

LEWIS COUNTY
HIGH SCHOOL
(FMCTC)

Student Handbook
2011-2012

PO Box 99
Lion Lane
Vanceburg, KY 41179
www.lewis.kyschools.us/school/FMCTC/
606-796-6106

I have received a copy of school handbook for the 2010-2011 school year. I understand that any questions regarding this handbook should be directed to the school.

Please remove this sheet from the handbook and return this signed sheet to the school as soon as possible

Parent signature_____

Student signature_____

Table of Contents

Academics

Page 3	Report Cards School Hours Student Failure English Credits Transcripts Senior Failures Graduation Graduation Requirements
---------------	---

Student Services

Page 4	Student Accident Insurance Library Lockers Textbooks Lost & Found Extra Curricular Activities Cafeteria Beverages Backpacks Electronic Devices Driving Privileges Cameras Telephone Calls Cell Phones Prom Bus Notes
---------------	---

Rules and Policies

Page 6	Leaving School Bus Rules and Regulations Criminal Violations Students in the Building Vandalism and Profanity Weapons Policy Loss of Privileges Tobacco and Cigarette Lighters Harassment/Bullying Drugs Dress Code Lunch Detention After School Detention & Friday School Detention General Infraction/Disposition Class Disruption Profanity Tardy to Class Inappropriate Display of Affection Skipping Class or Leaving School Grounds Drug and Alcohol Violation Use or Possession of Tobacco Products Including Cigarette Lighters Fighting Horseplay Out of Assigned Area Lying and Forgery Lack of Class Materials Violation of the Dress Code Uncooperative Confrontation, Harassment, & Threats
---------------	--

STUDENT FAILURE

Students who fail a subject during the regular school year may obtain make-up credit for certain courses by attending summer school or by correspondence (when available). The number of credits the student will be able to make up will vary and be limited. All subjects are not offered during summer school. Students that repeat a course that they failed may have the new grade replace the old grade on their transcript. It will be the responsibility of the student to ask for this change.

TRANSCRIPTS

To request a transcript during the summer, call the high school (796-2823) at least one week in advance, and leave your name and year of graduation.

SENIOR FAILURES

Students/Parents will be informed when seniors are in danger of failing a class during their senior year. There are rare occasions where a student does not complete all of the assignments necessary to pass a class without the students/parents being informed. This is a result of the continuous assessment of our students right up until the last day of school. To ensure a student does not come up ‘short’, it is important that they continue to complete all assignments through the end of school. Parents should contact the guidance office, as they deem necessary to get an update on student progress. Graduation materials (cap, gown, invitations, etc.) cannot be refunded.

GRADUATION

Participation in commencement exercises is a privilege. Students are required to adhere to a dress code, attend mandatory graduation practices, meet discipline guidelines set forth by the administration, have all of credit requirements completed prior to the ceremony.

GRADUATION REQUIREMENTS

Students must complete a minimum of twenty-four (24) credits and all other state and local requirements in order to graduate from high school in the District. In addition to the credits required by the State Program of Studies, the Board may impose other credit requirements for graduation from high school. Students shall complete an individual graduation plan that incorporates emphasis on career development.

Minimum High School Graduation Credit Requirements		
Subject	Credits	Required Courses
Language Arts	4	English I, II, III, IV
Social Studies	3	Credits to incorporate U.S. History, Integrated Social Studies (Economics, Government, World Geography), and World Civilization
Mathematics	4	Integrated Math 1 or Algebra I, Integrated Math 2 or Geometry, Integrated Math 3 or Algebra II, Math elective during Senior year
Science	3	Intro. to Physical Science, Biology, Chemistry
Fine Arts	1	Fine Arts and Humanities
Practical Studies	Living/Vocational 1	Applied Economics
Health	½	Health; Health Science
PE	½	PE; JROTC
Electives	8-12*	Courses other than those required above and count for credit will be considered electives.

REPORT CARDS

Report cards are issued four times during the year. Mid-term reports are issued four times during the year. They will not be mailed home unless requested by the parent.

SCHOOL HOURS

KY State law mandates that students are in school a full instructional day. Students will not be excused to leave school to go to their job, job interviews, senior portraits, etc. Drivers will be dismissed as a group. Any student leaving early without permission from the Principal may lose his or her driving privileges.

AP Courses

Each year, we will offer our students college level courses in at least four of the following six areas: English, Science, Mathematics, Social Studies, Foreign language, or the arts.

Students who take AP courses and excel will be compensated with the following scale:

The scale: "A" – 5, "B" – 4, "C" – 2, "D" – 1 towards grade point average. Only grades of "A" and "B" will be weighted. Students enrolled in AP courses are encouraged but not required to take the AP exam. Students may still receive a grade for the course based on the scale indicated above. If the school is unable to staff AP courses, the school will provide students with the opportunity to take those courses via KVHS. The school may require students to pay part of the enrollment fee for these courses.

Classes that are labeled Pre-college may also be weighted. Additionally, the following classes will be weighted Chemistry II, Biology II, Physics, Calculus, and Pre AP US History.

STUDENT ACCIDENT INSURANCE

The Lewis County Board of Education provides accident insurance for all students. This policy covers any accident students may have on school grounds or on school sponsored activities. This policy is secondary to individual family policies. The school insurance becomes the primary carrier in the event of a noninsured carrier. The Lewis County Board provides insurance as a benefit to our students. In the rare occurrence that a student is injured in an extracurricular activity and the student insurance does not pay the entire bill it becomes the responsibility of the parent of the students. For maximum insurance coverage, parents should check with their physicians prior to having medical procedures completed when possible. The Lewis County Board of Education does not assume responsibility for unpaid insurance claims. Insurance claim forms must be filled out and returned to the high school office within two weeks of the injury.

LIBRARY

The library is intended as a quiet place for students to do research. Books from the general collection may be checked out for a period of two weeks. Reference books may not be taken from the library. Students must pay for or replace unreturned, lost or damaged books. Students are to check out no more than two books at a time.

LOCKERS

Lockers are the property of the school, loaned to students for their convenience. Lockers should not be banged, kicked, defaced, or otherwise damaged. Locker decorations must not be offensive. No stickers, labels, decals, etc. are to be placed on the inside and outside of the locker. Ordinarily, students should go to their lockers only during passing times. Students must understand that the administration has the legal right to inspect lockers when there is good reason to do so. The school administration may also do periodic spot checks of lockers. You are responsible for the locker and its contents. The cost for lock usage is \$1 per person per year.

TEXTBOOKS

Textbooks will be provided when necessary. Each student will be loaned books free of charge. Students will be held accountable for any lost, stolen, or damaged book. Students will be required to pay the cost for replacement of the book.

LOST & FOUND

Any articles, which are found, should be brought to the main office or Youth Service Center. Purses, backpacks, and other storage items that are found will be looked through for identification. Any illegal items (cigarettes, drugs, weapon, etc.) found during this search will be considered a discipline infraction.

EXTRA CURRICULAR ACTIVITIES

Students may not participate in extracurricular activities if they have not been in attendance for the school day without permission from the principal. Students may not attend extracurricular events if they are suspended or have ASD or FSD scheduled and do not attend. Students are subject to all LCHS discipline guidelines at all LCHS-LCMS school activities.

CAFETERIA

All lunch food must be consumed in the cafeteria. Students are not to take food or drink from the cafeteria. Students are allowed to charge lunch. Students/Guardians must pay all charges up to date for the first semester by December 14 and for the second semester by May 20. Students who owe lunch charges exceeding \$5 will not be allowed to charge extra items. Bringing food from local restaurants to be consumed at school is a violation of federal food service laws. Students are permitted to have food from local restaurants after school hours with permission of the teacher, coach, chaperone, etc. **Board Policy limits lunch charges to no more than \$25.00 per student. Parents may pay for lunch via check in advance.**

BEVERAGES

Soft drinks will be sold at a designated afternoon break time. Students are to check with their teacher about bringing them into the classroom. Students are not to bring beverages (opened or unopened) to school in any type of container. Any student who brings a drink to school will be required to empty their beverage container into the garbage.

BACKPACKS

Backpacks are permitted on all days except the last day of school. Backpacks that have graffiti on them such as marijuana leaves, 4:20, profanity, vulgarity, or any other artwork or language deemed offensive by the principal or designee is not permitted.

ELECTRONIC DEVICES

CD players, CDs, MP3 players, video cameras, digital cameras, hand held games, playing cards (traditional cards, MAGIC, Uno, Rook, Pokemon, etc.) are not permitted at school. These items can be distracting for other students and are easily stolen.

Guitars and other musical instruments should not be brought to school unless they are for class. Students should store the instruments in the classroom they are going to be used in or in the office.

DRIVING PRIVILEGES

Only juniors and seniors may drive to school. Driving is a privilege, which may be temporarily or permanently revoked for several infractions, including: unsafe driving in the parking lot, unexcused absences/tardies, failing grades, drugs or alcohol in the vehicle, etc. Students must fill out a car information sheet, provide proof of insurance, and pay \$10 to receive a parking tag. Parking tags are non-refundable if privileges are revoked. There are a limited number of spots available—first come first serve.

SECURITY CAMERAS

For the safety and well being of everyone at Lewis County High School, the Board of Education has installed 40 continuously recording security cameras. These are located at strategic positions inside and outside the building.

TELEPHONE CALLS

For the safety of our students in coming phone calls to students will not be allowed unless it is an emergency. Emergency calls must be from an immediate family member. Phone calls to teachers will only be forwarded if they are on planning, before or after regular school hours.

CELL PHONES

Students are permitted to have cell phones at school as a privilege. They are not permitted to be used during the school day. Phones must be powered off not on silent or vibrate. Anyone caught using their phone in an inappropriate manner such as camera, video, or text messaging may lose the privilege of bringing their phone to school. Any phone use in the above manner may result in the administration reviewing these types of phone records.

The school may confiscate the phone until the end of the day and require the student's parent to come pick it up before returning it.

PROM

The junior/senior prom is an extra-curricular privilege for upper classmen. Any student wishing to invite a non-LCHS student should get his/her date approved by the school administration prior to spending any money. The dress code for prom is formal. Ladies must wear appropriate attire. Men must wear a suit with tie or formal tuxedo. Any dress or attire that may be too revealing, disruptive, or contain inappropriate graphics should be approved by the principal prior to purchasing. Students who have not fulfilled all of their ASD or FSD detention will not be permitted to attend prom. Students with an excessive number of tardies or absences will not be permitted to attend prom. Prom dates must be in at least the 9th grade, under the age of 21, and if not a Lewis County High School student must be approved prior to the purchase of a tux or dress.

BUS NOTES

Bus notes should be turned in to the school secretary **first thing in the morning**. Parents should include a phone number where they can be reached to confirm the note. The school secretary must make contact with a parent in order for the note to be approved.

LEAVING SCHOOL

Once you arrive on school grounds in the morning, you are not to leave for any reason without specific permission from your parent or guardian **and** the principal or designee. There will be no exceptions. No one should leave school without a valid reason. Excuses for early dismissals will follow the same guidelines as any absence. Also, students are not permitted to go to the parking lot after checking into the school without the permission of the administration. **This applies to all students regardless of age.**

BUS RULES AND REGULATIONS

The courts have held that the right of a student to transportation is a privilege, dependent upon behavior. In cases where students seriously or continuously break the rules, parents will be notified that a reoccurrence of the misbehavior will result in the suspension of the student's right to ride the bus. Serious infractions may result in immediate suspension of bus riding privileges. Bus drivers have the right to assign students to any seat they determine necessary for the safe operation of the bus. According to Kentucky state law, students are not to bring glass objects on the school bus. Any flowers or gifts sent to school in glass containers will not be accepted or delivered.

CRIMINAL VIOLATIONS

Violations of any local, state, or federal criminal statutes may be referred to civil authorities and may result in immediate removal from school pending a hearing before the Board of Education in accordance with KRS 158-150.

STUDENTS IN THE BUILDING

No student should be in the school building before or after school hours without authorization or supervision. Students should not arrive at LCHS before 7:30 without permission from the administration. No student should stay after school without a chaperone (coach, sponsor, teacher, etc.). If a teacher leaves you alone in the building come to the office immediately. Students are not permitted to stay after school to work with the custodians unless assigned school service by the school administration. Any court ordered community service must be scheduled with the school administration

VANDALISM AND PROFANITY

Acts of vandalism are attacks on the entire LCHS community. They will be responded to with suspension, the requirement of restitution, and a report to the police. No profane or inappropriate language will be permitted. Any damage caused by burning cigarettes being placed on restroom equipment will be considered vandalism.

WEAPONS POLICY

Students bringing any type of deadly weapon to school should know that they are committing a felony under state and federal law punishable by jail time and a substantial fine. The school board also has the right to expel students found guilty of bringing deadly weapons to school. In addition to expulsion, criminal charges may be pursued.

Pocketknives of any size are not permitted. Knives will be confiscated by school administration and forfeited to the school district.

LOSS OF PRIVILEGES

Loss of privilege may be imposed for the duration of consequences/disciplinary action. These may include driving to school, school activities, field trips (applies to field trips not included as course requirements), etc.

TOBACCO & CIGARETTE LIGHTERS

Kentucky state law prohibits possession of tobacco products by individuals under the age of eighteen. Possession or use of tobacco products by any student on school grounds or bus is a disciplinary infraction. Students are not required to have cigarette lighters for any class. Possession of a cigarette lighter will be handled as a tobacco violation. Lighters will not be returned. They become the property of the school.

HARASSMENT/BULLYING

In order to provide a safe, pleasant learning environment for everyone, neither harassment nor bullying will be tolerated. All students must sign a form stating they understand Lewis County board policies relating to harassment and bullying. This form will be given out the first day of school, and homeroom teachers will discuss these policies with their students at that time.

The Kentucky State Legislature recently passed House Bill 91 that addresses harassment (bullying) of another student that may result in criminal action. Any student who is being harassed or witnesses any type of harassment needs to notify an adult staff member of LCHS immediately.

DRUGS (Prescription-Nonprescription)

Students who are required to take medication at school should turn it in the morning to the school secretary (Nan Fite). This includes all medication including Tylenol, Aspirin, Pamprin, etc. Students who dispense medication to other students are subject to the student discipline guidelines for drugs, which may result in up to a ten-day suspension. The school routinely utilizes search dogs to sweep the school and campus for contraband.

LUNCH DETENTION

Students can be placed in lunch detention by the administration for any infraction. Lunch detention will take place during the student's lunch shift. Students that are late to detention will have additional days added to the detention and are subject to after school detention, Friday school or suspension. The detention will be finished when the additional punishment ends. Students are not permitted to talk or take a restroom break during lunch detention. Students should report to the lunch detention room before getting lunch. Any infraction that would result in the student's total days in lunch detention rising over 30 may result in after school detention, Friday school, or suspension. Students may earn back detention time through good behavior and/or school service

AFTER SCHOOL DETENTION (ASD), FRIDAY SCHOOL DETENTION (FSD), In School Detention (ISD)

After school detention may also be assigned. After school detention is 150 minutes long directly following the school day on Thursday. Friday School is 150 minutes directly following the school day on Friday. Limited bus service will be available to students attending ASD and FSD. **Parents who have a conflict with dates should call the school prior to the scheduled day.**

Students who fail to attend ASD or FSD will be placed in ISD on Friday. Students will remain in ISD until the conclusion of Friday school at 5:30.

Failure to attend or call to reschedule could result in student being suspended until the parent/guardian has brought the child to school for a meeting with the administration. After meeting with the administration, continued failure to attend ASD or FSD may result in the school filing charges with the juvenile court system.

DRESS CODE

The wearing of any attire, cosmetic, presentation of extraordinary personal appearance, or any unsanitary body condition, which may disrupt schoolwork, interrupts scholastic endeavors, or threatens the health or safety of the wearer or of other students is prohibited. This dress code applies to all LCHS activities (field days, field trips, dances, etc.) except those activities that have a separate dress code (formal dances, athletic events, competitions, etc.).

- A. Shirts or blouses must have sleeves. A sleeve is defined as solid material that is beyond the shoulder seams on the garment. Sleeve length cannot be altered from the manufacturer's original length.
- B. See through or mesh shirts or blouses are not permitted. Shirts should also have a back and should not show cleavage.
- C. Blouses and shirts must meet skirt, slacks, or pants. The midriff (stomach) must not show.
- D. Shorts, skirts, or dresses must be an "appropriate" length. Students should place their knee in a chair and measure from the chair to the hemline of their shorts/skirt. To be an "appropriate" length, the distance from the chair to the hemline cannot be greater than the length of a dollar bill.
- E. Students are to wear shoes at all times. Socks are to be worn in agriculture classes, ROTC classes, and physical education classes at all times.
- F. Shorts, skirts, pants, or slacks with holes above the knee are not permitted.
- G. Hair must be neat and clean. Hair styling products (spray, mouse, gel, etc.), hair extensions, normal hair coloring are permitted. Other hair add-ons, wild hair colors, out-of-the ordinary hairstyles must be approved by the principal/designee prior to being worn to school.
- H. A belt must accompany oversized or baggy pants. All pants, slacks, shorts, skirts must be worn at the waistline. Suspenders must be worn at the shoulders.
- I. Clothing which promotes alcohol, tobacco, drugs or contains profanity, vulgarity, sexually suggestive material, or otherwise offensive is not permitted.
- J. No student may wear hats, headbands, bandannas, sweatbands, scarves or similar head coverings of any kind at any time. **Hats worn in the building will be confiscated until the end of the year or until the parent comes to pick up the hat. All hats that are not picked up at the end of the year will be disposed of.**
- K. Piercing is permitted. Facial piercing (nose, eyebrow, lip, cheek, etc.) must be some type other than ring, loop, hoop, or hook. Tongue rings should be kept in your mouth and cannot resemble a pill or drug. Fang or spike jewelry (plastic or metal) is not permitted. No gauging will be allowed; however, piercing retainers that are flush with the ear lobe are permitted.
- L. Any clothing or accessory deemed inappropriate by LCHS Administration is not permitted. These items include but are not limited to, the following: undergarments worn as outerwear, pajamas, wild-eye contacts, dog collars, billfold chains, pacifiers, and arm warmers.

CLASS DISRUPTION

1 st	Conference	5 th	6 days detention, 1 day ASD, and 1 day FS (Friday school)
2 nd	3 days detention	6 th	2 days ASD, 2 days FS
3 rd	6 days detention	7 th	Suspension and parent conference
4 th	6 days detention, 1 day ASD (after school detention)		

PROFANITY

Toward faculty or staff—automatic suspension

In classroom, school grounds, bus	3 rd	6 days detention, 1 day ASD	
1 st	3 days detention	4 th	2 ASD, 2 FS
2 nd	6 days detention	5 th	Suspension, possible CDW notification

For vulgar language or gestures disciplinary action may double or require more severe disciplinary measures than profanity.

TARDY TO CLASS

1 st	Conference	6 th	6 days detention 1 day ASD 1 FSD
2 nd	2 days detention	7 th	2 days ASD, 2 days FS
3 rd	4 days detention	8 th	or more discretion of the principal
4 th	6 days detention		
5 th	6 days detention 1 day ASD		

INAPPROPRIATE DISPLAY OF AFFECTION

1 st	Conference and certified letter home	3 rd	1 day ASD (at separate times)
2 nd	3 days detention and loss (at separate times), and parent conference	4 th	Suspension, parent conference, CDW may be notified

The only permitted display of affection is holding hands. There must be light passing between couples when standing in the hallway.

SKIPPING CLASS OR LEAVING SCHOOL GROUNDS

1 st	6 days detention, 1 day ASD	3 rd	2 ASD, 2 FS, and parent conference
2 nd	10 days detention, 1 day ASD, and loss of driving privileges	4 th	Suspension, possible CDW notification

Skipping school and leaving school grounds are treated as separate offenses. For example, a student that skips class and leaves school grounds on a first offense would receive 6 days of detention + 1 ASD and 10 days detention + 1 day ASD, and loss of driving privileges. Students who continually skip class will be written for defiance of staff.

DRUG AND ALCOHOL VIOLATION

1st 5-day minimum suspension plus the police will be notified and charges will be filed. Further information is contained previously in the student handbook discipline code.

USE OR POSSESSION OF TOBACCO PRODUCTS INCLUDING CIGARETTE LIGHTERS

1 st	1 ASD, 1 FS + Letter to parent
2 nd	2 ASD, 2 FS + Parent Conference
3 rd	Suspension + Charges filled for possession of tobacco by a minor if student is under 18
4 th	3 days suspension + Charges filled for Beyond Control of School

Each additional offense will equal 3 days suspension plus CDW notification

FIGHTING

Punishment will equal severity of the offense. The faculty, staff, and administration of the Lewis County High School does not believe that words are justification for physical violence. Disagreements with fellow students should be brought to the attention of the counselor, principal, teacher or other appropriate school personnel. Punishment for fighting may include suspension for starting a fight, fighting, not stopping when

told to stop and other fighting offenses. The total days of suspension could be 5 or more depending on the number of offenses for which you are guilty.

In addition, students may be charged with disorderly conduct, assault, or criminal mischief under Kentucky Revised Statues (KRS).

HORSEPLAY

1 st	Conference	4 th	6 days detention, 1 day ASD, and 1 day FS
2 nd	2 days detention		
3 rd	4 days detention and 1 day ASD	5 th	2 ASD and 2 FS
		6 th	Suspension

Horseplay often leads to fighting because someone begins to think the joke is no longer funny.

OUT OF ASSIGNED AREA

1 st	2 days detention	4 th	2 days ASD, 2 days FS
2 nd	4 days detention, 1 day ASD	5 th	Suspension
3 rd	6 days detention, 1 day ASD, 1 day FS		

Areas not assigned would include parking lot, outdoor classroom area (when not accompanied by a teacher), football field, gym (when not in PE class), leaving on wrong bus call, and any other area you do not have written permission to visit.

LYING & FORGERY (including changing of doctor's excuses)

1 st	6 days detention, 1 day ASD	3 rd	2 days ASD, 2 days FS
2 nd	1 day ASD, 1 FS	4 th	Suspension

LACK OF CLASS MATERIALS

1 st	Conference	4 th	3 days detention
2 nd	Warning	5 th	4 days detention
3 rd	2 days detention	6 th	5 days detention

VIOLATION OF DRESS CODE

The discipline for violation of dress code will occur regardless of which of the following solutions are chosen. Students may also be required to turn inappropriate shirts inside out, put additional clothing on, or be sent home if they refuse to follow the guidelines. Any inappropriate accessories (jewelry, billfold chain, sunglasses, etc.) will be confiscated for a length of time to be determined by the principal or designee.

1 st	Conference	4 th	6 days detention, 1 day ASD
2 nd	3 days detention	5 th	Parent Conference
3 rd	6 days detention		

UNCOOPERATIVE—Refuses to do work or—Refuses to follow directions

1 st	Conference	5 th	6 days detention
2 nd	Warning	6 th	6 days detention + 1 day ASD
3 rd	2 days detention	7 th	6 days detention + 1 day ASD + 1 day FS
4 th	4 days detention	8 th	2 days ASD + 2 days FS

CELL PHONE VIOLATION

**Depending on severity of violation, cell phone privileges may be revoked on the 1st incident*

1 st	Confiscate phone- Student may pick up at the end of the school day
2 nd	Confiscate phone- Parent must pick up phone from administrator
3 rd	Confiscate phone and loses the privilege of bringing phone to school