Taylor County High School

Student & Family Handbook

26 - 27



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Taylor County High School

Vision: All students will transition from TCHS college or career-ready productive citizens.

Mission: TCHS staff will uphold high academic, behavioral, and social expectations and work collaboratively to ensure all students succeed at the next level.

"TCHS: ***Committed to Achieving Excellence***"

Disclaimer

This handbook has been designed as a quick reference for students, parents/guardians, teachers, and administrators. It highlights most of the major policies that affect the day-to-day operation of the school. All students and employees of Taylor County High School are held accountable to Kentucky Administrative Regulations (KAR), the Policies and Procedures Manual of the Taylor County Board of Education, The District Code of Student Behavior and Discipline, and policies established by the SBDM Council of Taylor County High School.

Taylor County High School

2705 Hodgenville Avenue
Campbellsville, KY 42718
Phone: 270-465-4431 Fax: 270-465-5731

Administration

Principal – Neil Sanders
Assistant Principal – Stephen Zink
Assistant Principal – McKinley King
School Counselor – Shea White
School Counselor – Candace Gilpin
College/Career Readiness Counselor – Dana Rogers

Taylor County High School	Phone #
Main Office/Receptionist	270-465-4431
School Fax	270-465-5731
Registrar - Gina Sapp	Ext. 61018
School Counselor - Shea White Candace Gilpin College/Career Readiness Counselor - Dana Rogers	Ext. 61023 Ext. 61018 Ext. 61017
Attendance Clerk - Becky Wood	Ext. 61011
Bookkeeper/Finance - Brooke Benningfield	Ext. 61012
Curriculum Support - Sydney Newton	Ext. 61020
ECE Recorder - Lisa Rodgers	Ext. 61620
Media Specialist/Librarian - Katie Harris	Ext. 64112
School Resource Officer - David Tucker	Ext. 61109
Youth Service Center - Mariah Nicholas	Ext. 61310
Athletics (AD) - Greg Oliver	Ext. 61261
Healthy Kids - Tony Jewell	Ext. 62138
Nurses Station - Mary Kate Rodgers	Ext. 61262

TCHS Bell Schedule

7:30 AM…….Doors Open/Supervision Begins
7:50 AM…… Students Released to Class
8:00 AM…….1st period/School begins

Class Bell Schedule

	Monday - Thursday		Friday
1st period	8:00 - 8:55		8:00 – 8:35
2nd period	9:00 – 9:50		8:40 – 9:10
3rd period	9:55 – 10:45		9:15 – 9:45
4th period	10:50 – 12:15		9:50 – 10:20
5th period	12:20 – 1:10		10:25 – 10:55
6th period	1:15 – 2:05		11:00 – 12:15
7th period	2:10 – 2:57		12:20 – 12:57

Lunch Schedule

	Monday - Thursday		Friday
1st lunch	10:50 - 11:15		11:00 - 11:25
2nd lunch	11:20 - 11:45		11:25 - 11:50
3rd lunch	11:50 - 12:15		11:50 - 12:57

Dismissal - All students are released at 2:57 PM, Friday 12:57

How can students get involved at TCHS?

Extra-curricular Clubs/Activities	Girl Sports/ Athletics	Boy Sports/ Athletics
Academic Team	**Fall Sports**	
Art Club	Cross Country	Cross Country
Band	Golf	Football
BETA	Soccer	Golf
Cardinal Kids	Volleyball	Soccer
DECA	**Winter Sports**	
Drama	Archery	Archery
FCA	Basketball	Basketball
FCCLA	Bowling	Bowling
FFA	Swimming	Swimming
HOSA	Wrestling	Wrestling
JAG	**Spring Sports**	
Junior Conservation	Fast-Pitch Softball	Baseball
Pep Club	Fishing	Fishing
Show Choir	Tennis	Tennis
STLP	Track/Field	Track/Field
Student Advisory Council	**Year-Round Sports/Activities**	
Tri-M	Cheerleading	Cheerleading
TSA	Dance	Band
Y-Club	Band	E-Sports (Fall + Spring)
Yearbook		
Young Historians		

*At Taylor County High School, we understand the positive impact of student involvement in our extracurricular offerings and athletic programs. Research supports that participating in such activities beyond the regular academics enhances academic performance, improves student behavior and attendance, and contributes to overall well-being. We highly encourage your child to explore their interests and engage in one or more of these programs.

*Students who participate in any athletic program, club, or extracurricular activity and are assigned **in-school detention (ISD)** or placed in **Lakeview Academy** for disciplinary or academic reasons will not be permitted to participate in practices, competitions, performances, meetings, or any other extracurricular activities on

the afternoon(s) they are assigned to ISD or Lakeview. Participation privileges will resume once the student has completed the assigned ISD or is no longer placed in Lakeview, provided all other eligibility requirements are met.

How can parents get involved at TCHS?

School Volunteer Program
All volunteers are required to complete an application. Application forms are available through the Family Resource & Youth Services Centers or online at the Taylor County School District Website. Training will be provided at the school by the Family Resource & Youth Services Centers or other school staff. If you need to be trained in any area not offered, please contact the Family Resource/Youth Services Center. For more information about volunteering at TCHS, contact: Mariah Nicholas, FRC Director (270) 465-4431 Ext. 61310

Site-Based Decision Making Council (SBDM)
Site-based decision-making councils share leadership among those who are close to the students. Membership of each council includes parents, teachers, and an administrator of the school. The council has the responsibility to set school policies and make decisions outlined in the statute, which should provide an environment to enhance student achievement. The policies should assist in meeting the goals established in KRS 158.645 and KRS 158.6451. For more information about SBDM, contact: Neil Sanders, Principal (270) 465-4431

<u>2026 - 2027 Site-Based Council Members:</u>

- Neil Sanders, Principal
- Karen McAnelly, Teacher
- Lindsay Wayne, Teacher
- Casey Young, Teacher
- Ashley Neal, Teacher
- Leslie De Grez, Parent
- Marilyn Goodwin, Parent
- Jon Hawkins, Parent
- Ashley Neal, Recorder

Academic Supports

Summative Assessment Retake Opportunities

When students are not successful at mastering a standard on a summative assessment, all students will have an opportunity to improve their learning results after completing additional instruction with their teacher, ESS support, or Friday Focus support (Excluding final exams/projects/EOCs.)

- Students must complete all related formative assessments satisfactorily before requesting a reassessment on a standard.
- For standards repeated within the same semester, teachers may embed the reassessment later rather than offering a stand-alone retake and reflecting on the student's grade.

*Retakes will be issued at the discretion of the teacher and will be determined by the student's good-faith effort on the first attempt.

Mid-Term Report/Report Cards

Midterm grades will go out in the middle of each nine-week term; report cards will go out at the end of each nine-week term.

ESS Opportunities

ALL students will have the opportunity to attend Extended School Services (ESS) throughout the school year to improve academic standing/grades or complete missing assignments. Regular ESS sessions will be available twice a week on Tuesdays and Thursdays; ESS will be offered four times a week - Monday through Thursday - for the final week of each grading term. Specific dates and days will be provided on Remind and social media.

Summer School

In the event a student is unsuccessful in completing a course with a 60% or higher, summer school will be an option for those who had an average for the year of 50% - 59%. Any student that does not meet this requirement will repeat the needed course due to many necessary skills being unmastered. The administration will review and make final decisions.

Friday Focus

Friday focus is held from 1:00 to 3:00 on Fridays. Students must be referred for Friday Focus by an administrator for discipline measures.

Testing

KSA
Kentucky Summative Assessment (KSA) is the state assessment, including a series of achievement tests aligned to the Kentucky Academic Standards (KAS) in reading, math, writing, science, and social studies. The assessment for all grades is standards-based driven and criterion-based, consisting of multiple-choice, multiple-select, extended-response, and short-answer items. KSA is based on Kentucky Academic Standards and customized for Kentucky. For each grade and subject, there are cut scores determined by the Department of Education that differentiate the performance levels of Novice, Apprentice, Proficient, and Distinguished. *KSA is administered within the last 14 days of school.

Benchmark Test
The test is designed to evaluate students' understanding and proficiency in specific subjects, aligned with Kentucky Academic Standards. Its main goals are to guide teaching and learning processes, identify students needing support, and assess mastery levels. By analyzing the results, teachers will adjust strategies and offer targeted support. Overall, it serves to enhance education quality and tailor interventions based on individual needs. *The benchmark test will be administered at the end of each term and graded.

SAT
The SAT is a standardized assessment developed by the College Board to measure the knowledge and skills students are learning in school that are essential for success in college and careers. It is designed to assess college and career readiness by evaluating students' ability to apply reading, writing, and mathematical skills in meaningful ways.

The digital SAT consists of two main sections: Reading and Writing, and Math. Questions are primarily multiple-choice, with some student-produced responses in the Math section. The assessment emphasizes critical thinking, problem solving, and the application of knowledge, and is structured to provide colleges with a consistent measure of student preparedness for postsecondary education.

Industry Certifications
Kentucky has a clearly defined process to ensure industry-recognized credentials are practical, relevant, and aligned with career pathways. The valid industry certification list is based on local workforce investment boards (WIBs), reviewed by multiple business and industry groups, and presented to the Kentucky Workforce Innovation Board (KWIB) and Business and Education Alignment Committee, and approved by the KWIB.

End of Program Test (formerly known as KOSSA)
To ensure that career and technical education students have acquired the skills necessary for a successful transition from high school to post-secondary studies or the workforce, Kentucky has initiated a Skill Standards, Assessment, and Certification System. This system is based on

clear and concise standards identified by employers across the state, culminating in a performance-based training and assessment system.

Taylor County High School Procedures

I. School Entrance Procedures

1. All visitors MUST enter through the front doors and MUST park in the front visitor parking lot. A license is required to enter the building.
2. From 7:30 to 8:00, Visitors must sign in and wear a visitor sticker with the school identified.
3. After 8:00 AM, visitors must: ring the buzzer beside the front door, provide their name/child's name/and reason for visiting the school, and enter the school to the receptionist's desk to sign in. Visitors will receive a name badge with the school, visitor name, and arrival time.

II. Morning Drop-Off /Afternoon Pick-Up Procedures

1. Morning Drop-Off begins at 7:30 AM. Afternoon Pick Up begins at 2:57 PM.
2. Students may be dropped off in the morning/picked up in the afternoon through the student drop-off/pick-up line in front of the building.
3. For safety concerns, there will be NO drop-offs/pick-ups behind or to the side of the school.
4. If you wish to enter the school with your child, please park in the visitor's parking lots, which are located in front of the building.
5. Staff members will be on hand daily to assist with drop-offs/pick-ups.

III. Drink Machines/Outside Food and Drink

Students may ONLY purchase drinks from machines in our building after 1:15. Outside food and drink are prohibited; this includes students bringing it in or having it delivered/dropped off. Students are expected to comply with the classroom teachers' expectations for food/drinks in the classroom.

IV. No Pass, No Drive

PUBLIC SCHOOL CERTIFICATION: Kentucky public school personnel should verify that this student is in compliance with KRS 159.051 (i.e., a 16 or 17-year-old student shall be deemed compliant if he/she has fewer than 9 unexcused absences and has passed 4 of 6 courses, or the equivalent, in the preceding semester).

Taylor County High School Behavior Management Plan

The Taylor County High School Behavior Management Plan has been developed and approved by the SBDM Council to improve and maintain a positive and safe learning environment. All students, parents/guardians, teachers/staff members, and principals/administrators of our learning community should treat each other with respect.

I. Expectations

As a student, I should expect:

1. To come to school to learn
2. To have a safe environment (Backpacks must be stored in lockers during the day)
3. To be treated according to all school and district rules and policies

Classroom Expectations:

1. Be in the classroom and seated when the tardy bell rings.
2. Come to class prepared with all materials needed for class. (No backpacks in classes)
3. Follow the teacher's instructions and procedures respectfully.
4. Complete tasks to the best of your ability and ask questions when you need help.
5. Be a team player and treat classmates, teachers, and visitors with respect.
6. Be courteous and remain seated until the teacher dismisses the class.
7. Refrain from intentionally damaging/destroying school buildings or property.

Hallway, Cafeteria, and Restroom Expectations:

1. To have safe hallways, cafeteria, and restroom environments
2. Respect others.
3. Be responsible.

II. Grading Policy

Grades will be based solely upon individual learning and accurately reflect the achievement of outcomes defined by state/national standards. When there is insufficient evidence of learning to report a grade, an “incomplete” will be used for reporting student achievement.

Class grades and overall course grades are determined in this manner:

- **60%** - Summative Assessments - Reflects mastery of content (common assessments, performance-based assessments)
- **40%** - Formative Assessments - Reflects the practice to reach mastery (homework, quizzes, etc.)

Grades should be an accurate reflection of what students know and how they would perform on state-mandated tests, EPAS, Advanced Placement, KOSSA, industry-recognized certifications, etc.

Grading Scale:	A	B	C	D	F	Missing Work
	100—90%	89—80%	79—70%	69—60%	59—1%	0
KSA Equivalence	Distinguished	Proficient	Apprentice	Apprentice (79% - 61%)	Novice (60% -0%)	
ACT Equivalence	20+	19+	18 - 17	16 - 13	13 - 1	0

***AP and Dual Credit Courses will follow the grading guidelines set forth by their organizations.

Late Work:
Students must make up missed assignments/assessments within the midterm, during which the assignments are graded. If students are absent the week of grade posting, they will be allotted a maximum of two weeks to make up the missed material. They are encouraged to take advantage of ESS.

**Teachers may exercise professional discretion when necessary.*

III. Scheduling/Advanced Placement/Dual Credit/Co-Op Policy/FAQs

1. TCHS DROP/ADD POLICY

The only schedule changes that will be made are those involving documented errors. No schedule changes will be made based on teacher preference. No schedule changes will be allowed after **AUGUST 19, 2026,** unless required by an ARC. ***Schedules are subject to change at the discretion of the administration.**

2. TCHS AP/DUAL CREDIT CLASS POLICY

*TCHS has an AP/Dual Credit policy stating that students who wish to enroll in an AP or Dual Credit course must not have a **Novice** score on any portion of the previous year's state assessment. Students enrolled in AP or DC classes should carefully consider their enrollment for next year. Schedule changes for these courses will not be allowed after the first 2 weeks of class. Year-long classes are a year-long commitment!

*Dual credit class enrollment: If you decide to take a DC class at TCHS, you will complete both semesters at TCHS. If you enroll in a DC class at Campbellsville University, you will take both semesters at Campbellsville University. You can no longer take one semester at TCHS and one semester at CU.

3. Can I request a specific teacher?
At this time, we do not accept specific teacher requests.

4. Will I get the exact schedule I want?
We will look at your requests and devise the best possible schedule. Keep in mind that things change during summer break, including schedules. It becomes a puzzle to get everything on your schedule.

5. I want all of my classes with my friend. Can I do that?
We do not schedule students based on the schedules of other students. We are not able to move classes around to be with your friends. We want your schedule to reflect your goals!

6. How do I know which CTE/Pathway course to sign up for this year?
You need to discuss your class with your CTE/Pathway teacher. Your teacher needs to sign off on the CTE class you need to take.

7. I want to be a Cardinal Teach Aide or an Intern. How do I schedule that?
If you want to be a Teacher Aide or an intern, you will need the teacher's approval. That teacher will need to sign your scheduling form, and you will need to bring that with you on scheduling day.

8. I forgot to fill in my scheduling form. Can I schedule anyway?
All scheduling forms must be completed to schedule classes.

9. Do my attendance and grades affect my participation in the CO-OP program?
Yes. Students must maintain **90% attendance** and **passing grades** to remain eligible. School administration may remove a student from CO-OP if these requirements are not met.

IV. Cheating Policy

Definition: A student acts deceptively or dishonestly, including a student copying another's work and using it as his/her own (plagiarism) or tampering with official school records.

Artificial Intelligence: All inappropriate use of AI will be deemed cheating. AI-generated content refers to any form of digital content, such as text, images, videos, or audio, that is created by artificial intelligence systems without direct human intervention. Teachers will determine appropriate use for AI in their classrooms.

<u>Levels of consequence/action taken for cheating on an assignment:</u>

- 1st Offense: Retake Assignment, Teacher Home Contact
- 2nd Offense: Retake Assignment, Detention, Admin. Home Contact
- 3rd Offense: Retake Assignment, Friday Focus, Admin. Home Contact

- 4th Offense: Retake Assignment, ISD, Admin. Home Contact

V. Attendance Expectations

At TCHS, we expect our students to practice those habits that will help them be successful in school and as adults. Therefore, we expect our students to be present and to be punctual because attendance matters. The TCHS team will collaborate with students, parents, district leadership, and community agencies to ensure that our students maintain good attendance and academic standing.

Report a Student Absence:

1. Parents should call TCHS attendance at 270-465-7313 by 8:15 to report their student's absence.
2. Students should be accompanied by a parent or an excuse note when he/she returns to school and give it to the attendance clerk before the 1st-period tardy bell.
3. Absences will be marked excused or unexcused according to district policy.
4. Students have a five-day grace period to submit an absence excuse.

Check-In/Check-Out Procedures:

1. Parents, guardians, or approved adult(s) must check out all students who are leaving school. Please enter the FRONT of the building. You will be directed to the attendance office to complete the check-in/check-out procedure. A license is required to sign out any student.
2. Students may check in without parents/guardians/approved adults, but if tardy to school, they must present a parent or excuse note to the attendance clerk.
3. Any changes regarding the mode of dismissal must be submitted to the front office in writing by 2:00 PM to ensure ample time to get out the appropriate notifications.

Levels of consequence/action taken for School Absences:

- 5 Unexcused Absences: Attendance letter from the attendance clerk
- 6 Unexcused Absences: Second letter from the attendance clerk
- 7 Unexcused Absences: Final notice from the Director of Pupil Personnel
- 10 Unexcused Absences Per Semester: Placement at Lakeview Academy until further notice
- 20 Unexcused Absences: Result in seniors not being able to walk the line at graduation.

*School administration holds the authority to apply further consequences when deemed appropriate, based on their evaluation of the circumstances.

VI. Prom/Winter Formal Policy

Any junior or senior in good standing may attend prom and bring one guest. Students in grades 9-12 in good standing may attend the winter formal and bring one guest. Guests must be 20 years of age or younger. Middle school students are NOT permitted to attend prom/winter formal. Lakeview students are NOT permitted to attend prom, winter formal, or senior events.

What does it mean to be in "good standing"?

- Academics: Must be passing 70% of courses for the year
- Prom Attendance: Must have fewer than 15 unexcused absences
- Winter Formal Attendance: Must have fewer than 8 unexcused absences
- Discipline: No major infractions (Level 3s) or habitual discipline issues

VII. Hall Pass Procedures (10/10 Rule)

Hall passes may be issued AFTER the first 10 minutes of class and BEFORE the last 10 minutes of class. Hall passes should be issued to one student at a time. Students will be allowed 2 hall passes per day to protect instructional time unless a medical emergency is on file in Infinite Campus. The Smart Pass system will be utilized, and physical hall passes will be required schoolwide.

VIII. TCHS Tardy Code

Tardies are classified into two categories: **school** and **class** tardies.

School Tardy:

1. School tardiness occurs due to being late to school in the morning (after 8:00) or leaving school before school is dismissed (2:57).
2. A school tardy is recorded by the school attendance clerk and reported to state officials for attendance purposes.
3. This type of tardiness affects student attendance and may result in or contribute to truancy. Court appearances will be determined by state law.
4. Students who are persistently tardy will be subject to loss of school privileges. This includes prom, winter formal, driving privileges, and other school-sponsored events.

Levels of consequence/action taken for School-Level Tardies:

- 5 Tardies: Attendance letter from the attendance clerk
- 6 Tardies: Second letter from the attendance clerk
- 7 Tardies: Final notice from the Director of Pupil Personnel
- 10 Tardies: Friday Focus
- Every 5 Tardies after 10: Friday Focus

*Additional consequences can be administered if circumstances merit, as determined by the school administration.

Classroom Tardy (every nine weeks):
1. A classroom tardy occurs when a student enters a class after the tardy bell has rung.
2. Parents will be notified upon the 3rd tardy to class.
3. Teachers will track individual classroom tardies and will refer the student for disciplinary action for the 3rd and subsequent tardies.
4. Entering a classroom without prior permission more than 10 minutes into the class will be considered skipping.

Levels of consequence/action taken for Class Level Tardies (per 9 weeks):

- 3 Tardies: Office Referral, Detention, Home Contact
- 6 Tardies: Office Referral, Friday Focus, Home Contact
- 9 Tardies: Office Referral, One Day ISD, Home Contact
- 12 Tardies: Office Referral, Three Days ISD, Home Contact

*Additional consequences can be administered if circumstances merit, as determined by the school administration.

IX. Skipping Class/Missing Shuttle Bus:

1. Skipping class is the failure to attend any regularly scheduled class or assigned school activity without a valid excuse.
2. Missing the shuttle bus to another campus for class without a valid excuse is considered skipping.

Levels of consequence/action taken for skipping class / missing shuttle bus unexcused:

- 1st Offense: Detention, Admin. Home Contact
- 2nd Offense:Friday Focus, Admin. Home Contact
- 3rd Offense: One Day ISD, Admin. Home Contact
- 4th Offense: Three Days ISD, Admin. Home Contact
- 5th Offense: Meeting with Administration, potential removal from class

Levels of consequence/action taken for skipping/leaving the building during class

- 1st Offense: One Day ISD, Admin. Home Contact
- 2nd Offense: Two Days ISD, Admin. Home Contact
- 3rd Offense: Three days ISD, Admin. Home Contact
- 4th Offense: Four Days ISD, Admin. Home Contact
- 5th Offense: Five Days ISD, Admin. Home Contact

X. TCHS Dress Code

We all should have pride in the way we dress. We also believe in promoting school spirit with our attire. Anything that interferes with the learning of other students is not allowed. The dress code will be checked by early morning duty staff and by 1st-period teachers during morning attendance. The following guidelines are to be followed:

Pants/Slacks/Jeans/Skirts/Shorts:

1. Styles shall not be disruptive/distracting to the educational process, as determined by the TCHS administration.
2. No vulgarity or suggestive messages on the shirts pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, racially or sexually insensitive materials/symbols, and weapons of any kind are allowed.
3. All attire must be worn at the waist and fit properly (no sagging).
4. All attire lengths must be at or below mid-thigh.
5. No holes in attire that may be deemed inappropriate.

Shirts/Sweaters/Sweatshirts/Blouses:

1. Styles shall not be disruptive/distracting to the educational process in any manner, as determined by the TCHS administration.
2. No vulgarity or suggestive messages on the shirts pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, racially or sexually insensitive materials/symbols, and/or weapons of any kind are allowed.
3. The hood may not be on in the building. (Consequence: detention)
4. No bellies, backs, cleavage/chest, or undergarments showing.
5. While sleeveless shirts are acceptable, spaghetti straps, shirts with cut-out sides, or tank tops are NOT acceptable.

Belts:

1. No chains, spikes, or metal objects that can possibly be used as a weapon are to be worn as a belt. (These items will be turned in to the office and must be picked up by the parent.)
2. If pants are not appropriately fitted at the waist, the student must wear a belt.

Footwear:

1. Students can wear tennis shoes, sandals, open-heel clogs, loafers, boots, dress shoes, or flip-flops.
2. No house shoes or slippers.

Jackets/Coats, Outerwear:

1. Styles shall not be disruptive/distracting to the educational process in any manner as determined by the TCHS administration.
2. No vulgarity or suggestive messages on the jackets pertaining to alcohol, tobacco, sex, drugs, gender, gang activity, ethnicity, violence, knives, guns, or weapons

Headwear/Hair:

1. Hair styles shall not be disruptive/distracting to the educational process in any manner, as determined by the TCHS administration.

2. No costume hats or wigs, bandanas, hoods, or sunglasses.

Jewelry/Makeup/Accessories/Etc.:

1. No leather collars/wristbands or dog collars, spiked items, chains connected to belts or wallets, or pocket knives.

Backpacks / Blankets:

1. Backpacks will be stored in lockers during the school day.
2. No blankets will be permitted.

Note: Exceptions may be made for medical or religious reasons. The Principal will make final decisions regarding dress and must approve any exception to the dress code policy. All exceptions must be pre-approved.

XI. TCHS Cell Phone/Personal Device Policy

1. Cell phone use is prohibited during instructional time and must remain out of sight from bell to bell unless explicitly permitted by the teacher for instructional purposes.
2. Students who use their cell phone/personal device to bully, harass, embarrass, video, or threaten a student or staff member will immediately be referred to TCHS administration and/or the school resource officer.
3. For repeated abuse of the cell phone policy, a parent conference will be set up to determine further consequences and loss of privileges.
4. To use the restroom during lunch, students will be required to place their cell phone/personal property in the bins located in the cafeteria prior to exiting.
5. To use the restroom during class, students will be required to place their cellphones in a designated area in the classroom prior to exiting.

<u>Levels of consequence/action taken for phone use without teacher permission:</u>

- 1st Offense: Teacher Warning, Phone placed in a designated area in the classroom
- 2nd Offense: Detention, Home Contact, Phone placed in a designated area
- 3rd Offense: Friday Focus, Home Contact, Phone placed in a designated area
- 4th Offense: ISD, Home Contact, Phone placed in a designated area

*Defiance regarding the cell phone policy results in an automatic administrative referral.

Note: Taylor County School District and TCHS are not responsible for the loss, theft, or destruction of personal devices that students bring on school property.

XII. TCHS Drugs/Alcohol Policy - ZERO Tolerance

*Possession or use of drugs/alcohol will result in alternate placement at Lakeview Academy.

Level 1 - Ex. Marijuana/THC Vapes, Alcohol, etc.

- First Offense: 9-week placement at Lakeview Academy/Parent Notification
- Second Offense: 18-week placement at Lakeview Academy/Parent Notification
- Third Offense: Placement at Lakeview Academy/Parent Notification until further notice

Level 2 - Ex. Cocaine, Heroin, etc.

- TCHS Administration/Board of Education/SRO Discretion

**TCHS Administration/Board of Education/TCPD reserves the right to determine the punishment after determining the context.*

XIII. TCHS Tobacco/E-cigarette/Vape Policy

1. The use or possession of any tobacco or e-cigarette materials shall be prohibited in the building and on the campus of Taylor County High School.
2. Prohibited materials include cigarettes, cigars, pipes, snuff, chewing tobacco, matches, lighters, e-cigarette pipes/cartridges, Juul, and all other items developed for tobacco or e-cigarette use.
3. Prohibited vaping items will be confiscated by the school administration.
4. E-cigarette pipes/vapes will be confiscated, and the cartridges may be taken out to determine that no illegal substances or synthetic drugs are being used.

<u>Levels of consequence/action taken for tobacco/vape/e-cigarette:</u>

- First Offense: 1 day of In-school detention/parent notification
- Second Offense: 5 days of In-school detention/parent notification
- Third Offense: 9-week placement at Lakeview Academy/parent notification
- Fourth Offense: 18-week placement at Lakeview Academy/parent notification
- Fifth Offense: Placement at Lakeview Academy/parent notification until further notice

XIV. Anti-Bullying Policy

SB 228 Bullying Definition: The definition is codified in Kentucky State Law KRS 158.148, subsections (1) (a) and (b): (1)(a) As used in this section, “bullying” means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: That

occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or that disrupts the education process.
(b) This definition shall not be interpreted to prohibit the civil exchange of opinions or debate or cultural practices protested under the state or federal Constitution. The opinion expressed does not otherwise materially or substantially disrupt the education process.

Statement of Intent
At Taylor County High School, we are committed to providing a caring and safe environment for all students. Bullying of any kind will not be tolerated in our schools. This includes bullying on school grounds, buses, and at school-sponsored events. Students should be assured that any incidents will be addressed quickly and thoroughly.

Specific types of bullying may include, but are not limited to:
Verbal: ex. name-calling, teasing, abuse, put-downs, sarcasm, insults, threats, offensive racial comments, offensive sexual comments, threatening to cause harm, taunting, any words used to intimidate
Physical: ex. hitting, punching, kicking, pinching, scratching, pushing, tripping, spitting, unwanted contact of a sexual nature, taking or breaking someone's things, making mean or rude hand gestures, any physical act used to intimidate
Social: ex. excluding and encouraging others to socially exclude others, spreading rumors about someone, embarrassing someone in public, intimidation through written communication
Psychological: ex. spreading rumors, dirty looks, hiding or damaging possessions, playing mean jokes to embarrass or humiliate
Cyber: ex. social media misuse to distress and humiliate, intimidating text and/or voice messages, inappropriate use of school email or technology privileges, and inappropriate use of camera phones

What Bullying is Not
Some incidents that students experience are distressing and require teacher intervention and management, but are not considered bullying. The following are three socially unpleasant situations that are often confused with bullying:
Mutual conflict: There is an argument or disagreement between students where intervention may be needed to resolve the dispute, but there is not an imbalance of power, and one person is not being targeted repeatedly.
Social dislike: Social dislike is not bullying unless the rejection is directed towards someone to cause distress purposefully.
Single-episode random acts of aggression or meanness: ex. If a student is pushed on one occasion, they are not being bullied. Also, meanness or physical aggression directed towards many different students is not the same as bullying. However, since the school

has an obligation to care for and provide a student with a safe environment, single episodes should not be ignored or condoned. Ignoring these episodes could lead to the development of a bullying situation.

Proper Bullying Report and Response Procedures

1. All bullying incidents will be immediately reported to a staff member.
2. The staff member will record all reports of bullying and share the incidents with the principal, assistant principal, and school guidance counselor.
3. In severe cases, the School Resource Officer (SRO) and School Safety Director will be contacted.
4. Parents/guardians of the bully will be informed by telephone or mail and summoned for a meeting concerning the incident. The victim's parents/ guardians may also be contacted.
5. The reported behavior will be investigated thoroughly, and the bully will be informed that the behavior must stop immediately.
6. After the incident has been dealt with, teachers, principals, and counselors will monitor both the bully and the victim to ensure the unacceptable behavior(s) does not recur.
7. Students are encouraged to communicate with school staff regarding future occurrences.
8. The victim and bully will receive counseling as deemed necessary.
9. All bullying incidents will be recorded in Infinite Campus, regardless of the outcome.

**Anyone reporting an incident shall be protected from retaliation. Strong, responsive action will be taken if retaliation occurs.
* Incidents that are severe in nature may be referred to a School Resource Officer and could result in legal action.

XV. Prohibition of Racial Slurs and Hate Speech Policy

The purpose of this policy is to create a safe and respectful learning environment for all students, free from racial discrimination, hate speech, and offensive language.

1. Prohibition of Racial Slurs and Hate Speech:
    - Students have the right to be free from harassment based on their race, religion, or national origin, as well as other protected identities they may hold.
    - The use of discriminatory racial slurs, insensitive language, hate speech, and hateful expressions/actions is strictly prohibited within the school premises, during school activities, and in any school-related communication.

- School officials, staff, and students must refrain from using racial slurs or statements, whether spoken, written, or online.
- Immediate intervention is required to interrupt the use of discriminatory language and to reiterate that such behavior will not be tolerated.

2. Investigation and Resolution:
   - Any reported incident involving racial slurs or hate speech will be thoroughly investigated.
   - Appropriate follow-up actions will be taken to address the incident, including meeting with affected students and ensuring their needs are met.
   - Resolution will involve disciplinary measures, including the following:
     i. 1st offense - Five (5) days in school detention (ISD)
     ii. 2nd offense - Placement at Lakeview Academy from the date of the incident until further notice

XVI. Zero Tolerance Fighting Policy

Physical Altercations:
The following disciplinary consequences will be carried out for any student involved in a physical altercation (fighting):

Levels of consequence/action taken for physical altercations:

- **First Offense:** 5 consecutive days in In-School Detention
- **Second Offense:** 9-week placement at Lakeview Academy
- **Third Offense:** Placement at Lakeview Academy until further notice

*Parents will be contacted per offense.

Videoing a Fight:
Any student found to have videoed any physical altercation (whether or not the video was shared on social media) will receive the following consequences:

Levels of consequence/action taken for videoing a fight:

- First Offense- 3 consecutive days in In-School Suspension
- Second Offense- 5 consecutive days in In-School Suspension
- Third Offense- 9-week placement at Lakeview Academy

*Parents will be contacted per offense.

XVII. Social Media Incidents

Taylor County High School administration will ONLY investigate social media incidents that occur during school hours, derived from school associations, or in any way inhibit teaching and learning during the school day.

DISCIPLINARY RESPONSES TO STUDENT BEHAVIOR *Due process shall be given at each level.*		
Level I Classroom	**Level II Admin.**	**Level III Admin./SR Officer**
Description:	**Description:**	**Description:**
Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.	More frequent or severe behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school. Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others.	Behaviors that result in violence to another person or property or pose a direct threat to others' health or safety.
Procedures:	**Procedures:**	**Procedures:**
Teacher/Staff intervention and redirection. Events and resolutions are maintained by the teacher either formally or informally. *Before a referral to admin., the teacher must make parent contact (only level l).	An administrator will investigate the behavior or event and will interview the necessary participants. A parent conference may be held. The event and resolution are documented and maintained by administrative staff. The teacher is informed of administrative actions.	An administrator will investigate the behavior or event and will interview all the necessary participants. Parents are notified. The school resource officers will be involved in all criminal matters and will notify appropriate agencies. A notice will be made to the Board of Education. The event and resolution are documented and maintained by administrative staff. The teacher is informed of administrative actions.
Event Examples:	**Event Examples: (and continuation of previous level behaviors)**	**Event Examples: (and continuation of previous level behaviors)**
Tardy to class *Refer to the Tardy section. Dress code violation Failure to complete classwork Disruptive behavior Failure to follow staff instructions Inappropriate display of affection Verbal abuse Acceptable Use Policy technology violation *Refer to Acceptable Use Policy Electronic device violation per	Bullying/Cyberbullying Hazing Harassment Disrespectful behavior Disruptive behavior Failure to follow staff instructions Recording an act of violence/bullying Instigating/promoting an act of violence Acceptable Use Policy technology violation *Refer to Acceptable Use Policy Cheating Gambling Skipping class	Fighting 2nd offense and over Assault Videoing a fight or any inappropriate behaviors 2nd offense and over Terroristic threatening: Bomb threat Arson False fire alarm Vandalism (over $100) Theft/Stealing (over $100) Possession of stolen property (over $100) Dangerous instruments/fireworks/

classroom expectation Profanity or vulgarity Threats or intimidation Lying Failure to follow school-wide safety measures	Inappropriate behavior False reporting/Falsification of note or signature Fighting 1st offense Videoing a fight or any inappropriate behaviors 1st offense Vandalism (less than $100) Theft/Stealing (less than $100) Inappropriate sexual behavior Failure to comply with previous consequences Threatening staff False fire alarm Tobacco violation Vaping violation Obscene/Pornographic material, including technology	ammunition possession/use Deadly weapons possession use including look-alike weapons Drugs/Alcohol/ Other intoxicating substances possession/use including look-alike substances Extortion
Parent contact Verbal redirection Behavior contract privileges withheld Special seating Warning Conference with the student Time-out area Conference with parent/guardian After school ESS (Detention) Lunch Isolation (Detention)	Option to use any previous level Warning Parent contact Temporary removal from class Conference with parent/guardian Counseling Schedule change Restricted activity Referral to an outside agency Lunch isolation (Detention) Detention/Extended detention Modified day Peer counseling Restitution Suspension in-school Suspension out-of-school Alternative school Referral to law enforcement Friday Focus 1-3 After school ESS (Detention)	Option to use any previous level Alternative school Expulsion Referral to law enforcement

BEHAVIOR DEFINITIONS	
Behavior	**Definition**
Acceptable Use Policy technology violation	Inappropriate use of district or school technological resources, including district network systems and the use of district/school equipment. (Per Acceptable Use Policy)
Arson	Starting or attempting to start a fire in a school building.
Assault	Physical attack of one person or a group of persons on another with the intent to injure. Physical or sexual abuse of any kind is also considered assault. Victims of assault have the right to self-defense.
Bullying	Any form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending himself or herself and does nothing to "cause" the bullying.
Cheating	A student acts deceptively or dishonestly, including a student copying another's work and using it as his/her own (plagiarism), tampering with official school records.
Cyberbullying	Bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming, where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation.
Dangerous instruments, fireworks, or ammunition, possession of	Dangerous instruments include any instrument, article, or substance, including parts of the human body, readily capable of causing death or serious physical injury. Dangerous instruments shall consist of pocket knives, b.b. guns, and hunting knives of all types. (Per KRS 500.080[3].)
Deadly weapons, possession of	The possession of any weapon from which a shot, readily capable of producing death or another serious physical injury, may be discharged; any knife other than an ordinary pocket knife or hunting knife; billy, nightstick, or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material. (Per KRS 500.080[4].)
Deadly weapons, possession of look-alike or toy	Any look-alike, toy, or facsimile of a deadly weapon as defined above.
Disrespectful behavior	Any behavior that interferes with the learning process or is otherwise inappropriate in a school setting.

BEHAVIOR DEFINITIONS	
Behavior	**Definition**
Disruptive behavior	Causing an interruption in a class or activity. The disruption may include sustained loud talk, yelling, screaming, making noise with materials, horseplay or roughhousing, and/or continued out-of-seat behavior.
Dress code violation	Inappropriately dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, racially or sexually insensitive materials, or alcohol on clothing. The School administration maintains final discretion on determining dress code violations. *See Dress Code section.
Drugs, alcohol, other intoxicating substances, or paraphernalia/possession of	Possession/use of any form of drugs, alcohol, other intoxicating substances, or look-alike substances with intent to use, distribute, or sell.
Extortion	Obtaining or attempting to get property from an unwilling person by intimidation or physical force.
Failure to Attend Detention	Failure to report to or be present in an assigned classroom/area during the time a student is assigned to serve detention.
Failure to follow directions or rules	Failure to complete assignments, including state-mandated assessment tests, and to follow other school or classroom regulations.
Failure to follow staff instructions	Refusing to comply with reasonable requests by school personnel or refusal to obey classroom and school rules, in a manner more severe than disrespect. The defiance may be verbal, symbolic, or physical; confronting with resistance or challenging the authority of school officials; failing to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to school officials' authority.
False fire alarm	Sounding a school fire alarm or alerting the fire department or any school employee when there is no fire.
False reporting/falsifying note	Intentionally reporting false information to a school official or signing parent or staff note.
Fighting	Students who willfully engage in the use of physical force, except if done in self-defense as solely determined by the administration.

BEHAVIOR DEFINITIONS	
Behavior	**Definition**
Gambling	Any game of chance for the express purpose of exchanging money or property.
Harassment	Intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.
Hazing	An act that injures, degrades or disgraces another student or other person.
Inappropriate Display of Affection	Engaging in inappropriate, consensual (as defined by the school) verbal and/or physical gestures/contact of a sexual nature to another student/adult.
Inappropriate Sexual Behavior	Exhibiting intimate physical contact in school or at any school-related activity, on-site or off-site. This sexual contact can be consensual or unwanted.
Leaving School/Campus	Leaving the school building and/or campus without permission during regular school hours.
Obscene/pornographic material	Possessing or accessing any material, whether written, printed or electronic, that depicts nudity or represents or describes sexual conduct and, when taken as a whole, lacks serious literary, artistic, or other value.
Profanity or vulgarity	The use of words or gestures generally considered socially unacceptable.
Skipping Class	Failure to attend any regularly scheduled class or assigned school activity without a valid excuse.
Tardy	Failure to be in the classroom before the tardy bell rings without a reasonable excuse.
Terroristic threatening	Making a statement of intent to commit a crime likely to cause death, physical injury, or substantial property loss. This includes, but is not limited to, making, or being involved in making a threat that a bomb or chemical, a biological or nuclear weapon has been placed in or is about to explode in a school building, on school grounds, in a school bus, at a bus stop, or any school-sponsored activity.
Theft, stealing or possession of stolen property	Taking or possessing property belonging to the school or another person.
Threat or intimidation	The act of threatening force or violence, scaring, or insulting another person.
Threatening Staff	Using verbal messages or physical actions toward a staff person or school representative that implies the threat of serious bodily injury.
Tobacco violation	Possession/use of any form of tobacco with intent to use, distribute, or sell.

BEHAVIOR DEFINITIONS	
Behavior	**Definition**
Vandalism	Destruction or defacing of public or personal property, including computer hardware or software.
Vaping substances/paraphernalia	Possession/use of any form of vaping device or substance with the intent to use, distribute, or sell.
Verbal Abuse	Using abusive and demeaning language: words that attack or injure an individual, words that cause one to believe an untrue statement or words that speak falsely of an individual. This can include talking back, name-calling, and/or creating socially rude interactions.
Videoing a Fight or Inappropriate Behavior	A student is proven guilty of videoing a fight or inappropriate behaviors (Examples: student's vaping, etc.), regardless if they share this video online.
Violation of Personal Electronic/ Telecommunication Device	Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras, and/or phones and other personal electronic devices, as described in board policy. *Refer to the Acceptable Use policy.

School Threats and Mental Health Assessment

The safety and well-being of all students and staff is our highest priority. Any statements, behaviors, or actions that may be perceived as a potential threat will be taken seriously and evaluated by school administration. If a situation warrants further review, a designated Threat Assessment Team will conduct a formal assessment to determine the level of risk and appropriate interventions/consequences up to permanent placement at Lakeview Academy. When appropriate, a mental health assessment will also be conducted by a licensed mental health counselor to ensure the student receives the necessary support. Parents/guardians will be notified if their child is involved in a threat or mental health assessment. The goal of these assessments is to maintain a safe school environment while addressing the individual needs of the student.

Alternate Enrollment Policy

If a student is admitted to a residential mental health facility or alternatively placed for any length of time prior to enrollment, the initial enrollment must be at our satellite campus: Lakeview Academy. *This includes any pending legal/judicial actions.

Violations and Reporting

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District and School Code.

Students wishing to report a violation or believe they are victims may report it to any staff member of Taylor County High School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may

warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

Notice: Any student or staff, with a physical disability may request their programs, classes, and/or activities be held in an entry-level location.

NOTICE: The Taylor County School District does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IV Coordinator/Section 504 Coordinator
1209 East Broadway
Campbellsville, KY 42718 270-465-5371