

# CODE OF CONDUCT

## AGENDA

This agenda and/or a classroom hall pass must accompany a student at all times while the student is out of his/her classroom. A time and signature must be visible. A student who has no agenda or proper hall pass while out of class will be subject to Interventions of the School-Wide Discipline Plan.

## GUIDELINES FOR SUCCESS

**C—Character**

**A—And**

**R—Respect**

**D—Drive**

**S—Success**

Each and every student at Livingston Central should take pride in his efforts to follow our Guidelines For Success. These simple words will be the backbone of our school. Students should commit them to memory and practice them daily. If students do so, they will be successful at LCHS and in life outside of high school.

## EXPECTATIONS

### In the Classroom...

C—Come to class on time and prepared.

A

R—Be courteous to staff and students.

D

S—Be actively engaged in the learning process.

### In the Cafeteria...

C—Be polite to the cafeteria staff and others around you.

A

R—Clean up your area before you leave.

D

S—Be orderly and mannerly in line and in the cafeteria.

**In the Hallway...**

- C—Have a proper hall pass.
- A
- R—Avoid blocking the hall.
- D
- S—Use appropriate language and voice level.

**In the Library/Media Center...**

- C—Obtain proper permission to visit the media center and use resources.
- A
- R—Work with minimal noise level.
- D
- S—Use materials for educational purposes.

**In an Assembly...**

- C—Sit in the designated area.
- A
- R—Direct your attention to the presenter.
- D
- S—Show appreciation with applause.

**In the Parking Lot...**

- C—Drive safely on and around school grounds.
- A
- R—Park in designated areas and parking spots.
- D
- S—Arrive and leave at designated times.

**\*Please note:** Coming on school property without checking in properly will be treated as leaving school without permission.

## **SCHOOL-WIDE DISCIPLINE PLAN**

The School Culture and Resources Committee, including the assistant principal, are responsible for the development and implementation of our School-Wide Discipline Plan. This committee will meet regularly to discuss issues related to the plan and will take their recommendations for approval to the LCHS faculty and SBDM Council.

This discipline plan has been designed to help the faculty and staff deal with inappropriate behavior at school. It is based on the belief that **a student chooses his or her own behavior, and consequences must follow inappropriate**

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**behavior.** The committee realizes that the great majority of our students will strive to meet expectations for character and respect. However, the committee also understands that no single set of procedures will be effective with every student. Therefore, they have designed a series of interventions for students who choose not to follow the guidelines and expectations. The focus of these interventions remains positive, while recognizing a continuing need for calm and consistent consequences. Please keep the following in mind:

1. No one is expected to have all the answers, and no one is expected to be perfect.
2. We live in a culture where an adequate education is essential to success.
3. We must work collaboratively.
4. Referral to special education will be made when improvement cannot be made in the regular program through the collaborative efforts of the staff.

In order for students to understand the interventions (consequences) they will face when choosing not to do what is expected, and to help interventions be consistent throughout the school, behaviors will be classified as one of **three types: minor misconduct, referral misconduct, and severe misconduct.** Each type has a different teacher response. \*Please note: Teachers have the right to use different interventions/consequences than what is suggested, when they feel it is necessary to do so.

### **Minor Misconduct**

\*will result in lunch **detention** (OR another appropriate consequence, as determined by classroom teacher)

\*teachers will submit detention slips to attendance secretary or assistant principal

Behaviors to include, but not limited to

1. Unprepared for class
2. Inappropriate language
3. Inappropriate noise
4. Out of seat without permission or at inappropriate time
5. Minor disruption
6. Public display of affection
7. Failure to follow directions
8. Off task or talking at an inappropriate time
9. Running to lunch
10. Not having a proper hall pass or agenda when out of class

11. Drinking/eating at an inappropriate location (All food and drink are to remain in the cafeteria. **Only water in its original container is allowed in classrooms.**)
12. Cheating

\*A student may accumulate **no more than 10 detentions** for minor misconduct. After the 10<sup>th</sup> detention, he will serve AC for misconduct. The attendance office will track the number of detentions each student receives.

### **Referral Misconduct**

\*will result in a misconduct report via long form or Infinite Campus.

Behaviors to include, but not limited to

1. **Continuation of any of the minor misconduct behaviors**
2. Disrespect to staff or another student
3. Skipping class (not reporting to class or not returning to class in a reasonable amount of time)
4. Being in an unauthorized location
5. Leaving class without permission
6. Vandalism/destruction of school property or property of student/staff
7. Bullying
8. Reckless driving on school property
9. Horseplay

### **Severe Misconduct**

\*Teacher will call the office immediately and wait for an administrator to arrive, OR teacher can send student to the office if there is no apparent safety issue.

Behaviors to include, but not limited to

1. Fighting
2. Severe disrespect or insubordination
3. Suspicion of possession of drugs, alcohol, tobacco product, or weapon
4. Suspicion of use of drugs, alcohol, tobacco products
5. Suspicion of theft
6. Threat, either written or verbal
7. Actions/words that disrupt the immediate safety and security of others

### **Grid of Interventions**

The following grid is a guide to help determine interventions for referral misconducts and severe misconducts. However, the **administration of LCHS**

**has the right to issue any interventions deemed necessary**, so long as students' due process is granted.

OFFENSE	1 <sup>ST</sup>	2 <sup>ND</sup>	3rd
Sexual harassment (formal complaint and form filed in office)	Contact parent/guardian and suspension with possible alternate placement... possible criminal charges filed... possible Title IX paperwork filed	Contact parent/guardian and suspension with possible alternate placement... possible criminal charges filed ...possible Title IX paperwork filed	Contact parent/guardian and suspension with possible alternate placement... possible recommendation for expulsion... possible criminal charges filed ...possible Title IX paperwork filed
Stealing (School property or property of another student or staff member)	Contact parent/guardian ...possible search...replace/recover item(s) ... possible criminal charges filed...possible AC or alternate placement	Contact parent/guardian... possible search... replace/recover item(s)...criminal charges filed... possible AC or alternate placement	Contact parent/guardian... possible search... alternate placement... recommendation for expulsion... criminal charges filed
Fighting	Contact parent/guardian ...3 days suspension and 20 days alternate placement... possible criminal charges filed	Contact parent/guardian... 3 days suspension and 20 days alternate placement... possible criminal charges filed	Contact parent/guardian...3 days suspension and 20 days alternate placement... possible criminal charges filed
Chronic Misconduct (defined by number of misconduct)	8 misconduct referrals (as accumulated in Infinite Campus) = AC and	9 misconduct referrals (as accumulated in Infinite Campus) = 3 days	10 misconduct referrals (as accumulated in Infinite Campus) = 20 days alternate

reports)	parent/guardian contact... Tier 3 RTI Interventions	suspension and parent/guardian contact... Tier 3 Interventions	placement...also Tier 3 RTI Interventions
Driving recklessly on school grounds	Contact parent...possible AC...possible suspension... possible police contact	Contact parent...possible AC...possible suspension... possible loss of driving privileges... possible police contact	Contact parent...possible AC...possible suspension... loss of driving privileges... possible police contact
Severe disrespect to staff or student	Contact parent...3 days AC...possible suspension	Contact parent... 5 days AC ...possible suspension	Contact parent... alternate placement 10 days... possible suspension
Forgery	Contact parent...possible AC...possible criminal charges filed	Contact parent ...possible suspension... possible criminal charges filed	Contact parent...possible alternate placement... possible recommendation for expulsion... possible criminal charges filed
Tobacco and/or tobacco products/paraphernalia (possession and/or use... including electronic vapor cigarettes)	Contact parent...10 days AC... cessation class recommendation	Contact parent...3 days suspension and 10 days AC...referral to cessation class	Contact parent...20 days alternate placement...referral to cessation class
False fire alarm or bomb threat	Contact parent...3 days suspension...	Contact parent...3 days suspension and 20 days	Contact parent... recommendation for expulsion...criminal

	possible alternate placement... criminal charges filed	alternate placement... possible recommendation for expulsion ... charges filed	charges filed
Gambling	Contact parent...10 days AC...possible contact police	Contact parent...3 days suspension... possible contact police	Contact parent...3 days suspension and 20 days alternate placement... recommendation for expulsion...possible contact police
Skipping class (not reporting to class/not returning to class in a reasonable amount of time)	Contact parent and 10 days AC	Contact parent and 3 days suspension	Contact parent and 20 days alternate placement
Leaving class without permission	Contact parent and 5 days AC	Contact parent and 10 days AC	Contact parent and 10 days alternate placement
Threat (written or verbal)	Contact parent...possible AC...possible suspension... possible alternate placement... possible contact police	Contact parent...possible AC...possible suspension... possible alternate placement... possible contact police	Contact parent and alternate placement... recommendation for expulsion...contact police
Threat to shoot/kill staff or student	Parent contact...contact police...possible alternate placement... possible recommendation	Parent contact...contact police...possible alternate placement... possible recommendation	Parent contact...contact police...possible alternate placement... possible recommendation for

	for expulsion	for expulsion	expulsion
Possession of weapon	Parent contact...contact police...possible suspension... possible alternate placement... possible recommendation for expulsion	Parent contact...contact police...possible suspension... possible alternate placement... possible recommendation for expulsion	Parent contact...contact police...possible suspension... possible alternate placement... possible recommendation for expulsion
Bullying (proven with investigation)	Contact parent...10 days AC...possible suspension... possible alternate placement... possible criminal charges filed...HB 91 paperwork filed	Contact parent...3 days suspension...20 days alternate placement... possible criminal charges filed...HB 91 paperwork filed	Contact parent...3 days suspension and 90 days alternate placement... possible recommend expulsion... possible criminal charges filed...HB 91 paperwork filed
Use/Possession of drugs/alcohol	Contact parent...contact police...3 days suspension and 90 days alternate placement... possible criminal charges filed	Contact parent...contact police...3 days suspension and 90 days alternate placement... possible criminal charges filed...possible recommendation for expulsion	Contact parent...contact police...3 days suspension and 90 days alternate placement... possible criminal charges filed...possible recommendation for expulsion
Vandalism/Destruction of School Property	Contact parent... restitution for damages... possible AC...possible suspension... possible police contact	Contact parent... restitution for damages... possible AC...possible suspension... possible police contact	Contact parent...restitution for damages...possible AC...possible suspension... possible police contact
Lying to	1 day AC	3 days AC	5 days AC



Teacher/Administrator/Other School Personnel			
Dress Code Violation	Warning... change clothing... contact parents	AC day of offense...change clothing... contact parents	AC day of offense...change clothing...contact parents
Horseplay	1-3 days AC (administrator's discretion)	3-5 days AC (administrator's discretion)	5-10 days AC (administrator's discretion)

### Student Due Process

Students must be given due process before disciplinary measures may be taken. The steps for classroom due process are as follows:

- 1) Teacher makes an oral request for student to change his behavior.
- 2) Teacher gives a formal oral WARNING and request for student to change his behavior.
- 3) If student fails to change his behavior, teacher uses an intervention listed in the above grid or an intervention the teacher deems appropriate.

### Personal Appearance Policy

Students at Livingston Central High School are expected to dress appropriately and according to health and safety expectations. Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance. The Personal Appearance Policy applies to students during academic hours, field trips, and any school function/activity.

#### I. Logos, Pictures, Writing

- a. Students may wear shirts promoting academics, sports, and school clubs. Brand logos may be worn.
- b. No apparel or accessory will contain logos, pictures, or writings that promote alcohol, drugs, tobacco, violence, illegal behavior, or gang behavior.
- c. Apparel or accessories that depict vulgar, obscene, sexual, racial, harassing or derogatory language and those that illustrate gang names, their signs, and their graffiti will not be permitted.

## **II. Apparel (shirts, shorts, jeans, dresses, skirts, etc.)**

- a. All tops must have sleeves. Tops shall not expose excessive cleavage (line from armpit to armpit.) Tank tops and muscle shirts are not permitted.
- b. All tops must cover a student's midriff at all times. (Tops should be worn so that no part of the stomach or back shows if and when arms are raised.)
- c. All lower body apparel must be worn at the waist. **Shorts, skirts, and dresses cannot be more than 4 inches above the knee.** The same applies to slits in dresses and skirts.
- d. No holes or tears in apparel above the knee, if skin is showing.
- e. No tight fitting spandex or Lycra apparel. (For sports, this policy is at discretion of administration.)
- f. No blouse or shirt shall be worn if it is see-through material.
- g. No apparel shall be worn inside-out, unless designated by an administrator or teacher for personal appearance violation.
- h. No oversized clothing, such as trench coats, dusters, or large, puffy coats.
- i. Sagging pants are not allowed. The outermost garment must be covering at the waist. No underwear is to show.
- j. Hoods of sweatshirts shall not be worn in the building.
- k. Pajamas and pajama pants are not acceptable apparel.

**\*Please note: A student who wears unacceptable apparel/footwear will be asked to change. If he/she does not have appropriate clothing/footwear to change into, he will be directed to borrow something from our Family First Resource Center (FRYSC), or a parent/guardian may bring appropriate item(s) for the student to change. Other disciplinary action will be taken in accordance with the School-Wide Discipline Plan's Interventions.**

## **III. Footwear**

- a. Students must wear standard public footwear. (House shoes are not allowed.)
- b. Footwear will not contain attachments (taps, blades, wheels, etc.).

## **IV. Accessories**

- a. No headwear may be worn inside the building. Caps, hats, etc. should be placed in a locker upon arrival.
- b. No earphones/ear buds will be permitted during instructional time.
- c. Body piercing jewelry may be worn, as long as it is not a distraction in the classroom.
- d. Sunglasses are not to be worn in the building, unless prescribed by a physician.
- e. No bath or hand towels are to be carried.
- f. No bandanas or sweatbands are to be worn as headbands or carried.

h. Students shall not apply or use makeup/cosmetics (e.g. perfume, cologne, lotion, etc) in the classroom. This is a health issue.

### **TOBACCO POLICY**

The use and/or possession of tobacco or tobacco products and paraphernalia, including lighters, matches, electronic cigarettes, etc.), are prohibited, and any student who violates this policy is subject to the provisions of the School-Wide Discipline Plan. The rules apply to all students during school hours and at all school activities, including field trips and athletic events.

#### **Kentucky's Smoking Policy**

**KRS 438.050** expressly prohibits smoking or the uses of tobacco products in any form on school grounds at any time students are present. For this reason Livingston Central High School will not have a smoking area, and no smoking, no tobacco use, and no possession of tobacco products or paraphernalia, (i. e. lighters, matches, etc.) will be allowed. Smoking/using tobacco products in the bathrooms, other school areas, busses, and on field trips will be cause for assignment to AC, suspension, or New Beginnings, and possible legal action through the court system.

### **ALCOHOL, PRESCRIPTION DRUGS, CONTROLLED SUBSTANCES POLICY**

Livingston Central High School strives to maintain a drug-free environment. Under no circumstances may a student possess or use drugs, drug paraphernalia, or alcoholic beverages, or be under the influence of either at school or at school-sponsored events. **Kentucky House Bill 330** directs that local school boards must adopt a policy requiring disciplinary actions, up to and including expulsion from school for a student who is determined by the board to possess 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, battered, or abused educational personnel or other students at a school or school function under the board's jurisdiction. This policy will be effective while any student is on school property or is in attendance at any school-sponsored event. This includes while being transported by any school vehicle.

Offenders will be treated the same regardless of the drug and/or alcohol and any previous conduct issues. All drugs and all alcohol, regardless of quantity, will be dealt with the same. A student who is found to be in possession of drugs or

alcohol or who is found to be under the influence of drugs or alcohol at school or at a school-sponsored event will face possible suspension, alternate placement, expulsion, and criminal charges.

Procedure for student who is in possession of drugs/alcohol at school, at a school event, or on school property:

- a. The student will be given due process.
- b. Law officials will be called.
- c. Parents or guardians of the student will be called.
- d. The student will be suspended immediately for three (3) days or until the Livingston County Board of Education meets for a hearing.
- e. The incident will be reported to the superintendent and the board of education.
- f. It will be recommended that the student is expelled from school for the remainder of the semester or year.

### **BULLYING**

Bullying consists of words and acts that threaten one's safety, learning, and well-being. It is usually a recurring issue. Bullying will not be tolerated at Livingston Central High School, and any student who feels he or she is being bullied should always report the issue to a teacher or an administrator. **A report of bullying will not be taken lightly and will be investigated by administration. Interventions will result when misconduct is found (see Grid of Interventions).** HB 91(Anti-Bullying) paperwork is available at LCHS administrators' offices and on the school district's homepage ([www.livingston.kyschools.us](http://www.livingston.kyschools.us)) for any student who feels he/she is being bullied.

### **WEAPONS**

**Kentucky House Bill 330** allows each local board of education to adopt a policy regarding the expulsion from school for a period of up to one year for a student who is determined by the board of education to have brought a weapon to a school under its jurisdiction.

### **BOMB THREATS**

Under **House Bill # 1** of the 2001 General Assembly of the Commonwealth of Kentucky, bomb threats are considered a class D felony offense. Bomb threats shall be reported to the authorities.

## **CONDUCT ON SCHOOL BUS**

The right of students to ride the school bus is contingent upon their good behavior and observance of the rules and regulations of the Kentucky State Board of Education and the Livingston County Board of Education. A list of rules and regulations governing students riding school buses is given to each student by the driver and should be read by the student and his/her parent/guardian.

Below are listed the **Livingston County Bus Expectations and Rules:**

- Follow directions the first time given.
- Keep your hands, feet, objects, and inappropriate comments to yourself.
- Remain seated. This means back-to-back, bottom-to-bottom, and feet on or towards the floor.
- Be responsible with personal items and keep food and drinks in backpacks and lunch containers.
- Treat bus property and all other property with respect.
- Follow your driver's instruction for voice level.
- All district, school, and classroom rules apply.

These rules apply to any school transportation, including field trips, athletic events, and transfer buses. Should the conduct of a student on the bus endanger the lives or morals of others, and the offending student fails to cease such conduct when asked to do so, it shall be the duty of the driver to put the offender off the bus and report that action to the administrative staff. Other disciplinary action as is deemed necessary or appropriate may be administered or substituted. Any student who is put off the bus for disciplinary reasons shall not be permitted to ride any bus again until his/her parent/guardian has assured the student's good behavior. The bus driver is authorized to assign seats at any time.

### **Consequences for bus misconduct reports (write-ups):**

First report	Warning and parent contact
Second report	3 days suspension from bus and parent contact
Third report	5 days suspension from bus and parent contact
Fourth report	10 days suspension from bus and parent contact
Fifth report	Loss of bus privileges for remainder of school year

## **CELL PHONE AND ELECTRONICS POSSESSION AND USE POLICY**

Cell phones may be brought to school, but use is limited to non-instructional time (i.e. outside of class, before and after school). It is highly suggested that electronic devices (i.e. Ipods, radios, cd players, etc.) are left at home. **Please note: The school is not responsible for cell phones or other electronic devices which are lost, stolen, confiscated, or defaced. If a student chooses to bring these items to school, he does so at his/her own risk and assumes all responsibility for keeping these devices secured at all times.**

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger, or a certified employee authorizes the student to do otherwise, devices shall be operated only before and after the regular school day and during non-instructional time. When students violate this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator, faculty member, or staff member may confiscate the device. It will then be stored and locked in the principal's or assistant principal's office.
2. Social networking (i.e. Facebook, Twitter, Snapchat, Vine, etc.) while at school will result in revocation of cell phone privilege and possible additional disciplinary action. \*See District Social Networking Policy below.
3. Students shall comply with any additional rules developed by the school SBDM concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize telecommunications or similar electronic devices in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

### **Interventions for Violating Cell Phone/Electronics Policy**

**First Offense** – Warning and confiscation. Device will be sent to the principal or assistant principal's office and will be secured. It will be returned to a parent or guardian at the end of the school day. Parent/Guardian will be asked to sign a statement that he/she is aware of the cell phone/electronics policy and interventions.

**Second Offense** – Confiscation. Device will be returned to student after 5 school days... **OR** student may pay a fine of \$5 and receive phone at the end of school day. All fines will be deposited in the Student Activity Fund.

**Third Offense** – Confiscation. Device will be returned to student after the end of 10 school days... **OR** student may pay a fine of \$10 and receive phone at the end of the school day. All fines will be deposited in the Student Activity Fund.

**Fourth Offense**—Confiscation. Phone will be returned to student at the end of 10 school days. Student will serve 3 days AC. **OR** students may pay a fine of \$15 and receive his phone at the end of the school day. Student will still serve 3 days AC. All fines will be deposited in the Student Activity Fund.

**Fifth Offense**—Confiscation and loss of privilege of bringing cell phone/electronic device to school. Student will also serve 5 days AC.  
\*If student brings a cell phone or electronic device to school after losing the privilege, the phone/device will be kept for the remainder of the school year. Student will serve 20 days of alternate placement.

#### **Reference**

1KRS 158.165 “Personal telecommunications device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

#### **District Social Networking Policy (From District Code of Conduct, page 5)**

All access to social networking sites during the school day through cell phone use or computer is strictly prohibited. Also, complete privacy cannot be expected in communication that is stated or posted on social networking sites. Therefore, comments of a disruptive nature which contain inappropriate or offensive statements about school staff/personnel, school policies or rules, or school in general may be cause for disciplinary action at school. Also, inappropriate comments about other students that manifest themselves at school and comments that fall under the district harassment policy will be the basis for disciplinary action at school. **Posting, viewing, accessing, etc., social networking sites during school hours, whether by computer or electronic device, will result in revocation of computer and/or cell phone privilege at school, plus possible additional disciplinary action as deemed necessary by school administration.**

## **ATTENDANCE REGULATIONS (702 KAR 7:125:)**

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary for satisfactory progress and high academic achievement. Student attendance will be calculated based on the following guidelines found in 702 KAR 7:125

- (1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five percent (65 %) of the regularly scheduled school day for the pupil's grade level.
- (2) A tardy shall be recorded for a pupil who is absent less than thirty-five percent (35%) of the regularly scheduled school day for the pupil's level.
- (3) A half day absence shall be recorded for a pupil who is absent thirty-five percent (35%) to eighty-four percent (84%) of the regularly scheduled school day for the pupil's grade level.
- (4) A full day of absence shall be recorded for a pupil who is absent more than eighty-four percent (84%) of the regularly scheduled day for the pupil's grade level.

The truancy statutes classify six (6) unexcused absences as habitually truant. The Livingston County Schools will calculate habitual truancy using a cumulative figure. For example, missing two one-half days that are unexcused will equal one (1) full day unexcused absence.

**A maximum of five (5) absences excused by legitimate request of parents or guardians will be accepted.** All additional absences will be unexcused, except those prearranged with the principal or assistant principal, those resulting from illness so certified by a doctor or from a genuine emergency or other reason as allowed by school board policy. In order for an absence to be excused, student must present written verification from a parent, guardian, or health professional within a reasonable time, as determined by the principal, following the return to school after an absence. Students presenting false verification shall be subject to disciplinary action.

On the day of returning to school following an excused absence, **students are responsible for making arrangements with teachers to complete missed work.** No make-up work is allowed for unexcused absences. Teachers shall record a grade of zero (0) for assignments missed because of a student's suspension.



**Acceptable reasons for an excused absence authorized by the Board of Education:**

1. Illness of student;
2. Death in the immediate family (immediate family shall mean mother, father, brother, sister, grandmother, grandfather, blood-related aunt, uncle, niece, nephew, or anyone living under the same roof with the student);
3. Doctor or dental appointment. Students are expected to be absent from school only for the part of the day required for the appointment.
4. School activities or circumstances if school administration gives prior approval.

**MEDICAL EXCUSES ABOVE 10 DAYS**

Livingston County Schools will excuse up to ten (10) days with doctor/medical excuse for the entire year. Any absences due to medical reason in excess of ten (10) days or medically excused tardies in excess of 5 times will require the presentation of the Livingston County Schools' Medical Excuse Form before the absence or tardy will be excused. The form will be available at each school, central office, and some medical facilities upon parent request.

**FALSE EXCUSES**

Presentation of a false excuse will result in severe consequences, including unexcused absences and possible criminal charges.

**TIMELINE FOR EXCUSES**

**Students who forget an excuse will have three (3) school days to get that excuse corrected by the attendance office.** A student will be allowed to make up work missed for an excused absence; however, it is the responsibility of the student to make arrangements with the teacher pertaining to the work missed during the absence on the day of his/her return to school.

**UNEXCUSED ABSENCES**

The parent or guardian of a student with several unexcused absences will be notified by letter by the administrative staff, and the matter will be turned over to the Director of Pupil Personnel. If it is determined that the student is habitually truant, appropriate action will be taken. The student, parent, or guardian may be required to appear before the Livingston County Board of Education or a juvenile petition for truancy may be filed in the Livingston County District Court.

No make-up work will be allowed for unexcused absences. Skipping school will count as an unexcused absence for every day missed. Skipping school is also subject to behavior intervention . Any absences due to suspension will be unexcused.

### **TRUANCY**

Any student who has been absent from school without a valid excuse for three (3) or more days or tardy on three (3) or more days is a truant. Any student who has been reported as truant two or more times is a habitual truant. (KRS 159.150 Definition of Truancy)

### **COLLEGE DAYS**

Any senior student who wishes to take a college day to visit a college or university must arrange to do so in advance through the guidance counselor's office. An appointment must be made with the post secondary institution in advance, and outlined procedures must be followed in order to receive attendance credit for a college day. Seniors are allowed one (1) college day arranged by the guidance office.

### **EHOs (Educational Enhancement Days)**

KRS 159.035 allows administrators to grant students up to ten (10) excused absences to pursue an extraordinary educational opportunity. **An EHO will be granted for "high quality, educationally relevant" days only.** An application for these days must be filed **at least five (5) days prior** to the days to be taken and must be approved by the principal/assistant principal. Students should check with the attendance secretary to learn the status of their applications prior to the absence. Following an approved EHO day, documentation must be turned in to the attendance office within three (3) days in order to document the EHO. If documentation is not brought in, an EHO will become an unexcused absence.

## **TARDY POLICY**

A student is considered tardy if he/she is not in his/her assigned classroom seat when the tardy tone sounds. Students may be caught in the "tardy sweep" which occurs at the beginning of each class, or a teacher or administrator may assign a tardy when a student is "unswept". Individual teachers may enforce more stringent classroom rules, if needed.

### **Tardy Consequences:**

First tardy—warning

Second tardy—warning

Third tardy—1 lunch detention  
Fourth tardy—1 lunch detentions  
Fifth tardy—1 lunch detentions  
Sixth tardy—2 lunch detentions  
Seventh tardy—2 lunch detentions  
Eighth tardy—2 lunch detentions  
Ninth tardy—3 lunch detentions  
Tenth tardy—3 lunch detentions

Detention slips should be submitted to the attendance office. Detentions will be tracked and scheduled by the attendance secretary or assistant principal. A student's failure to serve lunch detention will result in additional disciplinary actions at an administrator's discretion. Additional days of detention or AC may be assigned if a student chooses not to follow the rules of detention.

## **PROCEDURES AT LCHS**

### **CHECK-OUT POLICY**

**If a student must leave school for any reason, his/her parent/guardian must come into the attendance office and sign out the student. Phone calls and faxes for check-out will be handled at the discretion of administration.**

Students are expected to miss only for the portion of the day required to attend a funeral, take a driver's test, or see doctors. Leaving without following proper checkout procedure will be considered "skipping," and the consequences for leaving school without permission will apply.

### **STUDENT MEDICATION**

If a student must take medication, either prescribed or over-the-counter, during school, the medication shall be turned in to the school clinic/nurse. If there is no nurse, medication must be turned in at the front office. A student's parent/guardian must bring only the amount of medication to be taken during school hours, and arrangements shall be made to take the medication under supervision. Prescription medication must be in its original container with the pharmacy label attached. Over-the-counter medication must be unopened and in its original container. Any unused medications must be picked up by parent/guardian at the end of the school year. For other procedures, please contact the school nurse or a school secretary.

Under procedures developed by the superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the student due to a pressing medical need, i. e., an asthma inhaler.

**Please make the school clinic aware that a student has an inhaler.**

### **SCHOOL CLINIC**

A new “consent to treat” form must be turned in each year to the school clinic. Without this completed form, a student cannot be seen in the clinic or treated by the school nurse. Consent forms can be found in the enrollment packet.

**Students are not allowed to go to the clinic without obtaining a clinic permission slip from their teacher to do so.** This includes between classes. The teacher will call the clinic to verify it is okay to send a student to the clinic. After leaving the clinic, the student will return to the classroom with the slip signed by the nurse or report to the attendance office with his/her slip if being sent home. Only in an emergency should a student go to the clinic without a slip from his/her classroom teacher. **The nurse will not see a student without a clinic permission slip, unless it is an emergency.**

### **BUS NOTE**

If a student must ride a bus other than the one that usually transports him, he will need to bring to school a note from his parent/guardian. Bus notes must be signed by the secretary in the front office. A student who needs a signature will need to bring the note to the office prior to the 7:50 a.m. bell or between classes. Students should not come to the office during instructional time to have a bus note signed. The student will present his signed note to the driver upon boarding the bus.

### **TEXTBOOKS**

Textbooks are issued to students at the beginning of the term. Students must show the receipt indicating they have paid textbook rentals or have made arrangements to cover those expenses. Students are expected to return textbooks issued to them in good condition, less normal term use. Fines will be imposed for damaged/lost books.

**The \$60.00 school fee and all unpaid fees must be paid before a student graduates, or the student will not be allowed to walk at graduation.**

### **FINAL EXAMINATIONS**

If a student does not take a required final exam, a zero (0) will be recorded for that exam, and that grade will be computed with other class grades to determine the final grade.

### **AUTOMOBILES AND PARKING**

Driving a vehicle to and from the Livingston Central High School parking lot is a privilege, not a right. Only a licensed driver with registered and licensed vehicle will be allowed to drive to school. Parking is by permit only. Student parking is authorized by registering with the attendance office and properly displaying a current parking permit. Parking permits may be obtained from the attendance office with priority given to seniors and juniors. Students not receiving a parking permit may place their names on a waiting list. Students must park in their assigned numbered parking spot. Failure to do so will result in the loss of driving privileges and the potential of vehicle being towed at the owner's expense.

Parking lot checks will occur periodically, and students who do not have parking permits displayed in their vehicles will be fined \$10. All fines will be deposited in the Student Activity Fund.

**Parking Permits** are issued between classes in the Attendance Office. No parking passes will be issued during instructional time. A student must present a valid driver's license and license plate number, make/model of vehicle along with name and address on a registration form. A fee of \$10.00 will be charged. No parking permit will be issued without all information, and a student may not park in the parking lot until a parking permit is purchased. Unauthorized parking or parking in an unusual manner (sideways, not between the lines, etc.) may result in disciplinary action and the student's vehicle being towed at his expense. Students must park in his/her assigned parking space at the side of the gymnasium. Parking on the grass or in restricted areas is forbidden. Parking in the teacher/staff parking lot in the rear of the building is prohibited. Students are not permitted to loiter in the parking lot or sit in cars. Good driving and passenger habits will be enforced in the parking lot; an office referral for unsafe driving in the parking lot may revoke a student's driving privilege. Students may not leave the school building during the school day to go to the parking lot or to their vehicles without permission from an administrator.

### **SCHOOL ORGANIZATIONS**

Students are encouraged to participate in the various clubs, teams, and organizations of the school. However, any student who fails to meet his responsibilities or is found in violation of school policies may be removed from any organization, activity, team or office he holds. Students involved in extracurricular activities are expected to be exemplary citizens and representatives of Livingston Central High School.

### **SCHOOL DANCE RULES**

1. All students wishing to attend must purchase a ticket at the designated price.
  2. Each student may invite one person to the dance. If this person is not an LCHS student, he/she must submit a dance guest verification form and be approved by an administrator. Remember, a student will be responsible for his/her guest's actions.
  3. Students/guests will not be permitted to leave the dance and return.
  4. Smoking or use of tobacco products is not allowed.
  5. Use of drugs or alcohol is not permitted before or during the dance.
  6. Drinks of any kind may not be brought into the dance.
  7. Fighting, use of profane language or horseplay will not be tolerated.
  8. Appropriate dress is required.
  9. If a student is to be picked up, he/she must make sure that his/her ride is on time. Students remaining 15 minutes after close of dance will not be allowed to attend the next dance scheduled.
  10. A student/guest will not be allowed to go to his/her car during the dance, unless he/she is accompanied by a teacher or administrator.
  11. If a student is in Alternative Classroom, New Beginnings, Open Campus or suspended, he/she will not be allowed to attend the dance.
- Failure to abide by any of these rules may forfeit a student's right to attend future dances. Students will be disciplined for their failure to cooperate

### **WAITING FOR THE BUS**

All first bus riders will be released to go to their buses when the first dismissal bell rings. Second or later bus riders will wait in their designated area. All school rules apply during this time.

### **DETENTION**

Lunch detention will be held for tardies and minor offenses of the discipline code as deemed appropriate by the faculty and administrative staff. When a teacher must assign a detention, he or she will submit the information to the attendance secretary. The attendance secretary or assistant principal will

schedule the detention. Students who are assigned lunch detention will report to the designated lunch detention room when his class goes to lunch. The lunch detention supervisor will take those serving detention to the lunch line to get their trays, and then they will return to the lunch detention room. Those who do not serve their assigned detentions or choose not to follow the rules of lunch detention will be assigned more detention days, AC, or suspension, as determined by an administrator.

### **ALTERNATIVE CLASSROOM**

The Alternative Classroom (AC) is a very structured, controlled classroom that takes the place of a regular class in the event the student chooses to ignore the Guidelines for Success, School-Wide Discipline Plan, and other school policies. AC is a privilege that is granted to a student—rather than having suspension for his actions and receiving zeros in his classes, he is allowed to serve AC and continue to complete his class work. AC will be conducted by one supervisor, and other classroom teachers are assigned various periods to visit AC to help students throughout the day.

The rules and expectations of AC will be carefully explained to all students assigned. Students are expected to adjust to AC with a minimum of difficulty. Failure to abide by AC expectations and rules may result in any of the following: suspension, alternative school, court petition, or recommendation for expulsion. All electronic devices will be taken by the alternative classroom supervisor or an administrator upon students' arrival to the classroom. These items will be returned to students at the end of the school day. The supervisor or an administrator may also take all coats, backpacks, bags, etc., to be secured until the end of the day. **Students may be searched and all improper items will be confiscated** (including but not limited to drinks, food, cell phones, and electronic devices). **A student who is serving AC may not participate in or attend extra-curricular activities (i.e. athletic events, school dances, after-school programs, etc.).** If the activity or event occurs during a weekend, and a student finishes his assigned number of days on the Friday before the activity or event, he may participate.

### **SUSPENSION**

A student who has been in violation of school expectations, committed serious offenses, violated local, state, or federal laws may be suspended from school. The length of the suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing or in person of the action taken. A suspended student may not loiter or appear on

school property or at any school-sponsored event or activity. A grade of zero will be given for the classes missed while suspended. A student will have to agree to a more satisfactory level of conduct before being admitted back to school.

### **NEW BEGINNINGS**

New Beginnings is a program designed to provide a structured learning environment for students who have exhibited unacceptable behavior in the regular classroom. Staff will ensure that a safe learning environment that fosters the educational process will be maintained. It is the goal of the program to not only help students improve and maintain academic progress, but also to prepare them for successful re-entry into the regular classroom by teaching them proper social, anger management, and coping skills. Students may be assigned to the program by the superintendent, principal, or assistant principal. **All electronic devices must be given to the New Beginnings instructor upon the arrival to the classroom. Students may be searched and all improper items will be confiscated (including but not limited to drinks, food, cell phones and electronic devices).** The supervisor or an administrator may also take all coats, backpacks, bags, etc., to be secured until the end of the day. Students who are assigned to New Beginnings will be told of the expectations and rules of the program, and these rules will be strictly enforced. Failure to abide by the rules and expectations of New Beginnings may result in suspension, court petition, or recommendation for expulsion. **Students in New Beginnings are NOT allowed to attend or participate in any extracurricular activities, such as teams, clubs, ballgames, dances, the prom, etc.**

### **EXPULSION**

A student may be referred to the board of education for a hearing on expulsion. Committing a particularly grave offense, use of drugs or alcohol at school or school events, accumulating multiple suspensions or AC placements, or failure to adjust to school rules are all possible reasons for referral to the board for expulsion or placement in New Beginnings.

### **FIELD TRIPS/AFTER SCHOOL/SUMMER PROGRAMS**

#### **(District Code of Conduct, page 6)**

Student educational trips that are arranged by school staff and approved by the principal will be considered an extension of the regular classroom work and an integral part of the educational program. All such trips will be arranged and conducted according to SBDM/ board policies and procedures. While on a school-sponsored field trip or while participating in any after school or summer



program, as well as all extra-curricular activities, students will be held to the same rules or standards of conduct and discipline as they are during the regular school day. Infractions by students while participating in any of these activities may result in disciplinary action at school, as well as possible suspension from future participation in these activities.

#### **AUTHORITY OF FACULTY AND STAFF**

All faculty and staff members of this school should be respected and have authority over the students in this school. This authority extends to time within this school, on the way to and from school, and during all school sponsored events, whether in the school building or at another school. Substitute teachers have the same authority as regular teachers, and disrespect or lack of cooperation with substitute teachers will result in strong disciplinary action. Secretaries, cafeteria workers, custodians, or aids will be treated with respect and courtesy. Any lack of cooperation from students will result in strong disciplinary measures.

#### **VISITORS**

Any visitor to Livingston Central High School must have official school business and **must report to the Front Office immediately upon entry into the building. All entrances to the building are monitored by electronic surveillance equipment to ensure the safety of our students and staff.** Each visitor must sign in with a school secretary and must display a visitor's pass while in the building. Failure to do so will result in being asked to leave or in notifying legal authorities. No student is to bring visitors into the school without prior permission from the principal and without following proper sign-in procedures. Small children are not to be brought to school.

#### **OFFICE PHONES**

Office phones are for official business only and may only be used by students for emergencies cleared by office staff. Parents should avoid calling the school for delivery of messages, except in case of clear emergencies. Instructional time WILL NOT be interrupted for delivery of messages.

**There will be no student use of school phones without the permission of office staff and/or administration.**

#### **PHONE CALLS/STUDENT MESSAGES**

No student will be called out of class during instructional time for phone messages. Only one message per day will be given to students.

### **VALUABLES**

Students should not bring large amounts of money or valuables to school. It is the student's responsibility to keep up with all of his/her belongings, and the school cannot be responsible for lost, stolen, or confiscated items. The school staff will not spend time looking for lost or stolen items.

### **EMERGENCY DRILLS**

Emergency drills will be held for fire, tornado, earthquake, and accidental chemical release. In order to secure a speedy and safe exit, the following rules should be followed:

1. Follow instructions from your teacher/supervisor.
2. Walk; do not run; keep moving; do not attempt to take personal belongings.
3. Do not re-enter area until directed by administration.

### **SCHOOL PROPERTY**

All students must respect the school and school property. Any person who willfully or negligently destroys or damages school property shall be subject to appropriate disciplinary action, including **the requirement to pay in full for damages incurred.**

### **LOCKERS AND SEARCHES**

Lockers located within Livingston Central High School are the property of the school, and school officials have the right to search lockers as deemed necessary. Lockers may be searched when there is suspicion of an illegal act or as part of a routine check of the school. Items that are prohibited or may be used to disrupt or interfere with the educational process may be confiscated from a student's locker and disciplinary actions may be taken. Therefore, students should not share their lockers with other students. Any item in a locker is the responsibility of the student to whom the locker is assigned. Report all locker problems to a custodian.

### **MAKE-UP WORK AND TESTS**

The student has the responsibility to ask for all make-up work resulting from an excused absence or school trip. A student will have one day to submit make-up work for every day missed. Any work not completed during this specified time may result in a zero. **A student with an unexcused absence or suspension will not be allowed to make up any work missed.**

Students with excused absences will be allowed to take make-up tests at a time designated by his teacher(s). An unexcused absence or suspension on a test day will result in a zero on any tests that day.

### **TUTORING SERVICES**

Please contact the LCHS Guidance Office at (270) 928-2065 ext. 2242 or 2243 for tutoring options.

### **GRADES**

All classes at LCHS, except college credit classes, are on a cumulative grade schedule. In other words, class credit and grades are not awarded for classes until the end of the school year. Any grade throughout the school year may change until the final exam is taken and credit is awarded. Progress reports (report cards) will be given out at nine week intervals. These reports are to be taken home and shown to parents/guardians. Any need for a parent conference may be arranged by calling the school. Progress reports may be mailed home more frequently by parent request to the guidance office. Parents may also check their students' progress at any time with Infinite Campus Parent Portal.

**Formative assessments (i.e. daily work) will count as 40% of the total grade for a class, and summative assessments (i.e. tests) will count 60% of the total grade for a class.** Teachers may administer tests in their classes at their discretion, but dates and times for midterm and final examinations will be scheduled by the school. All students must complete a writing of at least an apprentice level or better in every class in order to receive credit.

The grade scale will be as follows:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Below 60

I = Incomplete

The Honor Roll for each grading period equals a GPA of 3.4 or better on a 4.0 scale.

### **TENTATIVE DATES FOR PROGRESS REPORTS, MIDTERM AND FINAL EXAMS**

Friday, October 18, 2013

Friday, December 20, 2013

Friday, March 21, 2014

Approximately one week after last day of school

Mid-terms and finals will be taken the last three days of the semester.

### **COOPERATIVE EDUCATION**

The following are the regulations for any senior who would like to participate in the Cooperative Education opportunity.

1. Seniors must have a cumulative 2.5 GPA or above.
2. Legitimate work/volunteer experience will be approved by the principal, guidance counselor, and/or the co-op teacher. The work experience must be **directly** related to the student's Individual Learning Plan. The student must be working toward completing a related Career Major (4 courses in an area). Interviews may be requested and the committee has authority to refuse any student or experience deemed not beneficial to post secondary enhancement.
3. Students must complete all assignments required by the co-op teacher. The teacher will decide upon these assignments. Failure to complete assignments may result in dismissal from the program.
4. No student shall be allowed to work for any family members. Family members include parents, brothers, sisters, aunts, uncles, and cousins.
5. Students will have a job by September 15 or placed into a regular on-campus course. Students will meet four weeks to be trained in applicable laws and regulations before starting the co-op experience. A job must be held a minimum of 9 weeks in each semester in order to receive credit.
6. Students found not reporting to their assigned location will be required to appear before the Career Exploration Committee and may be removed from the program immediately.
7. A semester grade of "C" or above must be attained in order to remain in the program the following semester.
8. Students shall provide a drivers license and insurance to leave campus for work. No student shall ride with any other student unless there is written permission from parents/guardians of both parties requesting that this exception be made. Students must leave campus for work and not return.
9. Students must have an acceptable discipline record and a good attendance record. If placed in New Beginnings, course work will be done instead of reporting to work during school hours.
10. Those students wishing to co-op must have approval from the guidance counselor that all graduation requirements will be met if the student participates in the program.

11. Students must submit bi-weekly signed time sheets and/or paystubs and monthly employer evaluations. Students will be visited on-site a minimum of 8 times a semester by the co-op coordinator.
12. Students will be considered on an individual basis if basic co-op guidelines are not met for acceptance by the Career Exploration Committee.
13. Students signing out for COOP must come into the Attendance Office in a quiet, mannerly fashion to sign out. **COOP students must leave the building once signed out for work.**

#### **WITHDRAWAL FROM SCHOOL**

A student is expected to return all books and supplies issued to him/her and to meet all financial obligations before leaving Livingston Central. A withdrawal sheet must be obtained from the Guidance Office and signed by each of the student's teachers. If a student wishes to drop out of school between the ages of 16 and 18, his/her parent/guardian must report to the school to sign a dropout form and complete a questionnaire required by the State Department of Education.

#### **COURSE CHANGES**

Students should make every effort to correct any errors in schedules **before** the school term actually begins. No course changes can be made to a student's schedule after the first week of the new term without special permission from the administrative staff and guidance counselor with consultation with the teachers involved. Course changes will be made only because of scheduling errors or inappropriate placement; no other reasons will be accepted.

#### **ATHLETICS**

Livingston Central encourages its students to participate in athletic activities as much as possible. We believe that athletics teach teamwork, perseverance, and thinking skills. To be eligible to participate in athletic competition in grades 9 – 12, a student must be in his/her proper grade level (properly promoted from grade 8 to grade 9, received 20 percent of the graduation requirements by grade 10, 45 percent of the graduation requirements prior to grade 11, and 70 percent of the graduation requirements prior to beginning grade 12). On Friday of each grading period, a student **must be passing five out of seven periods of instruction** as defined by the Kentucky High School Athletic Association Bylaw 5, Section 2 Regulations or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the next seven day period (Saturday through Friday). No special tests or recitations are to be given for the purpose of making the student eligible.

Cheerleaders, student managers, and any other student having an official connection with the athletic program shall comply with this rule. To be eligible to participate in an athletic contest, a student **must be in attendance at school on the day of the contest**. The principal has the authority to waive such rule. All members of any athletic team will be under the direct supervision and jurisdiction of the sponsor (s) of the event. Any act or conduct that is detrimental to the reputation of Livingston Central High School will be grounds for dismissal from the team, and additional consequences may be given.

#### **SELECTION OF HOMECOMING QUEEN**

The selection process will begin as near as four weeks prior to the scheduled date of the homecoming game as practically possible. Each girl and boy varsity basketball player will nominate two girls to be queen. The list of nominees will be compiled by the athletic director or designated teacher. The nominees (no more than 12) receiving the most votes will be selected as the Homecoming Queen candidates. The candidates will be presented on a ballot to the entire student body for a vote. Each student will vote for one candidate for Homecoming Queen, with the ballots being tabulated by the athletic director or the designated teacher. The girl receiving the most votes from the student body will be the Queen. One to four additional top vote getters may be recognized as the court. All candidates will be on the floor for the ceremony, and varsity boys' basketball players will escort them. High school athletes on the girls' and boys' basketball team (including the freshman, junior varsity and varsity players) as well as team managers and cheerleaders will be introduced during the ceremony or printed on the program, if time does not allow for verbal introduction. The principal, assistant principal and athletic director will have the final authority on all matters involving homecoming activities.

#### **GRADUATION**

In order to participate in graduation exercises, a student must have completed all required courses and credits, or a non-diploma program. **Only those students who have met graduation requirements will be allowed to participate in graduation in the spring.** Seniors who complete their work during the following summer may receive diplomas in July but may not participate in graduation before those requirements are met. Any and all outstanding fees and charges must be paid.

In order for a student to be eligible to be an **honor graduate**, he or she must complete the pre-college curriculum. Honor graduates will be selected from both standard and comprehensive level diplomas. Also, beginning with the

Class of 2004, two (2) foreign language credits must be completed.

**Valedictorian(s) and Salutatorian(s) must complete the comprehensive level diploma.** The graduating senior(s) with the highest GPA, receiving the comprehensive level diploma, will be honored as Valedictorian(s). The graduating senior(s) with the second highest GPA, receiving the comprehensive level diploma, will be recognized as Salutatorian(s). For the purpose of establishing a student's final standing in his or her class, GPAs will be truncated. They will not be rounded up.

**PROMOTION REQUIREMENTS\***

Sophomore-Junior- Senior: 6 credits-13 credits- 19 credits

\*A student's designated grade level at the beginning of the school year is for the entire school year.

**GRADUATION REQUIREMENTS**

CREDITS POSSIBLE	REQUIRED FOR STANDARD	REQUIRED FOR COMPREHENSIVE
Class of 2015 28 credits	25 credits	25 credits

A minimum of four math courses are required to be completed at high school. Students shall complete all portions of state required assessments for the high school level; they must also complete acceptable writing portfolios (LCBE #08.113) Students must also adhere to the requirements of any similar adopted Board Policy. A completed annual ILP (Individual Learning Plan) is also required.

**NONDISCRIMINATION POLICY**

Students, their parents, employees, and potential employees of the Livingston County Board of Education shall not be discriminated against on the basis of an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title IX, ADA (American Disabilities Act), and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Section 504/ADA/ Title VII, Title VI, or Title IX compliance may be directed to the superintendent or program coordinators at the Livingston County Board of Education, PO Box 219, Smithland, KY 42081, 270-928-2111.

**ANTI- HARASSMENT POLICY**

Harassment is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender, or disability is prohibited. Employees who engage in harassment of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action including but not limited to termination of employment. Students who engage in harassment of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but not limited to suspension or expulsion.

**STUDENT GRIEVANCE PROCEDURE**

Students who feel that they have been discriminated against; sexually harassed by students or employees; denied reasonable accommodations, and/or denied an opportunity to enroll in vocational programs, participate in activities, and/or employment because of their race, color, national origin, sex, disability, age, religion, or marital status have the right to file an informal and/or a formal complaint as follows:

**Conditions:**

1. All grievances are individual in nature and are processed confidentially.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two representatives.
4. All attendant records shall be filed in the office of the principal and/or superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

**Time Limits:**

1. Days referred to in the grievance initiation form shall be school days.



2. The time limits stated in various sections of these procedures may be extended by mutual consent of the Livingston County Board, its authorized agents, and the grievant.
3. If no extension occurs and the grievant does not file an appeal to the next level within ten school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.
4. Students have 180 days from the occurrence of the alleged Title IX violation to file with the OCR Eastern Division in Philadelphia, PA, and 60 days from the conclusion of the local grievance procedure to file with OCR.

**Principal's/School Council's Involvement:**

1. When appropriate, the grievant shall give his/her communication directly to the principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

**Superintendent's/Designee's Involvement:**

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal.

**GRIEVANCE REPORTING PROCEDURES:**

Any student or parent/guardian who wishes to express an educational concern or grievance shall observe the following order of appeal:

Teacher  
Principal  
School Based Council, where appropriate  
Superintendent  
Board

The order of appeal shall not be construed to mean that students or employees are not free to confer with the Superintendent or Board whenever they so wish. The Livingston County School District encourages the reporting party or complainant to use the report form available, but oral reports shall be considered complaints as well. Information on filing a formal complaint or grievance and

Grievance Initiation Forms are available at each school and at the Central Office.

**A recipient may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding.**

**OCR CONTACT INFORMATION:**

Office of Civil Rights  
Philadelphia Office  
U.S. Department of Education  
Wanamaker Building  
Suite 515 100 Penn Square East  
Philadelphia, PA 19107  
Telephone: 215-656-8541  
FAX: 215-656-8605; TDD: 215-656-8604  
Email: OCR\_Philadelphia@ed.gov

**INTERNET ACCEPTABLE USAGE POLICY**

All parents are sent a copy of the Internet Acceptable Usage Policy to read and sign. No student will be allowed computer access until this document is signed and returned to the assistant principal's office. Students who violate the AUP may be denied computer access having an adverse affect on course completion/credit.

**STUDENT AND PARENT SIGNATURES**

**We have read and discussed the Livingston Central High School Student Handbook, including all discipline codes and policies, and we understand the terms presented in it. We also understand that upon written and/or verbal prior notice, the administration of LCHS and/or SBDM, may change and/or adjust any of the contents/rules within this agenda at any time during the school year.**

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature

# DATA CARDS

## 9<sup>th</sup> Grade

Name:		Grade 9	
EXPLORE Eng (13)		Pr. PLAN Eng (15)	
EXPLORE Math (17)		Pr. PLAN Math (19)	
EXPLORE Rdg (15)		Pr. PLAN Rdg (17)	
EXPLORE Sci (20)		Pr. PLAN Sci (21)	
EXPLORE Comp		Pr. PLAN Comp	
MAP	Fall '14	Wntr '14	Sprg '15
LA	(216)	(217)	(219)
MATH	(240)	(242)	(245)
RDG	(227)	(228)	(230)
SCI	(220)	(221)	(223)

## 10<sup>th</sup> Grade

NAME		Grade 10	
EXPL Eng(13)	PLAN Eng(15)	Pr. ACT Eng(18)	
EXPL Mth(17)	PLAN Mth(19)	Pr. ACT Mth(19)	
EXPL Rdg(15)	PLAN Rdg(17)	Pr. ACT Rdg(20)	
EXPL Sci(20)	PLAN Sci(21)	Pr. ACT Sci(24)	
EXPL Comp	PLAN Comp	Pr. ACT Comp	
<b>MAP</b>	<b>Fall '14</b>	<b>Wntr '14</b>	<b>Spr '15</b>
<b>LA</b>	(224)	(224)	(225)
<b>MATH</b>	(248)	(249)	(251)
<b>RDG</b>	(232)	(233)	(234)

## 11<sup>th</sup> grade

<b>Name:</b>		<b>Grade 11</b>	
PLAN Eng (15)	Pr. ACT Eng (18)	ACT Eng (18)	
PLAN Mth (19)	Pr. ACT Mth (19)	ACT Mth (19)	
PLAN Rdg (17)	Pr. ACT Rdg (20)	ACT Rdg (20)	
PLAN Sci (21)	Pr. ACT Sci (24)	ACT Sci (24)	
PLAN Comp	Pr. ACT Comp	ACT Comp	
<b>MAP</b>	<b>Fall '14</b>	<b>Wntr '14</b>	<b>Spr '15</b>
LA	(227)	(227)	(228)
MATH	(255)	(256)	(258)
RDG	(236)	(236)	(237)

# 12<sup>TH</sup> grade

Name:		Grade 12
ACT Eng (18)	CMPSS Eng (74) 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____	Work Keys (Silver)
ACT Mth (19)	CMPSS Mth(36) 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____	KYOTE Mth (22) 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____
ACT Rdg (20)	CMPSS Rdg (85) 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____	KYOTE Rdg (20) 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____
ACT Sci (24)		
ACT COMP	ASVAB (50)	
<b>KOSSA MC (70)</b>		
ADMIN. SUPPORT (combined score) MC ( ) + CR ( ) = _____	HORTICULTURE MC ( )	
AG POWER MC ( )	PRODUCTION CROP MC ( ) CR ( )	
CONSTRUCTION MC ( ) )	PRODUCTION LIVESTOCK MC ( ) CR ( )	
CONSUM. & FAM. MANAGE. MC ( ) CR ( )	Commonwealth Childcare Credential— Certificate of Eligibility	
IC3 Certification	Vocational Tech. Certification	

