

2021-2022  
*Student Handbook  
& Code of Conduct*



*Pineville Independent School District*  
*"The Standard of Excellence"*

401 Virginia Avenue  
Pineville, Kentucky 40977  
606-337-5701  
606/337-3720 fax

[www.pineville.kyschools.us](http://www.pineville.kyschools.us)

Facebook: *Pineville Independent Schools*

## ***Mission Statement***

*The mission of the Pineville Independent School System is to create a learning environment which contributes to the comprehensive development of ALL students. Through a cooperative effort, the district and community will utilize all available resources to enable our students to become successful and productive citizens.*

### **REGULAR SCHOOL HOURS**

Grades K-6: 7:55-3:00 daily  
Grades 7 - 12: 8:00-3:00 daily

### **2021-22 SCHOOL CALENDAR**

August	05	Opening Day for Employees Back to School Bash 4:30-7:00
	06	1 <sup>st</sup> Day for Students (noon dismissal)
Sept.	06	Labor Day – No School
Oct.	04-08	Fall Break – No School
Oct.	11	Professional Development – No School
Nov.	24-26	Thanksgiving Break – No School
Dec.	17	End of 1 <sup>st</sup> Semester (noon dismissal)
	20-Jan 2	Winter Break – No School
Jan.	3	1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester
	17	ML King Jr. Day – No School
Feb	*21	President’s Day – No School
Mar.	*18	State Tourney- No School
April	*4-8	Spring Break – No School
May	17	Last Day for Students (noon dismissal)
	**18	Closing Day for all employees

\*May be used as make up days if needed

\*\*Tentative based on school cancellations

### **TESTING DATES**

March 8, 2022	State ACT for Juniors
Last 14 days of school	KPREP Testing

### **MID-TERM PROGRESS REPORTS MAILED NINE WEEKS EXAMS & REPORT CARD DISTRIBUTION TENTATIVE DATES**

1st Nine Weeks:	August 06– October 15 Open House for Progress Reports 4:30-6:30 pm 9-Week Exams Report Cards Distributed	September 08 October 14/15 October 22
2nd Nine Weeks:	October 18- December 17 Open House for Progress Reports 4:30-6:30 pm Semester Exams Report Cards Distributed	November 10 December 15-17 January 08
3rd Nine Weeks:	January 03 -March 04 Open House for Progress Reports 4:30-6:30 pm 9 Week Exams Report Cards Distributed	February 02 March 03-04 March 11
4th Nine Weeks:	March 07-May 17 Open House for Progress Reports 4:30-6:30 pm Semester Exams Report Cards Distributed	April 13 May 12-16 May 27

**ADMINISTRATION**

Mr. Russell Thompson ..... Superintendent  
 Ms. Catrina McDermott ..... Principal  
 Mr. Randy Frazier ..... Assistant Principal  
 Ms. Kathy L. Warren ..... P-6 Counselor  
 Ms. Leslie Foster ..... P-12 Counselor

**FACULTY**

Mr. Kyle Adams ..... Math, grades 9-12  
 Mr. Dustin Allen ..... Special Education  
 Mr. Chad Bilitier ..... Office Technology, grades 9-12  
 Ms. Lizzie Bowling ..... Language Arts, grades 7 & 8  
 Ms. Mindy Brigmon ..... Teacher, grades 7-8  
 Mr. Jason Chappell ..... PE, grades 9-12  
 Ms. Becky Collett ..... Teacher, grade 3  
 Ms. Selena Frazier ..... Speech Pathologist  
 Ms. Ann Gaines ..... Science & VET TECH, grades 9-12  
 Ms. Abigail Gambrel ..... Teacher, grade 2  
 Ms. Brenda Gambrel ..... Science, grades 9-12  
 Mr. Luke Gilly ..... Math & ENGINEERING, grades 8-12  
 Ms. Charity Hayes ..... Teacher, grade 4-6  
 Ms. Beth Howard ..... PE, grades K-6  
 Ms. Melissa Howard ..... Teacher, grade 3  
 Mr. Alan Hurd ..... Art, grades 7-12  
 Ms. Caitlin Jeffrey ..... Special Education  
 Mr. Dalton Jones ..... Special Education  
 Ms. Rebecca Jones ..... Teacher, grade 2  
 Ms. Tammy Jones ..... Media Specialist, grades P-12  
 Mr. Bill Keyes ..... Permanent Substitute  
 Mr. Aaron Lawson ..... Math & COMPUTER SCIENCE, 9-12  
 Mr. Brad Levy ..... Special Education  
 Ms. Sarah Lingar ..... Teacher, grades 4-6  
 Mr. Dale Mayberry ..... Music & Band, grades 5-12  
 Mr. Josh McDermott ..... Foreign Language, grades K-12  
 Ms. Bethany McWhorter ..... Teacher, grade K  
 Ms. Samantha North ..... Language Arts, grades 9-10  
 Ms. Katheryne Patrick ..... Teacher, grades 4-6  
 Ms. Rheagan Redmond ..... Social Studies, grades 9-12  
 Ms. Lindsey Ross ..... Teacher, grade K  
 Ms. Amy Sams ..... Teacher, Preschool  
 Ms. Kayln Saunders ..... Teacher, grade 1  
 Ms. Morgan Sexton ..... Teacher, grade K  
 Ms. Heather Spade ..... Teacher, grades 4-6  
 Mr. JD Strange ..... Athletic Director  
 Ms. Deidra Thompson ..... Teacher, grades 4-6  
 Ms. Lori Tuttle ..... Teacher, grade 4-6  
 Mr. Matthew Welch ..... Social Studies, grades 9-12  
 Ms. Kim Yates ..... Language Arts, grades 11-12  
 TBD ..... Math, grades 7-8

\*100% of the faculty is considered "Highly Qualified" under the guidelines of No Child Left Behind. Parents of enrolled students may request information about the professional qualifications of their child's teachers by contacting Paula Goodin, Instructional Supervisor, at 606-337-4383.

**STAFF**

Mr. Randy Clark ..... School Resource Officer  
 Mr. Ken Burnett ..... Security Office/Permanent Sub  
 Ms. Sonya Hampton ..... Instructional Assistant  
 Ms. Sandy Howard ..... Instructional Assistant  
 Mr. Scott Jeffrey ..... Food Service Director  
 Mrs. Joy Brock ..... Instructional Assistant  
 Ms. Teresa Ralston ..... FRYSC Director  
 Ms. Kendra Taylor ..... Instructional Assistant  
 Ms. Mitzy Baker ..... Secretary, P-6  
 Ms. Dooper Goodin ..... Instructional Assistant  
 Ms. Tiffany Strange ..... Secretary, 7-12  
 Ms. Leah Jones ..... Social Worker  
 Mr. Jamie Roan ..... FRYSC Assistant/Public Relations

**SCHOOL BOARD MEMBERS**

James R. Golden, Chair ..... Mary Steele, Vice Chair  
 Joshua D. Howard ..... Chris Arnett ..... Brittany Lynch

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## CONTACTING SCHOOL PERSONNEL

PHONE: 606/337-2361

School Closings or Delays.....

*Closings will be announced through WYMT, Facebook, the school website, and school messenger.*

Elementary Office.....	Ext 320
High School Office .....	Ext 310
Ms. Catrina McDermott, Principal .....	Ext 310
Mr. Randy Frazier, Assistant Principal.....	Ext 320
Ms. Warren, K-12 Counselor.....	Ext 388
Ms. Foster, K-12 Counselor.....	Ext 314
Any Middle or High School Teacher .....	Ext 310
Any Elementary Teacher.....	Ext 320
Cafeteria (Mr. Scott Jeffrey).....	Ext 387
FRYSC (Ms. Teresa Ralston) .....	Ext 324
Nurses Station.....	Ext 389
DPP-Attendance & Instructional Supervisor .....	Ext 383
Football Office .....	Ext 328
Superintendent's Office.....	Ext 382

Please feel free to contact the school any time between 7:30 a.m. and 3:30 p.m. Teachers who are in class when you call will be glad to return your call when they are not teaching. Feel free to email at any time. Please do not contact any school employees at their homes. Parent/ teacher conferences will be scheduled during the school day or after school hours at times which are convenient to both the parents and the teachers. Conferences may be scheduled by contacting the appropriate guidance counselor.

Any questions or comments concerning the contents of this handbook should be directed to the principal or assistant principal, 401 Virginia Avenue, Pineville, KY 40977; (606) 337-2361.

### NON-DISCRIMINATION POLICY

The Pineville Independent School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, political opinion or affiliation, and/or disability in employment, educational programs, or activities as set forth in Title V, Title VI, Title IX and Section 504. Any person having questions or inquiries concerning compliance with any of the above is directed to contact Paula Goodin at the Pineville Board of Education.

Students of the Pineville Independent School System who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex, or disability as described in Title V, VI, Title IX, and Section 504 should contact Paula Goodin at 401 Virginia Avenue, Pineville, KY 40977 (606) 337-4383. This grievance should be in written form and filed within five (5) school days of the alleged discrimination or denial of service. The written grievance should identify the nature of the violation, the date(s) the violation occurred, and the signature of the person making the complaint. The coordinator shall notify the complainant in writing within five (5) school days from the date the grievance is received of the action taken.

### COVID-19 ANNOUNCEMENT

Any and all parts of this handbook are subject to change and may be modified due to COVID-19 restrictions or guidance from the Commonwealth of Kentucky, the Kentucky Department of Education, the Center for Disease Control, or our local health department. Such changes, omissions, or additions shall be communicated to parents and students through the COVID-19 companion document.

### ACCESS TO SCHOOL REPORT CARD

The school report card is a one-stop place to access information about a school and/or district. KDE publishes a report card for every school and district in Kentucky, providing all stakeholders with information like test performance, teacher qualifications, student safety, awards, parent involvement and

much more. You can access any school or district's report card here:  
<https://openhouse.education.ky.gov/src>.

### **ACCESS TO STUDENT RECORDS**

Parents may access their student's records by visiting the school and reviewing them in person or via the Internet. Any parent who would like to view their child's current grades and attendance via the Internet should contact Kathy Warren at [kathy.warren@pineville.kyschools.us](mailto:kathy.warren@pineville.kyschools.us) or Leslie Foster at [leslie.foster@pineville.kyschools.us](mailto:leslie.foster@pineville.kyschools.us) to set up an account. Progress Reports and Report Cards are sent home at the appropriate times throughout the year. Please see the tentative schedule at the beginning of this handbook. Parents or eligible students also have the right to inspect and review students' education records within forty-five days of receiving a written request. After receiving a written request, the Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

Parents or eligible students may ask the district to amend a record that is believed to be inaccurate, misleading, or in violation of privacy or other rights. The parent or student shall write the school Principal, clearly identify the part of the record that seeks change, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the district decides that an amendment is not necessary, the district will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records. In addition, the district may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or another individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized district personnel also may disclose personally identifiable information to the following:

Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for the purposes related to the student's enrollment or transfer

School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the district to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

### **ANNOUNCEMENTS**

School-wide announcements will be made at the beginning of school and at the end of school. Announcements will not be made during class time except in the case of an emergency or approved by the principal. Routine announcements, such as practice times, will be posted in a designated place and printed on the daily bulletin. Personal announcements (birthdays, etc.) are not made.

### **ATTENDANCE**

All children in the district who have entered kindergarten or who are between the ages of six, as of August 1, and sixteen, except those specifically exempted by statute, shall enroll and be in regular attendance in the school to which they are assigned and shall be subject to compulsory attendance.

**Tardy:** Absence from school for less than two hours.

**Half Day Absence:** Absence for more than two hours, but less than four hours

**Whole Day Absence:** Absence for four or more hours

**Students who are tardy to school without valid excuse** must sign in at the office and may be placed in after school detention on a minute for minute basis up to a maximum of 60 minutes.

**Students who are tardy to class without valid excuse** 3 times will be placed in after school detention for one hour.

**Excused Absence or Tardy:** One which is considered to have a valid reason as listed below and verified by the principal/designee. Three absences or tardies per semester may be excused based on parent notes. After that, absences may only be excused based on verification from a medical professional.

**Unexcused Absence or Tardy:** Any absence or tardy not covered by valid excuse.

**Truant:** A student who has been absent from school without a valid excuse on three (3) or more days is truant.

**Habitual Truant:** A student who has 6 unexcused absences or 6 unexcused tardies is considered habitually truant and may be subject to court proceedings.

Upon returning to school from an absence, the student shall present a written excuse for absence to the office. After three absences have been excused based on parent notes, the parents will be informed by letter that the student's future absences must be verified with a written statement from a medical professional in order for them to be excused. **All notes must be received by the Principal's office within five school days of the student's return or the absence will not be excused.**

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

- Death or severe illness in the pupil's immediate family.
- Illness of the pupil (more than 5 days may qualify for homebound)
- Attendance at the Kentucky State Fair (one day only).
- Participation in school-related activities approved by the Principal.
- Natural disaster beyond control of the student.
- College Visits (Pre-approval by principal or counselor with verification of the interview required; limit two days; may qualify as EHO).
- Religious holidays.
- Trips for up to 10 days may qualify as educational enhancement opportunities if so determined IN ADVANCE by the principal. Students granted permission under this provision shall not be counted absent from school.
- Military deployment of a parent/guardian and/or return from deployment (one day each).
- Other valid reasons as determined and approved IN ADVANCE by the principal
- **To be eligible for senior trip, prom and certain other extra-curricular events a student must have fewer than ten (10) cumulative absences. 3 tardies and/or 3 ED's of 30 or more minutes will equal one (1) absence**

All other absences shall be considered unexcused and no make-up work, including tests, shall be allowed. If an absence is marked excused, the student may make up missed work. Unless there are extreme circumstances, all work must be made up within three days of the absence. If the absence was for longer than three days, an extension may be granted on a day-for-day basis; however, arrangements to have longer than the three day make up time must be made with each teacher before the three day period has passed. In grades K-6, it is the teacher's responsibility to provide students with make-up work. At the middle and high school level, **it is the student's responsibility to contact the teacher about missed work.**

**EDUCATIONAL ENHANCEMENT OPPORTUNITY:** Parents may request an EHO for students to attend or participate in an activity which has significant educational value. With an approved EHO, the student is not counted absent from school for up to 10 days and is allowed to make up all missed work. Requests for



an EHO must be submitted to the Principal and approved **prior to** the event. Contact the school secretary for an application.

**NOTIFICATION:** Parents/guardians are requested to notify the school by phone of the student's reason for absence. Written verification of all full-day or partial-day absences is required upon return to school.

**FRAUDULANT NOTES:** If the principal or designee is present with what appears to be a fraudulent excuse, the parent/student may lose their right to submit additional parent notes for excused absences.

### **AUTOMATED PHONE SYSTEM**

Pineville Independent is equipped with an automated dialer system which calls the home of each student who is absent as of 9:30 a.m. The automated system is also used to notify parents of special events as well as closings and delays. If you do not wish to receive automated notice of events and closings, you may contact Kathy Warren or Leslie Foster to have this option removed. Please note that attendance notices may not be canceled.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, materials, equipment, and furniture belonging to the school and will be responsible for paying for lost or damaged items. Students who participate in extra-curricular activities are responsible for all uniforms and equipment issued to them and will be charged the replacement value for any item not returned or returned in unusable condition.

Students who choose to check-out a district-owned device (chromebook or calculator) shall be responsible for the use of the device as well as the condition of the device. Any device that is damaged or lost shall be the responsibility of the student to replace.

### **CELLULAR PHONES/TELECOMMUNICATION DEVICES**

While on school property or attending school-sponsored activities, students shall be permitted to possess and use cellular phones and other related electronic devices **only under the following conditions.**

- Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on only before and after the regular school day and during the students' lunch break. **STUDENTS SHALL NOT USE CELL PHONE IN THE HALLWAYS DURING CLASS TIME.** For example, if a student exits the classroom to use the restroom and has his/her phone visible, it shall be confiscated.
- Students shall not use cell phones within the classroom, and cellphones are to be turned off during instruction. The violation of this shall result in the confiscation of the device as determined by the code of conduct. All middle and high school students shall be required to place their devices in a "holding" container before the class begins until the class ends.
- When students violate this policy, they shall be subject to disciplinary action including confiscation of the device, losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. Repeated confiscation will result in the device being returned only to the parent/guardian.
- Devices shall not be used in a manner that disrupts the educational process, including but not limited to, use that poses a threat to academic integrity such as cheating; violates confidentiality or privacy rights of another individual; is profane, indecent or obscene; constitutes or promotes illegal activity or activity in violation of school rules; or constitutes or promotes sending, sharing or possessing sexually explicit messages, photographs or images using any electronic device.
- Students are responsible for keeping up with devices they bring to school. The School/District shall not be responsible for loss, theft or destruction of devices brought onto school property.
- Students shall not utilize an electronic device in a manner that would violate the district's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

## CHILD FIND NOTICE

The Pineville Independent School District keeps educational records in a secure location in each school and Board office.

The Pineville Independent School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Pineville Independent School District may destroy the educational records of a child without parent request 7 years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Pineville Independent School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Pineville Independent School District has an ongoing "*Child Find*" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "*Child Find*" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Pineville Independent School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Pineville Independent School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Pineville Independent School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Pineville Independent School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call Catrina McDermott at 606-337-5701 or send the information to Director of Special Education, 401 Virginia Avenue, Pineville, KY 40977.

“Child Find” activities will continue throughout the school year. As part of these efforts the Pineville Independent School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through “Child Find” is maintained confidentially.

Written Policies and Procedures have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “Child Find” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting Catrina McDermott.

*The District office is open Monday through Friday, from 8 a.m. to 4:00 p.m.*

The Pineville Independent School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Pineville Independent School.

#### **DIRECTORY INFORMATION NOTICE**

The superintendent or his/her designee is authorized to release board approved directory information. Approved directory information shall be: students’ names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and most recent educational institution attended.

Any eligible student, parent or guardian who does not wish to have directory information released shall notify the superintendent in writing on or before September 30 of each school year or within 30 days of receipt of this notice of FERPA rights.

Unless the parent/guardian or secondary school student requests in writing that the district not release such information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon request.

#### **DRUG FREE SCHOOLS & COMMUNITIES ACT (TITLE IV)**

No pupil shall use, possess, or be under the influence of any alcoholic beverage, dangerous drug, or narcotics in or about the school premises. Any attempt of a student to bring to school or cause to bring to school any of these items shall be disciplined accordingly.

Sale, use, or possession of alcoholic beverages, illegal drugs, or substances that simulate controlled substances is forbidden on school property or at any school sponsored activity. Students under the influence of drugs or alcohol will be removed immediately from contact with other students and guardians

and/or other appropriate authorities will be contacted. All students are required to give maximum cooperation to school officials and all law enforcement agencies investigating violations to the school's anti-drug policy. Law enforcement agencies are to have free access to all school grounds with full authority to interrogate students, teachers, and administrators, make search and seizures that they deem necessary, and have complete access to school records in compliance with the Privacy Act.

### **DRUG TESTING PROGRAM**

The Pineville Independent School Board has implemented a drug testing program for all employees and students who participate in extra-curricular activities in grades 7 through 12. Covered activities include but may not be limited to academic team, band including flag corps, basketball, baseball, cheerleading, football, golf, softball, tennis and track. The program consists of two components.

#### **(1) Education and Prevention**

All participants shall be required to attend at least one educational seminar addressing alcohol or drug abuse issues each semester.

#### **(2) Alcohol & Drug Safety and Testing Policy**

Before a student may participate in a covered activity, the policy and accompanying procedures must be read and acknowledged in writing by the participant and their parent/guardian.

Testing shall be accomplished by the analysis of a urine specimen obtained from the student by employees of the agency designated for this purpose. Substances tested will include amphetamines, marijuana, cocaine, opiates, PCP, benzodiazepine, methamphetamine, methadone, barbiturates and other abused, illegal or controlled substances.

##### **First Offense**

\* Parent/guardian is notified.

\* Student has option to participate in assistance programs and take two drug tests during a six-week period OR be suspended from participating in extra-curricular activities for 18 weeks.

##### **Second Offense**

\* Parent/guardian is notified.

\* Student has option to participate in assistance programs, be suspended from participation in activities for 18 weeks and take six drug tests during that 18-week period OR be suspended from participating in extra-curricular activities for 36 weeks. Following the 36-weeks suspension, the student would be eligible to participate upon successful completion of a drug test.

##### **Third Offense**

\* Parent/guardian is notified.

\* Student is suspended from participating in extra-curricular activities for two calendar years. Following the two-year suspension, the student would be eligible to participate upon successful completion of a drug test.

A student who tests positive during the mandatory re-testing period following a violation will be deemed to have committed another violation with sanctions to begin at the next level as soon as the results of the positive test are received.

A suspension of 18 or 36 weeks may be imposed in such a way as to prevent participation in a subsequent season if the offense occurs at or near the end of a prior season.

For a copy of the complete policy as it relates to the Use of Alcohol, Drugs and Other Controlled Substances, contact the principal's office.

### **EAR BUDS and HEADPHONES**

As earbuds and headphones are connected to communication devices, ear buds and headphones WILL NOT BE ALLOWED DURING CLASS FOR PERSONAL USE. In addition, students may not wear ear buds or headphones in the hallways, as they pose a hazard for students not being able to be alerted to emergency situation.

Students may ONLY use headphones for instructional programs that the teacher deems necessary.

### **EARLY DISMISSALS & TARDIES**

Early dismissals and tardies are automatically considered unexcused absences from class and no work missed may be made up without a valid excuse.. Pineville Independent Schools does not have open lunch; therefore, no student shall be released from school to eat lunch outside of school. Should it be necessary for a student to be dismissed early from school, a parent should contact the Principal either in person or in writing. Notes must be verified by office personnel before a student will be allowed to leave.

No student may leave the building without first obtaining an early dismissal permission form from the office. The names of persons authorized by the parent/guardian to obtain students early from school must be on file in the principal's office. All persons, including parent/guardians, should be prepared to show identification and give their signatures before removing a student from school. Both parents of a child are entitled access to the child and his/her records unless this privilege is revoked by Court Order. If a student becomes ill during the school day, a parent or guardian must be contacted before the student will be dismissed from school.

**Please note that early check-outs and late check-ins are recorded on the student's attendance record and accumulation may result in negative consequences, including missing grades and/or lack of participation in extra- curricular activities.** Please see other policies for specifics.

### **ELECTRONIC INFORMATION RESOURCES**

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Access is provided for students and staff to conduct research and communicate with others in relation to school work. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Parent permission is required for students. *Access is a privilege, not a right.* Therefore, based upon the guidelines outlined in the *Acceptable Use Policy*, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration, faculty and staff may deny, revoke or suspend specific user accounts when deemed necessary.

Individual users of the system are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of the Pineville Independent Schools. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is strictly prohibited.

The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students or staff.
- Do not communicate any credit card number, bank account number or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail.
- Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism - any malicious attempt to harm or destroy data of another user - will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions. Students, faculty and staff with network access are prohibited from using district resources to establish Internet email accounts through third party providers or any other non-standard electronic mail system.

It is a violation to send, receive, store, create, display or transmit pornography and other objectionable materials using school resources. This includes but is not limited to placing such materials on or retrieving them from a fileserver, hard drive or other storage media; sending or receiving pornography and objectionable materials through the network; using public agency resources and/or network access to download from or post such materials to personally-owned devices. The Acceptable Use Policy Guidelines include the use of filtering software to identify and selectively prevent objectionable material from entering the school through the data network. The determination of what constitutes "objectionable" material is the decision of school authorities. Filtering software is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Proxy server software allows schools to block access to specific web site addresses and to "chat room" facilities on the Internet, allows schools to filter out sites based on certain terms and keeps a detailed log of user activity.

### **Internet Access**

All Internet access shall occur using the district's wireless network. Internet access is a privilege and can be revoked should a student violate the *Acceptable Use Policy*.

### **Security and Damages**

Responsibility to keep privately owned devices secure rests with the individual owner. The faculty and staff of Pineville High School are not liable for any device stolen or damaged at school.

**The use of a personal technology device is a privilege and not a right and the privilege may be revoked at any time. This includes all laptops, tablets, cell phones, etc.**

A complete copy of the *Pineville Independent Schools Acceptable Use Policy of Electronic Information Resources* and is available upon request from the District Technology Coordinator.

### **EMERGENCY, FIRE AND SEVERE WEATHER DRILLS**

Drills shall be conducted on a regular basis as determined by school administrators and Kentucky Administrative Regulations. Emergency evacuation and fire drills will be held monthly throughout the year. Tornado drills will be conducted periodically prior to and during tornado season. Earthquake drills will be held semi-annually. Lockdown drills will be conducted periodically. Emergency Bus evacuation drills will be conducted four times per school year.

### **EMERGENCY SCHOOL CLOSING**

If it is necessary for school to be closed, announcements will be made over local radio and television stations, on Facebook and the school's website, and through the school's automated dialer. If there is an emergency school closing and you do not receive a call from the automated system, please notify the school so this may be corrected.

### **FAMILY RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or who are attending a postsecondary institute) certain rights with respect to the student's education records.

Those Rights Are:

**1.) The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2.) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.**

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the District.
- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending or imminent articulable and significant health/safety threat.

**4.) The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.** To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

**5.) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representative of the US Armed Forces and its service academies, the Kentucky Air National Guard and the Kentucky Army National Guard.** Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

**6.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-8520*

**FAMILY RESOURCE/YOUTH SERVICE CENTER (FRYSC)**

The Pineville FRYSC provides services which support the students' ability to be successful in school. The FRYSC director may provide direct service to families or link families with other community resources. The FRYSC is open Monday through Friday 8:00 to 4:00. You may visit or call 337-4388.

The FRYSC is governed by an Advisory Council that meets monthly. Meetings will be publicized, and the public is welcome to attend.

**FUND RAISING ACTIVITIES**

Fund raising activities may take place only after they have been approved by the principal and the board of education. All funds raised in the name of the school (or an organization of the school) belong to the school

and may be used only for the purposes of the school or organization. While a group member may be asked to raise a minimum amount in order to participate in an activity, no funds raised for a group activity may be used by one group member over another.

### **GIFTED AND TALENTED STUDENTS**

Students shall be formally identified in grades 4 through 12 for participation in the Gifted and Talented program. Students in the primary grades who display gifted or talented characteristics shall be selected through an informal process, placed in a talent pool and receive services that allow continuous progress. Student eligible for services shall be in one or more of the following categories: general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial or leadership skills and/or visual/performing arts. Parent/guardian permission must be given before an individual test is administered to any student for selection into the program. Once identified, parent/guardian permission must be given for placement to receive services. Any questions or concerns may be directed to Ms. Kathy Warren at 337-2361 ext 324.

### **HEAD LICE**

Head lice infestation, or pediculosis, is spread most commonly by close person-to-person contact. Lice move by crawling; they cannot hop or fly. Head lice are spread by direct contact with the hair of an infested person. Head lice are not considered to be a medical or public health hazard. Head lice are not known to spread disease. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

The school shall maintain a record for each student who is known to have lice, along with steps taken by the school to remedy the situation. Parents are asked to work with the school in order to help the student in the best way possible. Such cooperation may consist of treating the student at home, obtaining medicine from the school, etc.

### **HOME/HOSPITAL INSTRUCTION**

Home/Hospital instruction will be made available to students who have an illness or injury which will cause them to be absent from school for five (5) or more consecutive days, in accordance with KRS 159.030 (2). Eligibility must be affirmed by a signed statement from a licensed medical professional. Pregnancy is not a qualifying condition unless there are complications. Students who qualify for H/H instruction are not considered absent from school while receiving services from the H/H teacher. As soon as is practical, contact Russell Thompson, DPP, to obtain the forms to be completed by the medical professional. H/H instruction cannot begin until all completed forms have been received by the school.

Providers that complete Home/Hospital application must follow the provider's scope of practice. For example, Home/Hospital applications for mental health reasons shall only be considered if completed by a licensed psychologist or psychiatrist. It is not to be construed that other physicians or practitioners can complete the application for mental health reasons. \*Relates to: KRS 159.030 Statutory Authority: KRS 156.160, 157.229.

### **HOMECOMING CANDIDATES & COURT**

For grades 5, 6, 7 & 8, homecoming will be held during football season only. For grades 9-12, homecoming will be held during football and basketball.

The balloting for queen will be as follows:

- All students will vote for 3 candidates from their grade.
- The person who receives the most votes in each grade will be the candidate for that grade.
- The people who receive the 2nd and 3rd most votes in each grade will be the attendants for that grade.
- Members of the appropriate team will vote by secret ballot for the queen which will be announced during the ceremony at the game.



- The high school members (gr 9-12) of the appropriate team(s) will vote by secret ballot for the queen which will be announced during the ceremony at the game. (varsity football for football queen; varsity girl & boy basketball for basketball queen)
- In the case of a tie at any level, there may be a runoff between those who are tied.
- The reigning queen in either sport is not eligible to participate as a candidate or attendant in homecoming ceremonies for the other sport.
- Once a student has been elected homecoming queen, that student is no longer eligible to participate as either a candidate or attendant in homecoming ceremonies for that sport.

### **INSURANCE**

The school carries accident insurance that covers all students. This insurance coverage is secondary to personal health insurance and includes limits and exclusions. The school is not liable for the cost of medical expenses incurred as a result of an accident during school or extra-curricular activities including participation in organized athletic teams.

### **INTEGRATED PEST MANAGEMENT**

The Pineville Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. Scheduled applications are the second week of each month. Persons wanting to be notified 24 hours in advance of planned pesticide application or as soon as possible when an emergency application is necessary are to register in one of the school offices. You may register by phoning 337-2361 (high school) or 337-3412 (elementary). When registering, you will be asked to give name, address, telephone and email. If there are additional inquiries not answered through the school offices, you may send your questions to Jeremy Hicks, Integrated Pest Management Coordinator, 401 Virginia Avenue, Pineville, KY 40977 or email [Jeremy.hicks@pineville.kyschools.us](mailto:Jeremy.hicks@pineville.kyschools.us).

### **KENTUCKY MOUNTAIN LAUREL FESTIVAL PARTICIPANTS**

#### **KINDERGARTEN & FIRST GRADE STUDENTS:**

The KMLF committee selects girls and boys from these grade levels for participation in coronation activities. All expenses are the responsibility of the participants.

#### **ATTENDANTS:**

Any senior girl who is eligible under the KMLF guidelines may participate as an attendant in the KMLF. If the officials of the KMLF ask the school to select individuals to act as standard bearers, the appropriate number of names will be chosen by a random drawing. The princess candidate may serve as an attendant, but is not eligible to be a standard bearer unless there are not enough attendants from which to select or the KMLF officials specifically ask for that individual to be a standard bearer. All expenses are the responsibility of the participant.

#### **PAGES:**

Students who are eligible under the KMLF guidelines may participate as a page in the KMLF. All expenses are the responsibility of the participant.

#### **PRINCESS CANDIDATE:**

Any senior female who would like to be considered for Kentucky Mountain Laurel Festival will be interviewed by a committee formed by the principal. Once the interviews are completed and scored, students in grades 9-12 will vote for the student they feel will best represent Pineville High School. The scores from the interview and vote will be averaged to determine the student to represent Pineville High School as the princess candidate in the KMLF.

Contestants are limited to those seniors who are eligible under the guidelines of the KMLF. All expenses are the responsibility of the candidate.

#### **LUNCH AND BREAKFAST**

Pineville Independent is a proud participant in the CEP (Community Eligibility Provision), a non-pricing meal service option for schools. **Through this program, there is no charge for student meals.** However, for accountability and program funding purposes, **we must collect income information to determine the percentage of students who qualify for free or reduced price meals.** Please assist with this by returning a completed Household Income Form as soon as possible.

Breakfast and lunch is served to all students daily. P-6 students may eat lunch in the cafeteria while 7-12 students may choose either the cafeteria or the commons, but no student may not leave the school grounds to obtain lunch. Leaving school to get lunch is considered skipping and students will be subject to the consequences in the disciplinary scale. **No one other than a student's parent/guardian may bring food to the school for the student during school hours.** Adult/employee meals are \$3.50 for lunch and \$2.25 for breakfast. Adult/employee meals are cash only and may not be charged.

#### **MEDICAL SERVICES**

Family Health Care Associates maintains a school-based clinic with a Registered Nurse and Nurse Practitioner on the campus of Pineville Independent School. In order for students to take advantage of the services offered through the clinic, written parental permission must be on file in the clinic. The paperwork for the clinic is sent home with students the first week of school; returning this paperwork is the only way that a student can see the school nurse and/or Nurse Practitioner.

#### **MEDICAL & DENTAL SCREENINGS (FREE)**

Throughout the school year screenings for different medical or dental concerns may be conducted on students at no cost to the parent/guardian. Examples of screenings are vision, hearing, lice, and dental. The purpose of these screenings is to identify potential health concerns which may be barriers to learning for students. These are screenings only and no procedures will be done. Parents/guardians will be notified of the results and given the opportunity to seek further treatment if needed. Some screenings may be conducted by outside agency personnel such as the Bell County Health Department. All screenings will be in the school building with school personnel present. **Parents/guardians who do not want their children to participate in these screenings should notify the principal.**

Students at Pineville are eligible to participate in the ELGIN dental program. Students will be screened at the beginning of the year and parents will be notified if the student has any dental issues. With prior permission, Pineville Independent will transport the student to have dental treatment if any issues are found.

#### **MEDICATIONS**

Any student who carries any type of medication, either prescribed or over-the-counter, must have written permission to do so on file in the principal's office. Medications must be carried in their original container. Medications may be stored in the nurse's station.

#### **NTI (Non-Traditional Instruction) POLICY**

Non-traditional Instruction is provided to students when school cannot meet in person. NTI is NOT optional and students are required to complete all NTI materials that are assigned by a teacher. If students do not complete these assignments and meet criteria set by the teacher, the student will be subject, but not limited to, summer school and/or not being promoted to the next grade level.

#### **NON-RESIDENT STUDENTS**

Students who do not live with their parent/guardian within the boundaries of the Pineville Independent School District (PISD) are considered to be nonresident students. The current law allows a child to attend any child that he/she would like to attend without penalty to the student or school.

### **PARENT CONFERENCES**

We welcome parents to participate in the education of their children, and parents are always welcome to visit the school. Due to COVID-19, any visitor to the school is restricted, including parents. In addition, to prevent the disruption of teaching time, parents who wish to have a conference with a teacher are asked to contact the guidance counselor so that the conference may be scheduled during teacher planning time or before or after school. Parents may communicate with school personnel via email at any time.

### **PARENT-TEACHER ORGANIZATION (PTO)**

All parents, employees and interested community members are encouraged to be actively involved in the PTO. The PTO conducts many activities which enhance the educational experience of our students. Talk with your child's teacher about becoming a member of the PTO.

### **POLICE OFFICERS IN THE SCHOOL**

Pineville Independent Schools employs a full-time SLEO (Special Law Enforcement Official) who is a retired commissioned, sworn law enforcement officer who supports staff in maintaining order and security to maintain a safe learning environment. In addition to working on a daily basis with the SLEO, school officials shall cooperate with law enforcement agencies in cases involving students such as serving of subpoenas, juvenile petitions or warrants, or taking students into custody. As soon as possible, officials shall attempt to notify the parent/guardian of students who are arrested.

When the school calls law enforcement officials to question students concerning crimes committed on school property, an effort will be made to notify the parent/guardian. When students are arrested at school, the Principal shall make a written record of the identity of the officer making the arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant and the place of custody. If police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property, parents/guardians will be notified by school officials as soon as possible. If the parent/guardian comes to the school or consents to permit the officer to interview the student, a private place for the interview shall be provided. If the parent/guardian cannot come to the school and does not consent to the interview, the police should be advised to either present a warrant, court order or juvenile petition or arrange to interview the student off the school grounds. Parental notification/permission shall not be required if the student is an alleged victim of abuse by the parents.

### **PUBLICATION OF STUDENT IMAGES**

On occasion, videotaping of classes and school activities may occur. Additionally, pictures of students may be published in newspapers, on the school website, Facebook page, Twitter, Instagram, or in other school-related publications. **Parents who do not want photos of their children used should file a written statement with the principal.**

### **SCHOOL BUS TRANSPORTATION**

The privilege of any student to ride the bus is conditioned upon good behavior and observance of school rules and regulations. Any pupil who violates or disregards any of these rules will be reported to the principal. If this violation is serious or repeated, the privilege of riding the bus may be withdrawn. Students who are prohibited from riding the bus will be expected to arrange their own transportation to school. The driver is in full charge of the bus and the pupils on it. The pupils are expected to obey the driver promptly and cheerfully. Students are expected to ride the bus to which they are assigned both to and from school each day and to get off at the same stop each day. If there is to be any deviation from this policy, parents should contact the principal's office to make appropriate arrangements. **Changes in transportation must be made before 2 pm.**

#### **When riding the school bus, the student should**

- 1) not cross the road to enter or leave the bus until signaled to do so by the driver.
- 2) cross approximately ten feet in front of the bus in order to be seen by the driver. A student should never cross behind the bus.
- 3) proceed promptly to a seat and remain seated until the bus comes to a complete stop.
- 4) not extend arms, legs, head, or any objects from a bus window.

- 5) not create noise on the bus to the degree that it interferes with the driver's ability to operate the bus safely.
- 6) be at the assigned loading zone on time.
- 7)

**The following activities are prohibited at all times. This includes educational and extra-curricular trips.**

- 1) Improper behavior to include: insolence, disobedience, vulgarity, foul language, inappropriate gestures, fighting, pushing, and similar offensive acts.
- 2) The use of tobacco in any form.
- 3) Throwing articles or objects from the bus.
- 4) Tampering with mechanical equipment, accessories, or controls of the bus.
- 5) Obstructing the aisle in any manner.
- 6) Occupying more space in a seat than is necessary.
- 7) Opening or closing windows without permission of the driver.
- 8) Bringing firearms or explosives on the bus.
- 9) Interfering or interceding when the driver is disciplining a student, even if it is a brother or sister.

**Disciplinary action will be automatic in five general areas.**

- 1) The use of ANY tobacco product.
- 2) Vandalism.
- 3) Fighting.
- 4) Abusive language directed at the driver.
- 5) Use of illegal substances.

## **SCHOOLWIDE TITLE I PROGRAM**

### **Parent Involvement Procedures**

In recognition of the need to involve all parents in their children's education, the Pineville Independent School System does assure that the opportunity to participate in design, implementation and evaluation of our Title I Program is provided to parents. These opportunities include, but are not limited to the following:

1. **Flexible meetings**, involving parents and teachers, will be held throughout the school year. The time and date of each meeting will be advertised on Facebook and the school website at least two weeks prior to each meeting.
2. **An annual meeting** will be held in the spring of each school year in order to evaluate the effectiveness of the Title I program. Procedures for inclusion of parents in the learning process will be discussed, techniques for expanding the school/parent partnership will be established, and procedures and suggestions will be solicited for adding this partnership to the regular classroom.
3. **A Parent Advisory Council** will be established. This council will conduct an annual evaluation of the content and the effectiveness of the Parent Involvement Procedures. Possible barriers to parent involvement will be identified and modifications suggested. The revised Parent Involvement Procedures will be distributed and discussed during a parent/teacher conference. A School-Parent Compact describing parent, student, teacher, principal, and school responsibilities will be developed by the Parent Advisory Council. The components of this Compact will be derived from input from parents, teachers and students (when appropriate).
4. **All correspondence, information and reports** to parents will be simplified to the greatest extent possible. Additional assistance for explanation, discussion and interpretation will be available upon request.
5. **Funds from the district Title I** allocation will be set aside for parental involvement activities. Parent recommendations will be solicited as to how these funds should be spent.

### **Parent Right to Request**

Title I, Part A of the Elementary and Secondary Education Act requires that school districts provide information to parent/guardians regarding the professional qualifications of their children's teachers and/or para-educators. A request may be made in writing to your child's school principal if you would like information regarding the professional qualifications (i.e. grade level/content certification and licensure of your child's teacher). Other information that may be requested includes: college major and any other

graduate certification or degree held by the teacher; the field of discipline of the certification or degree; and the services provided to your child by para-educators and their qualifications.

### **TITLE I SCHOOL-PARENT COMPACT**

#### **Parent Responsibilities:**

1. See that your child attends school regularly, is on time each day, gets adequate rest, and misses school only when necessary.
2. Communicate with your child's teacher on a regular basis.
3. Provide a regular routine for completion of homework.
4. Attend regularly scheduled parent/teacher conferences.
5. Be involved in your child's educational process by volunteering in the classroom, participating in decisions relating to your child's education, and encouraging positive use of extracurricular time.
6. Communicate with your child concerning school activities.
7. Support school staff in maintaining proper discipline.
8. Help your child develop a positive attitude toward school.
9. Report threats and/or behavior that would endanger school personnel and/or students.

#### **School/Administration Responsibilities:**

1. Encourage all the participants involved to meet and enforce the guidelines of the school compact.
2. Provide a positive environment that allows communication between the school and parents.
3. Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the academic requirements set forth by the Commonwealth of Kentucky.
4. Strive to keep parents informed of school activities as well as dates of parent-teacher conferences.
5. Expect staff members to comply with policies and directions.
6. Inform parents in a timely manner about school progress.
7. Conduct annual parent/teacher conference in elementary school in regard to individual student achievement as it relates to provisions of the compact.
8. Pursue professional development through participation in district and other endeavors.
9. To provide, when requested, information regarding the professional qualifications of their children's teachers.

#### **Student Responsibilities:**

1. Attend school regularly with a positive attitude toward learning.
2. Complete class work and homework on time.
3. Be prepared for school with completed assignments and supplies.
4. Follow school and classroom rules.
5. Be respectful of teachers and classmates.
6. Be responsible for informing parents of school activities, homework, notes, events and parent meetings.
7. Refrain from making false accusations.
8. Refrain from actions which would endanger self or others, including property.

#### **Teacher Responsibilities:**

1. Encourage regular contact and communication with parents.
2. Maintain a classroom atmosphere conducive to learning, with mutual respect and trust, and with appropriate discipline.
3. To provide an engaging environment with adequate instruction aligned to Kentucky standards.
4. Encourage parental involvement in the classroom.
5. Provide necessary assistance concerning homework assignments.
6. Meet the individual needs of the child by helping them become self-sufficient.
7. Provide varied learning opportunities.
8. Have a positive attitude with the belief that all children can learn.
9. Guide and display appropriate behavior at all times. Be a model of the actions desired from students.

### **SEARCH AND SEIZURE**

If there are reasonable grounds to believe that evidence will reveal that a pupil has violated or is violating either a school rule or the law, a pupil's outer clothing, pockets, and/or personal effects (e.g. handbag, backpack, etc) may be searched by authorized school personnel. Only certified personnel are considered authorized to conduct these searches and searches must be witnessed by another authorized person. At least one of the school authorities must be of the same sex as the pupil. No search of a pupil shall ever be conducted in the presence of other students. No strip searches of students are permitted.

### **TELEPHONES**

School telephones are for official school business and may be used by students only in the case of illness or other emergency and only under the supervision of a staff member.

### **TRANSPORTATION FOR EXTRA-CURRICULAR EVENTS**

Students who participate in school sponsored extra-curricular activities are required to ride to an event in school provided transportation whenever it is available. Each coach may determine whether members will be allowed to ride home from events with their parents. **Under no circumstances will team members be released to anyone other than a parent/guardian.** Being transported to or from an event by anyone not approved by the coach may result in dismissal from the group.

### **VALUABLES/PERSONAL PROPERTY**

Cash, beyond what is necessary for the day, should never be brought to school. No student should leave anything valuable where it may be picked up or stolen. The school is not responsible for stolen, damaged, or misplaced valuables. If personal items are brought to school and become lost or stolen, the school is not responsible for them and administrators will not spend time searching for them. In the event that a student inadvertently brings extra cash to school, the student may ask that it be locked in the safe in the principal's office until the end of the school day.

### **VISITORS**

Due to COVID-19, visitors are limited to the building. However, there are times in which parents and interested community members must visit the building. Immediately upon entering the building, visitors are asked to sign in, relinquish his/her license, and obtain a visitor badge. Properly identifying authorized visitors helps to ensure the safety of our students and makes it easier to identify those who are not authorized.

## **CODE OF ACCEPTABLE STUDENT CONDUCT STUDENT RIGHTS**

Students have the right to:

- receive academic grades based only on academic performance.
- an appropriate public education which maintains high educational standards and meets the needs of individual students.
- notification of information pertaining to regulations and policies which pertain to their public school experience.
- reasonable physical protection and safety of their personal property.
- consultation with teachers, counselors, administrators, and other school personnel.
- free student elections for organizations within the school or their counterparts within the state or nation.
- candidacy and election to office in student organizations within the school or within the state or national student organizations.
- examination of their own personal school records. Students under the age of 18 are required to obtain the approval of a parent or guardian for this examination.
- involvement in school activities without being subject to any form of discrimination.
- participation in school activities which require competition on an equal basis.

## **STUDENT RESPONSIBILITIES**

Students have the responsibility to:

- maintain acceptable conduct at all times.
- display consideration for the rights and property of others.
- dress in a manner that is not detrimental to normal school progress and orderly operation of the school.
- maintain proper hygiene at all times.
- abstain from possession and/or use of illegal substances including alcohol and tobacco.
- abstain from possession and/or use of weapons, dangerous instruments, fireworks, or other incendiary devices.
- refrain from harassing or physically attacking other students or school employees.
- refrain from persistent violation of school regulations.
- be in attendance at all regularly scheduled classes.
- refrain from acts of truancy such as being absent from school or class without permission or leaving school prior to dismissal.
- show respect for school authority by avoiding all acts of defiance.
- abstain from gambling, extortion, theft, or any other unlawful act.
- complete all homework and class work in accordance with the teacher's instructions.
- represent the truth in all matters.
- refrain from cheating in both academics and athletics.
- avoid the verbal abuse of all persons within the school setting.
- exhibit respect for other opinions by refraining from rudeness or inappropriate language.
- abstain from willful disobedience by open rebellion of school regulations and/or school personnel.
- practice proper safety procedures while using school facilities.
- show respect for the educational process.
- refrain from habitual tardiness.
- practice self-control.
- abstain from any form of disruptive classroom behavior.
- obtain permission from administration before leaving campus grounds, including entering any car at break or during the school day.
- obtain excuses for absences or tardies from the office prior to 8:00 a.m.
- not be in the elementary building without written permission. This includes before school, cutting through the building during school hours, or during lunch (except cafeteria).

### **PARENT/GUARDIAN RIGHTS**

Parent/Guardians have the right to:

- send their child to a school with a positive educational climate.
- expect that classroom disruptions be dealt with fairly, firmly and quickly.
- enroll their child in regularly scheduled classes with minimal interruptions.
- expect the school to maintain high academic standards.
- expect to be notified in a timely manner of problems their child is having in the classroom
- review the student's academic progress and other pertinent information which may be contained in the student's school record with staff assistance and interpretation.
- address a question concerning their child to the proper school authority and receive a reply within a reasonable time period.

### **PARENT/GUARDIAN RESPONSIBILITIES**

Parent/Guardians have the responsibility to:

- instill in their child an appreciation for the value of an education.
- instill in their child a sense of responsibility and respect for self, peers, faculty, staff, and school.
- understand that unnecessary interruptions in the school are detrimental to the educational progress of all students. For this reason and the safety of all children, please report to the office when entering the school. The office will call the child for an early dismissal or deliver messages or objects.
- become familiar with the educational policies, rules, and regulations of the Pineville City Schools.
- aid their child in understanding the disciplinary procedures of the school.
- see that their child attends school regularly and promptly.
- check with the proper school officials regarding the facts of any situation that they might question.
- support the efforts of the school personnel.
- require and instill in their child the need for proper attire and hygiene.
- exhibit concern for the progress and grades of their child.

### **EDUCATOR RIGHTS**

Educators have the right to:

- the support of co-workers, administrators, and parents.
- work in an educational environment with minimum disruptions.
- expect all assignments, including homework, to be completed and turned in as assigned.
- remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate.
- safety from physical harm and freedom from verbal abuse.
- provide input to aid in the formulation of school policies that relate to their relationships with students and school personnel.
- take action necessary in emergencies to protect their own person or property or the person or property of those in their care.

### **EDUCATOR RESPONSIBILITIES**

Educators have the responsibility to:

- present subject matter and experiences to students and to inform students and parent/guardians of achievement and/or problems.
- aid in planning a flexible curriculum which meets the needs of all students and maintains high academic standards and achievements.
- assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination.
- evaluate student assignments and return them as soon as possible.
- exhibit exemplary behavior in action and speech.
- exhibit respect for all students.
- establish, advise, and inform students of such disciplinary measures as outlined in this policy in order to maintain a positive learning climate.



- maintain a classroom atmosphere conducive to good behavior.
- inform school officials of concerns pertaining to disciplinary procedures.
- follow the rules and regulations of the Pineville Independent Board of Education, School Based Decision Making Council, and Pineville Independent Schools.
- Contact parents over concerns with their children

**KRS 158.156  
THE ANTI-BULLYING BILL**

Any employee of a school or local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Kentucky State Police or the county attorney within forty-eight (48) hours of the original report. Felony offenses under KRS Chapter 508 include:

- 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
- Disarming a Police Officer

For a description of each Chapter 508 offense, go to [www.lrc.ky.gov/KRS/508-00/chapter.htm](http://www.lrc.ky.gov/KRS/508-00/chapter.htm)

The identity of the person making the report will not be revealed by school officials either through the investigation or in the written report which is filed with law enforcement without that person's written permission. Any person who in good faith makes a report which is required by KRS 158.156 shall have immunity from any liability either civil or criminal. Any such person shall have the same immunity with respect to participation in any judicial proceeding resulting from the report.

**Procedures to be followed for compliance with KRS 158.156:**

1. The Principal receives a report of a possible violation. The report may be oral, written or anonymous.
2. Within 48 hours, the Principal will investigate the allegations of the initial report.
3. If evidence is found to support that a Chapter 508 felony offense has been committed, the principal will file a \*written report with the Superintendent and Pineville City Police or Bell County Attorney.
4. If evidence of a KRS Chapter 508 felony offense is not found, the Principal is not required to file a report with any agency but will take appropriate action at the school level.
5. If the Principal is unsure of the level of the offense, he/she may seek guidance from law enforcement or the board attorney.
6. The Principal will notify the parent/guardian of students involved.
7. The agency receiving the report from the Principal will conduct an investigation and may request the assistance of school officials.
8. Superintendent will inform the Board of Education that the incident has been reported but will not share details of the offense with the Board until all facts have been determined.
9. A reported incident will be included the school's annual Safe School Data report.

The written report will contain:

- The names and addresses of the student (victim) and his/her parents, legal guardians, or other persons exercising custodial control or supervision;

- The student's (victim) age;
- The nature and extent of the violation;
- The name and address of the student (perpetrator) allegedly responsible for the violation; and
- Any other information that the principal making the report believes may be helpful in the investigation process.

Students, parents, legal guardians or other persons exercising custodial control or supervision of a student shall receive annual notice of the requirements of KRS 158.146 through the *Student Handbook*. All employees of the Pineville Independent School District will receive training in the requirements annually.

#### **RELATED STATUTES**

##### **KRS 158.154**

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law or damage to the property, the Principal shall immediately report the act to the appropriate local 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.

##### **KRS 158.155**

An administrator, teacher or other employee shall promptly make a report to the local police department, sheriff or the Kentucky State Police by telephone or otherwise if:

The person knows or has reasonable cause to believe that conduct has occurred which constitutes:

- A misdemeanor or violation offense under the laws of this Commonwealth and relates to Carrying, possession or use of a deadly weapon; or Use, possession or sale of controlled substances
- Any felony offense under the laws of this Commonwealth; and
- The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on the school bus or at a school sponsored or sanctioned event.

## **ELEMENTARY SCHOOL**

### **ATHLETIC ELIGIBILITY & PARTICIPATION**

Students must be present at school the day of an athletic event in order to participate, unless otherwise approved by the Principal.

### **INTERMEDIATE CLASSROOM BEHAVIOR**

#### **CLASSROOM:**

1. All classrooms shall follow the PBIS guidelines to create a positive and engaging learning environment.
2. The classroom discipline plan includes focus on the following student behaviors:
  1. Respect Self
  2. Respect Others/Respect Authority
  3. Respect Property
3. If a teacher decides to implement a classroom discipline plan, this should be sent home to parents/guardians.
4. Copies of the classroom discipline plan should be submitted to counselors and administration.

#### **OUTSIDE OF CLASSROOM:**

When students are not under the direct supervision of their classroom teachers and are in the cafeteria, gym, hallways, or other shared areas, those who do not follow school rules will be redirected by the adult staff or supervisors. The first warning will serve as a reminder and students will be counseled by their classroom teachers. If students receive a third warning the adult supervisor will send a referral to the counselor/Principal.

#### **TEACHERS:**

1. Follow classroom discipline plans.
2. Counsel students as necessary.
3. Contact parents.
4. Keep log/notes of warnings.
  - A. 1<sup>st</sup> offense = warning, counseling with teacher
  - B. 2<sup>nd</sup> offense = counseling with teacher, parent notification, determination of consequences
  - C. 3<sup>rd</sup> offense = referral to counselor or principal

#### **COUNSELOR/PRINCIPAL:**

1. 3<sup>rd</sup> referral = Parent conference, determination of consequences.
2. Repeat offenders (after 3<sup>rd</sup> offense) = Parent Conference, After School Detention
3. SEVERE OFFENSES: parent conference, determination of in or out of school suspension

#### **POSITIVE BEHAVIORS:**

Students, classroom and/or grade levels that exhibit good behaviors will be recognized by one of the following:

1. Assembly/Morning Meeting
2. Special Banner
3. Special Treats



### **ELEMENTARY STUDENT RULES & EXPECTATIONS**

It is important that all stakeholders understand the behavior expectations for students. The primary concern is to maintain a safe place where students can learn and play. This requires a mutual understanding of what is and is not appropriate behavior.

At Pineville, we believe that teaching and learning can only occur in an environment that is conducive to learning; therefore, the classroom should be one in which the students are attentive to the requests of the teacher. In addition to the classroom, students should understand and follow the guidelines below for the hallways, playground, and restrooms.

All teachers and teaching assistants are responsible for correcting student misbehavior whenever they see it happening. Students are responsible for following the direction of teachers and teaching assistants at all times. In addition, all teachers should be utilizing PBIS in order to teach students appropriate behavior.

#### **Hallways:**

1. Individuals and classes always walk to the right side of the hall.
2. Groups walk single file.
3. Keep voice levels at 0 in the halls. Respect the students in class.
4. Students should return immediately to class without loitering in the halls.
5. Running in the halls is strictly forbidden.

#### **Playground:**

1. Use equipment properly.
2. Respect each other's space.
3. Go out prepared to stay out and play (equipment, bathroom, proper clothes)
4. Practice good sportsmanship and obey the rules of the game.
5. Report problems to the adult on duty.
6. Use safe equipment; no hard footballs, baseballs, etc.

#### **Restrooms:**

1. Walk quietly to and from the restroom.
2. Keep voice level at level 1 inside the restroom.
3. Use the restroom, wash your hands, throw paper in the waste can and leave immediately. Do not loiter or wait for others.

**The entire school will follow the cell phone policy listed earlier in the handbook, but elementary students are highly encouraged to leave their devices at home because the school cannot and will not be held liable for any damages or loss of a student's electronic device. There may be days in which teachers give students time to play on their devices, but these days should be few and parents should get advanced notice.**

### **ELEMENTARY/INTERMEDIATE DRESS CODE**

Pineville Independent School strives to promote an environment conducive to learning. There is an expectation for personal appearance that includes appropriate dress for the school day. Any inappropriate dress shall be dealt with on a case to case basis based on the severity, but students shall not wear

- See-through clothing
- Hats, caps, or head coverings
- Sunglasses
- Clothing exposing midriffs or backs
- Clothing promoting alcohol, tobacco, or drugs
- Clothing with obscene, sexually suggestive, discriminatory, or violent messages
- Shoes with wheels

### GRADING/ASSESSMENT

**Preschool:** 1=Excellent; 2=Satisfactory; 3=Improving; 4=Needs to Improve; 5=Unsatisfactory

#### Grading Scale (Grades K-6)

A = 90-100	<b>Outstanding.</b> The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. The student has achieved a high competence in the processes and skills and can apply these skills to unfamiliar situations.
B = 80-89	<b>High.</b> The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. The student meets the standard.
C = 70-79	<b>Average.</b> The student has a sound knowledge and understanding of the MAIN areas of content and has achieved an adequate level of competence in the processes and skills.
D = 60-69	<b>Below Average. Basic.</b> The student has a basic knowledge and understand of the content and has achieved a limited level of competence in the processes and skills.
F = 0-59	<b>Failing.</b> The student has limited knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

#### MAKE UP WORK

When a student has an “excused absence” from school, he or she has three days from the day of return to make up work which was missed. Extensions may be granted on a day-to-day basis for students who missed more than three consecutive days of school.

It is the teacher’s responsibility to provide make-up work to students in grades K-4. Students in grades 5 & 6 may be asked to follow a procedure. For example, a teacher may have make-up work provided in folders where the student gets the work upon returning to school. Parents are urged to communicate with teachers and the elementary office when a child is going to be absent.

#### PARENT REQUESTS

We will try to accommodate all parent requests for classes, but not all requests can be honored. Parents of students in grades K-6 may request, but are not guaranteed, class changes after the completion of 10 days of school but not after the 15<sup>th</sup> day of school. If you would like to request a class change, please contact Ms. Kathy Warren.

#### PROGRESS REPORTS

Students in grades K-3 shall receive 4 ½ week progress reports. These reports are to give parents an idea of how students are doing on an every-day basis and will be sent home in the school-to-home folder. Progress reports are not final grades but an indication of how a student is performing academically as well as in conduct and effort. 9-week progress reports will be given out at open house.

Students in grades 4-6 shall receive 9-week progress reports. These reports correspond to open house times and shall be given out at open house. Any parent not coming to open house will receive progress reports in the school-to-home folder.

Parental attendance at open house is encouraged, as it provides an opportunity for you to speak with your child’s teacher about any concerns you or the teacher may have.

### **STUDENT SUPERVISION & SAFETY**

Teachers are on duty and accept responsibility for supervision of students at the elementary school beginning at 7:30 a.m. Teachers remain on duty after school until the buildings have cleared. **Students should not be dropped off at school prior to 7:30 a.m.**

**All teachers** are on the premises as of 7:45 and are on duty at 7:55 am.

**Mornings:** P-6 students who arrive at school before 7:55 am should report to the cafeteria. Kindergarten students will report to the library for 9 weeks. After 9 weeks, there will be supervision placed so that the kindergarten students can go directly to classrooms.

**Afternoons:** P-6 bus riders are loaded at 2:55 before other students are dismissed. K-3<sup>rd</sup> grade students must be signed out by an authorized person. 4<sup>th</sup>-6<sup>th</sup> grade students are dismissed by the 2:55 bell.

**All teachers** are on duty from dismissal until the building is clear.

Parents will not enter the building at the end of the day to pick up children. Children will be dismissed as car/walkers through the side door and as bus riders directly to the bus.

## MIDDLE and HIGH SCHOOL

### ATHLETIC ELIGIBILITY & PARTICIPATION

Pineville Independent School follows all KHSAA rules and regulations for athletic eligibility and participation.

#### MIDDLE SCHOOL

Students who fail to pass to the next grade because of poor grades may not be allowed to participate (including practice) on athletic teams if they do not maintain passing grades in 5 of 7 subjects. No student who repeats a grade below grade 9 may participate at the high school level during the year being repeated. A committee may decide a student may repeat a grade if in the best interest of the student.

#### HIGH SCHOOL

According to the guidelines of the KHSAA, once students are promoted from grade 8, they have 4 years of athletic eligibility if, on the first day of school, they have earned:

- year one: promotion from grade 8
- year two: 5 credits
- year three: 10.5 credits
- year four: 17 credits

A student who becomes 19 years old before August 1 is not eligible for participation in athletics. A student who becomes 19 on or after August 1 is eligible for the entire year.

#### GRADES:

Each Friday, each middle school team member must be passing at least 4 classes and each high school team member must be passing at least 5 classes in order to participate during the next seven days (Saturday through Friday). The athletic director is responsible for oversight of the head coaches who are responsible for monitoring the grades of team members.

#### ATTENDANCE:

For students to participate in extra-curricular activities, they must be in school the day of an event. Students may not participate in practice on days they are absent from school, and only the principal and/or athletic director may make exceptions to this rule.

#### MIDDLE SCHOOL ATHLETIC ELIGIBILITY EFFECTIVE SY 2015-16

The Middle School Advisory Committee recommended and the Kentucky Board of Education approved the following regulation beginning with the 2015-16 school year.

- No student enrolled in grades 5 through 8 who is repeating a grade for any reason shall be eligible to compete in interscholastic competition involving students enrolled in grades 6 through 8 while repeating the grade.
- Require that a student who turns:
  - 15 prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades 8 and below;
  - 14 prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students enrolled in grades 7 and below; and
  - 13 prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students enrolled in grades 6 and below.

#### BACK-PACKS, ETC.

Students may carry backpacks within the school and from class to class. Students in grades 7-12 will have the opportunity to visit their lockers before attending class, so it is encouraged that backpacks and carry-alls be placed in student lockers. School officials have the authority to check, at any time and for any reason, the contents of any and all bags/purses/backpacks brought into the building.



In addition, any sports/athletic bags for co-curricular sports are to be placed in the locker room in the old gym or in the coach's room upon entering the building.

## **CHEERLEADERS**

### **Eligibility**

Cheerleader try outs are held in the spring. In order to try out for cheerleader, a student must

- Be enrolled in Pineville School for at least the current semester in grades 4-5 for elementary, 6-7 for middle school or 8-11 for high school (may include a lower grade if numbers are needed.)
- Have an overall "C" average with no failing grades
- Submit a permission form signed by a parent/guardian, a physical exam and a medical release form
- Be in regular attendance in school as defined in the student handbook
- Have not been dismissed from or voluntarily quit the squad during the current year
- Cheerleaders who also participate in basketball, with prior agreement of both coaches and student, and before cheerleading begins for the year, may be released from the squad for once football season ends. Those who choose to do so are excused from all cheerleader activities for the remainder of the year and will not participate in any cheer activities for the rest of the year. Choosing to leave the squad after football will not be considered quitting, thus the student is eligible to try out for the following year.

### **Membership**

Each squad (elementary, middle and high) may consist of up to 20 members. The elementary and middle school squads may cheer at home football and boys' basketball games as well as away regular season conference games. When there is a conflict between playing 5-8 girls basketball and cheering for 5-8 football, the basketball game will take precedence. The high school squad will cheer at selected varsity football and basketball games as well as pep rallies related to these teams.

### **Try Outs**

Certified KAPOS judges will select the squad members. Try outs will be held before the end of school each year for the following year's squad. Beginning with tryouts for the 2018-2019 squad, 18 High School cheerleaders will be selected. A second try out, with the same judges, will be held at the beginning of the 2018-19 school year for any NEW enrollees. Up to 2 cheerleaders may be added, provided their scores are above spring cut line.

### **Awards/Banquets:**

A cheerleader must be a member of the squad at the end of the season to be eligible for an award or to attend an athletic banquet.

### **Cheerleader Constitution**

A complete set of rules and regulations shall be distributed to all applicants for cheerleader

## **CLASS RANK AND GRADE POINT AVERAGE**

A high school student's numeric rank in class is based upon the cumulative average (100 point scale) of all semester grades beginning with the first semester of enrollment in grade nine and continuing through the final semester prior to graduation. Below grade nine, class rank may be computed on a year to year basis. Students will be ranked according to the curriculum completed with honor's curriculum students ranking above all others.

Students' grade averages are also computed on a 4-point scale (A=4 pts., B=3 pts., C=2 pts., D=1 pt., F=0 pt.). However, this is done only as a courtesy to post-secondary schools and in no way affects class rankings.

## CLUB MEMBERSHIP

### Beta Club (gr 9-12; Jr Beta gr 7-8)

- Overall "B" Average
- At least 10 hours of community service
- Teacher recommendation

### Key Club

- Overall "B" average in the Honor's Curriculum
- Students are invited to become members at the end of either their sophomore or junior year depending on the number of current members
- Submit a 200 word essay on "Why I Want to be a Key Club Member."
- Present the essay at a meeting of the Pineville Kiwanis Club

### National Honor Society

- Maintain a minimum 90% average in the Honor's Curriculum
- Regular attendance in school as defined in the Student Handbook
- Teacher recommendation for leadership, character and service

## COOPERATIVE EDUCATION

Seniors who are College or Career ready may be eligible for participation in Co-Op. All Co-Op placements are subject to approval of Principal and must be verified by the employer.

## DRESS CODE

The Code of Student Conduct forbids "wearing any article of clothing which (a) attracts undue attention; (b) promotes (through word or picture) tobacco, alcohol or any illegal or immoral act or substance; (c) displays or implies language which may be considered offensive." The following are guidelines to assist in the understanding of this dress code and are not to be considered all inclusive. This applies to both male and female students. **The dress code also applies to any school sponsored activity including but not limited to Halloween Day, Halloween Carnival and school spirit days, as well as extra-curricular events**

- Anything less than sleeveless is not allowed. Halter, tube, tank, one shoulder, off-the shoulder and spaghetti strap tops are examples of items which are not to be worn.
- Tops which allow cleavage to show are not to be worn.
- Shirts must OVERLAP the top of the pants, shorts or skirts so that when the arms are raised or the person is seated, no flesh is exposed. This is especially a problem with low riding pants.
- An open jacket over an inappropriate top (i.e. halter top) is not acceptable.
- Shorts and skirts must be at least mid-thigh length.
- Intentionally altered clothing or unbuttoned and ill-fitting garments are not acceptable.
- Clothing must be free of inflammatory, suggestive, illegal or other inappropriate writing, advertisement or art work.
- Sunglasses may not be worn inside the building.
- Tops, bottoms, proper undergarments and footwear are to be worn at all times.
- Hats and other forms of head coverings may not be worn. Only the Principal may grant exceptions to this rule.

## DRINK CONTAINERS (OPEN, UNOPENED or EMPTY)

Students may possess a drink container, but that must be limited to water within the regular classroom. Drinks brought for lunch can vary, but those drinks must stay within the cafeteria. Students may not possess a drink container (can, bottle, cup, etc) in any form outside of the cafeteria or commons area. Just like backpacks, open containers in the building can be checked to determine contents.

### DROPPING OR ADDING CLASSES

Dropping and/or adding classes in grades 9-12 may be permitted within the following guidelines.

1. Approval of the parent, teacher, counselor and/or principal.
2. **Students must request a class change within the first five days of the first 9-week grading period.** No schedule changes will be made after the 10<sup>th</sup> day of school.
3. A student may drop a class within the first 10 days of school with the permission of the parent, teacher, counselor, and principal. If a class is dropped within this time, a notation will be made on the permanent record that indicates that the student withdrew passing (WP) or withdrew failing (WF). After the completion of a 9-week grading period, a student may drop a class with the permission of the parent, teacher, counselor, and principal. A class dropped at this time will have a grade of F assigned to the student's transcript. A class may not be dropped if it reduces the course load below the minimum number required. Only the Principal can approve exceptions to this rule.

### EAR BUDS and HEADPHONES

As earbuds and headphones are connected to communication devices, ear buds and headphones WILL NOT BE ALLOWED DURING CLASS unless the teacher explicitly uses them for instructional purposes. In addition, students may not wear ear buds or headphones in the hallways, as they pose a hazard for students not being able to be alerted to emergency situation. Phones shall be placed in phone holders before class begins and can be retrieve when class dismisses.

### EARLY GRADUATION

Under the guidelines of 704 KAR 3:305 Early Graduation is now possible for students who want to move on an accelerated timeline through high school and college. Students working toward Early Graduation must

- Develop an ILP to monitor and track progress toward Early Graduation
- Meet the proficiency benchmarks on the required end of course exams in English II, Algebra II, Biology and US History after completing the coursework
- Meet the CPE benchmarks for the ACT in English (18), Math (19) and Reading (20)
- Meet other Early Graduation requirements as explained in 704 KAR 3:305

For details on Early Graduation, contact the high school counselor.

### GRADING/ASSESSMENT

#### Grading Scale

A = 90-100	<b>Outstanding.</b> The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. The student has achieved a high competence in the processes and skills and can apply these skills to unfamiliar situations.
B = 80-89	<b>High.</b> The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. The student meets the standard.
C = 70-79	<b>Average.</b> The student has a sound knowledge and understanding of the MAIN areas of content and has achieved an adequate level of competence in the processes and skills.
D = 60-69	<b>Below Average. Basic.</b> The student has a basic knowledge and understand of the content and has achieved a limited level of competence in the processes and skills.
F = 0-59	<b>Failing.</b> The student has limited knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

**Grades 7-12:** Course grades are assigned based on the average of the course work and nine-weeks test/semester exams.

The semester grade is the average of the two nine week's averages. Midway through each grading period, progress reports are distributed to parents of all students.

Grade reports are distributed midway through the semester at Open House. Grade reports are distributed to students at the end of each 9-week grading period. Students have the responsibility to correct incomplete grades within three weeks of the end of the grading period. Failure to do so will result in a grade of F.

### HALL PASSES

When it is necessary for students to be out of the classroom, they must possess an office issued from the teacher to whom they are assigned. No passes may be issued during the first or last 15 minutes of class. Teachers are responsible for students who are assigned to their class.

### INSTRUCTIONAL INFORMATION

The minimum requirements for graduation for 2020, 2021, and 2022 graduates are

- enrolled in high school for a minimum of 8 semesters;
- complete an Individual Learning Plan (ILP)
- earn a minimum of 24 credits which must include:  
English I, II, III, & IV (Honors or AP English may substitute) (*State law requires a language arts course must be taken each year.*)  
Algebra I, Geometry, Algebra II & a fourth year of math (*A mathematics course must be taken each year.*)  
3 Science credits to include Biology and Chemistry  
3 Social Studies credits to include World Civilization and US History  
PE & Health (unless core equivalent)  
Humanities
- successful completion of the Civics Exam (See SB 159 and KRS 158.141)

For promotion, students must have the following minimum credits at the end of each year:

- Freshman            5 credits                      Junior                      17 credits
- Sophomore        10.5 credits                      Graduation            24 credits

For students who are set for graduation in the year 2024 and beyond, the graduation requirements are

- All of the previously mentioned requirements and
- demonstrate performance-based competency in technology
- Complete one or more graduation qualifiers:
  - Satisfy precollege curriculum
  - Achieve benchmark score as established by CPE in 1 section of College admissions exam
  - Complete 3 postsecondary credit hours or more with a grade of "C" or higher
  - Complete 1 AP course with a passing score of 3
  - Obtain an industry certification as approved by Kentucky Workforce Innovation Board
  - Complete 4 credits from a valid course within a single career pathway
  - Complete KDE approved process to verify 500 hours of exceptional work experience
  - Complete 2 years in an approved KDE or Kentucky Labor Cabinet pre-apprenticeship or apprenticeship program

### HONORS CURRICULUM

To be eligible for academic honors including valedictorian, salutatorian, and National Honor Society membership, students must successfully complete the following Honor's Curriculum:

- English I and II, III and AP English/Dual Credit
- Algebra I, II, Geometry, and PreCalculus or College Algebra
- 4 years of science to include Biology, Chemistry, and a Senior Level Science Class
- 3 years of social studies to include World Civilization and AP US History

- PE & Health
- Humanities
- Two years of the same foreign language

The principal and/or counselor may waive or revise requirements if courses change or become unavailable. Higher level classes, such as college classes, may substitute with advance permission. College courses must be sit-through courses in order to substitute for an advanced senior course. Exception may be approved by the Principal.

### **COLLEGE COURSES**

Students may earn dual (high school and college) credit in keeping with the following requirements:

1. Students shall be permitted to enroll in dual credit classes upon verification of eligibility and recommendation of the Counselor and/or the Principal.
2. Dual credit enrollment is limited to classes offered by Southeast Kentucky Community and Technical College (SKCTC) or other institution approved by the Superintendent.
3. Students will be granted dual credit for classes taken in lieu of an elective class. Students seeking dual credit for a required course must have prior written approval from the Principal or Counselor.
4. Students wishing to substitute a dual credit course for an advanced course in the honors curriculum must take a sit-through (face to face) class. \*Exceptions will only be due to exceptional circumstances and by Principal approval.
5. College tuition and other costs associated with dual credit courses are the responsibility of the parent/guardian.
6. Students are required to utilize transportation provided by the school. In the event, the school does not provide transportation; it will be the responsibility of the parent/guardian to provide transportation.
7. Written request for permission and a signed release from the parent or guardian must be provided to the high school Principal each semester.
8. Students who withdraw from a dual credit course must immediately enroll in class at the high school. Failure to do so will result in an F on the transcript

Southeast Kentucky Community & Technical College Requirements for Enrollment:

1. Written permission of the Counselor or Principal stating that the student meets the requirements to take college level courses.
2. Form signed by a parent or legal guardian stating that he/she is aware the student is taking college classes and is responsible for all tuition and fees.
3. Completed Application for Admission, current high school transcript and ACT scores.
4. If the individual scores are below 18 or if the student has not taken the ACT, he or she must take the Compass test and achieve the required score.

Enrollment and regular attendance in an approved dual credit class (3 or 4 credit hours) shall be considered the equivalent of enrollment and attendance in a regular high school class.

Successful completion of an approved dual credit class is considered the equivalent of completing one (1) high school class and one (1) high school credit shall be awarded.

Students enrolled in dual credit classes shall be permitted to attend regular classes on those days college classes do not meet or may leave campus (limited to one day per week) to complete college assignments if release is approved by the parent/guardian.

### **JUNIOR ACADEMIC CUP**

The Junior Academic Cup is presented at graduation to the 11th grade student who has been enrolled at Pineville High School for at least four consecutive semesters and has the highest cumulative numeric average in the honors curriculum.

## JUNIOR ATHLETIC CUP

This award is presented to the junior male and female athlete whom the varsity team members believe best represents the athletic programs of the school. Selection criteria are

- Member of the junior class
- Letter in 2 major sports OR 1 major and 1 minor sport during the sophomore and junior years at Pineville High School

Major Sports: Football and basketball

Minor Sports: KHSAA sanctioned sports offered at Pineville High School; does not include cheerleading

If no student plays both sports, a letter in either sport may qualify. The principal, athletic director and coaching staff may determine if an exception is to be made or that the cup will not be given.

Those eligible to vote are

- Varsity team members from the appropriate sports (grades 9-12 only)
- Girls for girl and boys for boy

## LEAVING SCHOOL WITHOUT PERMISSION

Once students have entered the school building, they may not exit prior to dismissal without permission from the office. Any student who leaves the building without permission will be considered skipping, his/her parents will be notified, and he/she will be subject to disciplinary consequences.

## LETTER JACKETS

Academic and athletic team members, cheerleaders and band members are eligible to earn letter jackets by "lettering" in the same event for 2 years at the varsity level played at Pineville Independent. (The only exception to this would be at the discretion of the Athletic Director/Administration for senior transfer students). e.g.: one year of band and one year of cheerleading will not earn a jacket. No credit is given for participation below grade 9. No student below grade 10 may earn a jacket. No jacket may be ordered before two seasons have been completed. The school will pay \$50 toward the purchase of the jacket. All amounts due above \$50 will be the responsibility of the student. A student may earn only one jacket during his/her high school career. Each team/group has a clearly defined standard for earning a "letter."

## LOCKERS

Students in grades 7-12 may rent lockers and locks through the principal's office. Rental fee is \$5.00 per year with \$2.00 being returned to the student when the lock is returned. **Students may not use any lock other than the one supplied by the school.** Lockers are to be kept locked at all times. General searches of lockers may be conducted at any time without the presence of the student.

## MAKE UP WORK

When a student has an "excused absence" from school, he or she has three days from the day of return to make up work which was missed. Extensions may be granted on a day-to-day basis for students who missed more than three consecutive days of school. However, it is the **student's responsibility** to ask the teacher about make up assignments within the initial three-day period.

## MIDDLE SCHOOL TRIP

Each year 8th grade students who qualify are rewarded with an end of year trip to the Frankfort, Louisville and/or Cincinnati area. Funds for this trip are raised by the 7th & 8th grade students and their parents.

To qualify for the trip, when 4th nine-week progress reports are mailed, an 8th grade student must have

- actively participated in fund raising activities;
- a cumulative average of 65% for the year;
- less than 10 unexcused absences for the year. For the purposes of this trip, 3 tardies to school will count as one day absent.
- no more than 5 disciplinary referrals to the principal for the year;
- no more than 3 days of suspension, either in school or out of school.

### **MR/MISS PHS**

Each year the 9-12 faculty votes by secret ballot for the girl and boy in each grade whom they believe have best demonstrated the characteristics of responsibility, dependability, honesty and integrity and have consistently displayed respect for the faculty, staff and students of PHS throughout their high school careers. These students are recognized in the school yearbook.

### **NO PASS/NO DRIVE LAW (KRS 159.051)**

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, dropping out of school or excessive unexcused absences.

- Academic deficiency is defined as a student who does not have passing grades in at least four courses.
- Dropping out occurs when a 16 or 17-year-old student withdraws from school prior to earning a diploma.
- Excessive absences occur when a student has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

A student must successfully complete a full semester in order to be eligible to regain driving privileges. **Before applying to take the written exam for a driver's permit**, a 16 or 17-year-old student must obtain a School Compliance Form from the Counselor. If a student knows he or she will be applying for a permit during a time when school is not in session (e.g.: June or July), the student should obtain the form prior to school closing.

### **PARKING**

Parking is on the street and available only on a first come, first served basis. No student is to park in the drive through in front of the high school office. Cars parked illegally may be towed.

### **SENIOR FOOTBALL AWARD**

This award is sponsored by the athletic booster club and presented by the coaches to the senior football player whom they believe best represents the ideals of the football program. The principal, athletic director and coach may determine that the award will not be given.

### **SENIOR TRIP**

If a class trip is taken by the seniors, the funds will be raised by the students planning to attend. All monies raised belong to the school and not individual students. The trip will be to Washington, DC. or New York City in order to ensure a quality educational experience for students. Exception to this may be approved by the board of education.

To qualify for the trip a senior must have

- a cumulative grade average for the year of at least 65%;
- 10 or fewer unexcused absences for the year;
- no more than 3 days of suspension, either in school or out of school.
- no major disciplinary infractions

If a student causes an issue on the senior trip and the senior sponsor makes the decision to release the student, the parent will be responsible for transporting the student back home.

### **STUDENT SUPERVISION & SAFETY**

Teachers are on duty and accept responsibility for supervision of students at the middle school & high school beginning at 7:30 a.m. Teachers remain on duty after school until the buildings have cleared. Students should not be dropped off at school prior to 7:30 a.m.

**All teachers** are on the premises as of 7:45 and are on duty at 7:55 am.

**Mornings:** 7-12 students report to the commons area if they arrive before 7:55.

**Afternoons:** 7<sup>th</sup>-12<sup>th</sup> grade students are dismissed at 3:00.

**All teachers** are on duty during the afternoons from 3:00-all clear.

Parents are asked to wait in the cafeteria or commons area until students are dismissed.

### **TOBACCO**

When a student is referred to the Principal for disciplinary action relative to the use of a tobacco product, the following steps will be taken.

- 1st Offense: One day of \*in school suspension with parent notification
- 2nd Offense: Two days of \*in school suspension with parent notification
- 3rd Offense: Referral to authorities for \*\*charges in district court OR 3 days out of school suspension
- Any Succeeding Offenses: Same as 3rd Offense

\*Out of school suspension may be substituted at the discretion of the Principal

\*\*District court charges may result in the following:

- 1st Offense: \$50 fine + court costs, enrollment in tobacco education program and/or community service
- 2nd Offense: \$200 fine + court costs, enrollment in tobacco education program and/or community service

### **VALEDICTORIAN/SALUTATORIAN AWARDS**

The valedictorian is the person in the graduating class with the highest cumulative numeric grade average and the salutatorian is the person in the graduating class with the second highest cumulative numeric grade average within the following guidelines.

- 1) successfully complete the Honor's Curriculum and
- 2) attend Pineville High School for the final six semesters of high school.

All rankings are based on the 100-point scale and no consideration is given to the 4-point scale.

### **VEHICLES**

Students are not to enter any vehicle during the school day without permission from the principal's office. This includes a student who drives his/her own vehicle to school. Students who ride the bus to school are not to enter a vehicle after exiting the school bus.



### **DISCIPLINARY RESPONSE TO STUDENT MISCONDUCT**

All pupils shall comply with the regulations of the school, together with classroom rules of individual teachers. Pineville School will keep written records of incidents that require disciplinary measures of a more serious nature including student transfer, suspension, and expulsion. Students will be given the opportunity to give their version of the incidents when they are involved in any altercations.

Minor infractions within a classroom shall be handled by the classroom teacher who may utilize a variety of options including, but limited to:

- verbal warning
- phone call home
- conference
- classroom isolation
- behavior contract
- referral for counseling/mediation
- loss of privileges
- after school detention (by teacher)

For repeated or more serious violations that have to be address by administrators, the following responses may be utilized:

- after school detention (by admin)
- in school suspension
- loss of privileges
- out of school suspension
- petition to juvenile court
- expulsion
- referral to CDW
- referral to police

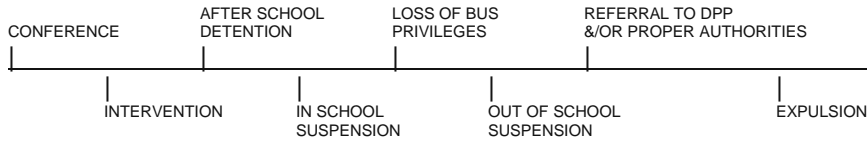
School administrator shall have the discretion to determine the seriousness of the offense and use discipline options. Offenses that are punishable as an adult, criminal act will be forwarded, as needed, to the appropriate authorities.

The Pineville Independent Board of Education may expel a student for misconduct, but such action shall not be taken until the parent/guardian has had an opportunity to a hearing before the school board. The decision of the board is final.

The Pineville High School discipline policy has allowances for flexibility and individual review to consider extenuating circumstances. This policy should not be considered a definitive list of those areas in which students should conduct themselves properly, but rather a general guideline for proper behavior. There may be incidences in which students exhibit behaviors considered inappropriate, but not specifically stated in the policy. These incidences will be dealt with according to the policy guidelines.

Any violations of the state or federal law will be referred to the appropriate authorities. This discipline policy will be in force from the time the student leaves home in the morning until the student returns home in the afternoon. This applies equally to students who ride the bus or walk. Also included are all school sponsored activities such as dances, athletic practices, athletic events and all extra-curricular activities.

### DISCIPLINARY ACTION SCALE



This scale displays a range of disciplinary actions which may occur. Discipline may not necessarily begin at the lowest level (conference) or progress to the highest level (expulsion).

The following are a list of infractions and possible consequences that are not meant to be a comprehensive list. If a student continues to violate rules and regulations, stricter measures than what is listed may be taken. This is meant to be a guideline for administrators, but administrators may consider circumstances when determining the harshness of the punishment.

Infraction	Description	Consequence
Alcohol/Drugs	See Alcohol/Drugs Policy	Suspension to Expulsion  1 <sup>st</sup> offense- suspension of no less than five days. Notification of proper authorities  2 <sup>nd</sup> offense- suspension and/or expulsion. Notification of the proper authorities.
Arson	Malicious burning of school property.	Disciplinary Action Scale  Report to the Proper Authorities
Assault/Fighting	Engaging in physical contact with another purpose for the purpose of inflicting harm. Any physical force or violence that is unlawfully applied to another person, including tearing clothing, seizing, holding, or striking.	1 <sup>st</sup> offense- 5 days suspension  2 <sup>nd</sup> offense- 10 days suspension  3 <sup>rd</sup> offense- alternate placement for remainder of the school year
Assault on a school personnel	Any type of physical attack on school personnel. Includes throwing objects at a teacher.	1 <sup>st</sup> offense- alternate placement for remainder of the school year and referral to courts.
Bomb Threat	Using any mean, verbal or written, to threaten the school or its members with a bomb.	Expulsion  Report to Proper Authorities
Bus Rules Violation	Including the following infractions: *throwing items *refusal to sit in assigned seat *fighting *vape use *tobacco use	Disciplinary Action Scale

	<ul style="list-style-type: none"> <li>*abuse of driver</li> <li>*obscene language or gestures</li> <li>*out of seat while moving</li> <li>*destruction of school property</li> <li>*excessive noise</li> <li>*open food or drink</li> </ul>	
Cheating	<p>Including the following:</p> <ul style="list-style-type: none"> <li>*copying others' work</li> <li>*using any unapproved items on a test</li> <li>*sharing homework answers</li> <li>*giving verbal or written assistance on a test</li> <li>*taking pictures of tests</li> </ul> <p>The party giving and receiving assistance will receive the same punishment.</p>	<p>1<sup>st</sup> offense- "0" on assignment with parent contact</p> <p>2<sup>nd</sup> offense- "0" on assignment with parent contact and in-school detention</p> <p>3<sup>rd</sup> offense and after- "0" on assignment with parent conference</p>
Classroom Disruption	<p>Any intentional act, behavior, or conduct in the classroom, building, on the school grounds that disrupts the educational process.</p> <p>This includes chronic talking, throwing objects, horse-playing, not remaining in one's seat, rude noises, or other misbehavior that leads to loss of instructional time.</p>	Disciplinary Action Scale
Defiance of Authority	Defying any school personnel in any manner. This includes all staff and faculty members.	Disciplinary Action Scale
Disrespect Towards Staff	Any word or action by a student that shows a lack of regard for the teacher or staff's personal or professional dignity.	Disciplinary Action Scale
Dress Code	Any violation of the dress code policy that can be found on page 29 of this handbook.	Disciplinary Action Scale
Drinks	Brining open containers into the building.	Disciplinary Action Scale
Electronic Media	Any electronic device must be powered down during class time. Students may only utilize devices during LUNCH and breakfast breaks.	<p>1<sup>st</sup>- phone taken, released to student at end of day</p> <p>2<sup>nd</sup>- phone taken, released to parent after 24 hours</p> <p>3<sup>rd</sup>- phone taken, released to parent after 5 school days- ban</p>

	Devices will be confiscated and time taken will be increased by occurrence.	on student having phone on campus for the rest of the school year  4 <sup>th</sup> - principal discretion
Electronic Media- Inappropriate Use	Any inappropriate use of a device to intimidate, harasses, threaten, or violate another's privacy.	Disciplinary Action Scale  Confiscation of Device
Fire Alarm	Intentionally setting off the fire alarm.	5 days suspension
Forgery/Falsifying	Using forged notes, excuses, or hall passes.  This includes falsifying any information verbally or written.	Disciplinary Action Scale
Gambling	Engaging in any type of gambling on school property.	Disciplinary Action Scale
Harassment	Students who harass or discriminate against anyone on the basis of race, color, national origin, age, religion, marital status, political beliefs, gender, or disability.  Harassment is ANY activity that afflicts mental distress, anguish or agitation on another person.	Disciplinary Action Scale
Hallway without Pass	Students are required to use the school-issued hall pass. If a teacher does not have a hall pass, he/she shall inform the office immediately.	Disciplinary Action Scale
Horseplay	Engaging in conduct that disrupts the educational process, interferes with teaching and learning, interferes with the operation of the school, or has the potential to lead to injury of one's self or another party.	Disciplinary Action Scale
Insubordination	Refusal to follow rules or comply with reasonable demands.  This includes, but is not limited to, the following infractions:	Disciplinary Action Scale

	<p>*refusing to honor a request by a staff/teacher</p> <p>*refusing to complete class work</p> <p>*refusing to comply with a discipline measure (in school, after school, etc)</p> <p>*</p>	
Leaving School without Permission	Leaving the school grounds without permission.	Disciplinary Action Scale
Public Display of Affection	Any kissing, hugging or physical contact can be considered public display of affection.	Disciplinary Action Scale
Skipping/Truancy/Tardiness	<p>Not being in your assigned area at any designated time.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• failure to be in a place of instruction at the assigned time without a valid excuse</li> <li>• failure to report to class without proper permission, knowledge, ore excuse by the school or teacher</li> </ul>	Disciplinary Action Scale
Sleeping	Any attempt to lay your head down or sleep during instructional time.	Disciplinary Action Scale
Student Property Damage	Damage to school or any person's property while on school grounds.	<p>Disciplinary Action Scale</p> <p>Students will be held responsible for replacement value of school items that are damaged or destroyed.</p>
Terroristic Threatening	Making any type of threat to any person on school grounds or via social media.	<p>Disciplinary Action Scale</p> <p>Referral to Proper Authorities</p>
Theft	The unlawful taking of someone else's belongings.	Disciplinary Action Scale
Tobacco or Vape products	Use or possession of tobacco products, electronic cigarettes, matches, lighters, or any form of tobacco or nicotine product is	See handbook page ____

	unlawful and violates school rules and state law.	
Vandalism	Will or malicious destruction or defacement of property.	Disciplinary Action Scale  Students will be held responsible for replacement value of school items that are damaged or destroyed.
Vulgarity	Improper use of language of any kind toward another person. Anything that conveys a grossly offensive, obscene, or sexually suggestive message is considered vulgarity.  This includes <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Written</li> <li>• Gestures</li> </ul>	Disciplinary Action Scale
Weapons	Carrying, brining, using, or possessing any weapon or item that could be used as a weapon in any school building, on school grounds, or at any school-sponsored event is strictly prohibited.	ZERO TOLERANCE  Suspension to Expulsion  Referral to Proper Authorities
Other- Possession of Property	The possession of any object that has no purpose to be at school and may distract from teaching and learning. This may include the possession of items that promote the use of alcohol, tobacco, or other drugs.	Disciplinary Action Scale

**PROPER AUTHORITIES DEFINED:** Court Designated Worker, Law Enforcement, Cabinet for Human Resources, Comprehensive Care, etc.

### EXCEPTIONAL STUDENT DISCIPLINE

In cases where disciplinary action involves exceptional students and/or students who have been referred for evaluation for possible exceptional education placement and/or related services, the following procedure should be followed. IDEA protections also apply to students whose parents have expressed concerns in writing, or orally if they cannot express it in writing, to district administrators or the teacher that their child may need special education and related services.

#### 707 KAR 1:340 Sections 13-15

##### **Section 13. Discipline Procedures.**

- (1) The ARC may consider any circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.
- (2) School personnel may remove a student with a disability who violates a code of student conduct from the student's placement to an appropriate interim alternative education setting, another setting, or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to children without disabilities).
- (3) School personnel may remove a student with a disability from the student's current placement for additional periods of time of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct as long as those removals do not constitute a change in placement because of disciplinary removals.
- (4) If the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability (as described in Section 14 of this administrative regulation), school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities for removals that would exceed ten (10) consecutive school days.
- (5) After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, educational services as described in subsection (6)(a) and (b) of this section shall be provided during any subsequent days of removal.
- (6) A child with a disability who is removed from the child's current placement for more than ten (10) consecutive school days shall:
  - (a) Continue to receive a free, appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and
  - (b) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services, and modifications, that are designed to address the behavior violation so that it does not recur.
- (7) The services described in subsection (6) of this section may be provided in an interim alternative educational setting.
- (8) An LEA shall be required to provide educational services to a child with a disability during periods of removal of ten (10) or less school days in the same school year if it provides services to children without disabilities who are similarly removed.
- (9) After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, and the current removal is for not more than ten (10) consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one (1) of the child's teachers, shall determine the extent to which educational services explained in subsection (6) of this section are needed.
- (10) If a removal is a change in placement because of disciplinary removals, the child's ARC shall convene within ten (10) school days after the change of placement is made and shall determine the appropriate educational services for the child. If the student has been placed in an interim alternative educational setting, the LEA shall invite staff from that alternative setting to the ARC meeting.

##### **Section 14. Manifestation Determination.**

- (1) Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the relevant members of the child's ARC, as determined by the LEA and the parent, shall convene a meeting to review all relevant information in the

student's file, including the child's IEP, any teacher observations, teacher-collected data, and any relevant information provided by the parents to determine:

- (a) If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or
  - (b) If the conduct in question was the direct result of the LEA's failure to implement the IEP.
- (2) The conduct shall be determined to be a manifestation of the child's disability if the ARC determines that either of the conditions in subsection (1)(a) or (b) of this section was met.
- (3) If the ARC determines that the condition described in subsection (1)(b) of this section was met, the LEA shall take immediate steps to remedy those deficiencies.
- (4) If the ARC determines that the conduct was a manifestation of the child's disability, the ARC shall:
- (a)
    - 1. Conduct a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred and had implemented a behavioral intervention plan for the child; or
    - 2. Review the behavioral intervention plan, (if one had already been developed) and modify it, as necessary, to address the behavior; and
  - (b) Return the child to the placement from which the child was removed unless the LEA and the parent agree to a change of placement as part of the modification of the behavioral intervention plan or because of the special circumstances explained in subsection (5) of this section.
- (5) School personnel may remove a child with a disability to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is a manifestation of the child's disability, if the child:
- (a) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the Kentucky Department of Education or the LEA;
  - (b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Kentucky Department of Education or the LEA; or
  - (c) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Kentucky Department of Education or the LEA.
- (6) On the date on which a decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the code of student conduct, the LEA shall notify the parents of the decision and provide the parents with a copy of the procedural safeguards in accordance with Section 4 of this administrative regulation.
- (7) The ARC of the child shall determine the interim alternative educational setting and the services for any child removed under Sections 13(4), (10) and 14(5) of this administrative regulation.

**Section 15. Appeals from Placement Decisions.**

- (1) The parent of a child with a disability who disagrees with any decision regarding placement under Section 13 or 14 of this administrative regulation or the manifestation determination, or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others may request a hearing by filing using the procedures contained in Sections 8 and 11.
- (2) A hearing officer shall hear and make a determination regarding an appeal requested pursuant to subsection (1) of this section.
- (3) In making a determination, the hearing officer may order a change in placement of a child with a disability. The hearing officer may:
- (a) Return the child to the placement from which the child was removed; or
  - (b) Order a change in placement of the child to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.
- (4) When an appeal has been requested pursuant to this section, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer, or until the expiration of the time provided for in subsection (3)(b) of this section, whichever occurs first, unless the parent and the LEA agree otherwise.
- (5) An appeal under this section shall:
- (a) Be conducted in an expedited manner;
  - (b) Shall occur within twenty (20) school days from the date the request is filed; and
  - (c) Shall result in a determination within ten (10) school days after the hearing.



**KRS 158.150**

(The complete text of the law is available at <http://www.lrc.state.ky.us/krs/158-00/150.pdf>)

This discipline policy has been developed based on the regulations of KRS 158.150 which states

- 1) All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:
  - a) willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property, or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school sponsored activities, constitutes cause for suspension or expulsion from school; and
  - b) assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school sponsored activities constitutes cause for suspension or expulsion from school.
- 2) a) Each local board of education shall adopt a policy requiring the expulsion from school for a period of not less than one year for a student who is determined by the board to have brought a weapon to a school under its jurisdiction. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of "unlawful possession of a weapon on school property" stated in KRS 527.070. b) The board shall also adopt a policy requiring disciplinary actions, up to and including expulsion from school, for a student who is determined by the board to have possessed prescription drugs or controlled substances for the purpose of sale or distribution at a school under the board's jurisdiction, or to have physically assaulted or battered or abused educational personnel or other students at a school or school function under the board's jurisdiction.
- 3) A school board may adopt a policy providing that, if a student is suspended or expelled for any reason or faces charges that may lead to suspension or expulsion but withdraws prior to a hearing from any public or private school in this or any other state, the receiving district may review the details of the charges, suspension or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission.
- 4) School administrators, teachers or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the district transportation system pending any further disciplinary action that may occur.
- 5) A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:
  - a) the pupil has been given oral or written notice of the charge or charges against him/her which constitutes cause for suspension.
  - b) the pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
  - c) the pupil has been given an opportunity to present his/her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.
- 6) The superintendent, principal, assistant principal or head teacher of any school may suspend a pupil but shall report such action in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the pupil. The board of education of any school district may expel any pupil for misconduct as defined in subsection (1) of this section, but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final.
- 7) a) Suspension of exceptional children, as defined in KRS 157.200, shall be considered a change of educational placement if:
  1. The child is removed for more than ten (10) consecutive days during a school year; or

2. The child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.

b) The admissions and release committee shall meet to review the placement and make a recommendation for continued placement or a change in placement and determine whether regular suspension or expulsion procedures apply. Additional evaluations shall be completed, if necessary.

c) If the admissions and release committee determines that an exceptional child's behavior is related to his disability, the child shall not be suspended any further or expelled unless the current placement could result in injury to the child, other children, or the educational personnel, in which case an appropriate alternative placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all. If the admissions and release committee determines that the behavior is not related to the disability, the local educational agency may pursue its regular suspension or expulsion procedure for the child, if the behavior so warrants. However, educational services shall not be terminated during a period of expulsion and during a suspension after a student is suspended for more than a total of ten (10) days during a school year. A district may seek temporary injunctive relief through the courts if the parent and the other members of the admissions and release committee cannot agree upon a placement and the current placement will likely result in injury to the student or others.

- 8) Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.
- 9) Any action under this section related to students with disabilities shall be in compliance with applicable federal law.

**Renaissance Achievement Card Program**  
**An Attendance Incentive & Recognition Program for Grades 7 through 12**  
Sponsored by FRYSC, Teresa Ralston, Coordinator

In order to be eligible for most Renaissance incentives and rewards, Pineville High School students must earn a Renaissance achievement card which shows their name and an expiration date. At the end of each nine week grading period, students who qualify will receive an updated card. This will ensure that cards are current and will, therefore, be honored in the business community.

The three levels of Renaissance achievement cards are as follows.

**Gold Card**

Requirement: All A's and no more than 4 days absent per year; for Renaissance purposes 3 unexcused tardies of more than 30 minutes each will count as one day absent

**Gray Card**

Requirements: All A's and/or B's and no more than 8 days absent per year; for Renaissance purposes 3 unexcused tardies of more than 30 minutes each will count as one day absent

**Perfect Attendance**

Requirements: Student may not have any absences, tardies or early dismissals. Exception may be made for students who are away from school the minimum time required for medical/dental appointments. Arrival and departure times must be verified by the medical office.

**Prizes and benefits** for earning either of these cards may include the following.

- T-shirt
- Discount at area restaurants, stores, and shops
- Miscellaneous gifts
- Full refund of ACT test fee for score of 26 or higher
- Free admission to selected athletic and social events

### **End of Year Rewards**

If funds are available, students who have kept a card for the first three grading periods may be rewarded with a day trip. Any student who has kept a Renaissance card for the entire school year will be recognized during Awards Day. These students will also be eligible to receive their choice from designated lockers and have their picture displayed in the Commons for the following school year.

### **Student of the Month**

Each month teachers will submit names of students who have met a standard of achievement. One student will be chosen and his/her picture along with the reason he/she was selected will be displayed throughout the year in the Commons.

### **Renaissance Scholarship**

A \$500 scholarship may be awarded to one graduating senior who

- has attended PHS for 4 years
- has maintained a renaissance card for at least 8 grading periods
- has a cumulative grade average of at least 90% in the honors curriculum
- is not receiving an abundance of other financial assistance (scholarships or grants)

The committee will select the recipient based on the above criteria and reserves the right to reject all applications.

### **Renaissance "Wall of Fame"**

Students may earn recognition on the Wall of Fame by

- being a current Renaissance Card holder.
- having scored 26 or higher on the ACT.
- having achieved the honor of valedictorian or salutatorian.
- being selected to participate in qualifying honor programs