
Lee County Middle High School

2023-2024 Student Handbook



Lead. Equip. Empower.

TABLE OF CONTENTS

Calendar -----	page 4
Letter to Parents-----	page 5
District Code of Conduct Information -----	page 5
District and LCMHS Vision, Mission, Beliefs -----	page 6
General Classroom & School Rules -----	page 6
General School Policies -----	page 7
Absences and Parent Notes-----	page 7
Make-up Work-----	page 7
Weapons-----	page 7
Tobacco-----	page 8
Alcohol and Drugs-----	page 8
Random Drug Testing for Students-----	page 8
Guidance Counseling-----	page 8
Field Trips-----	page 8
Fundraisers -----	page 9
Personal Appearance-----	page 9
Dress Code -----	page 9
Cell Phones, & Other Related Devices-----	page 10
Physical Contact-----	page 10
Textbooks-----	page 11
Library Media Center-----	page 11
Extra-Curricular Activities-----	page 11
Lock and Lockers-----	page 11
Driving to School/Parking Permits-----	page 11
No Pass/No Drive-----	page 12
Arrival to and Departure from School-----	page 12
Visitors-----	page 13

Lost and Found-----	page 13
Non-Authorized Items-----	page 13
Accidents-----	page 13
Illness or Injury-----	page 13
Legal Custody and/or Guardianship, Mandated Reporting -----	page 13
Additional Information-----	page 13
School Dance Guidelines-----	page 13
Prom Guidelines-----	page 14
Senior Trip Guidelines-----	page 14
8th Grade Trip Guidelines for 8 th grade year-----	page 14
Academic Policies and Procedures-----	page 15
Grading and Grading Scale-----	page 15
Graduation Requirements-----	page 15
High School Credits by Grade level-----	page 15
Awarding Credit for Satisfactorily Completed Coursework-----	page 16
Schedule Change Request Process-----	page 16
Homework Policy-----	page 16
Student Council-----	page 17
Honor Rolls-----	page 17
Promotion and Retention of Students -----	page 17
Valedictorian/Salutatorian Guidelines-----	page 17
ILP (Individual Learner Plan)-----	page 17
Dual Credit and Advanced Placement Courses-----	page 17
Academic Regulations-----	page 17
Extra-Curricular Policies-----	page 19
Lee County School Health Programs-----	page 20
Safety Drills including Weather and Lockdown-----	page 20
School Violations, Infractions, and Consequences-----	page 21



Committee & Board Approval 11-8-22

Lee County 2023-24 School Calendar



July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31st - PD Day

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st - 3rd PD Days; 4th & 11th Planning; 7th Opening Day; 8th First Student Day

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4th Holiday

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5th - 1st Term Ends; 6th Planning Day; 20th & 23rd Break Days

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10th Break Day; 22nd & 24th Break Days; 23rd Holiday

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15th - 2nd Term Ends; 18-29 Break Day except 25th Holiday

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	30	30	31			

1st Holiday; 2nd Planning Day; 15th Break Day

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19th Make Up Day

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st - 3rd Term Ends; 11th Planning Day

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
30						

1st - 5th Spring Break (Break Days)

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13th - 31st Make Up Days; 27th Break Day

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3rd and 4th make-up days (17); 5th closing day

Lee County Middle High School
599 Lee Avenue, PO Box J
Beattyville, KY 41311
606.464.5005



Danny Wright, Principal
Noah Noble, Assistant Principal
Amber Spencer, 9-12 Counselor
Nikki Horn, 6-8 Counselor

August 2022

Dear Parent/Guardian,

The staff and faculty would like to welcome you and your child to Lee County Middle High School and thank you for allowing us to be a part of his or her learning. We are dedicated to ensuring that your child is happy and successful in school while receiving a quality education. We believe that parents hold a major role in each child's education. Your awareness of your child's progress and your involvement in his or her success are vital. We look forward to collaborating with you and community members to ensure your child has a positive educational experience.

At Lee County Middle High School, we offer a structured environment where students are required to be active participants, critical thinkers, problem solvers, and social leaders. This is accomplished through an aligned curriculum using Common Core Standards, Literacy Design Collaborative, Math Design Collaborative, Backwards Design, Response to Intervention, College and Career Readiness, etc.

As you look through the handbook, you will see that most of the information applies to grades 6 through 12. However, there are specific sections that will apply only to grades 6 through 8 or 9 through 12. The table of contents will direct you to any topic pertaining to any grade level. At any time throughout the year, if you have any questions or comments please feel free to contact Mrs. Sharon Mays at 464-5010 or Mrs. Jennifer Osborne at 464-5005. We will be happy to direct your call to the appropriate staff member.

Sincerely,

The Staff of Lee County Middle High School

LEE COUNTY SCHOOL DISTRICT CODE OF CONDUCT

Lee County School District Policies and our [*Lee County Schools Student Code of Conduct and District Handbook*](#) can be found on the Lee County School District website, www.lee.kyschools.us.

Lee County Schools Vision, Mission and Beliefs

VISION STATEMENT

In a world of diversity, our vision is to individualize opportunities for students today so our graduates can achieve their best tomorrow.

MISSION STATEMENT

Our mission is to Lead, Equip, and Empower students to visualize and achieve their dreams.

LCMHS BELIEFS

1. Students will be actively engaged by having their abilities challenged.
2. Staff will self-reflect and change practices in order to meet the needs of students.
3. Data will inform all decisions concerning student growth and achievement.
4. A mindset of high expectations ensures student growth.

GENERAL CLASSROOM RULES

1. Be on time.
2. Be prepared with chromebook, paper, pencil, book, homework, and other necessary items per teacher's request.
3. Be respectful to teachers, staff, and students.
4. Follow directions.

Note: Teachers will develop specific classroom rules that apply to their classroom. These rules will be taught to the students during the first week of school.

GENERAL SCHOOL RULES

1. Obey school regulations and the instructions of school personnel.
2. Be respectful to teachers, staff, and students.
3. Do not be destructive to school property (writing or carving on desks, walls, or books).
4. Possession of tobacco or tobacco products will not be allowed on school property.
5. Possession of illegal substances including alcohol or drugs will not be allowed on school property.
6. Fighting will not be tolerated.
7. Respect the rights and property of others (i.e. do not call people names, keep hands to yourself, do not bother what is not yours).
8. Possession or use of lights, matches, fireworks, and other explosive devices will not be tolerated.
9. Possession of cellular phones , toys, games, etc. will not be allowed at any time other than designated in the electronics policy.
10. Attend all regularly scheduled classes.
11. Being absent without permission from school and/or class is not permitted.
12. Do not gamble, extort, steal, or participate in any other illegal activity.
13. Tell the truth in all school matters
14. Do not cheat on academic and/or athletic events.
15. Do not bully or tease any person within the school setting (including physical or verbal abuse).
16. When school is dismissed, all students must ride a bus or ride with a designated person off school property after being given parental permission to do so (Parents must come to school to sign papers).
17. Possession of medication on school property will not be allowed. All medication must be turned in to the front office.

***** Specific consequences for referrals can be found in a different section of the student handbook**

General School Policies

Students will be expected to observe the following conduct guidelines.

STUDENT COURTESY

Students will be expected to use courtesy and consideration in all situations at school and school connected activities. Students are expected to treat faculty and staff in the same courteous manner that our adults are expected to use in dealing with them. Harassment of any nature (sexual, verbal, threats, unwanted advances, etc.) will not be tolerated. Students are expected to be courteous and considerate of others.

ABSENCES AND PARENT NOTES

Students have 6 parent notes that can be for a whole school day. Students also have 6 tardy parents notes that can be used for partial school days. Students have 5 days to turn in a parent note once they return to school.

Students are responsible for initiating contact with the teacher on directions for completing make-up assignments.

*Specific details can be found in the *Lee County Schools Student Code of Conduct and District Handbook*

STUDENT MAKE-UP WORK

Students have 5 days to make-up any work once they have returned to school from an absence.

*Specific details can be found in the *Lee County Schools Student Code of Conduct and District Handbook*

CLASS CHANGE

Changing classes is to be done in an orderly and reasonably quiet manner.

TARDINESS

All students are expected to attend classes on time. Four minutes are allowed for the changing of classes. Since there is no excuse for being tardy, except for extreme emergencies, students shall be disciplined if they are continually tardy to class. Tardies are counted by semester.

DAILY ATTENDANCE

All students are to report and remain in class beginning at 8:20 a.m. each morning. Skipping classes will constitute disciplinary action.

OUTSIDE FOOD

At no time is food to be delivered to school during instructional time (8:20 am to 3:15 pm) to individual students.

WASTE DISPOSAL

All waste is to be disposed of by placing it in the provided receptacles. Do not throw waste on the floor or leave it in desks or lockers. Littering can result in disciplinary action.

VANDALISM OF SCHOOL PROPERTY

Students who deface, mark on, damage, or destroy school property will be required to pay for all damages. Students may also face disciplinary action. Students are expected to help keep restrooms clean, neat, and free of any abuse or damage. Any student who willfully destroys, defaces, or damages school property shall be subject to the regulations of Section B, Page 42 of the Lee County Board of Education Policy.

WEAPONS

Knives, guns, pepper spray, chains, and weapons of any type are not to be brought to school.

These items will be confiscated and students will be punished to the fullest extent. This applies to all schools including the vocational school. Archery team members may bring their bows to school. Students may not bring arrows to school.

*Specific details can be found in the *Lee County Schools Student Code of Conduct and District Handbook*

CLASSROOM CONDUCT

If a teacher cannot control a particular student, the student will be referred to the office. Any student brought to the office for classroom misbehavior may be dismissed from the class, serve in-school or out of school suspension, assigned after school detention, or receive other disciplinary action deemed necessary.

TOBACCO

Students shall not be permitted to use/or to have possession of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned, leased or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in school handbooks, consistent with Board Policy 09.4232.

Additionally, tobacco use, by students, staff, and public, including alternative nicotine products and vapor products as defined by KRS 438.305, is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on property owned or operated by the board, and during school-related student trips

ALCOHOL AND DRUGS

Students caught possessing, passing, consuming or under the influence of drugs or alcohol on school property or on a school sponsored activity will be disciplined per *Lee County Schools Student Code of Conduct and District Handbook*

RANDOM DRUG TESTING FOR STUDENTS

The Lee County Board of Education has implemented a random drug testing policy for identified students in Lee County Middle High School. All students who participate in any after-school/extra-curricular activity and any student that drives to school must participate. Parents may elect to have their child(ren) participate by signing the permission form included upon registering.

*Specific details can be found in the *Lee County Schools Student Code of Conduct and District Handbook*

GUIDANCE AND COUNSELING

We believe the guidance program of Lee County Middle High School must focus on the unique needs of the students. In doing so, it must provide for the transition of the student from middle school to high school. In order to facilitate such a transition, the guidance program works closely with school personnel and outside agencies to provide for the total development of all students.

Under the direction of the principal and assistant principal, the guidance counselors may be involved in:

1. Assisting and consulting with parents, teachers, and other school staff in understanding and meeting the normal development needs of middle and high school students, and the specific needs of individual students.
2. Administering and interpreting standardized tests.
3. Improving study skills.
4. Developing the awareness of and preparation for various careers.
5. Orienting and scheduling students in such a way that they may be challenged and happy.
6. Seeing that compensatory services are supplied for those who are educationally or economically deprived.
7. Seeking out additional services for those who are emotionally or physically in need.
8. Making provisions for both group and individual counseling of all students.
9. Provide information and assistance in college admission and financial aid.

Students and their parents are welcome to call during school hours or to arrange a personal conference with him or her when they feel a need to talk to someone trained to assist in educational matters.

FIELD TRIPS

Students must have written permission and signed medical forms completed by parents/guardians in order to participate in field trips. A student's discipline/behavior throughout the year will be considered when allowing students to participate in field trips. Expectations and eligibility will be explained to the students as soon as the trip is planned and expectations are established. In addition, all school discipline rules apply during field trips. Students

must ride the approved bus to the event, but may return with their parents if they have secured permission from the principal prior to the event using the “Parental Transportation Notification” form.

FUNDRAISERS

All items sold at LCMHS must have the express permission of the principal or his/her designee. Sales, which affect the school or a school organization, must be scheduled and given a calendar date. The SBDM Council and School Board must approve all fundraisers, regardless of sponsor or previous approval, each year.

PERSONAL APPEARANCE

Personal appearance and/or personal hygiene should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates. Students should take pride in themselves and in how they represent their school. This pride is reflected in the manner in which they dress.

Though most current fashion is acceptable, certain guidelines must always be considered when clothing is chosen.

Grooming and hygiene are expected of all students. The Lee County Health Department provides a curriculum and lessons in personal hygiene for all students in grades 6-8. The school and Youth Service Center can provide personal items such as toothbrushes, deodorant, etc. to all students. The parent or student should schedule a visit to the Youth Service Center with Jennifer Wilder, the YSC Coordinator.

DRESS CODE

All students are expected to dress appropriately during regular school hours and when participating in school sponsored activities. Please refer to the following acceptable and unacceptable dress code:

1. Pants, shorts, dresses and skirts that strike within 4 inches from the top of the knee and do not expose skin above 4 inches from the top of the knee are acceptable. This includes holes in jeans. At no time should the midriff or back be exposed. Undergarments may not be exposed at any time. Shirts or blouses with plunging/revealing necklines that excessively show the chest/cleavage or shoulder areas are not allowed.
2. Sleeveless shirts must have at least a 2-inch strap and cannot expose undergarments or the torso
3. Clothing (including masks, caps, bandanas, etc.) that has foul language, suggestive messages, emblems or pictures that advertise any activity that is not appropriate, for example: tobacco, alcohol, gang related apparel etc. is not permitted.
4. Masks, caps, beanies, bandanas, etc that are being used as a disruption, distraction, or obstruction will be confiscated.
5. All jeans and any loose-fitting pants must be worn with the waistband at the waist or be worn with a belt to secure the waistband.
6. Caps, beanies, or bandanas are acceptable in common areas and with teacher discretion inside classrooms. These should not cover the eyes at any time.
7. When masks are required, hats and masks should not be worn at the same time.
8. Hoodies are acceptable but hoods should not cover the face or head while indoors.
9. For safe school purposes:
 - Jewelry of any kind should be small and discrete. Any jewelry that could pose a danger must be removed.
 - Shoes shall be worn at all times.
 - Wallet chains are not allowed

- Teachers will have students correct dress code infractions or send students to the office to meet with an administrator. Issues with the dress code will be fixed immediately or will result in ISS for the rest of the day.

Note: It is impossible to list all types of clothing that may or may not be a distraction in an educational setting. School staff will determine appropriateness (and inappropriateness) of dress. At times, there may be dress issues that are determined to be inappropriate for school that are not explained in this policy. If this happens, the students will be expected to change their attire so that it is school appropriate. Also, an administrator will provide an explanation to the parent by phone or in writing explaining why the attire was deemed inappropriate for school

CELL PHONES & OTHER RELATED DEVICES

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, the following applies to cell phones and other related devices:

1. At NO time should such devices be used for personal use during instructional time.
2. All such devices shall be used at designated times and in designated areas ONLY.
3. All such devices may be used in the classroom ONLY if:
 - It is part of the lesson being taught and the use is directed by the teacher.
4. Phones should be silenced and should only be used during designated times. No student may place or receive a call, place or receive a text message, or use their phone for any purpose other than during the time that is designated.
5. Any exceptions during the regular school day must be approved by an administrator and/or supervisor of the student
 - Any exceptions while at any school-sponsored activity must be approved by the coach, director, or sponsor and the telecommunication device may only be used in the presence of the individual granting permission.
6. The district or LCMHS shall not be responsible for loss, theft, or destruction of devices brought onto school property.
7. Students shall comply with any additional rules developed by the school concerning appropriate use of cell phones and related devices.

TELEPHONE REGULATIONS

Telephones are placed in each school to expedite the school business and to provide emergency communications between the school and parents or between pupils and parents.

Permission will be granted only in case of emergency. Students may ask the secretary or other staff to call by logging in their name, the phone number, the name of the person being called and reason for the call. Staff members will make the calls and notify the student of the results.

Emergency messages from parents/guardians to students will be delivered immediately. All other communications to students from parents/guardians will be delivered at the end of the day or during class changes when appropriate.

ELECTRONIC DEVICES

Electronic devices are a valuable and convenient resource that can enhance a student's education; however, at no time are they permitted for personal use during instructional time. Any student using devices inappropriately will be disciplined accordingly.

1st Offense – device will be confiscated and returned to the student at the end of that class.

2nd Offense – device will be confiscated and returned at the end of the instructional day.

3rd Offense – device will be confiscated; parents must come to school to pick up the device.

4th Offense – device will be confiscated; parents must come to school to pick up the device and lunch detention will be assigned.

Additional referrals will result in disciplinary actions such as ISS or suspension.

PHYSICAL CONTACT

1. Hand holding for 9th-12th graders will be permitted. No hand holding for 6th-8th graders.
2. Horse playing is not permitted.
3. Draping arms around waists or shoulders is not permitted.
4. Kissing at school is not permitted.
5. Any other act of displays of affection will be a violation of school policy and students will be brought to the office, parents contacted and disciplinary action taken by the school. Violations include kissing, hugging and other acts of fondling.

6. Displays of affection are not permitted in the school parking lot, on the bus, or during any related school activities.

EXTRACURRICULAR ACTIVITIES

All school rules apply during extra-curricular activities at both home & away school functions (including, but not limited to: band performances, dances, plays, parades, athletic events, pageants, etc.). Students may not leave and re-enter facilities during any extra-curricular activity. Violators will face disciplinary action and loss of privileges to attend extra-curricular activities.

Game/Match Behavior

The mission of the Lee County Middle High School is to maintain a safe school environment for all students, staff, and community. In order to ensure this, we ask that you refrain from inappropriate behavior and language. At no time should spectators ridicule any participant.

Behavior deemed inappropriate will result in ejection from the game and loss of all privileges to attend school activities for the remainder of the school year. Any student and/or fan ejected from the game at Lee County, by an official will lose privileges to attend school activities for the remainder of the school year. Fans leaving the bleachers and entering the playing area will be charged and arrested for disorderly conduct according to KRS 525.060. Anyone assaulting a game official, game managers, coach, player, or a school staff member will be charged with Felony Assault according to KRS 508.025. Good sportsmanship should be practiced by all.

This policy reflects the beliefs and objectives of the Lee County Board of Education. Thank you for your support of our athletic programs.

TEXTBOOKS

Textbooks will be made available to students in each class for which a text has been adopted. School textbooks are the property of the Lee County Schools. Students are totally responsible for protecting textbooks from loss, theft, and damage once a book has been issued to them. Students will be charged the replacement price for textbooks that have been lost or have excessive damage. This charge must be collected before books are issued for the next school year or library books are checked out.

LIBRARY MEDIA CENTER

The library media center is available for all students during the school day. All students are encouraged to use this resource center. Books are issued to students for 14 days and may be renewed. Dictionaries, atlases, encyclopedias, and large expensive factual books are classified as reference materials. These can be used inside the library. Students are responsible for books they have damaged or lost. Students repeatedly ignoring requests to return an overdue book may be refused library privileges until library regulations have been met. All library materials should be handled with care. Good care of materials is important, since many students must use them again.

LOCKS & LOCKERS

Lockers are issued to every student at the beginning of each year. A non-refundable, yearly fee of \$5 will be charged for the use of the lockers. Students are required to use a school lock and keep the locker secure at all times. Only one person will use each locker. Students should use only their assigned lockers. Items of value and/or money should not be left in lockers. The school is not responsible for any lost or stolen items. If a lock is lost, the replacement cost is \$5.00. If lockers are damaged, vandalized, written on, etc., the student will be charged for the cost of repairing the locker. No locker will be issued the following school year until this is resolved.

BULLETINS AND ANNOUNCEMENTS

Teachers or students desiring an announcement shall bring it in writing to the office.

SOCIAL AFFAIRS

Social events held at school shall be approved by the principal and supervised by teacher sponsors. It is recommended that the event be held on Friday or Saturday nights, or night's not preceding school days.

LOITERING

At no time are students to loiter in or near the school building. Students must report directly to the bus, ride, or cars as soon as school is dismissed. Loitering is also prohibited during all extra-curricular activities outside the building or in the lobby. At no time are students to remain in or near the building unsupervised.

INDECENT EXPOSURE

Any student who exposes themselves to others at school or at a school-sponsored event will be suspended, referred to alternative school, referred to counseling, and/or recommended to the board of education for expulsion. The police and court- designated worker will be contacted.

DRIVING TO SCHOOL AND STUDENT PARKING

All students that wish to drive to school must obtain and fill out the required form with the necessary information and place it on file in the principal's office, along with appropriate fees. Additionally, parents must agree to have students participate in random drug screenings. If the application is approved, the student will be given a parking sticker or tag. Should privileges be terminated, parking fees are not refunded. Student grades will be assessed each grading period.

Parking spaces will be distributed by class. If students become eligible to obtain a parking space after the first of the year, they will be given the spaces left over. One space in the front (the one closest to the building) will be given to the attendance committee. The space would be reserved for a student with perfect attendance (who also has driving privileges and parking permit). The student selected would have the space for the next school week.

A parking area will be designated for students. Each student who drives will park his/her car in the morning and not return to the car or enter the car until school is dismissed, unless explicit permission is given from the office. No loitering in parking areas is permitted. Violation of the above rules shall result in driving privileges being revoked and possible suspension from school, or both. Student drivers who leave school without permission will automatically lose their driving privilege for the remainder of the school year.

Also, any student that skips school by failing to report to school at the appropriate time shall forfeit their driving privilege. When school is dismissed, drivers will leave in an orderly fashion. Students are expected to exit in an orderly fashion with no unnecessary horn blowing. Also all students are expected to leave the student parking lot in a safe and proper manner by exiting down the ramp from the student parking lot. Students will yield to buses allowing buses to exit first. Failure to follow this rule will result in the loss of driving privileges. Students who attend classes at the vocational school are not to take cars to the vocational school unless approved by the high school and vocational school principals. They are not to leave the vocational school grounds unless approval is given by the vocational school principal. Inappropriate signs, decals or bumper stickers are not permitted on vehicles in student parking lots.

In addition, drivers must have a minimum of liability insurance policy, and it must be in effect at all times the car is being driven to and from school. The school is not responsible for any accidents that occur at school during school hours. The school is not responsible for loss of personal property while vehicles are on school grounds.

Outstanding fees will prevent any student from obtaining a parking permit.

NO PASS/NO DRIVE

The No Pass / No Drive Law (KRS 159.051) states that all students ages 16 or 17 can be denied a driver's license or have a license revoked for academic deficiency.

A student is considered academically deficient when he or she has not passed at least four courses or the equivalent of four courses in the previous semester, has accumulated 9 or more unexcused absences, or has dropped out of school.

When applying for a permit at the circuit clerk's office, students will be required to present a School Compliance Verification Form obtained from the student's school district of residence.

If a student becomes academically deficient, the Kentucky Transportation Cabinet will be notified and that student's license will then be revoked. Students may reapply for a license once compliance is met.

ARRIVAL TO SCHOOL

No student should arrive at school before 7:45 a.m. Any student arriving earlier must enter through the front door and wait in the lobby area until the 7:45 bell rings. Students will then report to the cafeteria where a teacher or other staff member will be on duty. Any student arriving after 8:20 a.m. must sign in at the front office before reporting to his/her classroom. **Late arrivals are considered TARDY to school.**

DEPARTURES FROM SCHOOL

Students **cannot leave the school grounds until the front office staff signs him/her out.** Students can only be signed out by their parent(s)/guardian(s). In an emergency, students may only leave the school grounds with an adult listed on the students pick up list.

Students are not permitted to leave school for lunch.

Students remaining after school for a school activity must be supervised by their coach/sponsor and must be picked up promptly at the ending time of the activity. Students are not allowed to remain on the school grounds unsupervised between the end of school and the beginning of a scheduled activity. They must be picked up or ride the bus home and brought back to school, unless arrangements are made 24 hours prior to the activity.

Students who are waiting for a late ride should remain in the front lobby until their ride comes. Students can only be picked up in the front of the building

VISITORS TO SCHOOL

Students are not allowed to bring visiting students either to school or school activities that are chaperoned by the school. This includes school dances. Parents are welcome to visit at any time but are requested to schedule conferences in advance and check into the office upon arriving to receive a visitor pass.

LOST AND FOUND

Students should take care of their books, purses, clothing, and other property and should respect the property of others. The loss of any article should be reported to the office. Found purses, wallets, etc. will be searched for identifying purposes. Staff members cannot be responsible for any lost or damaged items although every precaution will be made by the school to find and return items to the owner(s).

NON AUTHORIZED ITEMS

Non authorized items will be confiscated. Confiscated items will be held in the office until a parent or guardian picks them up. Teachers routinely take and hold items that a student should not have out during class time and return them to the student at the end of class with a warning. Repeated violations will result in the teacher sending the item to the office for parent pick-up only.

ACCIDENTS

All accidents resulting in an injury to a student should be reported immediately to the office. The school nurse will be notified and an accident report form must be completed and the parent or guardian notified. In the event that the school nurse is not available, office staff will complete the accident report and notify the parent. If the parent cannot be reached by phone, a copy of the accident report will be sent home with the student. In the event of a serious injury, administrative staff will determine if emergency procedures apply.

ILLNESS OR INJURY

If you become ill or are injured during school, obtain a pass from your teacher and report to the front office. Office staff will determine the need for the school nurse, or the need to call home. Temperatures will be taken and used as part of the determination.

LEGAL CUSTODY AND/OR GUARDIANSHIP

Unless legal guardianship or custody papers are filed with the school, both parents will be considered equal primary custodians of a student. Custody papers may be given to our attendance clerk, guidance counselor or principal. A grandparent or other relative who is assuming educational responsibility for a child in our school must have the appropriate paperwork completed. For more information, call Phillip Angel (DPP) at 464-5000.

OTHER

No skateboards or wheelies (shoes with wheels) are allowed on school property at any time.

Bullying/harassment/threatening issues occurring off school grounds may be addressed by school personnel if it affects student safety/performance or normal school operations.

SCHOOL DANCE GUIDELINES

1. The dance should last no more than 3 hours.
 2. Once students enter the dance, they may not go outside for any reason unless they are leaving.
 3. There is no horseplay allowed.
 4. Only students from Lee County Middle High School are invited to the dance.
 5. If there is a DJ asked to play music, they are not allowed to dance with the students.
 6. Teachers or staff/chaperones shall not dance with students.
- *Numbers 1 & 4 will not apply to the prom.

PROM GUIDELINES

1. Students must meet the extra-curricular guidelines since this is an extra-curricular event:
 - a. 70% overall average
 - b. No more than 6 unexcused absences at time of event.
2. Students allowed to attend would only be high school students and no guest older than 20. Married students would be able to bring a date older than 20.
3. Those attending that are not in LCMHS must go through screening by administration.
4. If a student is suspended more than five days during the school year, he or she would not be allowed to attend.
5. If a student has enough credits at the end of the fall semester to be a junior, he/she will be allowed to attend.
6. Any student or prom attendee will not be allowed to go outside or to their cars after they enter the prom. If a student signs out he/she must leave and will not be able to return.
7. Only juniors and seniors may attend the prom without being invited.
8. All prom fees (including dinner) must be paid 2 weeks prior to the date of prom.
9. Once prom fees are paid they are non-refundable and that money will not be reimbursed if the student decides not to attend.
10. If a junior or senior decides not to attend the prom and has paid for a date who is not a junior or senior, that students can no longer attend unless they come with another junior or senior.
11. If a student is expelled from school or is suspended from school during prom, he or she would not be allowed to attend the prom.

SENIOR TRIP GUIDELINES

1. Students must meet the extra-curricular guidelines since this is an extra-curricular event:
 - a. 70% overall average for the first 3 nine weeks or at the cut off date for Senior Trip registration.
 - b. No more than 6 unexcused absences (42 Class Periods) at time of event.
2. If a student has been suspended during their senior year, they shall not attend.
3. Any student that is not eligible to graduate or is not on track to graduate may not attend.
4. If a student has been to ISS on more than one occasion may not attend.
5. All students should contribute to fundraising activities
6. Any fundraising materials or items unsold like candy bars, beef jerky, etc. must be returned or paid for prior to leaving on the trip.
7. Due to scheduling and booking, one half of the total money must be raised by January 1st.
8. Any money that is turned into the Senior Class account is non-refundable due to regulations.
9. All school rules apply on the trip (see the General School Policies in the LCHS Handbook).
10. Final decision for attendance will be determined by school administration and sponsors.

8TH GRADE TRIP GUIDELINES

1. Students must meet the extra-curricular guidelines since this is an extra-curricular event:
 - a. 70% overall average
 - b. No more than 6 unexcused absences at time of event.

2. If a student has been suspended during their 8th Grade year, they shall not attend.
3. Any student that will not be promoted or is not on track for promotion may not attend.
4. If a student has been in ISS on more than two occasions may not attend.
5. All students should help work out part of the money through fundraising activities.
6. Any fundraising materials or items unsold like candy bars, beef jerky, etc. must be returned or paid for prior to leaving on the trip.
7. Due to scheduling and tickets, one half of the total money must be raised by January 1st.
8. Any money that is turned into the Class account is non-refundable due to regulations.
9. All school rules apply on the trip (see the General School Policies in the LCHS Handbook).
10. Final decision for attendance will be determined by school administration and sponsors.

Academic Policies and Procedures

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

GRADING

One of the most important concerns of each teacher should be the communication that she/he maintains with the student and with the parent. Grade reports are a necessary part of the teaching and educational programs. The method of arriving at a meaningful and understandable grade is important to many people.

Grades should indicate actual achievement in the subject. Conduct or attitude is not to constitute a part of the grade, however participation in class activities may be included in the grade.

GRADUATION REQUIREMENTS

To graduate from Lee County Middle High School, a student must attain 25 credits.

Required units include:

English 4 Mathematics 4 Science 3 Social Studies 3 Health Education ½ Physical Education ½ Humanities 1 Computer Application (Digital Literacy for students entering high school during or after 2021-2022) 1

Four (4) years of class work are required to graduate unless a Hardship Application is approved by the Board of Education.

To obtain credit for a required class through credit recovery, a student must have received a failing final grade in the required class at Lee County High School.

Students may receive one credit during a summer school session. Credits may only be earned for required courses.. Students can only enroll in summer school if they have received a failing grade.

Students in a college prep pathway are recommended to complete 4 units of science.

Four credits of math are a graduation requirement. Seniors are required to take a math course during their senior year.

Other requirements before graduation (for students entering high school during or after 2021-2022):

- Pass state-mandated civics test
- (Beginning in 2020-2021) Successfully complete a course or program in financial literacy
- Receive instruction in essential workplace ethics
- Demonstrate competency in technology

CLASS PROMOTION BY GRADE LEVEL IN GRADES 9-12

A student's standing as a sophomore, junior or senior depends upon the credits accumulated and upon his or her passing each year. Credits are awarded at the end of the school year. A student must meet the minimum requirements to be promoted. The minimum requirements are as follows:

Sophomore	Junior	Senior	To Graduate
5 credits	11 credits	18 credits	25 credits

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

Transcripts will be reviewed to award credit or partial credit for coursework satisfactorily completed for students transferring into the district, including unaccompanied and homeless youth.

Procedures for ensuring success:

1. The school administrators will review transcripts and grade reports.
2. Grade reports will be reviewed for each quarter to determine successful completion of coursework. One-fourth of a credit will be given for each class successfully completed in each quarter. For any grade reports not on a quarterly timeline, administrators will prorate the calculation based on a nine-week grading period.
3. Open tryouts will be held for transferring students interested in participating in extracurricular activities. Transferring students will have access to all extended school programs. These programs will be reviewed with the student and the guardian(s) upon transfer to the Lee County School District. Based on the review of transcripts and grade reports, specific programs may be recommended.
4. Upon transfer and within the first two weeks of school, students will meet with support staff including: Youth Service Center, Counselors, School Nurse, and Administrator(s) to:
 - a. Ease transition and identify needed support.
 - b. Provide assistance and advice to achieve college and career readiness.
 - c. Ensure that transferring students are enrolled in required classes.
5. We will use a digital course provider for classes not offered at LCMHS to ensure that transferring students can complete classes in which they were previously enrolled at their former district. This service will be at no cost to the student.
6. Credit accrual will be reviewed upon transfer and an individual graduation plan will be developed to ensure that transferring students receive a high school diploma before the fifth year of high school enrollment.

*Details can be found in the District Homeless Children and Unaccompanied Youth Policy 09.12 AP.25

SCHEDULE CHANGE REQUEST PROCESS FOR GRADES 6-8

Schedules for LCMHS students are created with the student's academic success as the number one priority. If you feel that your child needs a schedule change, please follow the procedure below.

The process for requesting a student schedule change for grades 6-8 is as follows:

1. Letter of request for schedule change written by the parent/guardian of the child stating why this change is being requested to be sent to the student's teaching team (6th, 7th or 8th grade team).
2. If this request made by the parent is deemed necessary, the team makes this request to the principal.
3. If possible, the principal makes the schedule change.
4. Individual student schedules can also be made if the teachers and principal feel it is in the best interest of the child. This can be done without parent consent or letter of request.

SCHEDULE CHANGE REQUEST PROCESS FOR GRADES 9-12

The process for requesting a student schedule change for grades 9-12 must go through the counselor.

In order for a student to make a schedule change the classes being changed must be of equal difficulty, and they must be classes designed for the grade level of the student.

All schedule changes will be based on space availability and building principal approval. Schedule changes will be considered for the following reasons:

- Incomplete schedule (missing class)
- Duplicate classes (e.g., two English classes)
- Pre-Requisite course(s) have not been taken
- A student is legitimately misplaced or needs credit recovery.
- A desire to increase course rigor (i.e. moving from regular to AP or Dual Credit Classes)

To make schedule changes at the beginning of the year students must have the correct form filled out and signed by each teacher approving the new schedule.

For a Senior to participate in an Independent Study and/or Work Based Learning to be approved, the teacher, guidance counselor and principal must approve of the Independent Study and or Work Based Learning before a student will be placed.

No student shall be removed from one teacher to another in the same subject unless such a move is made for administrative reasons.

HOMEWORK POLICY

Homework is work completed by students outside of the classroom that helps students to practice, reinforce or apply skills and knowledge. Homework is not assigned as punishment, but is used to expand student learning and retention beyond the school day. Every student is expected to follow the homework policy established by classroom teachers.

HONOR ROLLS

All A Honor Rolls and A/B Honor Rolls are published at the end of each grading period. Students who obtain a grade of “A” in all assigned classes will be eligible for the “All A Honor Roll” and students who obtain a grade of “A” or “B” in all assigned classes will be eligible for the “A/B Honor Roll”.

STUDENT COUNCIL

The student council is an organization through which students may express their opinion, assist administration of the school, and participate in management of school enterprises. The council leadership, initiative, and self-control among the members. The council’s principles are:

1. Unify student activity under one control and promote the general activities of the school.
2. Aid in the internal administration of the school.
3. Teach the students the values of working in a democracy.

Membership to the council consists of 9 Seniors , 7 Juniors, 5 Sophomores, and 4 Freshmen. The membership of the council is elected each fall.

SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. Loyal students support their school in all endeavors and do their best to keep scholastic and athletic activity standards at the highest possible level. It may be divided into three categories:

1. **Courtesy** - Toward teachers, students, visitors, and officials of school activities.
2. **Pride** - In everything our school works to accomplish and has accomplished.
3. **Sportsmanship** - The ability to **win** and **lose** gracefully.

PROMOTION AND RETENTION IN GRADES 6-8

Retention or promotion for grades 6-8 is decided by the teachers and administrators, with input from parents, on a case by case basis and will consider the following guidelines:

Overall class failure or loss of credit at grades 6-8 will be based on less than a 59% overall average of the four core classes. **Teachers report student progress two times per nine week grading term.** A one call is issued to inform

parents that these have been sent home. Teachers will contact parents with academic or behavior problems when deemed necessary. Parents can feel free to contact the teacher about the child's progress. Parents should schedule an appointment for a teacher conference in order to avoid conflicts. **Make-up work for excused absences must be made up within 5 school days and this is the responsibility of the student. Principal discretion should be used in extreme cases.**

VALEDICTORIAN/SALUTATORIAN

Candidates for valedictorian and salutatorian will complete a minimum of seven (7) credits per year (freshmen/sophomore/junior years) and be in the process of completing seven credits during the senior year. Final grades will be calculated two weeks prior to the last day of school. To qualify for either honor, the last two years' work must have been done by the student at this high school. All course work will be counted using a percentage of grades. If there is a tie for the honor of valedictorian or salutatorian that reaches the hundredths place on a one-hundred-point scale, then those students involved will share this honor. Additionally, candidates must also complete 3 AP and/or Dual Credit courses offered at LCMHS.

INDIVIDUAL LEARNING PLAN (ILP) All Lee County Middle High School students are required by law to have an Individual Learning Plan.

DUAL CREDIT AND A.P. COURSES

In order for Dual Credit to be taken by juniors and/or seniors, a parent must be in attendance at the orientation meeting to give their permission to take college coursework and understand the financial responsibility that may be involved. If that meeting is missed, a student will not be enrolled at the college level until the parent has met with the counselor and approved their child registering for dual credit courses.

Students taking Dual Credit and A.P. courses may be required to pay for those courses and required exams.

ACADEMIC REGULATIONS - COURSE ENROLLMENT PER YEAR

All students must enroll in at least seven (7) subjects per year.

INCOMPLETE GRADES

Any incomplete grade will automatically become an F at the end of the school year.

FAILING A CLASS

Any student in grades 9-12 who fails a required subject must repeat that subject the next school year or as soon as possible.

REPORT CARDS

Report cards are issued every grading period and will be sent home, either by the students or through the mail system. Report cards will be issued at the end of each nine (9) weeks grading period and mailed to the student's home address at the end of the school year.

GRADUATION AND GRADUATION PRACTICE

Students with more than two unexcused absences from graduation practice will not be able to participate in the commencement ceremony. Graduates will be given diplomas the day after graduation. Diploma jackets will be issued the day of graduation. Seniors are expected to have all fees paid prior to graduation.

CHEATING POLICY

Students caught cheating the first time will be given a zero on the lesson or test in which they were cheating and the teacher will talk with them concerning the implication involved and try to determine what has led to this attitude of success. The second time the student is caught cheating they will also receive a zero on the lesson or test and will be brought before a committee composed of the principal, teachers, and counselor to determine appropriate discipline, and the parents will be informed. Students that cheat may be required to serve detention or be suspended from school.

STUDENT RECOGNITION AWARDS

The Lee County Schools recognize student achievement in many areas each spring. Students are recognized at school functions with input from community organizations. Listed below are some of the awards of recognition presented to deserving Lee County students.

Valedictorian, Salutatorian, Academic Awards in all subjects, Citizenship Awards, Principal Awards, Perfect Attendance Certificate, Extracurricular Activities, Career Major /Completer Certificate, Bobcat Academic Award -- 95%, Cumulative GPA, I Dare You, Award of Academic Achievement

Extracurricular Policies

Lee County Middle High School students involved in after school extracurricular activities must maintain a 70% grade point average. The 70% average must have been earned before trying out or participating in a sport, cheerleading, play or any other activity that requires time to be spent in practice or participation after school. The 70% average will be calculated by dividing the total number of classes being taken into the sum of the percentages for each class being taken. It must be stressed that the 70% average is an average of all seven classes and does not reflect just one grade or course, but the student's overall academic performance during the current grading period. According to KHSAA regulations, students must pass two hundred forty minutes' worth of classes given the school's schedule before participating in any sport activity.

The coach or sponsor will check grades on a weekly basis. If a student is found to be deficient, he or she will be temporarily suspended for one week from participating in competition, although participation in practice may continue. The coach or sponsor of each appropriate activity will inform the student in writing of the deficiency. The athletic director or appropriate designee will contact parents by written letter when a suspension from an activity is necessary and inform them of what is needed to correct the problem.

No special or bonus work shall be given to a student to help him/her attain the 70% average.

EXTRACURRICULAR ATTENDANCE

Extracurricular activities (including clubs, dances, trips, etc.) play a vital role in a well-rounded instructional program to improve student performance. Therefore, student attendance should play an essential role in all extracurricular activities. Students must: Have 3 or less unexcused absences during Fall events, **OR** have 6 or less unexcused absences during Spring events.

CRITERIA FOR PROGRAMS

For an extracurricular program to be continued or to institute a new program, the program must:

1. Contribute to the following Kentucky Learning Goals:
 - Becoming a self-sufficient individual.
 - Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
2. Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.
3. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
4. Have a suitable certified adult sponsor and have appropriate adult supervision at all times.

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities if they:

1. Maintain passing grades in all subjects.
2. Were in attendance on the day of the activity or on Friday for weekend activities, unless the absence was excused.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Where applicable, meet any requirements set by the appropriate sponsoring or governing organization.

STUDENT ATTENDANCE TO EXTRACURRICULAR ACTIVITIES:

In order to attend, students must:

1. Be in attendance on the day of activity or Friday before, unless the absence was excused.
2. Not be involved in discipline issues at school the day of or Friday before the activity.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, or by sponsoring or governing organizations. The coach or sponsor will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

PROGRAM EVALUATION

Our extracurricular program will be evaluated through the needs assessment process for updating our School Improvement Plan.

Lee County School Health Program

The following screenings are a part of the school health program.

1. Vision - grades 10 and 12
2. Height and weight - 9 through 12
3. Hypertension - 9 through 12
4. Scoliosis - 10 and 12
5. Head Lice
6. Scabies

Weather and Safety

SEVERE WEATHER

The superintendent of Lee County Schools is in charge of dismissing schools due to severe or inclement weather. If the severe weather occurs at night, parents and students should listen for possible dismissal of school over the following radio and television stations: WKYT- Lexington, WYMT- Hazard, WTVQ Channel 36 Lexington, and WLEX- Lexington.. All school staff and guardians are notified by means of the district messaging system and on social media.

TORNADO DRILLS

Periodic tornado drills will be held during school hours. Students will be taught the appropriate procedures for tornado drills according to Kentucky Civil Defense regulations. An "all clear" signal will sound before students and teachers may return to their classrooms.

Drills for other emergency procedures may be scheduled. Supervising teachers will assign any needed assistance to special needs students to facilitate building evacuation. Special needs designation includes, but is not limited to, students in wheelchairs, on crutches, limited mobility, limited cognitive ability, etc. Any student at risk during and/or after an evacuation procedure is considered “special needs”.

FIRE DRILLS

Fire drills will be held monthly. Students will be taught the appropriate behaviors for fire drills and will evacuate the building when the alarm sounds and will return to their classrooms when the “all clear” sounds. Any student who tampers with the fire alarms, extinguishers or other emergency equipment will be suspended and the appropriate authorities notified.

LOCKDOWN DRILLS

During lockdown, students and staff will be required to remain in the classroom with the doors and windows locked and the window in the door covered. Staff will monitor their email for information and will call or email the office in the event of an emergency in their classroom.

School Violations, Infractions, and Consequences

Consequences may be repeated or skipped based on administration’s judgment of time between offences or improvements in behavior. Principals and other Administrators may use discretion based on the circumstances of the situation. These procedures are for office referrals and are followed with the understanding that appropriate classroom strategies have been followed before the referral was written. Consequences for offenses may be combined after the 2nd referral. Court Designated Workers may be notified when necessary.

All school rules apply whenever the student is on the school campus, in the building, and/or on school trips. Students are expected to abide by these rules on the way to and from school. The principal is in charge of regulating all school rules. All staff members assist in the regulation of the school rules. Principal discretion shall be used when students are disciplined for an infraction of school rules. Police or other Authorities may be called throughout the Infraction cycle based on individual circumstances.

ALTERNATIVE SETTING (BOBCAT ACADEMY)

When a student is consistently experiencing problems at Lee County Middle High School and the learning environment of the school is being impaired, the student may be removed and placed at the Bobcat Academy. Students placed in alternative placement will be served by a teacher at the Bobcat Academy. Every attempt will be made to have students remain in the same courses as they had at LCMHS. Students will be placed at the academy for a minimum of 20 days. Students will return to LCMHS at the recommendation of the Bobcat Academy staff.

Placement at the Bobcat Academy is a serious consequence and may be utilized for any infraction listed below if “the student has contributed to substantial and on-going disruption of the educational process” as described in Board Policy 09.4341. While some infractions list recommendation to the academy as a possible consequence, others may

not. Yet repeated misbehavior may cause a student to be recommended for placement and a plan created by the ILPA team.

Placement at the Bobcat Academy may also arise out of concern for academics falling behind, truancy which causes an academic deficit, or a student learning style that would be best suited in the setting of the Bobcat Academy. See Board Policy 09.4341 for more information regarding the Academy.

TRANSPORTATIONS REQUIREMENTS FOR AFTER SCHOOL DETENTION

When a student is assigned After School Detention, the parent (guardian) is responsible for transportation from After School Detention.

ATTENDANCE REQUIREMENTS FOR OUT OF SCHOOL SUSPENSIONS

Out of School Suspension absences are unexcused absences and as such are subject to Kentucky State attendance laws, refer to *Lee County Schools Student Code of Conduct and District Handbook*

INFRACTIONS

The following list of infractions are serious in nature and consequences are outlined in the District Code of Conduct and Student Handbook:

- Weapons
- Abuse of a Teacher
- Aggressive Behavior Toward Any School Employee
- Assault and Threats of Violence
- Use, Possession, or Trafficking of Drugs, Alcohol Beverages, or Other Prohibited Substances

INFRACTION CHART

INFRACTION	1ST REFERRAL	2ND REFERRAL	3RD REFERRAL	4TH REFERRAL	5TH REFERRAL
Disrespectful to Staff	½ Day ISS, Parent Meeting and Re-teach expectations	1 Day ISS, Parent Meeting and develop a plan to help change behavior	1 Day ISS/After-school /Community Service, Parent Meeting and Re-teach expectations of behavior plan	1 day out of school suspension May recommend to Academy	2-3 days out of school suspension May recommend to Academy
Disruptive/ Uncooperative Encouraging Mischief Foul Language Obscene Gestures Annoying to Classmates	In school detention. Parent contact. Re-teach expectations	ISS or After school l detention and/or parent meeting with an administrator, teacher and/or team -develop a plan to help change behavior	In School or Out of School Suspension Parent pick up with parent meeting and review the behavior plan	1 day out of school suspension May recommend to Academy	2-3 days out of school suspension May recommend to Academy

Dangerous Objects/Substances and Other Weapons	In School Suspension/lunch detention, re-teach expectations and parent contact	In School Suspension and parent meeting	ISS or Out of School Suspension May recommend to Academy	ISS or Out of School Suspension May recommend to Academy	ISS or Out of School Suspension May recommend to Academy
Bathroom Misconduct Hallway Misconduct	May isolate for 1 week from bathroom and/or hallway during class change, lunch and/or breakfast	May Isolate for 1-2 weeks from bathroom and/or hallway and parent meeting with teacher and/or team -develop plan to help change behavior	Parent pick up and parent meeting with an administrator, teacher and/or team - develop a plan to help change behavior	Out of school suspension	Out of School Suspension
Dress Code Violation	Reteach expectation Change of clothing Parent contact	After School or Lunch Detention Parent contact	1/2 day ISS Parent contact	1 Day ISS with a parent meeting	ISS or OSS with a parent meeting
Public Display of Affection (Minor)	Re-teach Expectations and Parent contact	1/2 day ISS and Parent contact	1 ISS and Parent Contact	ISS or OSS	ISS or OSS
Public Display of Affection (Major)	Suspension and Parent contact	Suspension and Parent contact	Suspension and Parent contact	Suspension and Parent contact May recommend to Academy	Suspension and Parent contact May recommend to Academy
Electronic Device Violation	Confiscated by teacher & returned at the end of class.	Confiscated by teacher & returned at the end of the day.	Confiscated & parents must pick up from administrator. Lunch detention	Confiscated & parent pickup device. After school detention or ½ Day ISS	Confiscated 1 day ISS Parent pickup device
Misuse of Electronic Device	½ Day ISS, Parent Meeting and Re-teach expectations	1 Day ISS, Parent Meeting	ISS/After-school / Community Service, Parent Meeting and Re-teach expectations	1 day out of school suspension	2-3 days out of school suspension
Verbal Aggression Bullying (If threats are made or verbal abuse involved; considered harassment)	In school or after school detention with a parent meeting with an administrator, teacher and/or team	In school or after school Parent pick-up with parent meeting and make plan to help change behavior	1 day out of school suspension May recommend to Academy	2-3 days out of school suspension May recommend to Academy	Out of School Suspension May recommend to Academy
Bus (Minor)	In school detention or Student Conference Parent contact	In School or After school detention. Parent conference with an administrator or designee	One Day Suspension from the bus.	Three Day suspension from the bus	Suspended from the bus for the remainder of the semester.

Bus (Major) Safety Issue	One Day suspension from the bus Parent contact	Three-day suspension from the bus. Parent contact	Suspended from the bus for the remainder of the semester.	Suspension from the bus for the remainder of the year.	
Skiping Class	1/2 Day ISS and Parent Contact	1 days In School Suspension (ISS) and Parent Contact	ISS or Out of School Suspension Parent contact	ISS or Out of School Suspension	ISS/OSS May recommend to Academy
Tardies Leaving Class Without Permission Refusal To Go To Class	Lunch Detention and Re-teach expectations	After School Detention/ISS and Parent Contact by Administrator, teacher and/or team	ISS and develop a plan to change behavior	ISS or Out of School Suspension May recommend to Academy	ISS or OSS May recommend to Academy
Leaving School Without Written Permission (including written when required) During or After School	1 Day ISS Parent Contact and Re-teach expectations	ISS and Parent pick up with parent meeting with an administrator, teacher and/or team	1 day out of school suspension, parent contact and meeting with an administrator/	2-3 days out of school suspension, parent contact	5-10 day suspension. May recommend to Academy
Harassment	1 day out of school suspension, parent contact	2 days out of school suspension, parent contact	3-5 days out of school suspension, Parent contact May recommend to Academy	Out of School Suspension May recommend to Academy	Out of School Suspension May Recommend expulsion May recommend to Academy
Physical Aggression (Minor)	Lunch Detention and Re-teach expectations	After School Detention or ISS Parent Contact	ISS	ISS or Out of School Suspension May recommend to Academy	ISS or Out of School Suspension. May recommend to Academy
Physical Aggression (Major)	1 day out of school suspension parent contact	2 days out of school suspension parent contact	3-5 days out of school suspension parent contact	Out of School Suspension May recommend to Academy	Out of School Suspension May Recommend expulsion May recommend to Academy
Verbal Aggression	1-3 day out of school suspension, parent contact and meeting with an administrator May recommend to Academy	1-3 days out of school suspension, parent contact and meeting with an administrator May recommend to Academy	2-5 days out of school suspension, parent contact May recommend to Academy	Out of School Suspension May recommend to Academy	Out of School Suspension May recommend expulsion May recommend to Academy

Fighting <i>(May be determined that a student reacted in self-defense. If so, that student may not be held to the same standard.)</i>	3 days out of school suspension Parent contact	3-5 days out of school suspension Parent contact	Out of School Suspension May recommend expulsion May recommend to Academy	Out of School Suspension May Recommend expulsion May recommend to Academy	Out of School Suspension May Recommend expulsion May recommend to Academy
Insubordination (Major) Disruption of the School Day	OSS Parent pick up parent contact	OSS parent contact	OSS parent contact May recommend to Academy	OSS parent contact May recommend to Academy	OSS May recommend to Academy
False Reporting	ISS or after school detention Parent Contact	ISS or OSS	OSS	OSS	OSS Possible expulsion
Smoking Chewing Tobacco Tobacco Use E-Cigarettes Vaping	1 Day In-School Parent contact.	3 Days In School Suspension Parent contact.	1 Day Out of School Suspension Parent pickup administration.	3 Day Out of school suspension Parent contact May recommend to Academy	Recommend to Bobcat Academy
Tobacco Possession	Confiscate and re-teach expectations	1/2 day In-School parent contact	1 day in-school suspension parent contact	2 day ISS suspension, parent contact	1 day OSS parent contact May recommend to Academy
Vandalism	Repair damages or make restitution, suspension parent contact Possible charges filed	Repair damages or make restitution/ 1day OSS/parent contact/ police contact Possible charges filed	Repair damages or make restitution /2-3 days OSS parent contact May recommend to Academy Possible charges filed	Repair damages or make restitution/ 3-5 days OSS Parent contact May recommend to Academy	OSS May recommend to Academy
Cheating Plagiarism	Verbal reminder of rules and expectations Redo the assignment or Zero on assignment parent contact	Parent/administrator /teacher/team meeting to develop a plan to help change behavior Zero on assignment	1 day In School Suspension	ISS or Out of school suspension	ISS or Out of School Suspension
Refusal to Serve Detention	1 day out of school suspension parent contact	2-3 days out of school suspension parent contact.	3-5 days out of school suspension parent contact. May recommend to Academy	Out of School Detention May recommend to Academy	

Deadly Weapons <i>*Refer to Lee County Schools Student Code of Conduct and District Handbook.</i>	Minimum 12-month expulsion (may be modified by Board) Referred to criminal/juvenile justice system Immediately report to the Superintendent				
Threat to Harm or Kill <i>*Refer to Lee County Schools Student Code of Conduct and District Handbook , could be a Class D Felony: Terroristic Threatening</i>	In addition to District consequences school consequences include: 5-10 day suspension AND Alternate replacement for a minimum of 20 days with possibility of remainder of school year or into the next school year depending on time of year. Possibility of expulsion				
Abuse of a Teacher (Verbal or Physical) <i>*Refer to Lee County Schools Student Code of Conduct and District Handbook, could be a Class A misdemeanor</i>	Notify Principal Principal calls police Student Suspended Immediately and recommended for expulsion				
Assault <i>*Refer to Lee County Schools Student Code of Conduct and District Handbook. Could be a Class D Felony: Terroristic Threatening</i>	In addition to District consequences school consequences include: 5-10 day suspension AND Alternate replacement for a minimum of 20 days with possibility of				

	remainder of school year or into the next school year depending on time of year. Possibility of expulsion				
Simulating a substance, a drug, or alcohol <i>*Refer to Lee County Schools Student Code of Conduct and District Handbook.</i>	Out of school suspension Parent Contact May recommend to Academy	Out of School Suspension Parent Contact May recommend to Academy	Out of School Suspension May recommend to Academy		
Use, Possession, or Trafficking drugs, alcohol, or other substances <i>*Refer to Lee County Schools Student Code of Conduct and District Handbook.</i>	Up to 10-day Out of School Suspension AND Bobcat Academy for minimum of 20 days Possible treatment center or detention facility Must have evaluation upon return and guardian must have conference with principal	Up to 10-day Out of School Suspension AND Extended time at Bobcat Academy Possible treatment center or detention facility Required evaluation upon return and guardian must have conference with principal Possible expulsion for up to one year			

Chromebook Infraction Chart

Issue	Cost of Repair and Parent Contact	Discipline Action 2nd Offense	Discipline Action 3rd Offense	Discipline Action 4th Offense
Lost/Damaged Charger	\$25	1 Day Out of School Suspension and \$25	3 Days Out of School Suspension and \$25 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$25 and charges (KRS 512.040 01403)
Busted Screen/Accidental	\$25	1 Day Out of School Suspension and \$25	3 Days Out of School Suspension and \$25 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$25 and charges (KRS 512.040 01403)

Busted Screen/Intentional	\$25	1 Day Out of School Suspension and \$25	3 Days Out of School Suspension and \$25 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$25 and charges (KRS 512.040 01403)
Destroyed Chromebook (not repairable/Accidental) (prices range way above and a little below this price based on the model and age, so the median price was used.)	\$239	1 Day Out of School Suspension and \$239	3 Days Out of School Suspension and \$239 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$239 and charges (KRS 512.040 01403)
Destroyed Chromebook (not repairable)/Intentional	\$239	1 Day Out of School Suspension and \$239	3 Days Out of School Suspension and \$239 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$239 and charges (KRS 512.040 01403)
Lost Chromebook	\$239	1 Day Out of School Suspension and \$239	3 Days Out of School Suspension and \$239 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$239 and charges (KRS 512.040 01403)
Stolen Chromebook	\$239	1 Day Out of School Suspension and \$239	3 Days Out of School Suspension and \$239 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$239 and charges (KRS 512.040 01403)
Other Damage/Intentional --ie--frame ripped completely off, carving into surface, glue in ports, etc.	\$25	1 Day Out of School Suspension and \$25	3 Days Out of School Suspension and \$25 and charges (KRS 512.040 01403)	Refer to Bobcat Academy, \$25 and charges (KRS 512.040 01403)