

# STUDENT HANDBOOK



OHIO COUNTY

HIGH SCHOOL

2021-2022



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## OCHS ADMINISTRATION

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|---------------------|----------------|---------------------|------------------------|
| <b>Alex Embry</b>   | Principal      | <b>Misty Decker</b> | Curriculum Coordinator |
| <b>Paul Decker</b>  | Vice Principal |                     |                        |
| <b>April Porter</b> | Vice Principal |                     |                        |

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## OCHS GUIDANCE

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|                    |                      |                        |                       |
|--------------------|----------------------|------------------------|-----------------------|
| <b>Brooke Wise</b> | Counselor 9th & 12th | <b>Jennifer Phelps</b> | Counselor 10th & 11th |
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## OHIO COUNTY BOARD OF EDUCATION

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|----------------------|----------------|----------------------|--------------|
| <b>Seth Southard</b> | Superintendent | <b>Angie Canary</b>  | Board Member |
| <b>Jeff Evans</b>    | Chairperson    | <b>Anthony Geary</b> | Board Member |
| <b>Karen Boling</b>  | Board Member   | <b>Beth Lunsford</b> | Board Member |

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## OCHS SITE BASED DECISION MAKING COUNCIL

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|---------------------|----------|----------------------|---------|
| <b>Alex Embry</b>   | Chairman | <b>John Murrey</b>   | Teacher |
| <b>Amy Miller</b>   | Teacher  | <b>Whitney Keown</b> | Parent  |
| <b>Randy Brown</b>  | Teacher  | <b>Tike Barton</b>   | Parent  |
| <b>Lincoln Rowe</b> | Teacher  | <b>Arlee Blaker</b>  | Parent  |

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The purpose of the Code of Conduct packet is to provide a general understanding of the rules that govern Ohio County High School. We hope the information presented will clarify policies and make procedures easier to understand. Due to publishing deadlines some information, policies, and/or procedures may not be accurate at the time of printing.

We hope that you will participate in many of the programs and activities available to Ohio County High students. Since no handbook can answer all the questions that may be raised by students and parents during the year, you are encouraged to call upon teachers, guidance counselors and/or administrators for information.

## Title IX Committee

Ohio County High School maintains a Title IX Committee which meets three times a year. The Committee's objective is to attain and maintain athletic parity for both genders. It's effort is reported to Khsaa in an annual Title IX Report.

### VISION STATEMENT

The vision of Ohio County High School is to create a culture in which each individual excels to become a productive, successful, life-long learner, who is a responsible, contributing member of the community.

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## STUDENT CLASSIFICATION

(Standard diploma minimum requirements)

Sophomore: 5 credits completed

Junior: 11 credits completed

Senior: 17 credits completed

GRADUATE: 24 credits completed

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## STUDENT ATHLETE ELIGIBILITY

(KHSAA Bylaw 5. Minimum Academic Requirement)

### Sec. 1) Proper Grade Level Requirement for Students in All School Districts:

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

The following chart will be used to determine eligibility based on our district requirements for graduation:

| Minimum Graduation Requirements: | First Year of High School | Second Year of High School | Third Year of High School | Fourth Year of High School | Required to reinstate after complete year ineligible |
|----------------------------------|---------------------------|----------------------------|---------------------------|----------------------------|--|
| 24 credits                       | Promoted from 8th grade   | 5 credits                  | 11 credits                | 17 credits                 | 6 credits  |

## Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements:

The eligibility of a student failing to meet the provisions to stay on grade level may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

## GRADUATION REQUIREMENTS

Students shall complete an Individual Learning Plan (ILP) that incorporates emphasis on career development and shall be required to complete a minimum of twenty-four (24) credits. Students may choose one of the three diploma levels listed below. Beginning with the graduating class of 2016 all students must be College and/or Career ready to graduate. In addition to their credit requirements, all seniors must have completed their ILP.

### Diploma levels

Career & College Ready Diploma - minimum 24 credits

- 4 - English
- 4 - Math (Algebra I, Algebra II, Geometry, and a Math elective)
- 3 - Social Studies
- 3 - Science (Integrated Science, Biology, and Earth/Space Science)
- ½ - Health
- ½ - Physical Education
- 1 - Humanities
- 8 - Electives

### Pre College Curriculum

The College & Career Ready Curriculum with the additional requirement of Chemistry & 2 years of a foreign Language.

### Graduation Honors

The following Graduation Honors will be awarded at Ohio County High School:

**Cum Laude (“With Honor”)** – Pre College Curriculum\* + 3.5 or higher GPA + Met KY Benchmarks with 22 or higher ACT composite + successful completion of two or more AP or Dual Credit Courses.

**Magna Cum Laude (“With Great Honor”)** – Pre College Curriculum\* + 3.8 or higher GPA + Met KY Benchmarks with 24 or higher ACT composite + successful completion of three or more AP or Dual Credit Courses.

**Summa Cum Laude (“With Highest Honor”)** – Pre College Curriculum\* + 4.0 or higher GPA + Met KY Benchmarks with 26 or higher ACT composite + successful completion of four or more AP or Dual Credit Courses.

These honors will be annotated on the student’s diploma and/or students will be presented with a distinctive device to be worn on the graduation gown. Honors will be announced when the student’s name is read during the graduation ceremony.

The titles Valedictorian and Salutatorian will be awarded to the students who graduate Summa Cum Laude with the highest and second-highest GPAs, respectively. Any ties will result in the sharing of honors.

**To be eligible for graduation honors, Valedictorian, or Salutatorian, the following criteria must be met:**

- A. Students must complete four years of high school and complete their entire senior year at OCHS.

- B. Courses taken outside the regular school day or during the summer will receive credit and grades will be calculated into GPA, but these courses will not receive quality points toward class rank or graduation honors.
- C. Only quality points earned in high school will be used to determine class rank or graduation honors.
- D. A maximum of 28 credits will be used to determine class rank.
- E. A student who enters OCHS with more credits earned in a year in his/her previous school than is possible at OCHS to earn in one year will be given the opportunity to choose the classes they wish to delete. Quality points and credits will not be given for deleted courses. No courses that fulfill the graduation requirements may be deleted.
- F. Graduation requirements must be completed before closing day.

Unique situations that have not been addressed in this policy will be decided by the Principal with the consensus of the administrative staff of Ohio County High School.

\* Algebra 1 in 8th grade does not count as one of the 4 math credits required.

## **GRADING, REPORT CARDS, DEFICIENCIES**

Reports of student progress are issued every nine weeks. Midway through the quarter marking period, deficiencies of unsatisfactory work and/or danger of a failing grade are mailed to parents. Parents are urged to contact teachers during the instructor's planning period.

An "I" (Incomplete) is given only in those cases where illness, emergency or pre-arrangement with the student if he/she has not been able to complete his/her assignment(s). **An incomplete on the report card becomes an "F" if not removed within two weeks from the end of the grading period.** Make-up work is the complete responsibility of the student.

Report cards are distributed one week following the end of the quarter for the first three quarters. The final report card is mailed. No report card will be issued to any student who fails to return books, owes fees, fines or any other obligation at the end of the year. Principals, teachers, or counselors may identify students as being at-risk. Students with deficient grades will be provided information concerning available alternative programs.

## **SCHOOL COUNSELING PROGRAM**

Our mission as school counselors is to provide a comprehensive guidance program that will assist all students in acquiring the skills, knowledge and attitudes needed to become effective students, responsible citizens, productive workers and lifelong learners. The purpose of our guidance curriculum is to provide student awareness, skill development and application of skills needed in everyday life. Our responsive services address student's immediate concerns which may include, but is not limited to, physical or emotional abuse issues, grief, substance abuse, family issues, coping with stress, and relationship concerns. Individual student planning assists students and parents in the development of student academic and occupational planning, decision making, goal setting, and preparing for academic transitions.

## **ALTERNATIVE PROGRAMS**

The following is a listing and description of the Alternative Programs of Ohio County Schools that are available to youth in danger of falling under the provisions of House Bill 43.

- Home/Hospital Instruction - Designed to teach students in the home or at the hospital, while the student cannot attend school due to an illness or injury after 5 (five) absences and physician's recommendation.
- In-School Alternative Program - Designed as an alternative to out-of-school suspension. Students are removed from the classroom and provided an in-school alternative education for short periods of time, usually from three to ten days. The students receive close supervision and structured study in a restricted environment, preventing them from falling irretrievably behind their classmates. Upon recommendation of the principal, students may be placed in ISAP long term in lieu of expulsion.
- Counseling for At Risk Students - Assigns students who are at-risk due to poor grades and/or attendance to meet with a counselor in individual or group sessions.
- School Psychologist - Created to provide services of 2 (two) ½ time psychologists who provide a full complement of psychological services for all students.
- Special Education Programs - Offered to qualifying secondary students ages 13 - 21. Services are provided in several areas for exceptional children.
- Correspondence Work - Offered to students to acquire credits. Details concerning courses offered, costs, dates, and hours of attendance are available in the Guidance Office.
- Render Center - The Render Center is a program for students ages 13 and older or in grades seven through twelve who have behavior problems. Students may be referred to the ALP or Day Treatment prior to consideration for expulsion, by court order, or if there are repeated, multiple or severe behavior problems at the home school. Students may also be placed if students fall two grades below grade level. (for example- a student is still classified as a 9th grader for a third year due to lack of credits) Students will be referred to the Director of the Render Center by school officials to be considered for admission in the alternate location.

## **HOME/HOSPITAL INSTRUCTION**

Students who find it necessary to be out of school for more than 5 (five) consecutive days due to serious illness, pregnancy, accident and/or injury may keep up with their school work by requesting the aid of the home/hospital teacher who will bring assignments to the home or hospital. While there, the teacher will assist the student in understanding how to complete the work. Home/Hospital papers must be completed by the doctor and returned to the school; these may be picked up at the front office or faxed to the doctor. A doctor's statement is required for Home/Hospital Instruction.

## YOUTH SERVICES CENTER

Center Staff work to connect students and families to community resources that will help them reach their highest educational potential.

School clothing and supplies are available for students who cannot purchase these items. Donations of gently used clothing are accepted.

A small contingency fund is maintained by the center to assist students with the purchase of items necessary for their academic success. Money is not available for household expenses such as rent or utilities. Food from the Backpack Food Program is distributed by the center coordinator.

Dropout prevention services such as short term case management for student and parents, home visits for high-risk students and support for teen parents are available.

Alcohol and other drug abuse prevention activities such as OC DRUG FREE club and drug free assembly programs are sponsored by the Youth Services Center (YSC). Intervention services for substance abuse and mental health issues are provided at OCHS by a mental health therapist from a local agency.

The Youth In Action Student Volunteer Program is sponsored by the center and provides various volunteer activities and recognition for the services of students. Volunteer opportunities for adults are also available. The YSC encourages parents and community members to be active at OCHS. Those interested in volunteering should call Kathy Gledhill at 274-9599 or email her at [Kathy.Gledhill@ohio.kyschools.us](mailto:Kathy.Gledhill@ohio.kyschools.us)

The Friends of Rachel group is sponsored by the center and meets on club days. The purpose of the group is to prevent bullying and to encourage acts of kindness in our school. Students from the group go to the elementary schools to present anti-bullying programs.

A directory of part-time and summer jobs for students is available at the center.

A weekly email newsletter containing listings of school events and scholarship information is available for parents and students. Those interested in receiving this should call Kathy Gledhill at 274-9599 or email her at [Kathy.Gledhill@ohio.kyschools.us](mailto:Kathy.Gledhill@ohio.kyschools.us)

The Youth Services Center sponsors the Eagles of the Week and Faculty Spotlight programs.

## ATTENDANCE POLICY

### 1. Valid reasons that a student may be excused:

- a. Illness of student (6 parent notes accepted for the year). After 6th parent note a doctor's note, hospital note, or funeral note must be submitted for absence to be excused.
- b. Death in immediate family (Funeral Home note or Hospital note must be submitted)
- c. Verified doctor's appointment or health department appointment (Doctor's notes with white-out or changed numbers will be verified with the doctor's office.)
- d. Orders of the court
- e. Driver's License Test
- f. Family Emergency (Documentation must be provided from emergency agency such as hospital, ER, fire dept, or sheriff dept)
- g. Pre-arranged absence provided that student has good attendance

### 2. Unexcused Absences

- a. Working
  - b. Missed bus
  - c. Vehicle broken down
  - d. Suspension
  - e. Overslept
  - f. Out of town
  - g. Juvenile detention/jail
  - h. Personal business
3. Students are required by law to attend school and can not drop out of school until 18 years old. When a student reaches a total of 6 unexcused full day absence events this violates the compulsory attendance laws (KRS 159), then he/she will have truancy charges filed with the court through the Director of Pupil Personnel (DPP).
4. Any student with 6 or more unexcused absences will not be allowed to attend Prom or Senior Trip.
5. Students who have unexcused absences will receive the following:

***1st unexcused--Letter sent home to parents reminding them of policy***

***2nd unexcused--Talk with parent/Home visit***

***3rd unexcused--Mandatory attendance in Truancy Diversion Program***

***4th unexcused--1 day ISAP***

***5th unexcused--2 days ISAP***

***6th unexcused--3 days ISAP/Truancy charges filed/ALP notice/No prom/No Senior trip***

***7th unexcused--3 days ISAP***

***8th unexcused--3 days ISAP***

***9th unexcused--ALP Placement***

### **Additional Policies concerning Attendance**

1. Make-up Work – Students having excused absences (acceptably documented) shall be allowed to make up work for credit. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work. For each day the student has an excused absence, he/she will receive two days to complete make-up work. Additional time may be given for extenuating circumstances at the discretion of the teacher. Students having unexcused absences or suspensions will be allowed to complete work due in order to keep up with classmates; however, credit will not be given. Any project or homework assigned before suspension occurs will be accepted for credit. However, any material due during suspension is the responsibility of the student or parent to turn in at the school office by the due date. Long term projects assigned during the suspension, but not due until a date after the suspension ends, will be accepted.



2. Homebound Instruction – Students whose physical or mental condition prevents or renders inadvisable attendance at school for more than 5 (five) school days can qualify for homebound services. Forms can be picked up at the Central Office or High School for this service and must be signed and completed by a medical doctor. Return the papers to the Central Office or OCHS.
3. Pre-Arranged Absence – An absence may be pre arranged provided student has had good attendance. When parents know in advance that their children will miss school, advance arrangements must be made through the assistant principal in charge of attendance. A parent conference is required and a proper form completed that shows that the activity or event requires participation of the student on regularly scheduled school time. The form explaining the request for absences from the parent/guardian is required. All planned absences shall be arranged for at least 5 days in advance, barring unforeseen circumstances or emergencies.
4. Parents will be notified by letter when a student has 2, 4, and 6 unexcused absences. The Ohio County High Youth Services Center Coordinator will be notified by the assistant principal in charge of attendance so they may help the student improve his/her attendance in order to avoid disciplinary action.
5. All attendance policies may be reviewed by the principal and by the SBDM and are subject to change. Changes in the attendance policy will be made known to parents/guardians in the form of a letter.
6. If the principal determines that an alternative disposition is appropriate, this may be imposed in lieu of the above policy.

### **TRUANCY DIVERSION PROGRAM**

Students who are truant (missing 3 or more unexcused days) will be referred to the Ohio County Truancy Diversion Program. Students and parents will be required to meet at OCHS with a review team. This team will consist of a Court Designated Worker(s)(CDW), the Director of Pupil Personnel (DPP), the Ohio County Schools Attendance Specialist, and an OCHS administrator. The team will review the causes for the student's attendance issues, behavior reports, and grades. The purpose for the team is to improve the attendance of the student therefore keeping him/her out of Family or District Court.

### **NO PASS/NO DRIVE LAW - HOUSE BILL 32**

Any student who is deemed academically deficient will have their driver's license/permit revoked or suspended. The student is considered academically deficient if they meet any one of the following:

1. drops out of school
2. is failing 3 or more classes
3. has 9 or more unexcused absences per semester

A student who has had their license revoked under the provisions of HB32 may reapply for their licenses as early as the end of the semester during which they enroll in school and successfully complete the educational requirements listed above. A student may also apply for their license/permit at the end of a summer school semester which results in the student having passed 4 courses and the courses meet the educational requirements for graduation. The student shall provide proof to the court clerk that they are not academically deficient. This proof is issued by their school within the preceding 60 days that they are enrolled and are not academically deficient. The application shall include parental/guardian consent before the license/permit application can be submitted.

### **OHIO COUNTY HIGH SCHOOL PERFECT ATTENDANCE POLICY**

1. Students must check-in prior to 9:45 and not check-out during the same day to be counted present for the day.
2. Students must not check-out before 12:30 and have not checked-in late during the same day to be counted present for the day.
3. Students checking-in late from the driver's license/permit test will count as an excused tardy for the day.
4. Seniors with perfect attendance their senior year receive a free cap and gown.
5. Students who have more than four years perfect attendance will be presented with a medal/plaque. Students who have accumulated 12 years of perfect attendance will receive special recognition at graduation.

## **CHECK IN/CHECK-OUT POLICY**

### **Tardy to School—Check-in or Check-out**

1. Students must check-in at the front office when tardy to school.
2. Students must bring written permission from their parent/guardian to check-out of school. These notes must contain a phone number where the parent may be reached. These will be verified.
3. Students will not be allowed to leave through a phone message from home unless a verified doctor's appointment exists.
4. Students who are ill and wish to check-out must see the nurse first. If he/she finds an illness then students will be sent to the office to check-out with the Assistant Principal.
5. No student will be allowed to check-out unless a parent checks the student out or the student has an emergency card on file with names of those who may check-out the student.
6. Students who are in classes at KY Tech must follow the same procedures to check-in or out.
7. 6 parent notes will be allowed for an excused tardy to school—this is a total of check-ins and check-outs. Keep in mind this means a student can not miss more than 60 minutes in a day. After the 6th parent note for tardy has been used, tardies will become unexcused (unless a doctor's statement is used). The following disciplinary action will occur for unexcused tardies:
  - 1st unexcused tardy—warning
  - 2nd unexcused tardy—letter sent home
  - 3rd unexcused tardy—1 day ISAP
  - 4th unexcused tardy—2 days ISAP
  - 5 or more—3 days ISAP each event
8. When a student misses 11 total days of school without a doctor's note or funeral note he/she will be assigned ISAP for each day over 10 missed.

## **WITHDRAWALS/TRANSFERS**

A student who plans to withdraw from school should first discuss the reasons with the school counselor. The counselor will contact the home, explain the withdrawal procedure and give the student a transferral form, which must be signed by all of his/her teachers, librarian, counselor and principal. All rented books must be returned, lockers emptied and financial obligations taken care of before credits are recorded and/or transferred to new schools.

Before an unmarried student between the ages of 16 and 18 may withdraw from school, he/she shall confer with the Attendance Principal. The principal shall request a conference with the student's parents. The parent must sign a state drop-out form for withdrawal before the unmarried student may withdraw. No parent permission for withdrawal shall be required after the student's 18th birthday. The student must officially withdraw with a principal.

## **STUDENT RECORDS**

### **Procedures Concerning Education Records**

The Ohio County Board of Education has adopted the following policies and procedures concerning education records in compliance with the Family Educational Rights and Privacy Act (PV 93-380) as amended by the Handicapped Act (PL 94-142).

### **Types and Locations of Education Records**

Education records are those records, which are directly related to a student and are collected, maintained, and used by the school district. Such records may include, but are not limited to:

- (a) personal and family data
- (b) evaluation and test data including aptitude, achievement, interest, intelligence, personality, behavior observation record
- (c) medical, psychological and behavioral observation record
- (d) all records of conferences with students and/or parents (including Individual Education Programs for exceptional children)

- (e) copies of official correspondence concerning the student
- (f) other information or data which may be useful in working with the student and/or required by federal and state regulations

\*These records shall be located in each student's cumulative folder and shall be stored at the location designated by the principal. The principal or his/her designee shall be responsible for the maintenance of the confidentiality of these records.

### **Review of Education Records**

Parents shall have the right to inspect and review any education record relating to their child. This right shall include the right to a response to reasonable requests for explanations and interpretations and to copies of the records upon request. Parents of exceptional children shall also be afforded the right to have a representative inspect and review the records of their child. Parents shall be presumed to have these rights unless the district has been advised in writing that the parent(s) does not have the authority under applicable state laws governing such matters as guardianship, separation and divorce.

Includes any personally identifiable information on any child age 0-21 which was collected and maintained in connection with the identification, evaluation and/or placement of exceptional children.

A student shall acquire the sole right to review or grant review and/or inspection of such educational records at age 18 or upon entrance into an institution of post-secondary education (with exceptional children, the type and severity of the disability should be taken into consideration). Requests to review and inspect the records shall be addressed in writing to the Superintendent. Such requests shall be complied with in a reasonable period of time not to exceed 45 days and before any Admissions and Release Committee Conference concerning the identification, evaluation, or placement of an exceptional child. If any record contains information on more than one child, parents may inspect and review only information relating to their child. If copies of the records are requested, a fee of \$1.00 will be charged unless this would prevent the parent from reviewing the records.

### **Amendment of Education Records**

Parents may request amendment of any record believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the child. Such a request shall be addressed in writing to the Superintendent and must indicate the specific record for which the amendment is requested. The Superintendent and/or his/her designee(s) will review the request for amendment within 30 days. If the amendment is refused, parents shall be notified of their right to a hearing.

### **Hearings**

Parents may request a hearing to challenge information in the education records to insure that it is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the child. Such requests must be addressed in writing to the Superintendent who shall appoint a Hearing Officer. This Hearing Officer may be a school official with no interest in the outcome of the hearing. The Hearing Officer shall conduct the hearing in accordance with the following procedures:

- (a) The Hearing Officer will set the date for the hearing which must be held within 30 days after the request is received. The Hearing Officer shall notify the parents well in advance of the exact date, place, and time of the meetings as well as of these hearing procedures.
- (b) The parent shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by an individual of his/her choice at his/her own expense, including an attorney.
- (c) The decision of the Hearing Officer shall be based solely upon evidence presented at the hearing by both parents and school officials.
- (d) The Hearing Officer will make a decision within ten days after the conclusion of the hearing. Parents shall be notified of the decision. This notice shall include a summary of the evidence presented and reasons for the decision.
- (e) If the decision is that the records are not inaccurate, misleading or in violation of the privacy or other rights of the child, the parents shall have the right to place in the education records of the student a statement commenting upon the information in the records and/or setting forth any reasons for disagreeing with the decision. Such statements shall be maintained as a part of the education records as long as the contested portion of the records is maintained and if the contested portion is disclosed to another party, this statement will also be disclosed to such party.

(f) If the records of an exceptional child are not amended as a result of a hearing, his/her parents shall be informed of their right to appeal to the State Superintendent of Public Instruction.

### **Disclosure of Education Records**

Disclosure means permitting access to or the release, transfer or other communication of education records of the student or personally identifiable information contained therein orally or in writing or by any other means. Written consent of the parents shall be required for disclosure of any education record to any party or agency or under any condition other than those specified below. Disclosure will be made to the following individual or under the following conditions without written parental consent:

- (a) parents of the child or the student age 18 or older.
- (b) other school officials including teachers who have a legitimate educational interest in the records because of their direct involvement in the planning or implementation of the child's education program (this includes teachers' aides, substitute teachers and student teachers, where specifically authorized by a teacher or the principal to have direct current academic involvement with the student).
- (c) officials of other schools or school systems in which the student intends to enroll, on the condition that the parents or the student who has attained 18 years of age may receive a copy of the record if they desire, at their expense, and have an opportunity of a hearing to challenge the content of the record.
- (d) between schools in cases where the student is enrolled in more than one school or receives services from more than one school.
- (e) federal and state education officials.
- (f) organizations conducting studies for or on behalf of the district.
- (g) accrediting organizations in order to carry out their functions.
- (h) appropriate parties in health and safety emergencies.
- (i) in connection with student application and/or receipt of financial aid.
- (j) in compliance with a judicial order or lawfully issued subpoena (parents should be notified in advance of such compliance).
- (k) of directory information unless written instructions not to do so are presented to the Superintendent by the parents or student on or before September 30 each year.

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student.

A record of disclosures (access) must be maintained on all requests for and all disclosures except to those of parents, students who are 18 years or older, and school officials, and except of directory information. This record shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records. This record shall be kept with the educational records and may be inspected by the parents, the student who is 18 years or older, or school officials.

Education records are disclosed to a third party only on the condition that the party to whom the information is disclosed will not disclose the information to any other party (except officers, employees or agents of the organization) without prior written consent of the parent or student who is 18 years of age and that the information will be used only for the purpose for which it was disclosed.

### **Destruction of Education Records**

Education records may be destroyed at the discretion of the school district except when there is an outstanding request to inspect and review them. Explanations placed in records as a result of a hearing or the record of disclosures must be maintained as long as the education records to which they pertain are maintained.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children shall be informed by individual or public notice that any personally identifiable information in the education record of their child which was collected, maintained or used for the identification evaluation or placement of the exceptional child, shall be destroyed upon the

request of the parent. Such a request should be addressed in writing to the Superintendent. Parents who request destruction of these records shall be informed that these records may be needed by the child or the parents for Social Security benefits or other purposes and that the district may maintain without time limitation a permanent record of a student's name, address, phone number, his or her grades, attendance record, classes attended, grade level completed and year completed. If parents do not request destruction of these records, personally identifiable information no longer needed for education purposes may be destroyed at the discretion of the district.

### **TRANSCRIPTS and LETTERS OF RECOMMENDATION**

A transcript of grades must accompany most applications to colleges and universities, nursing schools and other post-secondary institutions or places of employment. Final transcripts sent after graduation should be requested at the guidance office. Students who want letters of recommendation should make personal requests of references before sending an application.

## **COURSE SELECTION**

### **REGISTRATION and SCHEDULE CHANGES**

Pre-registration (and elective requests) for the next school year is conducted during the month of February. Students have until May 1 to make adjustments in their choice of classes. Approximately two (2) weeks before the opening of the fall semester, students will be able to pick up their schedules. Between this date and the first day of classes, students will be able to request changes in their class schedules. Students may not elect to change into a class that was not in their original request. No schedule changes should be necessary except in cases of conflict when school opens in August. Any necessary changes must be completed within the first four (4) days at the beginning of the school year. Students who request changes after the initial 4 days should present a written request signed by a parent/guardian to a Guidance Counselor. No classes may be entered or dropped after that date without the approval of the teacher and the parent/guardian of the student and must be in the best interest of the student. If a student would like to drop a class and the teacher does not agree, there must be a meeting with the guidance counselor, teacher, parent, and student.

## **SCHOLARSHIPS/FINANCIAL AID**

Scholarship information is listed on the school website at [www.ohio.kyschools.us](http://www.ohio.kyschools.us) and is posted on the bulletin board outside the guidance office. Most scholarships require recipients to possess the following:

- (1) good high school scholastic record (including a competitive ACT/SAT score),
- (2) financial need,
- (3) good character and moral traits,
- (4) leadership,
- (5) involvement in extracurricular activities, and
- (6) community service (these are in no particular order).

Currently there are many local scholarship opportunities available to the graduating class. Many other scholarship opportunities are also available to students if they are willing to take the time to research and apply.

Certain tests are required for college entrance: either the ACT (American College Test) or the SAT (Scholastic Aptitude Test). These tests are given only on Saturdays and at certain test centers. A fee is required to apply for the ACT and for the SAT

**\*\*Visit [www.actstudent.org](http://www.actstudent.org) for test dates, fees, and to register\*\***

The ACT is administered to all Juniors in March free of charge. Other tests available to students on an optional basis are the PLAN (no cost to students) and PSAT (\$12.00) at the 10th and 11th grade levels.

## PHOTOGRAPHS

In order to have a current photograph of each student for his/her cumulative record, the school makes arrangements with a photographer to take pictures of our students during the month of August or September. Opportunity is given for parents to purchase various packages of their child's photos. Senior pictures must be taken by the official school photographer in order for pictures to be in the annual yearbook. Seniors are under no obligation to purchase pictures taken by the school photographer.

## DELIVERIES

There will be no floral deliveries or gifts accepted for students during school.

## IMMUNIZATION CERTIFICATES / BIRTH CERTIFICATES / SOCIAL SECURITY CARDS

Each student is required by law to present a copy of their birth certificate and social security card to the school upon enrollment. These copies shall be kept in the student's permanent record folder. Except as provided by law, each pupil shall be required to present evidence of a valid immunization certificate upon enrollment in school or present a certificate from a physician stating the child has been immunized against diphtheria, tetanus, poliomyelitis, rubeola, hepatitis A, meningitis, and rubella.

Immunization certificates shall be kept current. When the immunization certificate expires, the school shall notify the parent/guardian by mail of the expiration and allow up to 30 days for certificate renewal. If the certificate is not renewed, the student is to be officially withdrawn from school until the requirement is met.

## TEXTBOOKS, TEXTBOOK FORMS

All basic textbooks are rented to the students for use during the school year. Students are expected to take proper care of all books issued. If the books are damaged, lost or stolen, the student will be held responsible for making proper payment. **Teachers must have a completed and signed textbook form on file before textbooks are issued.** Forms must be completed before free textbooks are issued. The cost of textbook rental is from \$2 to \$4 per textbook used and is determined by the amount of class credit per subject.

## LOST/FOUND

All lost and found articles should be promptly reported and turned in to the office. Items of great value should stay at home. School is not the place for expensive clothing items or large sums of cash. Please mark personal property. Lost and Found is located in the Youth Services Center.

## EMERGENCY PROCEDURE CARD

Emergency procedure cards are given to students the first week of school. The card must be completed and signed by both parents/guardians and returned to the OCHS Business Office. Students who do not have an emergency card on file will not be allowed to check-out with anyone other than a parent/guardian. If a change in address or phone number occurs, the student should notify the OCHS Business Office immediately. The Emergency Procedure Card is an important factor in ensuring school safety.

## SCHOOL NURSE

The Adolescent Health Care Unit is open during school hours (7:30 to 3:00). A student who is too ill to remain in class is to report to the nurse. Parent permission must be given, by signature, on the 'Informed Consent' form to be seen or treated in the AHCU. It is very important for parents to complete this form at the beginning of each school year. Crucial information such as allergies, medical conditions, routine medicines, doctors, parent phone numbers, Medicaid numbers must be reported on the form.

**All medication must be brought from home in properly labeled ORIGINAL CONTAINER, prescription or over-the-counter medicine. No medicine containing aspirin can be brought or kept in the nurse's office unless doctor prescribed.** Parents must

complete the "Permission Form for Medication" and "Nurse's Office Medication Release and Consent Form" on all medications given at school. **Students must bring any and all medication to the nurse's office upon arrival at school with a note from the parent/guardian. The parent note must contain the following information: name of medication, dose of medication, when medication is to be given, reason for medication and number of pills/tablets sent to school. This needs to be signed by the parent/guardian.**

## LOCKERS

Lockers are assigned the first week of school. There is a \$5.00 locker rental fee. During the school year locker assignments will be made through administration. Lockers are the property of the school and if necessary may be inspected by school officials. The school cannot be responsible for loss of articles. It is imperative that students do not share their locker combinations. Only official school combination locks will be allowed; no other lock is permitted. Lockers must be emptied at the end of the school year or when the student withdraws from school. The cost of repairing any damage to the locker will be charged to the student. The fee for a lost lock is \$5.00.

## STUDENT DRIVING/PARKING

Driving to school is a privilege. **Students must enroll in the Drug Testing Program to purchase a student driving identification sticker.**

The following procedures must be followed:

1. Drivers must register their cars in the school Business Office when purchasing an identification sticker. This sticker must be visible on the car at all times. Cars lacking this permit shall be considered illegally driven. The price of an ID sticker is \$10.00.
2. The driver must have written permission from one or both parents who will jointly be considered as applicants.
3. The privilege to drive can be revoked at any time if this privilege is abused.
4. Student parking must be in designated areas: at the north end of the building and at the west side of the building but not in bus lanes. No student parking will be allowed in front of the building.
5. It must be understood by the student driver and parent/guardian that requests of school authorities regarding driving conduct and speed limits on school campus, parking, regulations, attendance at school, etc., shall be adhered to completely or privilege will be withdrawn.
6. Students will not be allowed to drive or ride in cars to attend classes at the vocational school.
7. Maximum speed limit for driving on school campus is 10 MPH.
8. Students are to keep their cars locked and are not allowed to go to their cars without permission from the principal.
9. Students are to leave their cars immediately upon arrival at school and are not permitted to go to their cars until dismissed from school at the end of the day.
10. Student traffic shall wait until buses have left the school campus, but shall leave campus grounds by 3:15 PM unless a student is involved in a supervised school activity.
11. Authorized school personnel may conduct a search of an automobile if they have reasonable suspicion for a search. A student who requests parking privileges gives implied consent for a search. If rules are violated the student is subject to losing driving privileges at Ohio County High School and/or suspension, depending upon the seriousness of the violation.

## CLASS OFFICERS

The OCHS class officer constitution will be followed for registration, campaigns, election and duties. President, Vice-President, Treasurer, and Secretary will be elected from each class.

## CLUBS AND ORGANIZATIONS

There are many clubs and organizations at OCHS that should provide an interest for all students. Membership qualifications vary with the clubs. Some clubs are selective; others are open to any student with an interest. Students should check with the sponsors concerning membership qualifications. Please refer to the Ohio County High School Website for a listing of clubs and organizations.

## FUNDRAISING

Fundraising projects may be undertaken with the approval of the SBDM Council and the Ohio County Board of Education. Written requests and details must be submitted at least one week prior to the regular monthly SBDM meeting.

## SOCIAL ACTIVITIES / DANCES

Various social activities and dances are held throughout the academic year. Some events are traditional such as the Junior-Senior Prom, Football and Basketball Homecoming, Senior Banquet, Awards Night, etc., while others are determined by the interests and efforts of the various student organizations. All activities are planned and take place under the supervision of the organization's sponsor and approved by the principal. The sponsor will make certain that the activity is approved and included on the school calendar. School rules and regulations are in effect at all school sponsored social activities. Ohio County High School students are allowed to invite guests to school dances. All guests must be approved by a school administrator before purchasing the ticket for the guest to attend the dance. Any non-Ohio County High School student or individual who is found to be in violation of this policy will be asked to leave OCHS school dances and school grounds immediately.

## TRIPS / COLLEGE DAYS

In order for students to attend school trips or any school function during the school day or attend college days, students must meet the following requirements or they will be required to remain in class(es): **passing all classes and have no more than 6 unexcused absences in any class.** \*\* It is the responsibility of the student to have the permission forms completed and returned to the sponsor.

## DISPLAYS

Students are to secure permission from the office to use any school space. All materials and posters are to be approved and initiated by the administration. Nothing is to be placed on the wall without the approval of the school administration.

## TELEPHONE/TELEPHONE MESSAGES

Students are not called to the telephone during classes; however, urgent messages will be delivered to them at an appropriate time (between classes, during lunch break, etc.). Telephone messages must be phoned in by 2:00pm in order to be delivered before school dismissal. No messages will be accepted after 2:00pm. A three-minute limit on use of the phone is necessary in order to allow more students to make necessary calls. Students are not to use office phones for personal calls.

## VISITORS

Only adult visitors who have legitimate business at school will be admitted. Visitor passes will be issued from the Business Office. Anyone abusing this privilege by excessive visits may be denied entrance to the school. Visitors are expected to leave promptly when their business is completed. Guests or visitors of students, including little brothers or sisters, are not allowed at school. Parents are welcome at any time.

## FIRE, DISASTER, and TORNADO DRILLS

Fire drills are required by law and are held regularly. Each teacher will go over the plans for evacuation. It is essential that when the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until the return signal is given. In case of tornado drill all students are to go immediately into a designated downstairs hallway and remain there until the all clear signal is given.



## CODE OF CONDUCT

**THE CODE OF CONDUCT APPLIES WHEN A STUDENT IS ON OUR CAMPUS OR REPRESENTING OUR SCHOOL AT ANYTIME. ALL DISCIPLINARY ACTIONS ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION.**

| Incident  | Action   |
|---|--|
| 1. Classroom disruption/Disobedience/Insubordination*   | Minimum 3 Days ISAP                                |
| 2. Failure to follow directions/class directions*   | Minimum 3 Days ISAP                                |
| 3. Lack of serious approach to school: sleeping, lack of materials, etc.  | Minimum 3 Days ISAP                                |
| 4. Not reporting for teacher based detention*   | Minimum 3 Days ISAP                                |
| 5. Intentional destruction of property including textbooks, library books, etc.   | Restitution and/or min. 3 days ISAP                |
| 6. School disturbance: fire alarms, extinguishers, etc.   | Minimum 3 Days ISAP                                |
| 7. Possession and/or use of tobacco products, Alternative nicotine products, vapor products (JUUL), lighters on school grounds (before school, after school, in an automobile, at extra-curricular activities such as a dance or ball game) | Minimum 3 Days ISAP                                |
| 8. Leaving school grounds without permission  | Minimum 3 Days ISAP                                |
| 9. Skipping class   | Minimum 3 Days ISAP                                |
| 10. Skipping school   | Minimum 3 days ISAP for each day skipped           |
| 11. Possession or use of fireworks, smoke bombs and/or other explosives   | Minimum 5 days ISAP Or Suspension and Court Charge |
| 12. Blackmail, harassment, coercion, theft and gambling   | Minimum 3 days ISAP and Court Charge               |
| 13. Public display of affection, 1st offense  | Warning  |
| 14. Public display of affection, 2nd offense  | 1 Day ISAP   |
| 15. 1st tardy   | Warning  |
| 16. 2nd tardy   | 1 day ISAP   |
| 17. 3rd tardy   | 3 days ISAP  |
| 18. 4th tardy   | 5 days ISAP  |
| 19. 5th tardy   | 8 days ISAP  |
| 20. 6th tardy   | ISAP or ALP Placement                              |
| 21. 1st Dress Code / Hallpass / Cellphone Violation   | Warning  |
| 22. 2nd Dress Code / Hallpass / Cellphone Violation   | 1 day ISAP   |
| 23. 3rd Dress Code / Hallpass / Cellphone Violation   | 3 days ISAP  |
| 24. 4th Dress Code / Hallpass / Cellphone Violation   | 5 days ISAP  |

|  |  |
|--|--|
| 25. 5th Dress Code / Hallpass / Cellphone Violation  | 8 days ISAP  |
| 26. 6th Dress Code / Hallpass / Cellphone Violation  | ALP Placement  |
| 27. Profanity/Vulgarity  | Minimum 3 Days ISAP  |
| 28. Profanity/Vulgarity directed to staff  | Minimum 5 Days ISAP  |
| 29. Unauthorized Area  | Minimum 3 Days ISAP  |
| 30. In parking lot during school hours   | Minimum 3 Days ISAP  |
| 31. Broken Behavior Contract   | Minimum 3 Days ISAP  |
| 32. Fighting   | Minimum 5-10 days ISAP with the possibility of ALP Placement and/or Criminal charges |
| 33. Improper use of beepers, sounding devices, cellular phones or any other such electronic signaling devices. | Warning or ISAP  |
| 34. Laser Pointers   | Minimum 3 Days ISAP  |
| 35. Weapons and dangerous instruments  | ALP placement with court charges   |
| 36. Alcohol & Drug Offenses  | ALP placement with court charges   |
| 37. Plagiarism/cheating/copying  | Minimum 3 Days ISAP  |
| 38. Disrespectful/Discourteous   | Minimum 3 Days ISAP  |
| 39. In Building after 3:15 pm without supervision  | Minimum 3 Days ISAP  |

- Teachers who refer a student to an administrator for behavior problems will be included in the discipline conference.
- Students who are in all day ISAP, ALP, expelled, or suspended from school may not participate in extracurricular activities for the days on which they are in all day ISAP, ALP, expelled or suspended.
- All students must leave campus grounds by 3:15 pm, unless the student is involved in a supervised school activity.

## BUS REGULATIONS

Students who come to school on the bus should return home on the bus unless they have a note from the parents approved by the Business Office. Riding the school bus is a privilege. Improper conduct on the bus will result in riding privilege being denied. Only regularly scheduled bus students are to ride the bus. Bus students who arrive at school after 7:55 AM due to a late bus are to check in at the Business Office before going to class. Bus students are to go immediately to the bus when they are dismissed in the afternoon. The Ohio County Board of Education Department of Pupil Transportation will issue each student a copy of bus regulations that must be signed by a parent/guardian and student. This signed copy will be kept in the Business Office.

## BUS NOTES

1. Notes must be turned in to the front office by 8:00 am.
2. Notes can not be taken over the telephone.
3. The note must be signed by a parent or guardian
4. The note must have the students first and last name.
5. The note will be verified by the office with a parent if there are any questions.

## DRESS CODE

*(See District Code of Conduct)*

Attire, cosmetics, unsanitary body conditions or the presentation of extraordinary personal appearance that disrupts school work, scholastic endeavors or threatens the health of others is prohibited.

Specifically the Board establishes the following standard of dress:

1. A clean, neat appearance is required for all students with clothing designed to fit at the waist.
2. All students shall wear shoes.
3. No hats or headdresses may be worn in school unless they are worn for religious reasons, or part of an approved special event
4. No see-through, peek-a-boo, or nude looks: See-through or lace tops may only be worn if they have a top under them that covers the entire back, shoulders, and upper arms. Sleeveless shirts are not allowed for boys or girls, and is not an appropriate undershirt for a see-through or lace top.
5. No students may wear as an external garment any of the following:
  - a. Swimwear
  - b. Sleepwear
  - c. Sleeveless Shirts (including Tanks Tops and Halter Tops)
  - d. Garments which expose the bare midriff, back, or cleavage.
  - e. Torn articles of clothing
  - f. Transparent clothing without appropriate undergarments
  - g. Jeans/pants with holes three inches above the knee
6. Clothing(shorts, skirts, etc.) **cannot** be more than three inches above the knees...this applies while standing or walking
7. NO visible body piercing other than the ears. This includes clear nose rings.
8. Color Contact lenses should be of a natural eye color (ex: brown, blue, hazel). No movie prop/ halloween type eye contacts that obscure vision or are neon, white, black, or red contacts.
9. Sunglasses shall not be worn inside the school building without a medical excuse.

A doctor's note must be presented beforehand
10. Skirts and culottes **cannot** be more than three inches above the knees.
11. Jewelry and other forms of ornamentation may be worn as long as they do not make distracting noises, promote violence, vulgarity, or illegal activities.
12. Biking apparel shall not be worn.

13. T-Shirts that promote violence, vulgarity, or illegal activities shall not be worn.

Principals shall enforce the dress code in their school. They shall confer with any student whose appearance does not conform to these rules. Repeated violations of personal appearance code may result in suspension from school and referral of the student to the Board of Education. School Site-Based Councils may develop individual "Dress Code" standards. These standards shall not conflict with District Policy. Principals may adjust this dress policy for special days such as "spirit week," etc.

### **LIBRARY MEDIA CENTER MATERIALS**

Most media center materials are circulated to students for a 30 day period throughout the school year; they may be renewed as needed. If any materials checked out to a student are lost, stolen, or damaged, the student will be held responsible for payment of the cost of the item. If the item is recovered, a refund will be issued.

During the school year, students who have overdue materials will not be allowed to attend club meetings or go on field trips. If the materials are still out by the end of the school year, it will be considered theft and the students name will be turned over to the assistant principal for possible court action.

### **ELECTRONIC DEVICES**

Use of personal devices such as smartphones, tablets, or laptops are allowed for classroom use with teacher permission ONLY. Students may appropriately use devices in between classes and during non-instructional time outside the classroom. Any student using electronic devices during the school day beyond what is authorized in the district Appropriate Use Policy (AUP) or without teacher permission will be subject to appropriate school discipline procedures. Using a personal device to physically or emotionally threaten or abuse anyone will not be tolerated and will be prosecuted as outlined by board policy and any relevant federal, state, or local laws.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not knowingly possess, handle or transmit any object that can be reasonably considered a weapon on school grounds or at any school-sponsored activity. (This rule does not apply to normal school supplies like pencils or compasses, but does apply to any knife, firearm, or explosive.)

### **TOBACCO POLICY**

Tobacco products, Alternative Nicotine products, and Vapor products on campus at any time by a student will not be tolerated. Example: Before school starts and after school in an automobile or at any extra-curricular activity such as a dance or at a ballgame will result in 3 days of ISAP. KRS Laws 438.050, 160.290, 160.340

### **DRIVING TO KENTUCKY AREA TECHNOLOGY CENTER**

Students must walk to Kentucky Area Technology Center. If there is a need to drive, permission from a principal at the high school is required. Any student driving without permission will be placed in ISAP a minimum of three days and could possibly lose driving privileges to OCHS.

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Once students arrive by bus or automobile, they cannot leave the school grounds. Example: If you get off the bus at 7:15 a.m., you cannot walk over to Hardees for breakfast. The punishment will be a minimum of three days in ISAP.

### **TECHNOLOGY POLICY & USAGE**

OCHS students are required to have either an OC Board of Education IPAD or a device of their own (i.e. IPAD or cell phone). Students will be expected to use devices during instruction and should be bringing those to class each day.

Students who receive e-mail and Internet training must agree to the District's Acceptable Use Policy (AUP) and have a contract on file at OCHS, which has been signed by a parent or guardian. Anyone who violates the AUP agreement will lose his/her computer privileges.

## **GANGS**

Ohio County High School has a "Zero Tolerance Policy" for any gang activity. Students participating in any gang related activity will have their parents called for a conference. The continuance of such activities will result in suspension.

## **DRUGS/ALCOHOL**

No pupil shall possess, use, be under the influence of, sell or transfer any controlled drug substance, or any substance which "looks like" a controlled substance on school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity.

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218a, 020. Use of a drug authorized by and in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Drug violations could constitute reason for suspension or expulsion.

## **OHIO COUNTY SCHOOL DISTRICT REASONABLE SUSPICION AND VOLUNTARY ALCOHOL, AND OTHER DRUG TESTING POLICY FOR STUDENTS**

The request for a drug test and the special collection shall occur as part of the immediate action step of the school district summary of drug and alcohol administrative guidelines (see board policy 09.423). Students who drive or participate in extracurricular activities must enroll in the Drug Testing Program set forth by the local school board.

## **SEARCH AND SEIZURE**

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as school property.

### **Reasonable Suspicion**

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.

\* Search of the pupil's person shall be conducted only with the express authority of the Principal.

### **Authorized Personnel**

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the principal of the school which the student attends.

### **Witness**

When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the pupil shall also be present during the search.

### **Personal Searches**

No search of a pupil shall be conducted in the presence of other students. A search of a student's person shall be reasonably related to its objectives and shall not be excessively intrusive. Among the factors to be considered shall be the age of the student and the nature of the suspected infraction.

### **Strip Searches**

No strip searches of students shall be permitted.

### **Written Report/Notification**

Each instance involving a search of a student's person shall be documented by a written report indicating the student's name, age, and gender; the name and the gender of the person conducting the search; and the name and gender of the witness(es). The written record shall also include the reason for the search and a summary of the findings. Within 24 (twenty-four) hours of the search, the individual who conducted it shall submit the written report to the principal and the superintendent and shall make a reasonable attempt to notify the student's parents that their child has been subject to a search of his/her person.

### **Failure to Cooperate**

Students who fail to cooperate with school authorities when requested shall be subject to other disciplinary action.

### **Regular Inspection**

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all school property on a regular basis without a search warrant. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy of items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

### **Illegal Items**

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety and security may be seized by school officials. Items serving as evidence that students have violated the law, as well as District policies may be impounded by school officials to be used as evidence for disciplinary action. In addition, such evidence may be turned over to law enforcement authorities.

### **Other Disruptive Items**

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member or through the principal's office.

### **Disposition of Items**

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

### **Illegal Drugs/Controlled**

The superintendent may request the assistance of law enforcement officials to conduct reasonable searches of students and school property for controlled substance/illegal drugs, including the utilization of trained dogs to search school property.

Use of trained dogs to locate controlled substance on school grounds shall be subject to the following conditions:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The principal or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers or other item of school property being searched.
4. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

The alert of a trained dog to an item or area shall qualify as reasonable grounds on which to base a further search. KRS 161.180

References: •New Jersey vs. T.L.O, 105 S. Ct. 733 (1985)

## **SEX DISCRIMINATION / GRIEVANCE**

Refer to [www.ohio.kyschools.us](http://www.ohio.kyschools.us) for current Ohio County Board Policies and Procedures.

## STUDENT RECORDS

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

### INFORMATION AVAILABLE

Student information shall be made available to the parent of a dependent student or eligible student on request. Eligible students include those 18 years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students.



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## Graduation Ceremony

1. Dress for graduation
  - a. Ladies: Dress shoes and dress clothing (Dress, Dress Pants, or Skirt accompanied with a Blouse)
  - b. Gentleman: Dress shoes, Dress Pants, and Dress shirt
  - c. Graduation gowns and boards are to be worn properly.
  - d. Only the top of the board may be decorated. All decorations must be appropriate and approved by OCHS staff prior to graduation ceremony.
  - e. No Sunglasses
  - f. Seniors MUST report to their designated areas thirty minutes before the scheduled start time of the graduation ceremony. There will be a staff member assigned to each designated area. If the staff member does NOT approve of the senior's attire, then it is the responsibility of the graduating senior to obtain the clothing necessary. Any senior that reports LATER than the designated time may jeopardize his/her ability to participate. Failure to comply with these requirements will result in not being permitted to participate in the graduation ceremony.
2. No celebration instruments are to be displayed or used prior to dismissal
3. Disturbing or disrupting the ceremony could mean removal from the building.
4. Any student who does not conform to the items listed in the Graduation Contract for seniors will receive discipline. See copy of contract below.

## Contract for Graduating Seniors

In an effort to continue improving our commencement ceremony, each graduating senior shall agree to the following:

1. Refrain from acts or actions which could endanger himself/herself or others, including property.
2. To behave in a manner so that participation is a contribution, and not a detriment to this dignified occasion.
3. To cooperate and follow established procedures.
4. To maintain high standards of personal conduct, respect the rights of others and abide by the regulations of Ohio County High School.
5. To refrain from any or all acts which detract from the dignity of the commencement ceremony.
6. Refrain any use or possession of noise makers, horns, or any other similar item or material before or during commencement exercises.
7. Any student who intentionally disturbs the ceremony will be asked by school personnel to stop the action. If the student does not cooperate, the staff has the right to remove the student from the graduation ceremony.
8. Any student who does not dress per the Dress Code for Graduation, listed under the Graduation Ceremony Policy, will not be allowed to participate in the graduation program.
9. All obligations i.e. school fees, lunch charges, library books, etc. must be met.

Please be advised that should the undersigned be observed to have violated this agreement, the student will be considered under suspension and will leave Ohio County High School in poor standing. A NOTATION TO THIS EFFECT WILL BE ATTACHED TO THE STUDENTS TRANSCRIPT AND BE MADE A PART OF THE STUDENT'S PERMANENT RECORD.

\*By signing below, I indicate that I agree to abide by the conditions listed above in the OCHS Student Handbook.

Name \_\_\_\_\_ Date \_\_\_\_\_