

**PERRY COUNTY CENTRAL
HIGH SCHOOL
2019-2020**



Student Handbook

“Adapt, Achieve, Succeed”

EVER WONDER WHY WE'RE THE "COMMODORES"?

Our school, city, and county are named for a famous American naval officer: Commodore Oliver Hazard Perry (1785-1819). Perry was born in South Kingstown, Rhode Island, and was a brother to Matthew Calbraith Perry. Appointed a midshipman in 1799, he served in the Tripolitan War, was promoted to lieutenant (1807), and from 1807 to 1809 was engaged in building gunboats. In the War of 1812 he was commissioned to build, equip, and man a fleet at Erie, PA. On September 10, 1813, Perry's fleet left Put-in-Bay, Ohio, and met a slightly inferior British force. In the subsequent Battle of Lake Erie, Perry's flagship, the *Lawrence*, was reduced to ruins but he transferred his flag to the *Niagara* and shortly forced the British to surrender. His report of the battle sent to Gen. William H. Harrison—"We have met the enemy, and they are ours"—has become famous. The victory, which made Perry a national hero, gave the United States control of Lake Erie and helped pave the way for Harrison's victory in the battle of the Thames River, in which Perry participated. After the war, he served as a captain in the Mediterranean. Later, on a mission to Venezuela, he contracted yellow fever, died, and was buried in Trinidad. His body was later brought to Newport, Rhode Island, where a monument was erected to him. A memorial to Perry at Put-in-Bay, built in 1912-15, was made a national monument in 1936.



Our VISION FOR PCCHS



Students at Perry Central will **ADAPT** to an ever changing world through high expectations and rigorous instruction in order to **ACHIEVE** college and career readiness and the skills necessary to **SUCCEED** as productive citizens.

PERRY COUNTY CENTRAL HIGH SCHOOL
305 PARK AVENUE
HAZARD, KY 41701
PHONE: (606)439-5888
FAX: (606)439-2825

- | | |
|-----------------------------|-------------------------|
| ➤ PRINCIPAL: | MICHELLE RITCHIE |
| ➤ ASSISTANT PRINCIPAL: | KEVIN CAMPBELL |
| ➤ DEAN OF STUDENTS: | RANDY NAPIER |
| ➤ COUNSELORS: | KIM DIXON |
| | SABRINA MILLER |
| ➤ SCHOOL RESOURCE OFFICER: | SGT. JEFF RITCHIE |
| ➤ FAMILY RESOURCE DIRECTOR: | TINA PELFREY |
| ➤ SCHOOL NURSE: | PRIMARY CARE- Kim Baker |

Bell Schedule 2018-19

	8:10	Bell to leave Cafeteria
1st	8:15	1st Pd Bell/ Tardy Bell
	9:42	2ND Pd Bell
2nd	9:45	Tardy Bell
	11:12	3rd Pd Bell
3rd	11:15	Tardy Bell
	11:20	Report to 1st Lunch - pick up students from lunch at 11:52
	11:55	Report to 2nd lunch - pick up students from lunch at 12:27
	12:30	Report to 3rd lunch\ -pick up students from lunch at 1:02
	1:14	RTI Bell
RTI	1:17	Tardy Bell
	1:37	4th Pd Bell
4th	1:40	Tardy Bell
	3:05	School Dismissal

**PERRY COUNTY
SCHOOLS
2019/2020
SCHOOL CALENDAR**

PD	Friday, August 2
MANDATORY PD	Monday, August 5
Opening Day	Tuesday, August 6
First Day for Students	Wednesday, August 7
Labor Day (H)	Monday, September 2
Black Gold (PD)	Friday, September 20
Fall Break (X)	Thursday, October 10
Fall Break (PD)	Friday, October 11
Election Day (X)	Tuesday, November 5
Thanksgiving Break (X)	Wednesday, November 27
Thanksgiving Break (H)	Thursday, November 28
Christmas Day (H)	Wednesday, December 25
New Year (H)	Monday, January 1

**CHRISTMAS BREAK BEGINS ON MONDAY, DECEMBER 23.
LAST DAY FOR STUDENTS IS FRIDAY, DECEMBER 20.
STUDENTS WILL RETURN TO SCHOOL Tuesday, JANUARY 2.**

Martin L. King (X)	Monday January 20
Last Day for Students	Thursday April 23
Closing Day	Friday April 24

PHILOSOPHY: WE EXPECT SUCCESS!

The philosophy of PERRY COUNTY SCHOOL's results from our belief that a school should provide an environment that promotes the intellectual, social, moral, and physical development of its students. The curriculum at PCCHS is designed for this purpose.

Recognizing that the school reflects the community, the school staff believes that working cooperatively and effectively with the community will encourage understanding and mutual respect. Our school will afford the people of the community opportunities to make their desire and influence felt in the determination of school policies and procedures, thereby, bringing the school into a closer working relationship with the community it serves. In addition, because no school can adequately function and be successful without the participation and cooperation of its students, the students of PCCHS are expected to do their very best to succeed academically, to respect the rights of others, to behave responsibly, and to become active citizens of their community.

PURPOSE OF THIS DOCUMENT

The Perry County Public School District has the responsibility to provide an education for each student in the district. A student's right to an education cannot be taken away without cause. Students have the responsibility to conduct themselves in ways that do not interfere with the rights of other students to an education. The Kentucky General Assembly has found that "Every student should have access to a safe, secure and orderly school that is conducive to learning." (KRS 158.440) While a Code of Conduct cannot be written in such detail so as to foresee every type of situation which may occur, the school community expects reasonable, self-disciplined behavior on the part of students.

RIGHTS & RESPONSIBILITIES OF STUDENTS

A student has the right to:

1. Be respected as a worthy individual regardless of race, creed, national origin, economic status, sex, disability, religion or age
2. Receive an appropriate education
3. Receive academic grades based only on academic performance
4. Be provided with information about grading and progress in each class
5. Make up missed work in the case of an excused absence
6. Have school records accurately and confidentially maintained
7. Be able to seek advice and counseling in academic, personal, social and career-related concerns
8. Have access to needed services for students with disabilities
9. Be involved in co-curricular and extra-curricular school activities which have clearly defined rules for participation
10. Participate in free elections with peers in student organizations
11. Have personal safety, the protection of personal property and freedom from harassment and abuse within the total school environment
12. Be kept informed of all rules, regulations, policies and consequences which affect students and be assured of all rights to due process and appeal.

A student has the responsibility to:

1. Be at school every day unless absence is excused
2. Bring notes from parents/guardians or physicians for excused absences
3. Be on time and prepared for school and classes
4. Understand and obey classroom, school and Code of Conduct rules
5. Complete class work and homework on time
6. Work to meet the requirements of each class
7. Follow the dress code and use proper hygiene
8. Be respectful to others by avoiding profanity, insults, threats and harassment
9. Respect the rights and property of students and staff
10. Behave in a safe and responsible manner.
11. Ask teachers or school staff for help with problems
12. Practice good citizenship by being helpful and honest when there is a problem
13. Develop and display good sportsmanship in co-curricular and extra-curricular school activities
14. Complete a questionnaire if 18 years or older and dropping out of school
15. Report if he or she has been a victim of bullying or has observed other students being bullied.

FUND-RAISING

All fund-raising projects must, by law, be approved by the site based council, principal and the Perry County Board of Education only. Selling merchandise door-to-door is prohibited. Coaches need to meet with the principal to discuss any fundraising activities and complete necessary documents.

POLICY FOR SELLING OF FUNDRAISING ITEMS AT SCHOOL

- The selling of fund-raising items from the classroom by teachers or students is **prohibited by law**.
- Non-food items may be sold before school begins or after school.
- Food items may be sold before and after school only.
- No fund-raising **for personal gain** by students, faculty, or non-school groups is permitted.

TELEPHONE AND STUDENT MESSAGES

School telephones are for business use only except in cases of an emergency. In order to avoid disruptions to the educational process, messages or deliveries of a non-emergency nature will **not** be made to students while they are in class. Parents should have non-bus transportation arrangements made before the student comes to school.

STUDENT INFORMATION - CHANGE OF ADDRESS

Please notify the office of any change in your address or phone number for the accuracy of your educational records. This information is vital should the school need to contact a parent in an emergency.

LOCKS AND LOCKERS

If students decide to purchase a locker they are required to use school locks. Non-school locks will be removed by school personnel as soon as they are found and at the expense of the students. Fees for a locker and lock will be \$5.00 per year; this money will not be refunded at the end of the school year. Students are not to deface lockers on the outside or inside. Damage costs may be incurred if this happens.

LOST AND FOUND

The main office serves as the lost and found. If you lose anything or have found an item, check with the office staff.

MONEY AND VALUABLES

Please do not bring large amounts of money to school. No valuable items should be left in the lockers. Our school cannot accept responsibility for money or other items that are stolen. Locker combinations given out by students can bring about thefts.

CARE OF BUILDING, GROUNDS & PERSONAL BELONGINGS

We feel that it is a matter of personal and school pride that each and every student makes a commitment to do everything possible to keep the appearance of our school and its grounds clean and presentable. Students are responsible for the proper care of all books, supplies, and furniture provided by the school. Students who disfigure property in any way, damage or destroy the school, the personal property of any person at/in the school, or school equipment will be required to pay for the damage or replacement of the item. Criminal charges may also be filed. Further appropriate discipline will be assigned based on the severity of the damage.

LUNCH PROCEDURE

Perry County Central enforces a "closed" lunch policy. STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL TO EAT ELSEWHERE, TO RUN ERRANDS FOR TEACHERS OR FOR PERSONAL REASONS. **No one may deliver food to students for lunch.** Leaving school grounds without permission will result in severe consequences. Failure to follow this policy will also result in loss of driving privileges.

All students are expected to conduct themselves in an adult manner while in the cafeteria. This includes students returning their trays.

HALLWAY AND STAIRWAY SAFETY

Students are asked to walk to the right of the hallway to facilitate a quicker flow of traffic. Students are expected to be quiet and orderly when using the hallways at all times. Running, horseplay, and other forms of disorder are dangerous and cannot be tolerated.

USE OF VENDING MACHINES

Vending machines are available to students only after lunch. No food or drink is to be taken out of the cafeteria or commons area at any time.

SCHOOL BUS CONDUCT

It is important to remember that the bus drivers have complete charge of the students on their buses at all times, and their instructions must be followed to ensure the safety of everyone. Tobacco use, food, cans, or bottles are not allowed on school buses.

Students must sit in their assigned seats; comply with all driver directives; and refrain from putting any part of their bodies out a window at any time, or their legs or belongings into the aisles. Students, who through their conduct,

endanger the lives of others or otherwise draw the driver's attention from the road, will be dealt with by school administration. Riding the bus is a privilege you can lose by disruptive behavior. If a student has to ride a bus that he/she does not regularly ride, he/she must have a written request from the parent to the principal and the principal or his/her designee must give permission for the student to ride that bus for the evening. This permission is only given when a parent/guardian will not be home to receive a student or in a case of emergency. Buses cannot be used for personal transportation purposes.

TRESPASSING

For the safety and security of all students and staff, our school operates with a closed campus policy. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

SCHOOL GROUNDS AND LOT

Students may **not** leave campus at any time without the permission of administration and being signed out by a parent in person. Students who are in the parking lot without permission from an administrator, sitting in cars or congregating, will be subject to disciplinary action. Trash is not to be thrown from vehicles or otherwise left in the parking lot.

Students are further cautioned that unauthorized visitors on campus are trespassing and will be subject to arrest and prosecution. Please advise your friends from other schools or communities that they are not to be on campus during the school day. During regular school hours, the parking lot gates will be closed. The gates will be opened in the morning and at the end of the school day.

TRAFFIC FLOW - PASSING A BUS WITH THE STOP ARM OUT IS ILLEGAL AND PERSONS WHO DO SO MAY BE SUBJECT TO ARREST. SCHOOL BUSES ALWAYS HAVE THE RIGHT-OF-WAY. THE PARKING AREAS SURROUNDING THE BUILDING ARE DESIGNATED AS BUS LOADING/UNLOADING ZONES.

The loading/unloading zones are not to be used to drop off or pick up students when it interferes with buses.

SCHOOL SAFETY PLAN

2019-2020 Disaster Crisis/Management Team

School: Perry County Central High School

Team Members:

Michelle Ritchie	Vana Francis
Missy Moore	Sgt. Jeff Ritchie
Kim Dixon	Lee Francis
Sabrina Miller	Jeff Hayes
Kevin Campbell	Johnny Wooton
Patti Combs	Bebo Combs
Pearlie Eversole	Current secretaries/ Jimmy Caudill
Kim Baker	Kim Chaney
Tina Pelfrey	

Emergency Codes **we have chosen to no longer use codes.**

When the announcement of a **Lockdown** is made over the intercom system, you are to:

1. Quickly check outside your door for students and usher any you see inside.
2. Lock your door.
2. Make you room as dark as possible.
3. Remain silent and stay away from doors and windows.
4. Do not open your door for any reason. When all is clear an official will unlock your door.

When the announcement of a **Tornado Alarm** is made across the intercom system, you are to:

1. ROOMS WITHOUT EXTERIOR WINDOWS: Close your door, line up against the wall and take the tornado position. (Drop and Cover)
2. ROOMS WITH WINDOWS: Move everyone to the hallway, Close your door, line up against the wall and take the tornado position.
3. Remain silent and await further instruction.

When the **Fire Alarm** is heard, you are to:

1. Follow the normal fire drill procedures.
2. Remain silent and await further instruction.

STUDENT DRIVING AND PARKING

Students need to understand that driving to school and parking on school grounds is a privilege-not a right. Certain conditions are attached to that privilege. Students are required to sign a contract that outlines these regulations before they will be allowed to park a car on school grounds. Failure to follow these regulations may result in a loss of driving privileges for a period of time (not less than 30 school days or permanently) to be determined by school administration. Students who skip school or experience excessive tardiness (3 or more) may lose driving privileges. Students may also lose driving privileges for littering on school grounds. In the case of severe or chronic violations, parking privileges may be revoked for the entire year with no provision for reinstatement. **CAR TROUBLE IS NOT AN ACCEPTABLE EXCUSE FOR ABSENCE OR TARDINESS SINCE DRIVING IS CONSIDERED ALTERNATE TRANSPORTATION.** Parking permits will be issued for student drivers. The fee for this will be \$5.00.

The parking area will be blocked after all students have had time to arrive to school in the morning allowing only one entrance and one exit area. The same will apply with the gate behind the school. The students will use the parking area at the front of the John C. Combs arena.

PCCHS NO PASS—NO DRIVE POLICY

In order to gain a parking permit, PCCHS students will need to provide current proof of insurance, a copy of their license, and must be in good academic standing as well as have good attendance including tardiness. Skipping school, habitual tardiness or poor academic performance will result in the loss of parking and driving privilege at Perry County Central.

LIBRARY/MEDIA CENTER

Library hours are 8:15 a.m.-3:05 p.m. daily. Students entering the library must be accompanied by a teacher. Books checked out must be returned within a two-week period or checked out again. Late book fines will be charged and must be paid before the student will be able to check out other materials. Students are responsible for the books they check out even though they may be lost, stolen, or damaged. A student with a library debt may not attend school functions such as the prom, senior trip, or other school activities.

HOMEBOUND AND HOME SCHOOLING INSTRUCTION

Homebound instruction or hospitalized instruction is provided for students who cannot attend school because of illness or injury. Parents are to contact the Perry County Board of Education for instructions on placing a student on homebound.

Home schooling is for those students whose parents wish to teach their child at home. This removes the child from the public school system, and the parent becomes legally responsible for the child's education. Parents must visit the Perry County Board of Education and submit in writing their intention to home school their child. When re-entrance to a Perry County school is desired, all home-school records must be brought to the school. This includes attendance records, all grades, and copies of all achievement tests taken. These students will be given equivalency tests to determine credits in the public school system.

GRADES AND GRADING

PERRY COUNTY CENTRAL HIGH SCHOOL evaluates each student's academic progress using grade reports every six weeks. Grades are numerical with a grade of 60 being the lowest possible passing grade. The grading scale used is below:

A=90-100; B=80-89; C=70-79; D=60-69; F=59 and below.

Grades will be given out at the end of each six-week grading period and at the end of each semester. The dates for grade releases will be given out through the media/school web-site. Parents are welcome to check on their student's progress at any time.

NO EXTRA CREDIT/BONUS POINTS MAY BE GIVEN UNLESS THE FOLLOWING IS ADHERED TO:

- Points must be directly related to academic subject(s) taken.
- Points must not be used for semester test final grades.
- Attendance at some function, such as a play, must be followed up with some assignment such as a written report. No points may be given just for attendance.

POLICY FOR EXEMPTIONS FROM SEMESTER TEST

No exemptions may be given unless approved by the principal. If an exemption is approved by the principal, no semester test grade will be figured into a student's final average. The three "6-week's grades" will be averaged to determine the final semester grade.

If a student chooses not to take the exemption and does take the semester exam, the student CANNOT change his/her mind and say, "I do not want to count the semester test grade into my semester grade." The semester exam score will be averaged in to determine the semester grade.

No semester test/exam will be given early for any reason.

CHEATING POLICY

Perry County Central High School follows a Zero Tolerance Policy for Cheating/Academic Dishonesty. Definition for Cheating/Academic Dishonesty: The American Heritage Dictionary defines cheating as an act to deceive by trickery, to defraud or the dishonest taking of another's property by deception. Other definitions include the dishonest methods used to gain an advantage. Definition of Cheating in an Academic Setting: Dishonestly representing another's information, ideas, thoughts, or answers as their own.

Examples of Cheating/Academic Dishonesty include but are not limited to:

- Copying test or quiz answers from another student or from teacher resources.
- Copying homework, class work, or projects defined as individual work only.
- Allowing others to use your own information, thoughts, ideas, and answers for their own.
- Allowing other students to copy your work.
- Purchasing or selling information, thoughts, ideas, or answers from one student to another.
- Using any technological device (i.e. – cellphones, tablets, etc...) that would give aid or advantage to students.
- Using "crib" notes or Cliff notes (when not allowed to do so).
- Discussing test or quiz information with other students who have not completed the assignment yet.
- Downloading information from the Internet or World Wide Web and turning in as student's original work.
- Plagiarism.
- Having someone else complete an assignment for you.
- Consciously assisting others to deceive or defraud in an academic setting.

Consequences or Discipline for Cheating

First, we must realize that cheating/academic dishonesty is a separate discipline matter*. Giving students a reduction in grade for non-academic matters is unacceptable. However, for academic-related dishonesty, it is acceptable to give a zero or a reduction in grade. This policy does not fall into the five behavioral discipline codes found in the student handbook. It is considered a separate and altogether different type of offense.

Classroom situation:

A violation of this policy may be handled by the classroom teacher for a first offense.

- Reduction in grade.
- A "zero" may be given to all individuals involved.
- A teacher-parent conference will be conducted.
- The teacher will document the situation.
- The teacher may use discretion as to make-up assignments and as to whether the situation merits an office visit.

Office procedures come into play on a student's second offense.

The principal may, at his/her discretion, use any or all of the above discipline measures, but is not limited by them. Other consequences may include but are not limited to:

- In-School Suspension.
- Suspension from school: length to be determined by administration.
- Saturday School
- Expulsion.

ACADEMIC INTERVENTION STRATEGY

This is an educational intervention strategy, which is not meant as a punishment, but rather to provide an extra opportunity for academic success.

Rationale - This intervention strategy is to help increase the retention of information missed by the lack of completed assignments. With assignments being completed, it will result in fewer failures for the overall class. It will also hold the students accountable for the material resulting in higher academic achievement.

Strategy - If a student has a total of 3 incomplete assignments, the student will report to the ISS room for the completion of the assignments. If a student has a major assignment or project outstanding, they may also be assigned this academic intervention strategy. The completed assignments will be scored, but at a reduced rate, due to the work being completed after the assigned date. The student will report to ISS for that class period only, for as many days as it takes for them to get the assignments complete. They will be released at the beginning of the next class and will report back the following day if work is not completed, with a new referral sheet filled out. The student will be released from ISS as soon as the work is complete. This is not a discipline issue and therefore will not have to be sent through the office. The student will report directly to ISS from the teacher's class if assigned. Failure to report to ISS or to complete assignments will result in disciplinary action.

High School Dual Credit Student

This program provides high school students the opportunity to earn college credits while completing their high school requirements. If you are a high school junior or senior, you can enroll in selected college courses. Perry County Central currently partners with HCTC, EKY and UPIKE for our dual credit courses.

BENEFITS

- Gives you a step ahead into college life and the skills needed to succeed.
- Lowers the cost of your overall college education.
- Reduces the amount of time it takes to complete a college degree after high school.
- Increases student matriculation from high school to college.
- Enhances college and career readiness.
- **COSTS**
 - All Dual Credit Students will be assessed a tuition cost of \$56.00 per credit hour (1/3 HCTC tuition rate)
 - Students receiving the Kentucky Dual Credit Scholarship will be reported to the KHEAA by their local high school or district. To find out more about the Kentucky Dual Credit Scholarship Program visit their website at <http://educationcabinet.ky.gov/Pages/DualCredit.aspx>

ENROLLMENT

It's as easy as 1, 2, 3 . . .

1. **Complete a FREE admission application**
2. **Submit permission forms** signed by you, your high school guidance counselor or Area Technology Center representative, and a parent/guardian.
3. **Provide a copy of your high school transcript** and ACT or COMPASS scores.
4. **Submit these materials** to the Dual Credit Coordinator; [Jama Griffie](#)

Questions?

Contact [Jama Griffie](#), Dual Credit Coordinator: 606-487-3203.

EKU Dual Credit 2019-2020



EKU's dual credit program is open to high school and home school juniors and seniors, residing in Kentucky, who meet the eligibility requirements, and whose school is partnering with ECU in this endeavor. This program provides the opportunity for high school juniors and seniors to enroll in ECU courses for dual credit - receiving college credit from ECU and high school credit from their high school.

Studies have shown that students who participate in dual credit programs:

- Are better prepared for college level work
- Tend to enroll full-time in college after high school graduation
- Complete their college work more quickly and successfully
- Are able to save thousands of dollars in tuition
- Are able to fully transfer most, if not all, of their ECU courses to other universities (refer to:<http://soto.eku.edu/transferstudents/course-equivalency>)

How do I qualify?

- You must be a junior or senior in high school residing in Kentucky.
- You must have a high school GPA of 3.0 and ACT scores on file with ECU at the time you apply for the program.
- You must meet college readiness in English (ACT 18 in English, equivalent KYOTE, ECU Placement Test scores, ENG 101 AP credit or ECU ENG 101 equivalent transfer credit).
- Your high school or home school must be a participating partner. (Check with your guidance counselor.)

Can I take more than one course per semester?

Qualifying juniors and seniors may enroll in a maximum of 2 courses per semester (fall and spring) at dual credit tuition rates (maximum of 8 courses total).

Application Process:

1. Complete the ECU Dual Credit Application online (“Apply Now”).
2. Have a parent or guardian sign the Tuition Acknowledgement form (link below), and return it to your guidance counselor or mail it to the address below. You may also email forms to dualcredit@ecu.edu.

► [Tuition Acknowledgement Form](#)

3. Students should submit a high school/home school transcript. Transcripts should include year-end grades and a cumulative G.P.A. for fall applications.
4. Submit ACT/SAT scores, and any KYOTE scores, not included on the high school transcript, being used to meet college readiness in English.

Submit to:

ECU Dual Credit
Coates CPO 49
521 Lancaster Avenue
Richmond, KY 40475

A new application and high school transcript is required for each subsequent academic year of participation, prior to the first semester of attendance.

To arrange testing refer to: <http://www.testing.eku.edu/>. Richmond, Corbin, and Manchester campuses offer testing services

KY State Dual Credit Scholarships and Work Ready Scholarships may be used towards tuition. Please use links below for additional information and to complete the application.

[KHEAA Work Ready Kentucky Scholarship Program](#)

[KHEAA Dual Credit Scholarship Program](#)

How much will it cost without a KHEAA Scholarship?

Dual Credit at ECU is very affordable compared to standard tuition costs. The 2019-20 tuition is \$58 per credit hour, (\$174 for a 3 credit-hour course). This is a savings of \$328 per credit hour (a savings of \$984 for a 3 credit hour course) from undergraduate tuition. However, All students must purchase their own textbooks (including digital textbooks), course materials and parking passes, if applicable regardless of KHEAA Scholarship status.

DUAL CREDIT

Perry County Schools Dual Credit Scholarship:

Perry County Schools will pay for TWO dual credit classes for the 2019-2020 school year if all of the below requirements are met. Students must complete this form in addition to meeting all qualifications. In a situation where student may fail or drop a course that the district has already paid for, the parent/guardian would be responsible for reimbursing the district the costs of the course. In addition, a student may be denied this scholarship opportunity due to prior discipline issues. This is subject to principal approval.

Student Full Name: _____

School: _____

Grade: _____

Parent Name: _____

Contact number: _____

Please check all the boxes below that apply (*all must be met prior to district payment for two courses*):

_____ I have 95% attendance.

_____ I have passed course(s) with a C or above average.

_____ I have used my KHEAA scholarships.

_____ I have used my Work Ready scholarships if applicable.

List of dual credit classes I'm enrolled in and applicable payment method (*be sure to identify two courses you are applying for the Perry County Schools Scholarship*):

Course name/number	Payment method (please check)			
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self
_____	___ KHEAA	___ Work Ready	___ Perry Co. Schools Scholarship	___ Self

Student signature _____

Parent/Guardian signature _____

Date _____

Students should strive to make a C or better in their dual credit course. The Perry County Board of education will cover the costs of 2 college courses for any qualifying senior. If the senior does not receive a C or better the student or their guardian will be responsible for the costs of the classes. Juniors and Seniors may take dual credit courses using 2 KHEAA scholarships and Work Ready scholarships to cover the costs.

- FERPA laws do not permit college instructors to communicate with the high school or parents about grade status of students. Students will be responsible to communicate with instructors, maintain their grades and complete assignments. If school is cancelled at the high school that does not mean it is cancelled at the college. Check with instructors for deadlines, assignments and required attendance.
- If a student needs assistance in any way they can contact Mr. Campbell, Ms. Ritchie, Ms. Dixon, Mrs. Miller, Ms Moore or Mrs. Francis

GRADUATION REQUIREMENTS

Students graduating in 2020 must have twenty-two (22) credits to graduate. Beginning with the class of 2021 students will be required twenty-six (26) credits and will be approved by the school advisory and principal.

SENIOR – MUST HAVE 19 CREDITS AT THE END OF THE JUNIOR YEAR.

JUNIOR – MUST HAVE EARNED 12 CREDITS AT THE END OF THE SOPHOMORE YEAR.

SOPHOMORE – MUST HAVE EARNED 5.5 CREDITS AT THE END OF FRESHMAN YEAR.

PARTICIPATION IN GRADUATION CEREMONY FOR STUDENTS LACKING CREDITS:

Seniors who participate in the PCCHS Graduation Ceremony must meet the following requirements:

- During the 3rd week of the second semester, guidance counselors must review senior grades in order to determine that students are on track to graduate with the courses they are taking.
- A diploma will not be issued until ALL graduation requirements or other obligations are met (outstanding bills, books, etc.).
- Students must have a transition meeting with administration

VALEDICTORIAN, SALUTATORIAN, AND TOP TEN DETERMINATIONS for Classes of 2020

The valedictorian, salutarian, and top ten students of a graduating class will be determined by computation of GPAs based on a weight scale and eight semesters of grades. All Dual Credit courses will be on a weighted scale for GPA. This means that these award recipients may change rank at the end of each semester. Beginning with the Class of 2021 the top ten percent of the graduating class will be recognized.

GRADUATION DATE AND CEREMONY

No firm date can be established at the beginning of the year. Graduation must not be any earlier than the last day of school and that day is subject to change due to calendar adjustments made as a result of inclement weather. Graduation is a formal, reserved ceremony that requires respect and much practice. Students are required to attend these practices for participation in the graduation ceremony. Caps and gowns are not to be defaced in any way or a student will be asked to step out of the graduation line.

ATTENDANCE POLICY

Attendance will be calculated as follows:

- A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly scheduled school day.
- A full day absence shall be recorded for a student who is absent more than 84 percent of the regularly-scheduled school day.
- A half-day absence shall be recorded for a student who is absent 35 percent to 84 percent of the regularly-scheduled school day.

There are 3 ways that students can become excused after an absence:

1. Parents will need to come to school to excuse an absence or send a note that will be verified by attendance clerk. The parent note must have contact information to be valid. **There are only 1 parent notes accepted per semester.**
2. Send an email to Pearlie.eversole2@perry.kyschools.us
3. Send official doctors excuse with student to school

If a valid note is not received within the three day limit, the absence will be recorded as unexcused. Parents are encouraged to keep track of their child's attendance through the **“Parent Portal”** online application. Information on how to access the Parent Portal can be obtained in the office.

Excused Absence from School (District Policy)

Students who are absent from school are required to have a legitimate excuse. Within **three (3)** days of a student's return to school, he/she shall present a written and dated note signed by the parent(s)/guardian(s) or physician explaining the absence. If a note is not received **within three (3) days**, the absence shall be deemed unexcused.

Students may have **1 parent note** per semester for a tardy or absence. After a student has used the parent note for the semester, they must have a doctor's excuse for the remainder of the semester. Two (2) parent notes are permitted per year.

Students with **eight (8)** or more unexcused days shall be ineligible for extracurricular activities (i.e. athletics, field trips, academic competitions, dances, prom (high school and grade school), band, drama, biddy league, etc.). All participants in extracurricular activities must be in attendance the entire day of the scheduled school event in order to participate in that event.

Reassignment of Students 18 and Older

Students eighteen (18) or older who miss eight (8) or more unexcused days in a semester may be reassigned to an alternative program. Students subject to reassignment will be notified by admin, Pearlie Eversole, or Josh Smith.

Time for Time

High School

The following will apply for students who have more than one (1) unexcused tardy per 6 weeks grading period:

- Late students who miss an entire class with an unexcused tardy absence will receive a score of zero (0) on any missed assignment for that missed class period. Students must have an excused doctor's statement in order to make up any missed work.

- Student drivers and student pick-ups will be required to make up their time missed at the end of the day of each occurrence
- Students who are not drivers or pickups, will make their time up at a scheduled time either after school or during Saturday school.
- Students' course credit will be withheld until seat time has been completed. Depending on the amount of time that needs to be made up by the student, Summer school may also be used.

If there are more than five (5) days excused by a doctor, a form available at the school* must be completed by the doctor and returned for review by school officials. Parents anticipating a student's extended absence (five or more days) should contact the school for information on home/hospital instruction.

*Students who are absent because of a chronic or recurring illness are required to have a doctor's form on file with the school office. This form is used to indicate that an existing chronic condition may cause the student to be absent from school beyond five (5) days per semester. The form will only pertain to excuses from the doctor completing the form and will become effective on the date provided (not retroactively).

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

1. Illness of the pupil;
2. Death or severe illness in the pupil's immediate family
3. Medical or dental appointments that cannot be made after school. Such appointments shall be verified by physicians or dentist's statement confirming date and time.
4. Unexpected Illness – If the school nurse, health aide, or Principal/designee determines that a student should not be in school, this will be considered an excused absence for the remainder of the day and will not be counted against the parent/guardian absence notes;
5. Lice – If the student is sent home, he/she will be excused for the remainder of that day (see the section on Lice for more information);

6. Court summons and subpoenas;
7. Religious Holidays and Practices approved in advance by the principal;
8. Driver's license test or examination;
9. One (1) day for attendance at the Kentucky State Fair; or
10. Other valid reasons as determined by the principal/designee**.

**The principal shall have the authority to grant additional days upon proof being present by a parent/guardian of illness requiring hospitalization, treatment by a doctor, or similar emergencies.

With proper documentation, the following excused absences will not count as one of the two (2) parent/guardian/doctor excused days:

1. Court appearance (only for the portion of the day required and with documentation from the court); and/or
2. Driver's permit or license tests (only for the portion of the day required and with documentation from the examiner).

Education Enhancement Opportunities (EHO)

An Educational Enhancement Opportunity is a trip or an activity that may enhance a child's education. Students are allowed up to 10 days of excused absence per year for this purpose. The proposed activity must have **significant educational** value and be related to the core curriculum. To request an Educational Enhancement Opportunity, an application must be filled out and returned to the school principal for approval. This type of absence cannot occur during the school's State Testing or District-Wide assessments, unless there are extenuating circumstances approved by the principal. Decisions may be appealed to the Superintendent and then to the Board of Education. A student approved for EHO credit shall be considered present in school during the absence for the purposes of calculating attendance.

TRUANCY

KRS 159.150 Definition of Truant, habitual truant or being tardy—any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is a truant. Any child who has been reported as a truant three (3) or more times is a habitual truant. Being absent for less than two class periods in a school day shall be regarded as being tardy.

Unexcused Absence from School

Make-up work shall be assigned the grade of 0 (zero) until the absence is excused. The student has five days to make up the missed work.

Suspensions

House Bill 43 states that out-of-school suspensions are unexcused absences. Projects or work assigned prior to a suspension and due during the time of suspension shall be accepted for credit. Long-term projects assigned during the suspension and due at a date after the conclusion of the suspension shall be accepted for grading if the work earns a passing grade. Students on suspension will be permitted to attend school to take a semester/final exam and required state assessment only during the time of day that the exam or assessment is administered.

Tardiness

1. A student is considered tardy if arrival to school, classroom, or assigned area occurs after the designated starting time.
2. A tardy may also be recorded for any student leaving school prior to dismissal.
3. The process for determining whether tardiness is excused or unexcused is identical to that for excused and unexcused absences.

On the 3rd unexcused tardy, they receive a day of ISS.

On the 6th unexcused tardy to school, they receive Saturday School Detention.

Check In/Check-Out Process

If a student is to be picked-up/leave early, the custodial parent(s)/guardian(s) or designee **shall report to the main office** to sign for the student's release. Each school shall maintain a daily entry and exit log of students signing in late or signing out early. Individuals must show proof of identification (visual identification by an employee, driver's license, picture identification, etc.) in order to pick up the student. There will be **NO PHONE CALL SIGN OUTS** in any circumstance.

Signing in late or leaving early will result in an absence or tardy for the part of the school day that the student is absent. All check-in/check-outs are unexcused until a note is presented upon the student's return to school. Non-emergency activities and appointments should be scheduled after school hours.

Students regardless of age will **not** be allowed to sign out unless a parent or guardian or other legally recognized person on the student's sign-out list comes **personally** to the school office to sign him/her out. This policy is designed for your child's safety. In order to comply with the law, we require a completed sign-out form for each student. Please take note of the following:

- 1) Parents must understand that a **child cannot** be released from school under any other circumstances but those described above. Emergencies in families do not change the law or this policy, and the school will not allow a student to be signed out by anyone not on a permission form.
- 2) Students can only be signed out during class changes or lunch except in an emergency. Classroom instruction must be allowed to flow without interruption. There will be no exceptions to this policy. Instructional time must be protected from distraction as much as possible.

PROCESS TO ADDRESS UNEXCUSED ABSENCES	
4th unexcused absence	Referral is made by school to DPP and will lose driving privileges for the next 5 days of school attendance and Saturday Detention* for those who do not drive.
5th unexcused absence	Home Visit is made by High School DPP and will lose driving privileges and participation in any extra-curricular activities for the rest of the semester
6th unexcused absence	Referral to court due to habitual truancy and participate in Graduation Ceremonies.
12 absences	forfeit their privilege of attending Prom and/or senior trip

*If a student doesn't attend Saturday School, it is an automatic referral to court.

Co-Curricular Activities

Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day. Co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

Extra-Curricular Activities

Students who participate in extra-curricular activities (basketball team, football team, golf team, fishing team, etc.) during the instructional school day will be counted absent for that part of the school day that the student is not in attendance. Absences resulting from school-related extra-curricular activities will be excused absences.

Exception: Effective with its passing on April 13, 2010, HB 327 allows student athletes competing in a regional or state tournament on a regularly scheduled school day to be counted present on the date or dates of the competition, for a maximum of two days per student per year.

Perfect Attendance

A student has perfect attendance if he/she has zero (0) absences and zero (0) tardies. Absences due to school sponsored/approved events shall not be considered when calculating absences for the purpose of determining perfect attendance.

Lice

The day that a student is sent home with lice will be considered excused. An absence on the second day may be excused if determined by the Principal/designee to have been necessary for treatment. Students are expected to return to school 'nit free' on the second day (or no later than the third day if the second day was determined to be necessary for treatment). Any further absence will be unexcused.

Home/Hospital Instruction

If a student must be absent from school for five (5) or more consecutive days due to illness or surgery, he/she may be eligible for Home/Hospital Instruction. Also, if a student has a condition that requires ongoing treatments, he/she may qualify for Intermittent Home/Hospital Instruction. Please check with your school or the Central Office for more information.

POLICY ON SKIPPING CLASS

- No student is supposed to be absent from any scheduled class without an escort.
- Teachers from another class do not have the right to have students leave someone else's class to come to theirs. Teachers are not to allow students to disturb a class without permission from school administration. This will be rarely given.

For skipping classes, 1st Offense - 1 Day ISS, 2nd Offense - 3 Days ISS, 3rd Offense - 3 Days ISS and possible placement in Alternative Education for 30 days

EXCESSIVE EXCUSED ABSENCES

Students who miss an unusual number of days with a medical excuse will be asked to come in for a conference with a parent to determine whether or not a 504 Plan should be written. This plan is designed to address possible adverse effects on grades of continued absences. Five continuous days of absences without explanation will trigger a conference request. Doctor's excuses should be brought to the school as soon as they are received.

STUDENT DISCIPLINARY CODE

Students and parents are encouraged to read the following items carefully. Knowing what is expected can bring about a successful school year for everyone.

DUE PROCESS

Perry County Schools adhere to the concept of due process for all students. If you are accused of an infraction of school rules, you, the student, will be allowed to present your interpretation of the accusation. This does not mean that you will be allowed to judge if you are right or wrong, but that you will be given a fair hearing. We welcome parent participation in the discussion if you desire. Every effort by the administration and faculty of this school will be made to remain fair and impartial.

USE OF POLICE AND DRUG DOG

It is the philosophy and belief of the administration that the responsibility for dealing with student discipline violations rests with us. Therefore, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, violations of state laws or municipal ordinances, students who refuse to work within the established policies of the district and school, or the security of person or

property appears to be in jeopardy, the police will initiate arrest and prosecution proceedings if the administration deems it necessary and prudent.

Drug searches by use of police and a drug dog will be determined by the discretion of the principal or his/her designee.

SEARCH AND SEIZURE

Regular Inspection: School authorities have the right to conduct general inspection of book bags, backpacks (other items to carry books or school supplies), lockers and desks on a regular basis. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained there. Illegal items (i.e., weapons, drugs) or other possessions reasonably determined by proper school authorities to be a threat to the students' safety or to others' safety may be seized by school authorities. All items seized will be turned over to law enforcement officials or to the parent of the student only.

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE {5} YEARS IN PRISON AND A TEN THOUSAND {\$10,000.00} FINE. ,

Reasonable Suspicion: No pupil's outer clothing, pockets, or his/her personal effects (i.e., handbags, phones etc.) shall be searched by authorized personnel **UNLESS** there are reasonable grounds to believe the search will reveal evidence that the student violated or is violating either a school rule or the law. Search of a student's person shall be conducted only with the expressed authority of the principal. A student's person or his/her personal belongings shall be searched only by a certified person directly responsible for the conduct of the pupil or the principal of the school that the student attends. Students will have the opportunity to be present when their personal possessions are searched with the following exceptions:

- The student is absent from school.

- School authorities decide that the student's presence could endanger his/her health or safety. When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the student, and a witness shall be present during the search. This is done in order to safeguard the rights of the student and to protect school administration from false accusations. No search of a pupil shall be conducted in the presence of other students. No strip searches of students shall be permitted.

STUDENTS WHO FAIL TO COOPERATE WITH SCHOOL AUTHORITIES WHEN REQUESTED SHALL BE SUBJECT TO DISCIPLINARY ACTION AND POSSIBLE ARREST.

Students at PERRY COUNTY CENTRAL will be held responsible for their actions and the consequences of those actions. Your first responsibility, then, is to conduct yourself in an acceptable manner while at school. Your second responsibility is to be prepared to accept the consequences of your actions should they be contrary to acceptable behavior. The following behaviors are prohibited and may result in a court referral and/or a referral to social services:

- Defiance of authority (failing to do as asked by administration, teacher, or other adult school personnel)
- Fighting or instigating a fight (carrying tales, passing notes, etc.), assault
- Harassment or threats (verbal, written, physical, other)
- Profanity and/or vulgarity viciously directed toward someone, physical gestures, other.
- Theft, gambling, extortion
- Vandalism, destruction of school property
- Truancy-skipping either classes or school days
- Arson, bomb or bomb threat, fireworks, etc.
- Possession of drugs/alcohol, drug paraphernalia
- Trafficking/supplying a controlled substance
- Sexual misconduct of any kind, pulling someone's pants down, inappropriate touching, etc.
- Possession/Use of any tobacco product is strictly prohibited by state and federal law and can carry a fine of not more than \$1,000 if submitted to court.

RESTROOMS

Loitering in restrooms is never permissible for any reason. Every effort is made to provide students with the cleanest restrooms possible. Defacing or damaging restrooms is considered a serious offense and will be handled accordingly. If 2 or more students are caught in the same restroom stall at the same time, the following discipline will be implemented.

1st Offense- 1 day ISS and Parent Contact

2nd Offense- 3 days ISS

3rd Offense - Parent Conference and extended placement in ISS.

4th Offense – Suspension from school

TOBACCO USE IN A SCHOOL AREA IS AGAINST FEDERAL LAW AND IS NOT PERMITTED IN RESTROOMS OR ANY WHERE ELSE ON SCHOOL PROPERTY.

LAW ENFORCEMENT MUST BE NOTIFIED

When a principal or designee has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the principal or designee shall immediately report the act to the appropriate law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the principal.

A person who is an administrator, teacher, or other employee of a public or private school shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to: Carrying, possession, or use of a deadly weapon; Use, possession, or sale of controlled substances; or
 - b. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event. A person who is an administrator, teacher, supervisor, or other employee of a public or private school who receives information from a student or other person of conduct which is required to be reported under subsection (1) of this section shall report the conduct in the same manner as required by that subsection.

FALSE FIRE ALARMS/OTHER ALARMS

Falsely reporting an incident is a Class A misdemeanor.

A person is guilty of falsely reporting an incident when he/she:

- a) Knowingly causes a false alarm of fire or other emergency to be transmitted to within any organization, official, or volunteer, that deals with emergencies involving danger to life or property; or
- b) Reports to law enforcement authorities an offense or incident within their official concern knowing that it did not occur; or
- c) Furnishes law enforcement authorities with information allegedly relating to an incident within their official concern when he/she knows he/she has no information relating to such offense or incident; or
- d) Knowingly gives false information to any law enforcement officer with intent to implicate another; or

- e) Initiates or circulates a report or warning of an alleged occurrence or impending occurrence of a fire or other emergency under circumstances likely to cause public inconvenience or alarm when he/she knows the information reported, conveyed, or circulated is false or baseless.

DISCIPLINE SPECIFICS

Each and every student at Perry County Central has the right to a good education. No student has the right to deny this education to fellow students through disruptive behavior. The philosophy of discipline is based upon respect and common courtesy on the part of the students, teachers, and administrators alike. Each student will be treated with dignity, respect, and fairness.

Every effort will be made to work with students who present behavioral problems detrimental to the health and welfare of other students and to the educational process of this school. Through various methods, the school will attempt to solve and eliminate this type of behavior. The best type of discipline is that which comes from the individual. If each student will discipline himself/herself by showing respect and common courtesy to all citizens, there will be few discipline problems.

When a discipline problem occurs, it will be dealt with using the student discipline code levels of unacceptable behavior and related consequences. The five discipline code levels of unacceptable behavior and the consequences are included in this handbook.

Any student who interferes with the educational process is subject to discipline by the principal and/or his/her designee. Certain violations will be handled with in-school disciplinary measures as much as possible, but the principal may pursue any disciplinary path at his/her disposal and which he/she deems necessary.

APPROPRIATE PUBLIC BEHAVIOR

It is the business of the school to teach students how to conduct themselves in an acceptable manner in society. Therefore, public displays of affection, putting hands on another student (male or female), sitting on lap, kissing, fondling or other sexual behaviors whether acceptable to the recipient or not is strictly prohibited. Violators can expect swift consequences. Such behavior is unbecoming to students and is inappropriate in public and will not be tolerated by school officials anywhere on the school campus. The regular school day rules are in effect for extracurricular events on or off of the Perry County Central Campus whether you are a participant or a fan.

POLICY FOR STUDENT BEHAVIOR AT SPORTING EVENTS

School administration expects our students and faculty:

- To show good sportsmanship
- To not throw objects on the floor
- To cheer for our team
- Behavior at extracurricular activities should be as respectful as or more so than during the regular school day because this is when we are most visible in representing our school.

STUDENTS IN BUILDING/AFTER-SCHOOL POLICY

- Sponsors of the extracurricular activity must be present at the practice site before students arrive.
- Students staying after school for a practice must be supervised at all times by the coach or sponsor—no exceptions

DISCIPLINARY RECORD

From time to time, students are called to the Principal's office for matters of a disciplinary nature. This in itself is an unfortunate necessity. It goes further than this, in that a record of all such instances will be kept and will become a part of the student's permanent record.

Disciplinary action at Perry County Central is considered cumulative and progressive. This means that the severity of the disciplinary action is directly dependent upon the frequency with which disciplinary action is necessary for the student. Accordingly, it is possible for two students to be involved in the same infraction, but receive different punishment based upon each student's previous disciplinary record.

It is impossible to list or categorize all types of disciplinary violations; therefore, for violations not listed, the administration reserves the right to determine disciplinary action.

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES

The Perry County Public School System shall ensure that appropriate due process procedures are followed in the suspension or expulsion of children or youth with disabilities.

DISCIPLINE INFRACTIONS

The following offenses are considered **SEVERE**:

- Failure to follow class/school/board of education policies that result in the disruption of the educational process; when presence of the student is detrimental to the best interests of other students and the school as a whole.
- Deliberate refusal to obey a school authority or disrespectful behavior towards a school authority.
- Failure to comply with designated discipline; refusal to accept discipline.
- Fighting or physically/verbally assaulting a school authority or other student in any fashion; physical/verbal abuse is considered an assault.
- Possession of any object that could be used to cause physical injury: knives (includes pocketknives, guns, clubs, martial arts weapons, brass knuckles, chains, etc.), mace, pepper spray, stun guns, or similar devices.

- Possession of any type of explosive, including firecrackers, fireworks; OR possession/use of stink bombs or similar devices.
- Bomb threats or possession of any device determined to be a bomb.
- Arson or threat of arson; theft by unlawful taking.
- Willful destruction of school property or property of another student or school authority by any method (keying cars, slashing tires, destroying books, graffiti, etc.).
- Tampering with fire alarms or security devices of any type.
- Falsification/Alteration of a parental permission form, school records, or signatures of any school official including teachers.
- Profanity/Vulgarity whether written, spoken, or gestured.
- Being found in an unauthorized area of the school grounds.
- Gross immorality (pulling down another student's pants, pulling up a girl's skirt or dress, flashing, extreme violations of the hands-off policy, or any act of a sexual nature, etc.); indecent exposure.
- Gambling.
- Violation of bus safety rules or refusal to follow driver directives.
- Inappropriate hygiene or dress that is a detriment to the normal education process or does not adhere to board policy on student dress.
- Possession/Use of any tobacco product, drugs, drug paraphernalia, or alcohol on school grounds.
- Failure to comply with attendance and tardy policies.
- Illegal walk-out from class/school building.
- Extortion: obtaining property from an unwilling person by intimidation or physical force by any method.
- Littering, spitting, improper disposal of gum.
- Spitting on a student/school authority.
- Calling 911 as a prank (Federal Offense).
- Instigation of fights by carrying rumors, putting others up to fighting, carrying information back and forth between other individuals who subsequently fight.

FIGHTING

Due to the many varying degrees of severity, fighting will be dealt with on a case to case basis. Discipline will be placement in the learning academy, suspension, and/or arrest.

SMOKING/USE OF OR POSSESSION OF TOBACCO PRODUCTS

*****ZERO TOLERANCE POLICY*****

SMOKING AT PERRY COUNTY CENTRAL NEARLY COST THE LIFE OF ONE OF OUR STUDENTS. FOR ALL OTHER STUDENTS, IT IS ALSO A HEALTH SAFETY HAZARD. WE UNDERSTAND TOBACCO IS ADDICTIVE, BUT IT WILL NOT BE TOLERATED WHILE AT PERRY COUNTY CENTRAL HIGH SCHOOL.

Possession or use of any tobacco products is strictly prohibited by Federal Law and can carry a fine of not more than \$1,000 if submitted to court.

1st Offense: 1 Day ISS

2nd Offense: 3 Days ISS and referral to Smoking Cessation Program

3rd Offense: Extended stay in ISS and/or Alternative placement

VAPING

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the

school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

Students in violation of this policy are subject to the following consequences:

- **10 Days of In School Suspension**
- **Suspension from Extra-Curricular activities for 2 weeks**
- **If a student allows another student to use his/her product and the student becomes ill they may be charged criminally.**

DISCIPLINE CODE LEVELS OF UNACCEPTABLE BEHAVIOR AND RELATED CONSEQUENCES

The following behaviors have been identified as infractions that are not acceptable in the school setting. The levels identify the severity of the behavior and the consequences that are allowable for school personnel to use in dealing with the infraction.

LEVEL 1

Level 1 acts of disturbance that disrupts the normal flow of classroom instruction. This level includes, but is not limited to, the following infractions:

- Failure to follow the classroom/teacher's rules (examples: excessive talking, chewing gum, running/romping, throwing objects, failure to take seat, failure to take turns, discourtesy to others, disregard and misuse of materials, etc.)
- Behavior inappropriate to school setting (suggestive acts, name calling, teasing, bothering others' materials/property, carrying tales, back talking, disrespect for authority, etc.)
- Failure to complete assignments and follow classroom routine (example: books/materials not ready, unwilling to participate in class,

failure to stay on task, late with assignments, assignments incomplete most of the time, etc.).

- Tardiness.
- Sleeping in class.

Required Responses:

Responses marked as being required support the philosophy that the teachers have made a concerted effort to bring about change in a student's behavior before taking more strenuous steps to bring about the desired results.

1. Rules are to be posted in the classroom and explained by the teacher.
2. Use positive reinforcement strategies (PBIS) and document their efforts. Positive strategies may include: contracts, praise, privileges, publishing of work, awards, change of schedule, counseling, peer tutoring, parent conferences, and other similar activities.
3. Rules are to be revisited by the teacher and students when an infraction occurs.
4. The student is to be reminded of the rules when infractions occur; at this point, the teacher may begin documentation of infractions (dates, time, and nature of reminder).
5. A reprimand or warning is to be issued to the student to inform him/her that his/her actions are violating school/classroom rules. At this point, the student is being told of the rule violations and the consequences and the teacher gives the last warning before consequences are imposed. At this point, it is important the teacher/principal initiate a parent-teacher conference and document the infraction (dates, time, and nature of reprimand).
6. A parent-teacher conference and/or home visit may be initiated for any response. A parent-teacher conference shall be initiated for reprimands, withdrawal of privileges, isolation, and detentions (conference documented by date, time, minutes, participants, and goals). When attempts to correct student misbehavior by implementing responses 1-6

are unsuccessful, more serious efforts may be used. The following strategies are recommended for students that are persistent in bending or breaking school/classroom rules:

7. Withdrawal of privileges-- trip, game, programs, break
8. Isolation - assigned temporarily to another room, ISS, etc.
9. Detention- ISS.

LEVEL II

Level II acts are acts that continue to disrupt the normal flow of classroom instruction as well as acts that may occur school-wide (hall, lunchroom). These acts unacceptably increase the amount of time teachers and administrators spend on classroom and school management. This level includes, but is not limited to, the following infractions:

- Failure to follow the classroom/teacher's rules (examples: excessive talking, chewing gum, running/romping, throwing objects, failure to take seat, failure to take turns, discourtesy to others, disrespect, and misuse of materials, etc.) in which a pattern begins to form (three or more times).
- Behavior inappropriate to school setting (suggestive acts, name calling, teasing, bothering others' material/property, carrying tales, back talking, disrespect for authority, etc.) in which a pattern begins to form (three or more times).
- Failure to complete assignments and follow classroom routine (example: books materials not ready, unwilling to participate in class, failure to stay on task, late with assignments, assignments incomplete most of the time, etc.) in which a pattern begins to form (three or more times).
- Habitual tardiness in which a pattern begins to form (three or more times).
- Sleeping in class in which a pattern begins to form (three or more times).
- Profanity (outburst, minor language, suggestions, body signs).

- Failure to follow school's dress code.
- Leaving school grounds without signing out and/or leaving without school officials' approval and cutting class.

Responses:

1. ** Intervention strategies (evidence that Level I strategies were implemented).
2. ** Parent-teacher-student conference.
3. ** Verbal and written reprimand (evidence that Level I strategies were implemented).
4. Withdrawal of privileges (extended period of time, EX: one week vs. one day).
5. Isolation (extended period of time).
6. Detention (extended period of time).
 - a. In-school suspension
 - b. Saturday detention
 - c. Suspension (number of days to be determined by administration)
 - d. Alternative Center placement

** Required

LEVEL III

Level III are acts that endanger the safety and/or health of self or others or cause damage to property or acts that have escalated from Level II behavior with more substantial impact.

This level includes, but is not limited to, the following infractions:

- Harassment or threats (verbal, written, social media or other)
- Fighting: starting the fight, participating in a fight, inflicting injury during the fight, prior history, instigating a fight.

- Gambling
- Theft of school or other people's property.
- Profanity Vulgarity (vicious, directed toward someone, body signs, major language).
- Truancy
- Destruction of school property/vandalism.
- Use of Tobacco and Vaping
- Sexual misconduct - touching, verbal.
- Acts from Level II that are repeated daily or weekly (two or more in a week, over time showing a pattern of continuous, disruptive behavior).

Responses to LEVEL III infractions (any or all):

1. ** Rules review related to items 1-10 (documented at beginning of school in rules folder, handbook, posted on board, etc.).
2. ** Parent-teacher-student conference with written report - 1st offense.
3. ** Withdrawal of privileges on 1st offense.
4. Detention on 1st offense (see item #6 in Level II responses).
5. Reimbursement for costs incurred for any offense.
6. Court reported/referral on offense.
7. Suspension on 1st offense.

**** Required**

LEVEL IV

Level IV acts that cause harm, or inflict injury on self or others, threaten or destroy property of school and others, involvement with controlled substances, and possession of weapons.

This level includes, but is not limited to, the following infractions:

- Assault, fight leading to serious injury.
- Theft, extortion.
- Setting of false alarm, bomb threat.
- Arson.

- Sexual abuse (repeat offense of harassment, rape).
- Excessive or repeat vandalism.
- Repeated suspension resulting from Level III (two or more).
- Possession of weapons (gun or knife-2 inches) or dangerous objects (chain, sharp objects, sticks, bombs, fireworks, etc.).
- Possession and/or use of controlled substances (drugs, alcohol, narcotics).
- Supplying/Trafficking in a controlled substance (drugs, alcohol, narcotics).

Responses:

1. Detention - increased severity and documentation for student record made
2. All fights will result in placement in the Learning Academy.
3. Reimbursement of any costs incurred from any offense.
4. Suspension on first offense; Alternative Center placement; possible expulsion.
5. Court referral or charges made on offense.

LEVEL V

Level 5 are acts that are severe and may endanger the life of the student or the lives of anyone in the building.

Level V requires a due process hearing prior to a final decision.

- Possession of weapons (gun, knife-2 inches) or dangerous objects (chain, sharp objects, sticks, bombs, fireworks, acid or other fluids, etc.).
- Supplying/Trafficking in a controlled substance (drugs or alcohol).
- Threats made to the school or students.

Responses (includes but is not limited to):

1. Arrest/Report/Court referral on 1st offense.

2. Suspension and/or expulsion on 1st offense.

PENALTIES:

- Rules reviewed that are posted or in handbook.
- Apology written and verbal.
- Reminder of rules.
- Verbal reprimand.
- Teacher-pupil conference (written plan).
- Withdrawal of privileges.
- Isolation from situation causing disturbance - quiet room, another class, ISS, placement in Academy.
- Parent report (phone, person-person); conference.
- Written report in student file (copy for parent and school), retain for one year in file.
- Behavioral contracts (parent-teacher-student-principal).
- Modification of school day (change of schedule, seating, time out, part day).

Types of Detentions:

- ISS (In-School Suspension)
- Saturday School
- Written report to parents; conference
- Placement in Academy
- Suspension
- Expulsion
- Arrest and court referrals
- Reimbursement for monetary cost to the school and district, including medical costs due to injury, cost of repair due to vandalism and distribution of property and replacement cost

- Non-issuance of diploma (all prerequisites must be met including completion of expulsion, suspension, monetary payment, fees for lost textbooks, etc.)
- Specialized tasks

Types of Intervention:

- a. Contract
- b. Parent-teacher-student-principal conference
monitoring/evaluation of behavior for special education services
- c. Counseling (individual and group), class schedule, routine, environment, class requirement altered
- d. Teacher assistant team
- e. Increased monitoring
- f. Positive, self-esteem builders: praise, privileges (food, extra time, activity), publishing of work, awards, change of schedules, sports

****Required**

- Charges given orally to the child
- Charges given in writing to the parent and child
- Charges must include date, time, and nature of charge, witnesses, and person making charge
- Reminder of rules
- Verbal reprimand
- Follow-up conference request (conference notes will be taken, and all parties will be given copies)
- Special tasks (writing, cleaning, report)
- Withdrawal of privileges (breaks, special functions)
- Isolation
- Suspension (three days)

Any student who threatens another student or the school shall be suspended pending a psychiatric evaluation and placed in the Academy until the principal

allows the student to transition out. Such threats could result in suspension and/ or expulsion.

Students under suspension or expulsion **shall not be present** upon any school grounds or property or attend any school-sponsored activity or event except for pre-arranged conferences with the principal. Students under suspension/expulsion who are found on any school property or in attendance of any school-sponsored event or activity may be prosecuted for criminal trespassing.

APPEARANCE/DRESS CODE

The purpose of this dress code is to help ensure student safety and to remove any barriers or distractions to the learning process. Schools are educational institutions, and no extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine. Good personal appearance is conducive to a positive learning environment. This dress code promotes proper grooming and hygiene, instills discipline, prevents disruption, conforms to safety guidelines and teaches respect for authority. Proper dress by students and staff is expected at all times. All individuals are to come to school clean and neatly dressed. Apparel must meet with health and safety codes, be in good repair, and must not interfere with the educational process.

- No shoes with cleats or nails, no boot with spurs, or shoes with wheels (skate shoes)
- No bare feet.
- Any article of clothing, jewelry, body decoration, or hairstyle extreme enough to create distraction or disturb the normal routine of school shall be deemed inappropriate.

- No tops or dresses that are halter, spaghetti straps, strapless, one-shoulder, low cut, or bare midriffs.
- Length of skirts, shorts, and dresses must be at the student's fingertips or below with the student in a fully upright standing position.
- Shirts must cover the body to the waist and must come to the edge of the shoulder.
- No articles of clothing with wording, pictures, symbols, or graphics that, either implied or suggested, contain inappropriate language, violence, obscene or sexual connotations, alcohol, narcotics, firearms, or tobacco messages.
- Pants shall not be excessively long to cause a safety hazard.
- No undergarments may be exposed.
- Dark glasses, unless prescribed by a physician, are prohibited inside the building.
- Any accessory that can be used as a weapon (chains, studded items, pins, etc.) or cause harm to self or injury to others shall not be permitted.
- Any accessory or clothing article, deemed gang related, as determined by the administration is prohibited.
- Tattoos that are vulgar or that display items related to drugs, alcohol, or gang symbols, or that are racially or sexually offensive are to be covered and non-visible at all times.
- Garments may not have holes that are located above the knees.
- Facial covering, such as the wearing of masks, heavy face paint, make-up or clothing that covers all or part of the face that may cause students to be unidentifiable is prohibited.

ANTI-BULLYING LAW

As required by the Anti-Bullying Law (KRS 158.156), Perry County Public Schools **MUST** address any incidents involving students committing felony offenses.

Under the Anti-Bullying Law, students committing any of the following felony offenses under KRS Chapter 508

1. While on school premises, or
2. While on school transportation, or
3. At a school sponsored event will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

1. Assault in the 1st degree, 2nd degree, or 3rd degree
2. Wanton endangerment in the 1st degree
3. Terroristic threatening in the 1st or the 2nd degree
4. Criminal abuse in the 1st or the 2nd degree
5. Stalking in the 1st degree

The parent, legal guardian or custodian of the student will be notified of the complaint.

The written complaint will contain the following:

1. The names and address of the student allegedly responsible for the violation and his or her parents, legal guardian or person exercising custodial control
2. The student's age
3. The nature and extent of the violation
4. Any other information that the principal believes may be helpful in the completion of his/her report.
 - Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. There is no reprisal for reporting an incident in good faith.
 - Employees of the district will be trained on these requirements.

- By receiving this information in the code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of the Anti-Bullying Law.
- See 09.422 – Persons who bully and/or persons who fail to report bullying toward others may be subject to disciplinary action – etc. etc.

Bullying/Hazing/Menacing

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

Bullying (including cyber bullying), hazing, menacing, or abuse of students or staff members or other actions of similar nature will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. Perry Central High School is committed to dealing with bullying behaviors in our school to create a safe environment. Any student or employee who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to disciplinary action. This includes behavior or language through electronic (e.g. cyber bullying, etc.) or online methods.

Examples of behaviors that fall into this category may include, but not be limited to: inappropriate physical contact, including hitting, kicking, shoving, pushing; intimidating and threatening comments either oral, written or electronic; name calling or put-downs; malicious manipulation of others to do things they don't want to do; setting someone up to be bullied; spreading rumors or hurtful gossip; stalking; hurtful teasing or making fun of someone; harassment, hiding or destroying someone's belongings; and standing by and watching bullying behavior without reporting it to a teacher/Principal.

Under House Bill 91 (Kentucky Revised Statute 158.156), any student to student felony offense under KRS Chapter 508, committed while on school premises, while on school transportation, or at a school-sponsored or school-sanctioned event is a violation that shall be reported to the principal of the victim's school. The felony offenses included in KRS Chapter 508 are: First Degree Assault, Second Degree Assault, Third Degree Assault, Assault Under Extreme Emotional Disturbance, First Degree Wanton Endangerment, First Degree Terroristic Threatening, Second Degree Terroristic Threatening, First Degree Criminal Abuse, Second Degree Criminal Abuse, First Degree Stalking, and Disarming a Police Officer.

The four (4) categories of HB 91 (KRS 158.156) that staff must report to the Principal and then by the Principal to a Law Enforcement Agency are as follows:

*Intentional, wanton, or reckless student conduct directed toward another student which:

- Causes physical injury with a deadly weapon or dangerous instrument;
- Causes serious physical injury;
- Under circumstances manifesting extreme indifference to human life, creates substantial danger of serious physical injury; or
- Threatens to commit an act likely to cause serious physical injury.

Incidents meeting the definition of bullying/hazing/menacing involving student against student behavior shall be reported to administrators by anyone who has knowledge of such an incident, including students and/or any board employee. The identification of an incident occurs when that incident has been reported to the Principal (orally or written). There is no reprisal for reporting an incident in good faith.

Staff shall immediately report all felonies, including KRS chapter 508 felonies, to law enforcement, Kentucky State Police, or the County Attorney. Chapter 508 offenses include felonies that carry prison time as penalties. There are levels of misdemeanors that also carry prison time as penalties. Criminal violations may include monetary penalties.

Upon notification the Principal will:

Investigate* (procedures outlined below) the incident to determine the intent and result of the behaviors in question and, if the reported action could be a felony offence as defined in KRS Chapter 508, forward the results of that investigation to the Superintendent/designee.

If the student conduct is believed to support a KRS Chapter 508 felony offense, the Principal shall proceed as follows:

- Notify the parents of all students.
- Within 48 hours, notify law enforcement. (School and board employees shall participate in the investigation if agency requests.)
- As a result of the findings during his/her investigation, follow through with any needed disciplinary action as may be called for.
- Identify any student who is the target of bullying behaviors and consider support, as appropriate, through the counseling office, teachers, other district resources and/or referrals to outside resources.
- Address retaliation against any student who reported a violation under the “bullying policy” or any other code violation. **Retaliation will not be tolerated and could result in disciplinary action** from Level 1-5 depending on the severity of the offense.

In support of bullying prevention measures, the Principal/designee also shall do the following:

- Direct students to sign an acknowledgement form verifying receipt of information concerning this policy.
- Provide an age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged bullying/ hazing/menacing.

*The Investigation Procedures will involve the following:

1. An investigation of allegations of bullying/hazing/menacing to commence as soon as circumstances allow, but not later than three (3) working days of submission of the original written complaint. Investigations shall be completed within thirty (30) calendar days, unless additional time is

necessary due to the matter being investigated by a law enforcement or governmental agency.

2. Following completion of the investigation, the investigator shall complete a written report of all findings related to possible felony violations under KRS Chapter 503. The Superintendent/designee may take interim measures to protect complainants during the investigation, if needed.
3. School employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.
4. Upon resolution of allegations, the school shall take steps to protect employees and students against retaliation. *Retaliation will be subject to disciplinary action as outlined in the

Students wishing to report a violation may report it to a classroom teacher, who shall take appropriate action. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The principal/designee shall take measures needed to protect students from such retaliation.

Access to Electronic Media

(Acceptable Use)

USE

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon all users of electronic media and/or the AIS network to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to a student's being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student.

This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Principal with a written request.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography or with respect to computers with Internet access by minors, harmful to minors;

2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

TEACHER AND STUDENT OWNED DEVICES

The District appreciates the fact that employees are willing to bring in personally owned devices to be used for school work and student use. However, several items must be addressed when connecting a non-KETS standard device to the District's network:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student or staff member who brings privately owned devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Loss or damage to the equipment is the responsibility of the individual.

Software residing on privately owned devices must be personally owned. All computers must include anti-virus software.

District technicians will not service or repair any device not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software or applications that are deemed by the District technology department to be for personal use will be supported by District level personnel. If personal software or an application interferes with the District network software or hardware, a technician may remove the personal software or application from the device. Any damage caused by use in the District is the responsibility of the owner.

Purchasing perishable supplies to be used in equipment not owned by the District is the owner's responsibility.

The District retains the right to determine where and when privately owned equipment may access the network. The student or staff member is responsible for the security of the equipment when it is not being used. The District will monitor all activity on privately owned devices. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

The District retains the right to determine where and when privately owned equipment may access the network. The student/staff member is responsible for the security of the equipment when it is not being used. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

A privately owned device can be connected to the District's network, including access to the Internet, under the following conditions:

1. The user has successfully completed a course in digital citizenship.
2. The connection has been approved and performed by the District technology department.
3. Use of the device adheres to the District Acceptable Use Policy.
4. File storage on the network from privately owned devices is limited to schoolwork only.
5. The individual must supply all necessary hardware/software and cabling to connect to the network.
6. Privately owned computing devices must be running virus detection software prior to accessing the network or Internet.

For privately owned devices being used in District facilities, the District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the device are consistent with this policy.
3. Allot network use and monitor storage disk space utilized by such users.
4. Deem what is appropriate use.

5. Remove the user's access to the network and suspend the right to use the privately owned device in District facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating this policy.

Bring Your Own Device - Student Policy

Electronic Devices

Use of certain electronic devices is permitted in Perry Central High School as described below. Electronic devices are classified as **disruptive**, **non-disruptive**, and **mobile phone** devices. Permissibility of each type of electronic device is described as follows:

Disruptive Electronic Devices

1. Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices **are not permitted** in any area of Perry Central High School.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
 - a. Use of any electronic device in a classroom or other area of Perry Central High School not authorized by school personnel.
 - b. Violation of the Perry County Board of Education Acceptable Use Policy.
 - c. Any device that is used to record/videotape, receive or send any illegal activity, (fighting, voyeurism, sexual harassment, etc.) the phones/devices may be confiscated for as long as needed for court evidence in a possible court action.

Non-disruptive Devices

Non-disruptive devices are defined as electronic devices primarily used for educational purposes.

The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) e-Readers. These devices may be used during classroom instruction as permitted and directed by school personnel.

Mobile/Cell Phones

1. Use of mobile phones for any **voice or text communication is not permitted** during school hours.
2. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones **must** be turned off and out of sight.
3. Mobile phones may possess advanced functions including Internet access, eReader, and video/audio functions. Use of these functions during classroom instruction is at the discretion of school personnel.

CONSEQUENCES FOR VIOLATIONS OF CELL PHONE POLICY:

- 1st offense: phone will be taken and returned to student at the end of the day.
- 2nd offense: phone will be taken and returned to parent only!
- 3rd offense: phone will be taken for the remainder of the semester

****All final decisions are at the principal's discretion.**