

2018-19 Taylor County High School Student Handbook/Discipline Code

TCHS Student Expectations

Classroom Expectations

1. Please be in the classroom and seated when the tardy bell rings.
2. Come to class prepared with all materials needed for class.
3. Follow the teacher's instructions and procedures in a respectful manner.
4. Complete tasks to the best of your abilities and ask questions when you need help.
5. Be a team player and treat classmates, teachers, and visitors to the class with respect.
6. Please be courteous and remain seated until the teacher dismisses the class.

Hall Pass Procedures (10/10 Rule)

Class time is valuable and students should use time between classes wisely. However, there will be times when students need to be out of class for various reasons. Students may be excused from the classroom with a hall pass issued by the teacher. We ask that teachers and students honor the 10/10 rule. Hall passes may be issued AFTER the first 10 minutes of class and BEFORE the last 10 minutes of class. Hall passes should be issued to one student at a time.

Taylor County High School Attendance

Attendance Expectations

At TCHS, we expect our students to practice those habits that will help them be successful in school and in their careers. Therefore, we expect our students to be present and to be punctual. Attendance matters. The TCHS team will collaborate with students, parents, district leadership, and community agencies to ensure that our students maintain good attendance and academic standing.

TCHS Attendance Procedures

Student Absence:

1. Parents should call TCHS attendance at **(270) 465 - 7313** by 8:15 to report their student's absence.
2. Students should bring a parent or excuse note when he/she returns to school and give to attendance clerk before 1st period tardy bell
3. Absences will be marked excused or unexcused according to district policy.

Check In/Check Out Procedures

1. Parents, guardians, or approved adult must check all students out who are leaving school. Please enter the FRONT of the building and report to the attendance desk.
2. Students may check in without parents/guardian/approved adult, but if tardy to school, the student must present a parent or excuse note to the attendance clerk.

TCHS Tardy Code

Tardies are classified in two categories:

School Tardy:

1. A school tardy occurs as a result of being late to school in the morning (after 8:05) or from leaving school before school is dismissed (3:05).
2. A school tardy is recorded by the school attendance clerk and reported to STATE officials for attendance purposes.
3. This type of tardy affects student attendance and may result or contribute to truancy. Court appearances will be determined by state law.
4. Students who are persistently tardy will be subject to loss of school privileges that include school activities, parking privileges, prom attendance, field trips.
5. * Loss of privilege to be determined by the principal.

Classroom Tardy

1. A classroom tardy occurs when a student is late entering a class after the tardy bell has rung.
2. Parents will be notified upon the 3rd tardy to class by the classroom teacher.
3. Teachers will track individual classroom tardies and will refer the student for disciplinary action for the 4th and subsequent tardies.
4. Note: Entering a classroom without prior permission more than 10 minutes into class will be considering SKIPPING. Skipping class is an offense immediately reported for disciplinary action.

TCHS School Trip Policy

In order to be eligible for any school-related trip during school hours, students must maintain a 93% attendance rate that includes absences and school tardies. Advisors, teachers, and coaches must submit student names to the attendance clerk at least one week prior to trip. The attendance clerk will notify the advisor and principal of any student who is not eligible to go on the trip. Students who do not meet the 93% attendance eligibility may set up a parent/student conference with a school administrator to review the student's attendance record and determine a plan to improve the student's school attendance rate.

TCHS Prom Policy

Who can attend? Any junior or senior in good standing may bring one guest.

Guest: Must be 21 years of age or younger. No middle school students.

What does it mean to be in “good standing”?

Academics: Must be passing ALL courses for the year.

Attendance: Must have fewer than 10 unexcused absences and fewer than 10 unexcused school tardies.

Discipline: No major infractions or habitual discipline issues, including tardies to class.

Taylor County High School Dress Code

We should all have pride in the way we dress. We also believe in promoting school spirit with our attire. Anything that interferes with the learning of other students is not allowed. The dress code will be checked by early morning duty staff and by 1st period teachers during morning attendance. The following guidelines are to be followed:

Pants/Slacks/Jeans/Skirts/Shorts

- *Styles shall not be disruptive/distracting to the educational process in any manner as determined by the TCHS administration
- *No vulgarity or suggestive messages on the shirts pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, and/or weapons of any kind are allowed
- *No pajamas or pajama-like attire
- *All attire must be worn at the waist and fit properly (no sagging)
- *All attire length must be within 3 inches of the kneecap or below.
- *No holes in attire that may be deemed inappropriate

Shirts/Sweaters/Sweatshirts/Blouses

- *Styles shall not be disruptive/distracting to the educational process in any manner as determined by the TCHS administration.
- *No vulgarity or suggestive messages on the shirts pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, and/or weapons of any kind are allowed
- *The hood may not be on (over the head) in the building
- *No pajamas or pajama-like attire
- *No bellies, backs, or cleavage/chest showing
- *While sleeveless shirts are acceptable, spaghetti straps, shirts with cut out sides or tank tops are NOT acceptable.

Belts

*No chains, spiked, or metal objects that can possibly be used as a weapon are to be worn as a belt. (These items will be turned in to the office and must be picked up by the parent.)

*If pants are not fitted properly at the waist, the student must wear a belt

Footwear

*Students can wear tennis shoes, sandals, open heel clogs, loafers, boots, dress shoes, or flip flops

*No house shoes or slippers

Jackets/Coats, Outerwear

*Styles shall not be disruptive/distracting to the educational process in any manner as determined by the TCHS administration

*No vulgarity or suggestive messages on the jackets pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, and/or weapons of any kind

Headwear/Hair

*Hair Styles shall not be disruptive/distracting to the educational process in any manner as determined by the TCHS administration.

*No costume hats or wigs

*No bandanas or hoods

Jewelry/Makeup/Accessories/Etc.

*No leather collars/wristbands or dog collars

*No spiked items

*No chains connected to belts or wallets

*No pocket knives

Note: The Principal will make final decisions regarding dress and must approve any exception to the dress code policy. All exceptions must be pre-approved.

TCHS Cell Phone/ Personal Electronic Device Policy

1. All cell phones should be on silent during the school day.
2. Cell phones should be put away during instructional time unless permitted by the teacher for instructional purposes.
3. Students are expected to comply with the classroom teachers' expectations and procedures for cell phone usage.
4. Students who do not comply with the policy or who practice inappropriate use of their cell phone/personal electronic device may be subject to the confiscation of the device until the end of the day as well as disciplinary actions determined by the administration.
5. Students who use their cell phone/personal electronic device to bully, harass, embarrass, or threaten a student or staff member will immediately be referred to the school resource office and/or appropriate authority.
6. For repeated abuse of the cell phone policy, a parent conference will be set up to determine further consequences and loss of privileges.

Note: The Taylor County School District and Taylor County High School are not responsible for the loss, theft, or destruction of personal devices that students bring on school property.

TCHS Tobacco/E-cigarette Policy

1. The use or possession of any tobacco or e-cigarette materials shall be prohibited in the building and campus of Taylor County High School.
2. Prohibited materials include cigarettes, cigars, pipes, snuff, chewing tobacco, matches, lighters, e-cigarette pipes/cartridges, and all other items developed for tobacco or e-cigarette usage.
3. Prohibited items will be confiscated.
4. E-cigarette pipes will be confiscated and the cartridges may be taken out to determine that no illegal substances or synthetic drugs are being used.

First Offense:	2 days of In-school suspension/parent notification
Second Offense:	2 days of In-school suspension/required parent conference
Third Offense:	Suspension/Required parent conference and student enrollment in a tobacco/e-cigarette cessation course.

Taylor County High School Discipline Code

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Taylor County High School will follow the Taylor County School District Code of Acceptable Behavior and Discipline.

Definitions for purpose of school actions:

Minor Offenses:

Those actions/infractions which do not involve physical confrontations/damage/contact with another person or property, i.e. tardies, skipping classes, dress code violations, and minor class disruptions. **Other behaviors not included in the examples may be prohibited and dealt with according to severity as deemed appropriate by the principal.*

Major Offenses:

Those actions/infractions which involve actions/items deemed to be dangerous or law violations, i.e. theft, assault, harassment/discrimination, weapons possession, illegal drugs, disruption of the educational process. **Other behaviors not included in the examples may be prohibited and dealt with accordingly to severity as deemed appropriate by the principal.*

Interventions for minor offenses:

1. Warning
2. Counseling
3. After-school and/or lunch detention
4. Parental contact /behavior contract
5. In-school suspension
6. Friday detention
7. Parent conference/out-of-school suspension notice given for next offense
8. Suspension and/or loss of campus privileges, i.e. driving, attendance of school events, prom, or field trips
9. Alternative placement as determined by an alternate placement review committee; an alternate placement review committee will consist of the principal and/or designee, counselor, Virtual Academy principal/representative, and the student's teacher advisor.

*The above-mentioned interventions may be employed at the discretion of the principal.

*The steps do not have to be sequential.

Interventions for major offenses (parent/guardian conference required)

Any combination of the following may be applied per principal's recommendation:

- In-school suspension and/or out-of-school suspension
- Alternative placement
- Expulsion

The school resource officers will be involved in all criminal matters and will notify appropriate agencies. Notice will be made to the Board of Education.

STUDENT BEHAVIOR

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at Taylor County High School, **the following student behaviors as defined by law will not be tolerated:**

- Hazing
- Bullying
- Taunting
- Menacing
- Intimidating
- Threatening behavior
- Verbal or physical abuse of others
- Use lewd, profane, or vulgar language

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

These provisions should not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

VIOLATIONS AND REPORTING

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District and School Code.

Students wishing to report a violation or who believe they are victims may report it to any staff member of Taylor County High School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

Notice: Any student or staff, with a physical disability, may request their programs, classes and/or activities be held in an entry level location.

NOTICE: The Taylor County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IV Coordinator/Section 504 Coordinator
1209 East Broadway
Campbellsville, KY 42718 270-465-5371

