

Trigg County Schools
2018—2019 Calendar



| Dates of Importance | | Date | Event |
|---------------------|-----------------------------------|-----------|--|
| 3-Aug | Flexible Professional Development | 2-Jan | School Resumes |
| 6-Aug | Flexible Professional Development | 21-Jan | Martin Luther King Day (No School) |
| 7-Aug | Flexible Professional Development | 18-Feb | Presidents' Day (No School or Make-up day) |
| 8-Aug | District Professional Development | 19-Feb | Growth Day (Staff only) or Make-up Day |
| 9-Aug | Opening Day for staff only | 3/7-3/8 | Mini-break or Make-up Day |
| 10-Aug | Growth Day (Staff Only) | 15-Mar | Growth Day (Staff only) or Make-up Day |
| 13-Aug | First Day for students | 4/1-4/5 | Spring Break (No School) |
| 3-Sep | Holiday - Labor Day (No School) | 5/3-5/23 | Spring Testing Window |
| 10/6-10/12 | Fall Break (No School) | 21-May | Election Day No School |
| 5-Nov | Growth Day (Staff only) | 23-May | Last Day for students |
| 6-Nov | Election Day No School | 24-May | Closing Day for staff or Make-up Day |
| 11/21-11/23 | Thanksgiving Break | 27-May | Memorial Day (No School) |
| 12/20-1/1 | Winter Break No School | 5/28-6/13 | Make-up Days all days may be used |

Trigg County High School Student Handbook 2018-2019

TRIGG COUNTY SCHOOLS

Central Office Staff

Superintendent: Travis Hamby

Director of Student Services and Personnel: James Mangels

Asst. Superintendent of Instruction: Beth Sumner

Director of Transportation/Operations

Director of Food Services: Paula Dickerson

Board Chairman: JoAlyce Harper

MISSION STATEMENT

The mission of Trigg County High School is to provide a safe and positive environment that will prepare each student for college and career success.

NON-DISCRIMINATION POLICY

Students, their parents, and the employees, and potential employees of Trigg County Schools are hereby notified that the Trigg County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights Law, Title VI, VII, Title IX, and Section 504.

Any person having inquiries concerning Trigg County Schools' compliance with the Office of Civil Rights Law, Title VI, Title VII, Title IX and Section 504 is directed to contact Travis Hamby, Assistant Superintendent, Trigg County Board of Education; 202 Main Street; Cadiz, KY 42211. (270) 522-2200.

2018-2019 Trigg County High School - BELL SCHEDULE

| | | |
|--|---------------|----------------------|
| Breakfast | 7:25—7:45 | 20 |
| 1 st Block | 7:50 - 9:25 | 95 |
| <i>Passing</i> | 9:25 - 9:30 | 5 |
| 2 nd Block | 9:30 - 11:05 | 95 |
| <i>Passing</i> | 11:05 - 11:10 | 5 |
| 3 rd Block | 11:10 - 1:15 | 95 (w/ 30 min lunch) |
| 1 st lunch <i>w/passing</i> | 12:15 - 12:45 | 30 |
| 2 nd lunch <i>w/passing</i> | 12:45 - 1:15 | 30 |
| <i>Passing</i> | 1:15 - 1:20 | 5 |
| 4 th Block | 1:20 - 3:05 | 95 (w/ 10 min break) |
| Break | 2:05 - 2:15 | 10 |

2018-2019 Trigg County High School - Connection/Clubs Schedule

| | | |
|--|---------------|------------------------|
| Breakfast | 7:25—7:45 | 20 |
| 1 st period | 7:50 - 9:17 | 87 |
| <i>Passing</i> | 9:17 - 9:22 | 5 |
| Connections | 9:22 - 9:50 | 28 |
| <i>Passing</i> | 9:50 - 9:55 | 5 |
| 2 nd period | 9:55 - 11:12 | 87 |
| <i>Passing</i> | 11:12 - 11:17 | 5 |
| 3 rd /Lunch | 11:17 - 1:14 | 87 (w/ 30 min lunch) |
| 1 st Lunch <i>w/passing</i> | 12:14 - 12:44 | 30 |
| 2 nd Lunch <i>w/passing</i> | 12:44- 1:14 | 30 |
| <i>Passing</i> | 1:14 - 1:19 | 5 |
| 4 th period | 1:19 - 3:05 | 87 (w/ 9 minute break) |
| Break | 2:05 - 2:14 | 9 |

TRIGG COUNTY HIGH SCHOOL ADMINISTRATION AND STAFF

School Trips

All rules and regulations in the District Code of Conduct and the High School Handbook apply during all school trips.

Students will not be allowed to drive on any school trip. If the student is unable to travel with the group, the parent must provide transportation.

Hall Passes

Students are expected to remain in the classroom during instruction, unless they are sent or *called for school business or an emergency arises*. *Anyone leaving class must sign the classroom log listing time and destination. Students must carry a hall pass at ALL times.*

SNOW DAYS

In case of inclement weather, students should tune to WKDZ-AM 1100 or 106.5 FM for information on school closing or possible delayed openings.

Extra-curricular activities may be canceled if school is not in session. Cancellation of extra-curricular activities is usually reported on WKDZ, but students should confirm cancellations with the sponsor / coach of the activity.

School Nurse and Medications

The school nurse is located in the high school in room 60. Any student needing to see the nurse should obtain permission and a referral form from a teacher.

Students are not allowed to have in their possession any prescription or over the counter medications. (cough drops, Tylenol, eye drops, cold medicine, etc.) If a student is to take any medication at school, the medication should be taken to the nurse by a parent or legal guardian and dispensed by the nurse accordingly. An APA form for dispensing prescription medication must be completed and filed with the school nurse before any student may be given prescription medication at school. If a physician has signed for the student to self-administer medication, the forms must be on file in the nurse's office and the medication carried in a labeled container with the student's name.

Questions concerning school health and medication should be directed to the School Nurse at 270-522-2734

PRINCIPAL: SHANNON BURCHAM

ASSISTANT PRINCIPAL: ERIN EAGLESON

GUIDANCE COUNSELORS: JANAY FUTRELL & WENDY MIZE

INSTRUCTIONAL SUPERVISOR: FAYE STEVENS

ATHLETIC DIRECTOR: MATT LADD

English/Language Arts:

Brandy Woodall

Teresa Russell

Matt Harper

Christina Ethridge

Ashley Wells

Dottie Roberts

Fine Arts:

Stephanie Gilbert

Andrew Mroch

World Languages:

Maureen Larena

Online Learning Coordinator:

Payton Croft

Family & Consumer Science:

Ann Bottoms

Faria P'Pool

Health Services:

Faye Sikes

Agriculture:

Jody P'Pool

Karen Nolcox

Social Studies:

Tyler Magan

Coby Lewis

Matt McMain

Tim Bush

Business/Marketing:

Andrea Hampton

Information Technology:

Kelley Carver

Health/Physical Education:

James Shelton

Payton Croft

Math:

Jan Sutherland

Scott Schrock

Bradley Stewart

Cory Coble

Pre-Engineering:

Lori Ricks

Science:

Kim Adams

Lacey Schrock

Dennis Adams

Simone Parker

Collaborative Teachers:

Chrissy Bush

Angelica Garnett

Dottie Hiter

Jimmie Holder

Math Coaches:

Andrea Dunn

Debbie Roberts

Job Coach:

Mary Shupe
Cindy Taylor

School Resource Officer:

Micah Kaminski

School Nurse:

Candy Hampton

Instructional Support Staff:

Billy Fortner

Maureen Larena

Michelle Strickland

Jennifer Walker-Jasper

Henri Edda Stratton

Matt Wilder

Librarian/Media Specialist:

Dottie Roberts

Office Staff:

Wendy Ahart

Helga Kash

Felisa Lander

ALC: Larry Jasper

College/Career Coordinator:

Cammie Evans

Custodian:

Tammy

GENERAL EXPECTATIONS

It is the responsibility of each Trigg County High School student to become familiar with the Student Handbook and the Trigg County District Code of Conduct. Individual teachers will have different expectations within their classrooms and students are expected to respect and abide by each teacher's individual policies within their classrooms. At Trigg County High School, we expect all students to do the work, do what's right, and be somebody who contributes positively to our school environment.

In order to maintain a safe and orderly environment for all students and staff there are also certain expectations for "common areas" of the school, such as the cafeteria and hallway. Students will be reminded of these expectations regularly by the staff and should make their best effort to comply at all times.

ATTENDANCE

The academic progress of the student is dependent upon their prompt, regular attendance at school and is the responsibility of the student as well as the parent/guardian. Kentucky school law requires students to attend school and any student determined to be a habitual truant is subject to legal action by the district Director of Pupil Personnel (DPP). Refer to the District Code of Conduct for Kentucky truancy statutes.

Electronic media and internet use

A written parental request shall be required prior to student access to electronic media. This permission/agreement from, which shall be signed by both the parent (and legal guardian) and student, will specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedures violations.

Those who violate this policy will be held accountable and will lose access as well as face other disciplinary or legal action. Cases of alleged violations will be reviewed on a case-by-case basis. Consult the Trigg County District Code of Conduct for detailed internet and electronic media use policies.

Library / Computer Lab

All students are encouraged to use the library and its facilities. Reference books may not be checked out, but all other books may be checked out for a two-week period. No books should be taken from the library without being checked out. Students are responsible for all books checked out in their name.

School sponsored dances / Prom

Dances sponsored by the school are for high school students. The principal or designee, 10 school days prior to the day of the dance, must approve dates not attending Trigg County High School. During class or club sponsored dances, the sponsor and sufficient chaperones are expected to be present. Students should pay all fees before attending dances. Failure to pay fees may result in not being allowed to attend prom and other dances.

Signs, posters and other written material

All signs, posters, written material etc. can only be placed on the bulletin boards; above the water fountains in the high school, on the east wall entering the library, or on the west wall entering the vocational center.

Any student who is known to place any sign, poster, or written material any place except on the bulletin boards (unless approved by the principal) will be disciplined according to the Trigg County Code of Conduct. Signs, except those used to announce school activities, will be removed at the end of each week.

School Store

The "Wildcat Den" bookstore is located in the vocational center. The school store sells school supplies and school apparel before school starts and during break. Supplies are not sold during class time.

Parking Lot

All students parking on campus must receive a parking permit from the guidance secretary. Parking permits require a \$10 fee. You will be required to show proof of insurance as well as vehicle license number. Students must park in the middle section of the back parking lot between the vocational building and the middle school or in the field house parking lot. Parking across the street from the high school is prohibited. **The hospital parking lot across from the elementary school, the health department and "The Way" may NOT be used for parking. Students parking in off campus will be subject to ticketing by the Cadiz Police, or towing at owner's expense.**

Parking on campus is a privilege. Failure to follow school expectations, reckless driving, parking in unauthorized areas, or for any other reason high school administration deems it necessary, a student's driving privilege may be revoked. Student drivers should use care when entering or exiting the parking lot, paying special attention to any buses or pedestrians in the parking lot area. When leaving the parking lot, students must pull out onto Lafayette. Students are **not** allowed to leave by driving up the road outside Trigg Tots and the high school.

Students should come immediately to the main high school building or vocational building upon arrival at school. There should be no loitering in the parking lot in the mornings by drivers or walkers, and students who ride a bus are not permitted to go to the parking lot after arrival at school.

Early arriving students Students arriving at school before teachers are on duty (before 7:25) must remain in the front lobby until the 7:25 bell rings. Only doors to the main lobby will be unlocked before the first bell rings.

Lunch and Breakfast

Students are expected to buy lunch in the school cafeteria or to bring lunch and eat in the designated areas. **Outside foods, such as fast food, may not be brought to students during the school day without permission from an administrator. Lunches dropped off by parents will remain in the front office, until 1st or 2nd lunch.** Provisions may be made through the principal or teachers for authorization to eat in supervised areas for special activities or events. Food brought into classrooms will be left to the discretion of each individual teacher. Students are expected to keep all eating areas, inside and outside the building, clean by disposing of trash. **All students are prohibited from leaving campus to eat lunch.**

ABSENCES

Students are expected to be in attendance every day school is in session if at all possible. All absences will be excused when a parent note or a doctor's note is presented within three days after the absence has occurred. Absences from individual classes will be handled the same as absences from school depending on the percent of the day missed according to the Kentucky Department of Education regulation. Refer to the Trigg County District Code of Conduct for policies regarding absenteeism. Notification by phone, personal contact or letter will be made by the school to the student and parent as well as the Director of Pupil Personnel (DPP) when absenteeism becomes excessive to the point of truancy. The DPP will file a legal petition with the local court against the parent/guardian and student stating the student is a habitual truant.

Upon returning to school after an absence, students should present a dated note signed by the parent/guardian stating why the student was absent to the attendance clerk. Absences will be considered unexcused until a valid excuse is presented within three days after the absence has occurred.

School staff will contact parents by mail and an attempt will be made to reach parents by phone when the student has reached three unexcused absences, which will also serve as the student's warning. For every Five (5) unexcused absences, students will be written up on a 3-D referral. The following action will take place for every five unexcused absences:

- 1st five unexcused absences - 3 after school detentions; Loss of driving privileges to school and school related events (*students' drivers licenses are revoked by the state after 9 unexcused absences)
- 2nd set five unexcused absences (10) - Loss of driving privileges to school and school related events; loss of prom/dances and other extra-curricular/co-curricular activities including, but not limited to field trips, intersession, athletics, band, and all senior activities. (* Attendance reported to state officials and license revoked)

** See tardy policy regarding calculation of unexcused tardies/absences related to school events.

Absences are cumulative for the year and do not start over at mid-year.

MAKE-UP WORK

See TCPS Code of Conduct.

TARDINESS

A student is tardy if he/she is not ready to proceed with the designated activity in the classroom when the morning tardy bell sounds (7:50). This includes checking-in late in the mornings. Students, who are late to 1st period, will report to a designated area where a staff member will document the tardy, issue a pass for them to report to class. School staff will contact parents when the student has reached or exceeded the limit (3) unexcused morning tardies. For every SIX unexcused tardies, students will be written up on a 3-D referral. 1st offense (6 unexcused tardies - level 1): 2 after school detentions; 2nd offense (12 unexcused tardies): 1 day ALC; 3rd offense (18 unexcused tardies): 2 days of ALC; 4th offense (24 unexcused tardies): 3 days of ALC. Tardies are cumulative for the year and do not start over at mid-year. Additionally, each three unexcused tardies will be calculated as an unexcused absence towards participation in extra-curricular and co-curricular activities.

Refer to the District Code of Conduct for truancy policies as they apply to missing a portion of the school day.

Note: Any student that is unreasonably late and unaccounted for may be con-

Refer to the District Code of Conduct for truancy policies as they apply to missing a portion of the school day.

Note: Any student that is unreasonably late and unaccounted for may be considered skipping class and be subject to further disciplinary action.

Conversation Levels

Level One - Whispering, quiet talking or no talking if instructed

| | | |
|-------------------------|-----------|----------|
| Appropriate for: | Library | Meetings |
| | Classroom | Speeches |
| | Plays | |

Level Two - Normal conversational tone, moderate laughter, no sudden outbursts or loud laughter

| | | |
|-------------------------|---|-----------|
| Appropriate for: | Hallway | Cafeteria |
| | Bus | |
| | Assemblies (before and after the program) | |
| | Outside walkways near classrooms | |

Level Three - Loud talking, appropriate yelling (like at ballgames), cheering, loud laughter

| | |
|-------------------------|------------------------------------|
| Appropriate for: | Outside away from school |
| | Sporting events (except golf) |
| | Outdoor class activities (like PE) |
| | Pep rallies |

SAFETY AND SECURITY

Lockers

Students are assigned lockers and combinations when they receive their schedules the first day of school. Combinations to lockers should be kept confidential and are known only to the student and the assistant principal. **Students are not allowed to share lockers.** Students should not rig their lockers for any reason. If a locker is found to be rigged by the student, he/she will be written up. Repeated violations of rigging lockers will result in progressive discipline for defiance. **If your locker is broken or not functioning properly, it is the student's responsibility to report to Ms. Lander in guidance, who can assign you another locker or submit a maintenance request.**

Any locker may be searched at any time by the administration. Please refer to the District Code of Conduct for search and seizure information.

Buses

School bus drivers represent the school authority and are responsible for the safety of the passengers on the bus. Drivers require certain rules of behavior regarding the safe pick-up, transport and drop-off of students. Misbehavior on the bus may result in disciplinary action ranging from suspension from riding the bus to suspension from school as set forth in the Trigg County District Code of Conduct.

Questions and concerns about buses and transportation should be directed to Matt Ladd or David Lancaster at 522-2235.

Emergency drills

Fire, tornado and emergency drills are conducted periodically to ensure the safe and orderly evacuation of the building or proper safety procedures are followed in the event of an emergency. Students should listen carefully to instructions given by their teacher and remain with their class at all times during a drill or an actual emergency.

Annuals

"The Wildcat" annual is published each year by a staff of juniors and seniors. Annuals are sold each fall and delivered in the spring. Students interested in being a member of next year's annual staff should contact Mrs. Wells.

Lost and found

Books, jewelry, clothing, or any other items found on campus should be turned in to the Principal's Office. Owners may claim their property by identifying it.

OFFICE PROCEDURES

Checking out

Permission to check out may be given only by persons listed on the student's emergency card on file in the office. Any check out authorized by an emergency contact that is not a legal guardian will be unexcused until an excused note is brought from the parent or guardian. Permission will NOT be given to check out to go eat lunch.

Phone checkouts will not be permitted. Checkouts will require a parent/guardian to physically sign the student out of school.

Students 18 and over must adhere to the same checkout policy as every other student at Trigg County High School.

In some cases, permission will be granted by the administration to those individuals with high priority situations. An attempt to contact the parent will be made prior to the student checking out.

Restrooms

Students should make every effort to use the restroom facilities between classes or at lunch. Teachers are encouraged not to release students during class to go to the restroom. Students will receive consequences for smoking in, loitering in and around or in any way vandalizing the restroom facilities.

High School Office Telephone

Permission to use the office phone must be approved by administration and will only be granted in emergency situations.

Visitors

Any visitor must check in at the office and get a visitor's pass. **Students may not have visitors or guests during the school day, unless approved by a high school administrator.**

Clubs

Participation in clubs and extracurricular activities enables students to learn how to better plan and work with others. Clubs meet during club period on a regular basis.

Students are expected to attend the meetings once they have joined the club. Club dues are to be paid by October 1.

Athletics

Trigg County High School offers a well-rounded athletic program for boys and girls fielding teams in the following varsity sports:

Fall Sports

Boys and Girls Golf
Boys and Girls Cross-Country
Football (Boys)
Boys Soccer
Girls Soccer
Volleyball (Girls)
Cheerleading

Winter Sports

Boys Basketball
Girls Basketball
Powerlifting
Cheerleading
Archery
Wrestling

Spring Sports

Boys and Girls Track
Baseball (Boys)
Softball (Girls)
Fishing

Head Coach

Jim Garnett
Matt Wilder
Coby Lewis
Josh Nichols
Matt Harper
Doug Hargrove
Brigitte Durham

Payton Croft
Cory Coble
Coby Lewis
Brigitte Durham
TBD
Ralph Stevens

Matt McMain
Tyler Magan
Toree Rogers
Scott Schrock

Eligibility requirements for high school sports

- Have a current physical on file
- Be on grade level after entering the 9th grade
- Meet weekly academic requirements
- Agree to random drug testing
- Signed parent consent form

Academic eligibility for athletics:

Retention is based upon the cumulative credits earned by a student at the end of their fourth year of high school. The number of credits required for athletic participation in KHSAA sanctioned sports is as follows: Grade 10 (Sophomore) - 6 credits; Grade 11 (Junior)- 13 credits; Grade 12 (Senior)- 20 credits

If the student falls behind a grade level, they may regain eligibility and be reinstated ONE time during their high school career.

* Any student that is failing more than two classes is deemed ineligible.

* Any student who is under penalty or discipline or whose conduct is such as to reflect discredit on their school or the KHSAA is not eligible. The principal or designee may revoke an athlete's eligibility at any time with regard to this KHSAA bylaw.

Students participating in athletics are still held accountable for all school expectations when participating in or attending athletic events at home or out of town.

Students may not ride home from athletic events with anyone other than a parent or guardian unless written permission from the parent and authorization from the coach, principal and athletic director is obtained. Additionally, anyone transporting students (other than their own) must follow procedures outlined in Trigg Board of Education policy 09.36.

CO-CURRICULAR ACTIVITIES

Trigg County High School offers a variety of co-curricular clubs and activities that provide students opportunities to extend and enrich their high school learning experiences.

| Activity | Sponsor |
|----------------------------|---|
| Marching Band | Andrew Mroch |
| Academic Team | |
| TFFC | Michelle Strickland Tim Bush |
| BETA Club | Kim Adams |
| NHS | Dottie Roberts |
| DECA | Andrea Hampton |
| FCCLA | Faria P'Pool |
| National FFA Organization | Karen Nolcox Jodie P'Pool |
| Art Club | Stephanie Gilbert |
| HOSA | Faye Sikes |
| Travel Club | Maureen Larena |
| Drama Club | Stephanie Gilbert/Angelica Garnett |
| Environmental Science Club | |
| TSA/STLP | Lori Ricks/Kelley Carver |
| 4-H | J. Tramble |
| FEA | |
| Interact | Simone Parker/Teresa Russell |
| Black Hole | Payton Croft/Ashley Wells/Chrissy Bush/Christina Ethridge |

EXTENDED SCHOOL SERVICES (ESS)

Tutoring is available to students after school until 4:15. Students needing tutoring services should check with their teachers for referral to the program.

GUIDANCE SERVICES

All new students and any student withdrawing from TCHS must report to the Guidance office.

Students are encouraged to consult a guidance counselor with questions concerning grade reporting, vocational/occupational information, secondary and post-secondary planning, personal and/or social problems, and/or any other concerns.

Located in the Guidance Office are career booklets, vocational school information, and college catalogues. Students may use these materials in the office or may check them out for use at home. Study skill and ACT/SAT materials are also available.

GRADING SCALE / REPORT CARDS / GRADE CLASSIFICATION

- 90-100 - A
- 80-89 - B
- 70-79 - C
- Below 70 - F

*To receive credit for any course, a student must earn a minimum grade of 70.

Report cards are issued at the end of each 9-week grading period. Progress reports are issued during each nine week grading period. Student-Led conferences are scheduled at least once during the school year. Additional conferences are scheduled upon request.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The Trigg County School System offers the following CTE programs for the students in grades 9-12: Pre Engineering, Agriculture, Family and Consumer Science, Business and Office, Marketing, Information Technology, and Health Services. The following vocational school classes are available to students in grades 10-12: Air Conditioning, Auto Technology, Auto Body Repair, Electricity, Machine Tool Technology, Masonry, and Welding through Kentucky Tech at the Hopkinsville and Princeton campuses.

PERSONAL ITEMS

*We are concerned about safety in our schools. To ensure the safety of our students, staff, and schools, all backpacks, book bags, computer bags, purses, sack packs, large binders (i.e. trapper keepers), etc. are to be stored in lockers from 7:25-3:05. Wristlets, small purses, and pencil pouches meeting specified dimensions may be carried to class. Students needing to utilize bags for physical education classes or extra-curricular activities must place the bags in lockers or designated areas upon arriving at school. Also, all bags are subject to search at all times. Students may take LUNCH BOXES only to 3rd period.

***Pocket knives, cigarette lighters and matches** or any other personal items that disrupt the educational process or pose a safety threat to others must not be brought to school.

*Student use of cell phones and all electronic devices (excluding calculators) are allowed at the discretion of TCHS staff. It is the expectation of all TCHS staff that **Technology is to be used for LEARNING**. Repeated failure to utilize technology for learning will be deemed as defiance and addressed through disciplinary measures. Any use of electronic devices (school or personal) to intimidate, harass, or cause harm to others will result in loss of privileges for a period of time determined by high school administration.

During assemblies, all cellular devices are to be powered down and put away. Failure to comply with teacher, staff, or assembly expectations will be considered defiance. Cell phones may be used during lunch, break, and during class exchanges for NON-VERBAL (texting, not talking) communication only. Filming or taking pictures of others may result in disciplinary action. In the event any student has a cell phone out during a test, quiz, etc., it will be treated as cheating (level 2).

All personal items brought to school by any student are the responsibility of that student. **Any personal or electronic item brought on this campus either lost or stolen is not the responsibility of school personnel.**

FEES

I. General Academic Fee

\$60 per student

This fee is assigned to all students and replaces a number of fees previously billed to students.

This fee will be used to cover costs associated with resources across a variety of student supports, content areas and other student experiences at TCHS.

II. Career & Technical Education

\$20 per class

This fee is generally assigned to students enrolled in elective classes in the following areas:

- Agriculture
- Business/Marketing
- Health Science
- IT
- FACS/Hospitality
- Engineering

*Internship and Co-Op experiences are generally exempt from this fee.

III. Culinary or Foods

\$80 per class

IV. Arts

\$25 per class

This fee is assigned to students enrolled in elective classes, including but not limited to:

- Art
- Photography
- Band
- Makerspace

V. Chromebooks.

Replacement costs for charger

\$20

* Additionally, insurance can be purchased through the school at the rate established by the Board of Education.

Dues for student clubs and organizations will be in addition to the above fee schedule. One-half of your total fees should be paid or a fee payment schedule set up by the second Tuesday in October. The remaining fees are due on the second Tuesday of March or a fee payment schedule must be set up. **If these requirements have not been met, students may not be allowed to participate in any extracurricular activities, including but not limited to athletics, band, prom and other dances, clubs, field trips, etc.**

STUDENT CODE OF CONDUCT

Classroom Management

Teachers are expected to handle minor discipline problems within the classroom in a manner that is consistent with school policy yet reflects each teacher's personality and teaching style. Just as teachers are expected to adjust to different learning styles of their students, students are expected to make an effort to adapt to the various personalities and classroom management techniques of their teachers.

Demerit System

Teachers and administrators are expected to handle minor (Level One) discipline incidents in the classroom as well as in common areas of the school such as the hallways, cafeteria and during assemblies. While verbal reprimands are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as loss of privileges, staying after class or assigning of demerits.

The demerit system is designed to document and track repeated minor (Level One) discipline infractions. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline. (Level Two)

1. Teachers maintain a record of minor discipline infractions corresponding to a menu of level one offenses and turn in demerit slips to the Assistant Principal at the completion of each day.
2. Letters will be sent home by the office for every 5 demerits accumulated by a student.
3. Every 10 accumulated demerits will result in administrative discipline according to the following menu:
 - a. First 10 demerits: 1 day ALC
 - b. 2nd set of 10 demerits: 3 days ALC
 - c. 3rd set of 10 demerits: 5 days ALC
 - d. 4th set of 10 demerits: 2 days suspension
 - e. 5th set of 10 demerits: Alt School referral.

4. STUDENTS MAY WORK OFF DEMERITS BY ATTENDING TUTORING OR *SCHOOL SERVICE FOR ONE HOUR PER DEMERIT. *SCHOOL SERVICE – ONE HOUR AFTER SCHOOL SERVICE WITH CUSTODIAL STAFF OR TEACHER WITH APPROVAL FROM ADMINISTRATION

Level One offenses (Examples/1 demerit):

1. In unauthorized area
2. Headphones / iPod/ Gaming Device
4. Disorderly conduct / Horseplay
6. Unprepared for class
7. Malicious remarks / Defamation
8. Misrepresenting facts
9. Minor profanity not directed at a person
10. Arguing / Rudeness
11. Refusing to work in class
12. Class disruption
13. Tardy to class

Major Discipline Incidents:

Major disciplinary incidents will be handled in the office by the principal or assistant principal. Misbehavior that is determined by teachers or other staff members to be severe in nature (Level Two – Level Five) will be written up on a 3-D discipline form and sent to the office. For detailed descriptions refer to the District Code of Conduct.

Academic Honesty

Learning does not occur unless the process which students go through to learn is an honest process that reflects their true abilities as measured by their own efforts. Academic dishonesty is therefore defined as actions such as:

- * claiming the work of another person as one's own
 - * copying information from another student's homework, class assignment, test, examination, theme, book report, or term paper
 - * plagiarizing - defined as using another person's idea, expression or works without giving the original author credit
 - * cheating - which may involve (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, (3) talking while taking quizzes, tests, or examinations, (4) looking at another student's paper, (5) using an electronic device to look up answers.
 - * failing to follow test procedures or instructions announced by a teacher such as: no talking, no turning around in seat, raise hand to ask *questions*, etc.
- * When a teacher determines to his/her satisfaction that an act of cheating has taken place, penalties (including the assignment of no credit and/or disciplinary action) may be taken. Parents will be notified.

Lower Body Apparel

1. Shorts and skirts generally, may be no shorter than the length of a standard credit card (approximately 3.375 inches) above the knee. If skin can be seen above this height (even through transparent material or other form fitting apparel) students must change.
2. Lower body apparel that has holes is deemed inappropriate if skin or undergarments are exposed at any point that is higher than the length of a standard credit card above the knee.
3. Students may wear leggings, yoga pants and other form fitting apparel. If they choose to do so there are **no** specific guidelines on length of top, dress, or tunic (long shirt), provided skin and/or undergarments are not visible.
4. Lower body apparel must be worn at the hip bone (No sagging!)

Additional items

1. No gloves may be worn on the hands.
2. No jewelry deemed inappropriate or dangerous by school officials may be worn.
3. Leather collars/wrist bands containing hard metals or spikes may not be worn.
4. Only medically necessary prescription sunglasses may be worn.
5. Any accessories that serve no legitimate purpose such as towels, sunglasses, rags.
6. Use of earbuds and headphones is at your teacher's discretion.

Corrective Action for Dress Code Violations

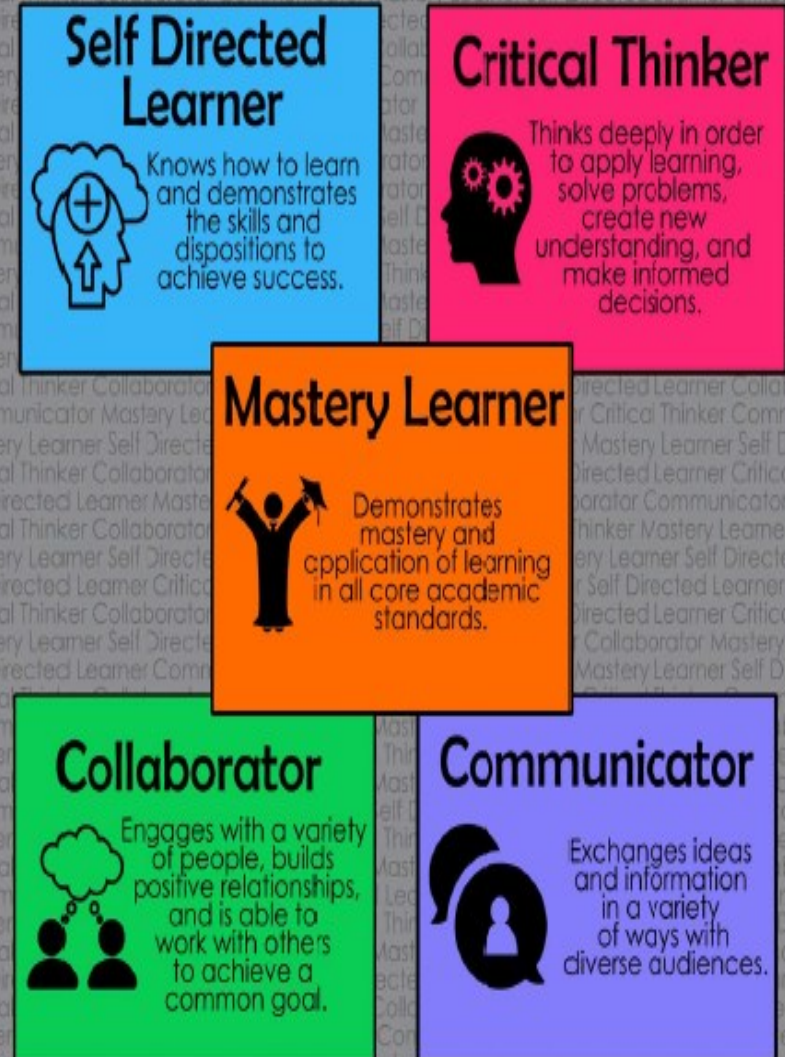
Faculty and administrators are responsible for enforcing the school dress code.

- Minor dress code violations that can be corrected without new clothing may be corrected on the spot; however, **all such violations should be reported to the administration.**
- Students with major dress code violations that require new clothing shall be sent to the front office, and they will not be allowed to return to class until the violation is corrected.
- Inappropriate items collected will be returned only to the student's parent.
- Students with major violations must call their parents to bring them appropriate attire, change into other appropriate attire of their own, or wear clothing provided by the school. .
- Penalties for violations are as follows:

| | |
|--|----------------------------------|
| <i>1st Offense</i> | Documented warning |
| <i>2nd Offense</i> | In-school disciplinary measures |
| <i>3rd & additional</i> | Normal progression of discipline |

Trigg County Public Schools

GRADUATE PROFILE



Consequences for major discipline infractions (Level Two - Level Five)

Level 2 Consequences:

1-10 DAYS ALTERNATIVE LEARNING CLASSROOM (ALC)

Level 3 Consequences:

5-10 days ALC

1-9 days out of school suspension

20 - 45 days Alternative School Assignment

Level 4 Consequences:

10 days out of school suspension

45 days Alternative School Assignment (minimum)

Expulsion recommendation

Level 5 Consequences:

Expulsion Recommendation

***NOTE:** Any student, who receives multiple days of ALC, cannot participate in any school function until the completion of ALC. Any student, who receives multiple days of suspension, cannot participate or attend any school function, until the completion of suspension.

ACADEMIC DRESS CODE POLICY

The wearing of any item, practice of personal grooming, or unsanitary body condition that, at the discretion of the administration, materially or significantly disrupts the educational process, threatens the health or safety of the individual or other students, or is offensive to others is prohibited during the academic hours of 7:25 AM - 3:05 PM. Exceptions to this policy may be made during physical education, for medical purposes, religious restrictions, special school activities, or school spirit days. Some items not listed below may be found to be a disruption to the learning environment, which is at the discretion of the high school administration.

General

1. Nothing may be worn which contains logos, pictures, or writings that:
 - a. promote alcohol, tobacco, drugs, violence, or illegal behaviors,
 - b. depict vulgar, obscene, sexual, or racial images
 - c. contain religious harassment, derogatory language, inappropriate innuendo, or profanity; or
 - d. include any writing, symbol, illustration, name or sign of gang names or graffiti
2. Shoes must be worn at all times.
3. Pajamas, including pajama bottoms, cannot be worn.
4. Undergarments must be worn but **remain completely concealed** at all times.
5. Hats, head bands, picks/combs, and head coverings that serve no legitimate purpose of any kind may not be worn in the building.
6. See through clothing may only be worn if clothing underneath meets other dress code guidelines. No sheer or lace clothing may be worn unless the clothing underneath meets the dress code requirements.

Shirts

1. All tops must keep the entire shoulder covered at all times.
2. All tops must completely cover a student's midriff at all times.
3. All tops must be worn so that the chest, cleavage, and backs of students are not exposed.

Overcoats, Jackets

Long jackets and trench coats may not be worn. These must be placed in lockers.