Food Service Program uses a computerized lunch program system. This convenient system allows parents to pre-pay for meals in any amount on any school day. Money may be added to student meal accounts by using the MySchoolBucks website. The link may be found on the Nelson County High School website and the Nelson County Schools website. Each child has his/her own four-digit unique Personal Identification Number (PIN). Parents may be confident that no one else can use the account or will know their meal status. We encourage parents to purchase meals in advance. This ensures that the student is entitled to a meal every day and eliminates the hassle of lost or forgotten money. Purchase of additional items may be restricted by completing an A La Carte Restriction form, available from the school cafeteria.

STUDENT MEAL CHARGES

When student accounts are depleted and students have no way to secure money at that time, they are allowed up to five (5) charges.

Students who have reached the charge limit

- May bring a sack lunch from home, OR
- May have an alternate meal provided. For example; cheese and crackers, fruit/vegetable, and milk may be selected.
- Will have parents notified of outstanding charges.
- Will be reported to the principal or designee as well as the Child Nutrition Director for corrective action.

FREE AND REDUCED PRICE LUNCH PROGRAM

Free and reduced price lunches are available to students who qualify based on income guidelines. Students who qualified last school year are automatically qualified for the first 30 days of the school year. However, a new application must be completed for the upcoming school year within 30 days from the start of the school year for the child to continue on the program.

Applications are sent home the first day of school. If you did not receive one, call your child's school and request that one to be sent home to you. Applications are accepted any time during the school year. Parents who have any changes in employment or income during any time of the year may apply for benefits. Foster children automatically qualify for free lunch once an application is received and approved in the office of Food Service and Nutrition.

CO-CURRICULAR ACTIVITIES

Academic Team	Sherri McGuffin
Air Force Junior ROTC.....	Col Donna Lucchese
Band	Damon King
Beta	Fiona Downey
Chorus (Madrigal Singers).....	Stephanie Robinson
Fellowship of Christian Athletes	Dan Bradley
FFA.....	Mike Glass
HOSA	Shonda McDowell
Key Club.....	Yila Royalty
National Honor Society.....	Brian Crawford
Prom Committee	
Skills USA	Chris Brown
Squad 139.....	Joedy Gilliland
Student Council	
Vocational Industrial Club of America	Content Area Teachers

NCHS DRESS CODE

To promote a better educational environment, students are expected to arrive dressed appropriately for the school day. The students' complete attire will conform to proper school standards.

SHIRTS: (BOYS AND GIRLS)

- Type: Polo shirt with fold-down collar, buttoned to avoid exposure; dress shirt with fold-down collar; turtleneck or mock turtleneck
- Sleeve: Shirts may be long or short sleeve (no sleeveless or sheer). Sleeves cannot extend below the wrist.
- Midriff: Front, back or side may not be exposed at any time.

SWEATSHIRTS/SWEATERS/VESTS

- All sweatshirts and sweaters/vests (v-neck, crew neck, or cardigan) **must** be worn with a collared shirt or turtleneck underneath **that is visible**. **All hooded garments must be removed upon entering the building.**

PANTS/OVERALLS (BOYS AND GIRLS)

- Colors: Any solid color.
- Types: Twill, chino, corduroy, denim or jean with plain or pleated front. Elastic waist slacks may be worn. No camouflage, sweat/nylon, spandex, jogging, or yoga pants are allowed. Pants are to be worn at the waist (no sagging or excessively tight pants). Overalls must be worn with shirts that have sleeves.

SKIRTS/JUMPERS/DRESSES (GIRLS)

- Types: Twill, chino, corduroy, denim or jean (no spandex/lycra or stretch material). Must extend to the knee area. Slits may not be shorter than the knee. Shorts may be worn under the dress, skirt or jumper, but may not extend below the hem. Dresses must have sleeves and backs. Jumpers must be worn with shirts that have sleeves.

WALKING SHORTS (BOYS AND GIRLS)

- Types: Shorts must extend to the knee area. No camouflage, sweat/nylon, spandex, or jogging shorts are allowed.

SHOES

- All sandals or shoes must have a back.

HATS

- All hats are to be removed upon entering the building.
- No bandanas, sweatbands, scarves, etc.
- Hats will be confiscated and can only be picked up by a parent.

OTHER

- No rolling backpacks are permitted.
- No blankets.
- No portable radios or speakers.

GENERAL EXPECTATIONS

Any apparel or appearance (including but not limited to hair color, jewelry, make-up, hair style, etc.) that calls attention to itself will be responded to as deemed necessary. The administration has the final authority in determining appropriate school attire and appearance.

1. Students may not carry or wear anything that advertises drugs, alcohol, tobacco products, or anything that promotes or suggests lewd, dangerous or unacceptable messages.
2. Clothing must not have holes or tears and must have finished hems. Pants and skirts must not drag the ground. No frayed areas even if patched.
3. Only one out of dress code day per month is permitted (or if scheduled cumulatively, cannot exceed ten per year). Out of code days will be determined by the school administration. Student payment to participate will not be permitted. During out of dress code days, students may wear T-shirts. All other garments (pants, shoes, etc.) must be dress code compliant.
4. While students are expected to dress appropriately at after school functions, they are not required to follow the dress code.
5. JROTC uniforms and extracurricular jackets may be worn on designated days with prior approval from principal.
6. Students who violate the dress code will be assigned appropriate punishment.
7. All class shirts must be approved prior to the sales and/or ordering of the shirts.

STUDENT PARKING

Driving is a privilege for students of Nelson County High School and students should utilize that privilege accordingly. Therefore, to allow for the proper use and accessibility for high school students, the following guidelines will be enforced by Nelson County High School. Only juniors and seniors will be allowed to drive. Sophomores may be approved if there are extenuating circumstances outlined in a written request and submitted to the principal. Students will complete a registration form and purchase a numbered \$5 parking tag, which will allow them to park in an assigned spot in the student parking lot for the school year.

Cars may be towed if the driver has not purchased a tag or does not display a parking permit appropriately in the vehicle.

The following code of ethics for student drivers will be enforced:

1. Each student driver is to park in a parking space as designated by administration.
2. Each student driver is to drive safely and responsibly. He/she cannot speed or drive recklessly on school property.
3. Each student driver must follow the directions/guidance from Nelson County High School administration and staff while entering and/or exiting the parking lot.

Each student and parent will be asked to agree to and sign the following document:

1. I understand that driving to Nelson County High School is a privilege.
2. I understand that I will be randomly drug tested.
3. I understand that I must obey the rules set forth by the school to ensure that I retain that privilege.
4. I will use caution and be considerate of other drivers and pedestrians while on school property.
5. I will buckle my seat belt before I pull away from my assigned parking space.
6. I understand that I am to park only in the designated student parking area unless I am instructed by the school principal, an assistant principal, or the School Resource Officer to do otherwise.
7. I understand that I must park properly in the parking space as to not obstruct adjacent parking spaces.
8. I understand that once I have parked in the school parking area I am to go into the school building without delay.
9. I understand that once I have entered the school building I am not to return to my vehicle or the student parking area without first receiving permission from the school principal, an assistant principal, or the main office.
10. I understand that I am subject to the applicable traffic laws of the Commonwealth of Kentucky while on school property and that I am subject to a citation or arrest if I violate those laws.
11. I understand that if I violate any of the above rules I can lose my driving privileges at Nelson County High School.
12. All drivers will be monitored for compliance with the "No Pass – No Drive" Law

NO PASS/NO DRIVE

The 2007 legislative session ended with the passage of several education-related bills, including the "No Pass/No Drive" bill (HB 32, amending KRS 159.051). This statute became effective on June 26, 2007, and applies to all school districts in the Commonwealth. This bill is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses.

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school, or excessive/unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least five courses, or the equivalent of five courses on a seven period schedule, in the preceding semester. When a student has nine or more unexcused absences in the preceding semester, that student is no longer compliant, as well. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission's web site at the following address: www.lrc.ky.gov/record/07RS/record.htm.

ILLNESS AT SCHOOL

Nelson County High School maintains a well-equipped first aid/sick room for when a student may become ill at school. A registered nurse is available Mondays, Wednesdays, and Friday afternoons. Students must report to their teacher before asking to see the nurse. Students who are ill should be examined by the school nurse before calling home. Otherwise, the student will be treated at school and monitored by the school nurse. The student and/or the parent/guardian must sign the student out in the main office before leaving if it is deemed necessary for the student to leave school.

MEDICATION AT SCHOOL

Students requiring prescribed medication during the school day must inform the nurse. All prescribed medications should be kept in the Nurse's office. Students are allowed to carry over-the-counter medications for their own use. All medicine must be in the original container. After medicine is brought to the nurse's office, students are issued a medical card, and distribution of medicine will be logged by the nurse.

CALLING SCHOOL

Parents should not call students at school unless it is an emergency. Students will not be called out of class to the telephone except in case of an emergency. Parents should avoid using the office for messages. The office cannot guarantee messages will be delivered. The office or classroom phones will be used in cases of emergency only.

LOCKERS

Students may go to their lockers between classes. Each student's locker is his/her responsibility. If damage and/or vandalism occurs to that locker the student is responsible for the damage. School lockers are the property of the Nelson County Board of Education. Searches of these lockers may be made for reasonable causes. Random checks of lockers for illicit drugs will be implemented at the discretion of the school administration. Any items found in the locker which do not meet the specifications for permitted use are subject to confiscation if in violation of any rule of the school or law.

FEES

The Nelson County District requires a \$20 instructional fee for all students. There are also additional fees required for various classes, such as Band, art classes, floral design, etc. These classes are electives and fees are required because of necessary materials.

AP Biology.....	\$75.00
AP Chemistry.....	\$50.00
APES.....	\$40.00
Arts.....	\$25.00
Biology.....	\$15.00
Chemistry.....	\$20.00
Concert Band.....	\$100.00
Floriculture/Greenhouse.....	\$25.00
Food Science.....	\$25.00
Integrated Science.....	\$10.00
Instructional.....	\$20.00
Marching Band.....	\$300.00
Parking Permits.....	\$5.00

Students who have outstanding fees will not be allowed admission to Winter Formal or Prom. Graduation tickets will be held from seniors until all fee balances are paid in full.

INSURANCE

The insurance program covers all student activities that are school-sponsored and supervised. In case of an accident, the supervisor of the school-sponsored activity shall obtain a claim form to be filled out by the parent/guardian. Claim forms are available in the main office. It is the responsibility of the student and/or parent to obtain a form and file a claim in order to receive payments. This insurance is a secondary insurance only. Nelson County High School and the Nelson County Board of Education are not responsible for accidents occurring at school or for any medical expenses not covered by the insurance policy.

FUNDRAISING

All fundraising projects must be approved by the principal and the superintendent. This includes class, club, and sports shirts. Projects which involve selling merchandise to residents of our community are limited. Door to door sales are discouraged. School sponsored approved fundraisers are the only sales permitted on school property.

DOOR ALARMS

For increased security, an alarm system has been installed at Nelson County High School. Visitors must use the front entrance of the building, where the intercom is located. Once visitors are

identified, they will be allowed to enter and must sign in at the main office. Anyone caught tampering with any alarm may face criminal charges. Building hours are between 7:45am and 4pm.

EMERGENCY DRILLS (FIRE & TORNADO)

Emergency drills will be conducted at intervals throughout the year. When a fire alarm sounds, all occupants must file out of the building quickly and orderly. If an exit is blocked, look to your teacher for an alternate route. Move to designated areas outside of the building and remain outside until a signal to re-enter is given. Exits to be used will be posted in all areas. In a tornado drill, move to the interior area of the building designated by your teacher. Details for all safety plans are posted in classrooms.

LOST & FOUND

Lost articles may be claimed in the Youth Service Center. Any article found should be brought to the YSC. New books will not be issued until lost books are paid for.

CARDINAL SUCCESS

PERSONAL INFORMATION CHANGES

Changes to any household information such as address, telephone number, or emergency contact information should be submitted to the guidance office as soon as possible. All address changes will require proof of residency. Students who move must report the address change within ten (10) school days to the guidance office. Students who falsify address and/or place of residence are subject to immediate removal from school to home school district.

STUDENT INCENTIVE PROGRAMS & AWARDS

Nelson County High School is proud to sponsor many student incentive programs. Students at Nelson County High School have the opportunity to win awards throughout the school year. Some examples of awards are athletic, scholastic, academic, fine arts, departmental, leadership, perfect attendance, and many more. For more information on these awards and activities, contact a counselor.

GUIDANCE & COUNSELING

Two counselors serve the students of Nelson County High School. The college and career counselor serves the students in the areas of college information, scholarships, college applications and preparedness, financial aid, recommendations, career pathways, career placement advising, scheduling as it concerns to post-secondary decisions, dual credits and assessments leading to college and career readiness. The guidance counselor serves the students in the areas of mental health counseling, grades, scheduling, and student accommodations under Section 504 of the Rehabilitation Act.

STUDENTS & COUNSELORS

The counselors at Nelson County High School encourage students and their parents/guardians to visit the counseling office. Students who wish to see a counselor during the school day must receive written permission from their teacher to be out of class. If counselors are not available, students may fill out a conference request form, and the counselor will call them to the guidance office when available. Students must have permission from their teacher to leave class.

SCHOLARSHIPS & FINANCIAL AID

Students who apply for scholarships and financial aid to Kentucky institutions will be advised by their counselor. KEES money and hundreds of scholarships are available to students. Please talk to a counselor about scholarship and financial aid opportunities.

TRANSCRIPTS & RECOMMENDATIONS

Transcripts, recommendations and other information will be sent for students who are in good standing in school. Recommendation outline sheets are available from your guidance counselor. These sheets will allow your teachers, counselor, and/or your principals to adequately compose a recommendation letter. Please give your counselor 2 weeks to respond to recommendation requests. Transcript requests must be submitted through Parchment and will be sent electronically to the college of your choice. See the counselors for Parchment id codes.

ARMED FORCES RECRUITER ACCESS & STUDENT RECRUITING INFORMATION ACT

All schools are required to make students' names, addresses, and telephone numbers available to military recruiters and institutions of higher education. Parents may opt out so that such information is not released without their prior consent by checking the box on the student directory information form sent home at the beginning of the school year.

REPORT CARDS

A report card will be mailed home at the end of each semester. Progress reports will be issued periodically. Parents are encouraged to schedule a parent-teacher conference concerning any grades or other issues in class. Please contact your student's guidance counselor to set up a conference. Parents may make appointments for conferences with teachers or counselors by calling the school at 349-7010, extension 2681. The office phone is staffed from 8 am to 4 pm on school days.

EXTENDED SCHOOL SERVICES (ESS)

Please contact individual teachers for ESS/tutoring information.

COURSE SCHEDULING

All students will be required to take seven (7) courses during the school year. NCHS reserves the right to cancel courses due to insufficient requests/enrollment. Schedule changes will be minimal and must be submitted to the counselor within the first five (5) days of the start of the school year. A student may not drop or add classes without a parent/teacher. After the school year begins, course changes will only be made for one of the following conditions: to make up a required course, to add a graduation requirement, to correct duplication of a course, to correct inappropriate placement of a student, or to balance class size. The following schedule is recommended for each grade level:

Freshman: English I, Social Studies I, Science, Math, Health/PE, 2 electives

Sophomore: English II, World History, Biology, Math, 3 electives

Junior: English III, US History, Chemistry, Math, Visual & Performing Arts, 2 electives

Senior: English IV, Math, 5 electives

Students who plan on attending a four year college/university and earning a bachelor's degree are encouraged to earn two credits in the same foreign language.

GRADUATION REQUIREMENTS

4 English credits (English I, II, III, & IV)

4 Math Credits (to include Algebra I, Algebra II, & Geometry)

3 Social Studies credits (U.S. History, SSI, and World History)

3 Science credits (Freshman science, AP Environmental Science, Biology, or Chemistry)

1 Visual & Performing Arts credit, with remaining credits to come from elective courses.

.5 Health credit/.5 PE credit

Students will be awarded a credit for each class they pass with a grade of D or higher. A total of **25** credits are required to graduate.

GRADING SYSTEM

Nelson County High School grades are on the following letter system:

A – Outstanding	90 – 100
B – Good	80 – 89
C – Average	70 – 79
D – Poor	60 – 69
F – Failing	0 – 59
I – Requirements not met or no credit	

HONORS AND COLLEGE & CAREER READY GRADUATE

Students can earn the distinction of Honors Graduate based on the following scale:

Cum Laude: 3.66-3.79 GPA

Magna Cum Laude: 3.8-3.99 GPA

Summa Cum Laude: 4.0+ GPA

All AP classes are on a 5 point grading scale.

Students can earn the distinction of College and/or Career Ready by:

College and Career Readiness for All

<u>College Ready</u> (1 Point) A student must meet benchmarks on one of the following:	<u>Career Ready</u> (1 Point) A student must meet benchmarks on one from <u>each</u> of the following columns:		<u>College & Career Ready</u> (1.5 Points) A student must meet benchmarks on one from <u>each</u> of the following columns:	
ACT or COMPASS or KYOTE	Career Ready Academic	Career Ready Technical	College Ready Academic	Career Ready Technical
		ASVAB or WorkKeys	KOSSA or Industry Certificate	ACT or COMPASS or KYOTE

TUITION STUDENTS

Any parent of an out of district student may petition Nelson County High School for transfer if the following criteria are met: a) good attendance; b) all passing grades with at least a "C" average; c) good behavior; and d) two letters of recommendation. Requests may be denied if the transfer would cause overcrowding in the school or classroom. Contracts may be revoked at any time if students fail to meet the criteria.

WITHDRAWAL FROM SCHOOL

Students who withdraw from Nelson County High School must adhere to the following procedures:

1. Obtain a withdrawal form from their counselor in the Guidance Office.
2. Students under the age of 18 must have a parent/guardian present to withdraw.
3. Withdrawal form must be completed and returned to the student's counselor.
4. All books and materials must be turned in to the responsible staff members.

5. All financial obligations must be satisfied.
6. Student ID must be turned in to the library.

Unless the above procedure is completed, the student is not officially withdrawn from Nelson County High School and will be considered truant until all withdrawal obligations are met. No records will be forwarded to the receiving school until a proper withdrawal form is on file.

SCHOOL RECORDS & THE LAW

Parents have the right to inspect and review their children's official records (including grades and test scores), contest any records they feel are inaccurate and limit access to those records by non-school personnel. This right under the Family Education Right and Privacy Act of 1974 is transferred to the student at age 18. A parent may request access to his child's records by filling out a form available in the office of the principal or guidance counselor. An appointment will be made within 10 days of the request. Counselors will help parents interpret the information in the pupil's records, upon request. Parents have the right to request a hearing if they consider any of the educational records inaccurate, misleading, or otherwise in violation of the primary or other rights of the child. A hearing will be scheduled within ten days of the written request. If the outcome of the hearing with a school building committee is unsatisfactory, parents can appeal for a hearing at the district level. In accordance with federal regulations, this school forwards educational records on request from a parent or school administrator to the student's new school. No confidential records are automatically forwarded. Special education records must be requested by a parent or a special education professional.

CARDINAL PRESENCE

NELSON COUNTY HIGH SCHOOL ATTENDANCE

ATTENDANCE AND TRUANCY (Grades K-12)

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

KRS 159.010 Section 1 states that the parent, guardian, or person having custody or charge, is responsible for keeping his/her child in regular school attendance for the full term that school is in session (that means every day and every minute of each day the school is open).

KRS 159.150 states that any child who has been absent from school without valid excuse for three (3) or more days or tardy without valid excuse on three (3) or more days is truant. Any child reported as a truant two (2) or more times is a habitual truant.

Legitimate reasons for an excused absence/tardy includes illness of the student (with a doctor's note) and signed parent note (five (5) parent notes per semester for K-5 grade; three (3) parent notes per semester for grades 6-12). Parent notes do not carry over to the next semester and each parent note can only excuse up to one (1) day. Nelson County Schools reserve the right to question and validate doctor's notes that excuse a student for an excessive amount of absences.

ALL NOTES (including doctor's notes and parent notes) TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE (the attendance clerk) WITHIN THREE (3) SCHOOL DAYS OF THE STUDENT'S RETURN FROM THE EVENT. Failure to turn in any excuse notes within this deadline will result in the absent/tardy event being unexcused.

Parent and doctor's notes can be emailed to the school's attendance secretary from a parent's email account (e.g. a picture of the note via your cell phone). Original notes should still be sent with student or delivered by the parent/guardian to the school attendance clerk. Notes will be kept on file at the school in case of any discrepancies.

Please remember that partial day absences only will be excused for dental or eye appointments unless the doctor has written on the note that a full day absence is required due to the severity of the condition.

TARDINESS

A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly scheduled school day for the pupil's grade level. Late arrivals or early dismissals shall be counted as an absence or tardy according to the arrival/departure time. The process for determining whether tardiness to school is excused or unexcused is identical to that for excused/unexcused absences.

Promptness to school and to classes is a personal responsibility for each student. All students must be seated in their assigned seat by the tardy bell rings. A two-minute warning bell is given for each class period. Violators shall be penalized as follows:

1. First-Fourth Tardy: Student will be assigned a lunch detention.
2. Fifth Tardy and more: Student will be given an Office Referral.

Daily attendance is taken 1st period at 8:25 a.m. Students who arrive to first period after the bell rings will be required to sign in at the front office and will be considered tardy to school.

EXCUSED ABSENCES

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

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil. (Parent notes are accepted for three (3) all day or part of the day per semester for illness or other excusable reason that is listed. One (1) parent note excuses only one (1) day or tardy. All other student absences due to illness require a note from health professional, court officials, etc.).
3. Medical, dental or legal appointments that cannot be scheduled outside of school hours. Times and dates shall be verified by the health professional or court officials. Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused. When a student must miss more than five (5) consecutive school day due to illness or surgery, the parent/guardian is to contact the attendance office or the Director of Pupil Personnel who will explore the possibility of home/hospital instruction.
4. Court appearances requiring the student's attendance. (Students will be excused only for the length of time of the scheduled court appearance and a reasonable amount of travel time).
5. Religious holidays and practices.
6. One (1) day for attendance at the Kentucky State Fair (per state law). (*Proof of attendance must be provided*).
7. Two (2) visits to colleges or universities; (Visit shall be approved at least three (3) school days in advance by the Principal and restricted to seniors. Documentation from the college visit shall be required).

8. Drivers test for permit or license. (A half (½) day may be allowed twice during the school year).
9. One (1) day for students with lice. If the student is sent home, he/she will be excused for the remainder of the day.
10. Failure of bus transportation (missing the bus is not excused).
11. Documented military leave:
 - a. One (1) day prior to departure of parent/guardian called to active military duty.
 - b. One (1) day upon the return of parent/guardian from active military duty.
12. Visitation for up to (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
13. Other valid reasons as determined by the Principal, including trips qualifying as education 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 education value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional experience 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 school work missed and shall not have their class grades adversely affected or lack of class attendance or class participation due to the excused absence or other valid reasons as determined by the Principal (determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures).

A STUDENT WHO ACCUMULATES TEN (10) OR MORE UNEXCUSED ABSENCES OR TARDIES WILL BE DENIED ADMISSION TO THE NCHS CHRISTMAS DANCE OR/AND PROM.

NOTES REQUIRED

Upon returning to school following an absence or tardy, a student has three (3) school days to turn in a note to the front office attendance box. The note must be a signed and dated parent note, a physician's statement, or court statement explaining the reason for each day the student was absent or tardy, plus a return to school date. If a written statement verifying a valid reason for each day of absence or tardy is not received within three (3) days after the student returns to school, the absence or tardy will be recorded as unexcused. Any doctor's statement that states the office was notified of the illness or phone advice was given will not be excused. Students presenting false or altered verification shall be subject to disciplinary action. Parents and students may track attendance through the parent portal on Infinite Campus. Any attendance note sent via fax should be confirmed through the parent portal.

MAKE-UP WORK

Requesting and completing work missed during absences is the responsibility of the student and/or parent. If a student is absent for only one (1) day, he or she may secure a make-up assignment when he or she returns to school. Parents who feel they have special circumstances may request assignments on the first day of absence; however, 24 business hours will be needed to fulfill the request.

If a student is absent for more than one (1) day and there is a desire to secure make-up assignments before the student returns to school, parents may request the assignments by calling. Again, 24 business-hours will be needed to fulfill the request. If there is a special need during the instructional day, a message for a teacher to call the parent may be left on the teacher's voicemail or an e-mail may be sent to the teacher directly.

FALSIFIED NOTES/PHONE CALLS

Any student found falsifying any attendance or check out document will receive disciplinary action.

LEAVING SCHOOL GROUNDS

Nelson County High School has a closed campus. Students are at no time allowed to come or leave school without checking in or out in the correct manner. No student shall leave the school grounds for any reason without permission. This also includes being in any parking area, out building, and/or adjacent school district property without permission.

FREQUENTLY ASKED QUESTIONS

When and where do students turn in their documentation for an absence?

It is the responsibility of the student to turn all documentation in to the front office. *This must be done before school and not during class time.*

How long does a student have to turn in documentation for excused absences?

Notes for absences, both parent and other, must be provided no later than within 3 school days of the students return to school. If not, the absence will remain unexcused. Telephone calls from a parent do not excuse an absence.

What is the policy for making up work after being absent?

It is the responsibility of the student to request any work missed due to an excused absence. It is the responsibility of the student to turn the assignments back in on time.

What if a student has a long term illness?

Long term illnesses may require homebound services. Parents of students who will be absent for 5 days or more because of illness or surgery should call the office of Pupil Personnel at 502-349-7000 for more information.

What happens when a student arrives to school late?

Students arriving after the 8:25 bell are required to report directly to the front office and be signed in as tardy to avoid being counted absent all day. Tardy students should sign in before going to class, locker, etc. Unless the student provides the proper documentation when signing in, the tardy will be unexcused. All documentation including parent notes must be turned in to the attendance office within three school days. If a student uses a note from a parent to excuse their tardy, it will be counted as one of their parent notes. Missing the bus, car trouble, traffic jams or finishing breakfast in the cafeteria, etc. are not excused reasons for being tardy.

What should a student do if they become ill at school?

If a student feels they are too ill to continue their stay at school, they are to report to the school nurse or main office. If the nurse feels the student should leave school, the school will notify the student's parent or guardian.

What happens if a student needs to check out early?

Except with a note from the school nurse, students who must be dismissed early from school should report to the office before the 8:23 warning bell. Students should provide the office with a note from their parent or guardian. The check-out note should be signed by the parent and should contain the student's full name, date, time of check-out, the name of who will be picking the student up if they are not driving themselves and a telephone number where a parent or guardian can be reached for verification. All notes must be verified verbally by a parent or the student will not be allowed to check out of school. No phone calls will be accepted as a means of check out. Students must sign out in the office before they leave the building.

What happens if a student needs to temporarily change buses?

A written request from a parent is required in order for a student to ride a different bus or get off at a different stop. The request must be turned into the main office in the morning. It will be verified by the front office and a bus note will be given to the student to present to the bus driver.

What happens when a student is being picked up early?

If a student is being picked up by someone, that person must report to the office to sign the student out. No student will be released from school to anyone other than their parent or legal guardian without prior written authorization. Please bring your photo I.D. (such as a driver's license) to the office with you when picking up your student from school. *If we do not recognize you, you will be asked to show your identification before we will release the student to you.* If someone who is not listed as a designated pick up asks to check out a student, we must be able to contact a parent for verbal permission or the student will not be allowed to leave. Any student who leaves the school campus without permission will be subject to disciplinary action.

Early dismissal is discouraged since it interrupts the student learning. Orthodontist, dentist and doctor's appointments should be made after school when possible. Other routine appointments such as haircuts, bank and insurance appointments, etc. should take place during non-school time. *Parent signatures on the check-out log or check out notes cannot be used to excuse a check-out. All students who wish their check-out to be excused must bring a parent note or the proper documentation back to the school office when they return.*

CARDINAL CHARACTER

STUDENT RESPONSIBILITIES & BEHAVIOR EXPECTATIONS

We are serious about our responsibility to the Nelson County community and will not tolerate discipline problems. With the cooperation of students, faculty, staff, and parents, we can achieve our goals. Ultimately, each student is responsible for his/her behavior.

It is the purpose of the discipline policy to provide a uniform system of discipline for Nelson County High School. This system is necessary to encourage and provide a quality education for all students and to create a positive atmosphere conducive to the administration of this institution.

The discipline policy of Nelson County High School will be strictly and consistently enforced. The major goal of the policy is to protect the rights of the students and to provide a positive and safe learning environment for everyone. It is the responsibility of the student to understand and abide by the rules. Students will have access to a copy of the Nelson County High School Student Handbook. The Nelson County Board of Education Code of Discipline will be distributed during the first week of school, and it is the responsibility of the student and parent to read and understand all parts of each document. In fulfilling his/her obligations, each pupil shall:

1. Comply with all regulations of the Nelson County Board of Education.
2. Recognize the authority of all teachers, administration and other school personnel.
3. Abstain from gambling, immorality, profanity, harassing, fighting, extortion, use of or possession of drugs and alcohol, or the possession of an instrument capable of inflicting bodily harm.
4. Refrain from willfully damaging, defacing or destroying school property or illegally entering school buildings and grounds.
5. Be regular in attendance and on time; strive to do his/her best in all areas of school life.
6. Wear appropriate school dress and conform to acceptable standards of appearance as established by the Nelson County Board of Education.
7. Abide by the regulations set by the school board concerning travel to and from school on school buses and use/operation of private vehicles on or off the school grounds.
 - a. Such private vehicles must be registered with the school and parked in the reserved parking spot for that vehicle.
 - b. Automobiles are to be vacated immediately upon arrival and should be reentered only at the time of authorized departure.
8. Comply with regular rules and regulations of the school board while attending and participating in activities sponsored by the school and/or school district.

BEHAVIOR CODE

The conduct of high school students should indicate a sincere interest in their school work, a genuine concern for the welfare of the public and the property they use, and the respect and courtesy for both their teachers and fellow students. Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school. A failure to comply may result in a loss of school privileges. Any student with more than one out of school suspension will be denied the opportunity to attend the Christmas Dance and Prom.

1. **Disruption of school** – A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause substantial and material disruption or obstruction of any lawful mission, process or function for the school.
2. **Damage or destruction of school property or private property** – A student shall not intentionally cause or attempt to cause substantial damage to school property or private property or steal or attempt to steal school property or private property.
3. **Assault on a school employee, student, or person employed by the school** – A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any person.
 - a. On school grounds during and immediately before and after school hours; or
 - b. On school grounds at any time when the school is being used by a group; or
 - c. Off school grounds at a school activity, function or event. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.
4. **Weapons and dangerous instruments** – A student shall not knowingly possess, handle or transmit any object that can be reasonably considered a weapon including knives on school grounds or at any school sponsored activity. This rule does not apply to normal school supplies like pens, pencils, and/or compasses.
5. **Drugs and alcohol** – A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or any look-alike drug and/or paraphernalia.
6. **Smoking** – There is absolutely no smoking or possession of tobacco products permissible on the Nelson County High School campus. Students are also not allowed to carry lighters or smokeless cigarettes. This policy includes e-cigarettes. It is also against school rules for students to distribute cigarettes to minors.
7. **Students' belongings (pockets, purses, etc.)** – The school retains the right to search a student's belongings without the student's permission if the Principal or designee has reasonable suspicion that the belongings contain prohibited/stolen articles, weapons, drugs, look-alike drugs, alcoholic beverages, or any type of explosive/disruptive device, etc.
8. **Joint ownership of school lockers** – The school retains joint ownership of the student's locker during the school year. The Principal or designee may inspect lockers with or

without permission or knowledge if the Principal has reasonable suspicion that a locker contains prohibited/stolen articles, weapons, drugs, look-alike drugs, alcoholic beverages, or any type of explosive/disruptive device, etc.

9. **Parking privileges** – For the privilege of driving and parking on or off school property, the school retains the right to search all vehicles driven by students with or without the student’s knowledge or permission. The Principal or designee may search the vehicle if there is a reasonable suspicion that a vehicle contains prohibited/stolen articles, weapons, drugs, look-alike drugs, alcoholic beverages, or any type of explosive/disruptive device, etc.

NOTE: Violation of item 3 (Assault on a school employee, student, or person employed by the school) and item 5 (Drugs and alcohol) of this behavior code may result in suspension to Horizons and/or expulsion. Violation of other items may result in suspension and/or expulsion. Nelson County High School reports all violations punishable by law.

HARASSMENT/DISCRIMINATION POLICY

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

1. Harassment/Discrimination due to an individuals’ race, color, national origin, age, religion, marital status, political beliefs, sex or disability is prohibited.
2. Conduct and/or actions prohibited under this policy include, but are not limited to:
 - a. Name calling, stories, jokes, pictures or objects that are offensive to one’s gender, race, color, national origin, religion or disability;
 - b. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
 - c. Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom and/or workplace;
 - d. Impeding the progress of a student in class or impeding the work of a student or employee by questioning the ability to do the required work based on the gender, race, color, national origin, religion or disability of the student or employee;
 - e. Limiting access to educational tools based on the employee or student’s gender, race, color, national origin, religion or disability.
3. Reporting Procedures:
 - a. Report the situation immediately to a teacher, counselor, administrator or superintendent of the school system.
 - b. Be prepared to tell whom it was, what happened, where it happened, when and how it happened, any other evidence and names of witnesses, if any.
 - c. File a written complaint to formally document the situation.

4. Disciplinary Action:
 - a. Students or employees who engage in harassment/discrimination of another employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action. For students, this includes, but is not limited to, law enforcement intervention, suspension and/or expulsion.
 - b. No one shall retaliate against a student or employee because she/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment or discrimination of an individual, or because she/he has opposed language or conducts that violate this policy.

DRUGS & OTHER CONTROLLED SUBSTANCES

1. Drugs Prohibited – No pupil shall possess, use, be under the influence of, sell or transfer any controlled drug substance, or any substance which “looks like” a controlled substance, on or about school property, at any location of a school sponsored activity, or on the way to or from a school-sponsored activity.
2. Drugs Defined – Controlled substances means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020.
3. Authorized Medication – Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy unless distributed to others.
4. Penalty:
 - a. 1st offense of possession of drugs or alcohol will be a 5 day suspension, charges filed with the Sheriff’s Department. **2nd offense** of possession will be a 5 day suspension and recommendation to the Board of Education for an expulsion hearing, placement to Horizons and charges filed with the Sheriff’s Department.
 - b. 1st offense for selling or having a large quantity of drugs in possession will result in an expulsion hearing, placement to Horizons and charges filed with the Sheriff’s Department.
5. Awareness Program – The Superintendent shall establish a drug-free and alcohol-free awareness program for all students which shall include notice of the following:
 - a. The dangers of drug/alcohol abuse in the schools;
 - b. The District’s policies and related procedures on drug-free schools;
 - c. The requirement for mandatory compliance with the District’s established standards of conduct;
 - d. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs;
 - e. Penalties that may be imposed upon students for drug/alcohol abuse violations.

TOBACCO POLICY

Nelson County High School is a smoke free campus. Students shall not use or possess tobacco products, alternative tobacco products, vapor products, or lighters on school property at any time, including after regular school hours. It is also against school rules for students to distribute tobacco to minors. Smoking cessation classes may be offered to students who violate this policy. Violators shall be penalized as follows:

1. First Offense: 2 lunch detentions and completion of smoking cessation program
2. Second Offense: 1 day of In School Suspension (ISS)
3. Third Offense: 3 days of In School Suspension (ISS)
4. Fourth Offense: 3 days of Horizons
5. Fifth Offense: 5 days of Horizons
6. Sixth Offense: 1 day of Out of School Suspension and school may initiate pre-expulsion.

Repeated offenses may also be cited by law enforcement.

COMPUTER RULES VIOLATIONS

All faculty and students must sign a contractual agreement with the Nelson County Board of Education to access the school-based Internet.

The following will be treated as a “Major Class Disturbance” and any students violating these rules will be sent to the office, suspended from school for three days and lose computer privileges for the remainder of the school year:

1. Unauthorized use of passwords.
2. Unauthorized access of the school computers.
3. Unauthorized use of software brought from home on school computers.
4. Defacement of software belonging to the school or another student.
5. Display of any word or graphic that is considered obscene or inappropriate for school.
6. Changing software and hardware configurations.
7. No computer games will be played during school instructional hours
8. No downloading of material from Internet without the instructor’s approval.

The law states that it is illegal to make or distribute copies of copyrighted materials, including software, without authorization. This is stealing. Normal school policy concerning stealing involves suspension, placement in ISS or Horizons, and/or other consequences as seen appropriate by the school administration.

1. Copying software from a school computer
2. Copying other software
3. Using stolen software on school computers
4. Erasing software from school computers

CELL PHONES AND OTHER TECHNOLOGY

Electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Devices may be used for educational purposes in the classroom with permission of the present classroom teacher. Otherwise, electronic devices may only be visible when instructed by the teacher. Devices may also be used between classes and during lunch.

Students who violate the policy are subject to the following:

1. First Offense: Device confiscated and released to parent/guardian.
2. Second Offense: Device confiscated and released to parent/guardian after a minimum of 24-hours. A 1-hour detention will also be assigned.
3. Third Offense: Device confiscated and released to parent/guardian after a minimum of 5 days. 1 day of ISS will also be assigned.
4. Fourth Offense: Device confiscated and returned to parent/guardian at the end of quarter. 3 days of ISS will also be assigned.

Refusal to give a cell phone to a teacher and/or an administrator may result in 5 days in ISS.

Students are responsible for keeping up with devices they bring to school. The district will not be responsible for loss, theft, or destruction of devices brought onto school property.

Students that attempt to record another student or group of students with their phone without administrative permission will have their phone confiscated and penalized by policy guidelines.

PUBLIC DISPLAY OF AFFECTION

A public display of affection is defined as embracing, kissing, and/or intimate touching of another student. Nelson County High School believes that the educational setting is not the time or place for this activity. Students must refrain from PDA.

WEAPONS ON SCHOOL GROUNDS

SECTION 1. KRS. CHAPTER 527 STATES IN PART:

A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school sanctioned ceremonies, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned used, or operated by the Nelson County Board of Education.

Any student bringing a weapon or look a-like weapon to school will be suspended and/or be referred to the Board of Education for an expulsion hearing.

STEALING

Any student caught stealing shall receive a consequence. Local law enforcement agencies may be used to further investigate situations and appropriate charges will be filed.

DISCIPLINE INFRACTIONS OCCURRING WHILE TRAVELING TO OR FROM SCHOOL AND/OR SCHOOL EVENTS ARE SUBJECT TO THE NELSON COUNTY PUBLIC SCHOOLS DISCIPLINE CODE.

DISPENSING OF DISCIPLINE

In order to address discipline issues, administrators may assign any of the following consequences:

1. Parent Conference
2. Lunch Detention
3. Detention
4. Saturday School
5. In School Suspension (ISS)
6. Horizons Academy
7. Suspension

Such infractions that may be addressed by administration may include:

1. Minor School Disturbances
2. Use of Profanity in class or on school property
3. Leaving School Ground for Lunch
4. Insubordination
5. Major Class Disturbances
6. Dress Code Violations
7. Threats or Intimidation of an employee
8. Fighting in School
9. Verbal Fighting
10. Skipping
11. Excessive Tardiness

CONSEQUENCES

DETENTION HOURS

Detention hours will be formally checked by administrators to ensure compliance of obligation. All students will begin the school year with zero detention hours. Any student owing five (5) or more hours will be assigned and serve those hours via Saturday School or detention. Administrators will

follow the consequence sequence for those students who do not attend on assigned dates. In addition, any student who owes five (5) or more hours and who participates in school-related activities that take place outside of the school day or outside of the school building (i.e. athletics, marching band, academic team, cheerleading, field trips, etc.) will not be able to participate in any such activity until an administrator verifies that ALL hours have been served.

LUNCH DETENTION

Lunch detention may be assigned based on the offense.

AFTER SCHOOL DETENTION

After school detention will be assigned based on the severity of the offense. Parents/guardians may change the date of the assigned detention by contacting an administrator. If detention is missed without a note from the parent or guardian, the student will have to serve additional time. If detention is missed a second time, students may receive additional consequences.

Detention will be from 3:20-4:20 pm. Students must bring study materials to detention and be academically focused for the entire duration.

SATURDAY SCHOOL

Saturday School will be from 8:00 a.m. until 11:00 a.m. Students must bring study materials to detention and be academically focused the entire time in Saturday School.

IN-SCHOOL SUSPENSION

ISS is an alternative to out of school suspension certain severe behavior violations. Students are isolated from the larger student body during the school day, and are expected to work on classwork. Students are required to complete their work before they are released. Failure to follow ISS rules will result in additional days or more severe punishment.

HORIZONS ACADEMY

Horizons Academy is housed in a separate building from Nelson County High School. This program is separate from the regular school setting. Students placed in the program have been assigned as a last opportunity to correct unacceptable behavior. More detailed information will be provided upon request.

OUT OF SCHOOL SUSPENSION

When a student is suspended, he/she is prohibited from being on the school grounds for the duration of the suspension. This includes attending any school activities such as games or events. A suspension is considered an unexcused absence. A suspension may include up to 10 days according to precedents previously set by administration.

DUE PROCESS

Due process refers to the steps required by law to allow student and/or parent involvement in school decisions concerning discipline. The following steps shall be taken when conducting a hearing concerning possible suspension, expulsion, or other serious disciplinary actions:

1. Suspension
 - a. The pupil shall be given notice of the charges against him/her.
 - b. If the pupil denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her version.
 - c. If the pupil is suspended, this action shall be reported in writing to the superintendent of schools.
 - d. Parents will be notified of suspension.
2. Expulsion
 - a. The pupil shall be given notice of the charges against him/her.
 - b. The parent, guardian or custodian shall be given an opportunity for a hearing before the board.

If the disciplinary action stems from violation of state law, the pupil will also be criminally charged. If the pupil is a juvenile, the charge(s) will be handled through the Nelson District Court via the court designated worker. If the pupil is over 18, he/she may possibly face arrest. In either case, the parent/guardian will be contacted by law enforcement.

CIVIL RIGHTS OF STUDENTS

Freedom of speech is a constitutional right guaranteed to all citizens. Nelson County High School shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process of other students. All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals. All students shall have the responsibility to grant the same rights and responsibilities to others and to develop tolerance for viewpoints and opinions of others and to recognize the rights of other individuals to form and hold different points of view.

SEARCH AND SEIZURE

A school official may make reasonable searches and seizures of students and property if there exists a reasonable suspicion that school policies or rules have been or are being broken. The search or seizure is reasonable if it bears a rational relationship to a legitimate educational interest.