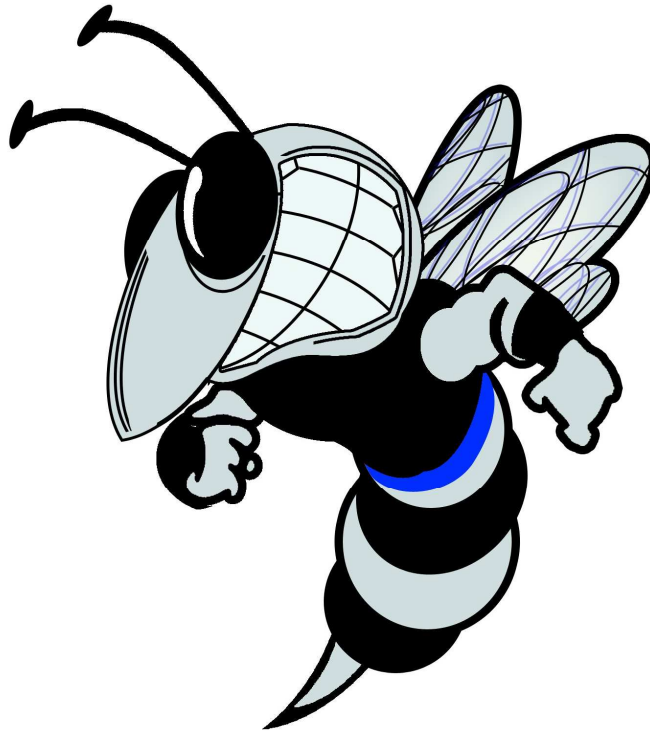


**NICHOLAS COUNTY
MIDDLE/HIGH SCHOOL
STUDENT & PARENT HANDBOOK
2014-2015**

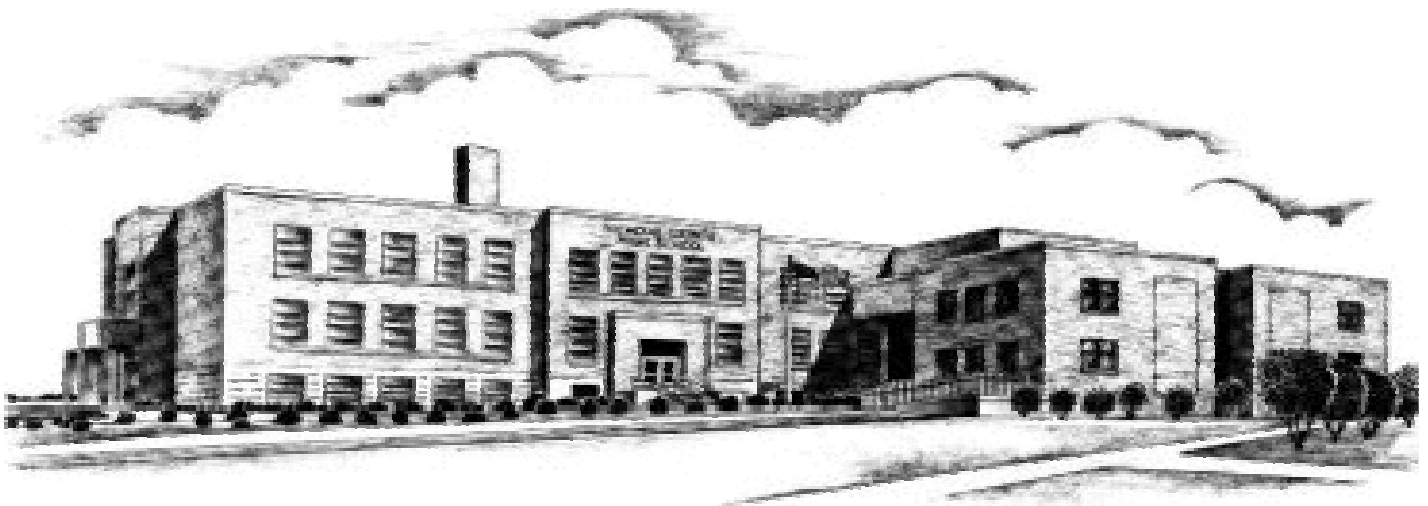


*Through these doors walk the finest students in the world,
the Bluejackets of Nicholas County Middle & High School!*

**Barbara Allison, Principal
Josh Earlywine, Assistant Principal
Kacey Miller, Counselor**

**103 SCHOOL DRIVE, CARLISLE, KY 40311
PHONE: 859-289-3780
FAX: 859-289-6429**

NICHOLAS COUNTY MIDDLE/HIGH SCHOOL MISSION STATEMENT



The Mission of Nicholas County Middle & High School is to provide a quality education that will allow ALL students to pursue a successful college career, vocational/technical training, military service opportunities or direct entry into the work force. We believe that with the ever changing economic environment, our students will be competitive through the advance education and training that is synonymous with being a life-long learner. Above all, the faculty at Nicholas County Middle & High School will prepare our young men and women to be responsible, productive, self sufficient citizens who will better any community in which they live and work.

STAFF

Barbara Allison.....Principal
.....Assistant Principal
Kacey Miller.....Counselor
Rhonda Murrell.....Library Media Specialist
Penny Bretz..... Athletic Director
Regina McCall.....Bookkeeper and First Aid Assistant
Jane Whalen.....Receptionist and Attendance Clerk

CUSTODIANS

Kenny Earlywine, Debbie Coffey, Dale Warner, Mike Hawkins

FOODS SERVICES STAFF

Christy Allison, Nancy Curry, Lisa Sexton, Gail Barton, Marjorie Willoughby

INSTRUCTIONAL ASSISTANTS

Phyllis Sims, Carol Tedder, Jenny Price, Leslie Clark, Liz Frederick

DEPARTMENTS

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Katie Chaffin katie.chaffin@nicholas.kyschools.us

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Exceptional Child Educators

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Aimee Johnson

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aimee.johnson@nicholas.kyschools.us

GENERAL INFORMATION

School Telephone Numbers

Nicholas County Middle/High School (859) 289-3780 Fax (859) 289 - 6429
Bus Garage (859) 289-3779
Family Resource Center (859) 289-3702
Migrant Education (859) 289- 3712
Board of Education (859) 289-3770 Fax (859) 289 - 3777

Important Addresses

Nicholas County Middle/High School
103 School Drive
Carlisle, KY 40311

Nicholas Co. Board of Education
395 West Main Street
Carlisle, KY 40311

Two school-spirit songs

“NCHS: the Little School Big Enough For Two Fight Songs.”

Ever since 1963, NCHS has had two school-spirit songs. Having two songs got started in 1963 when two schools merged, each bringing to the union a terrific sports program and its own distinct song: football from Carlisle High School, basketball from Nicholas County High. The unified NCHS preserved both songs as a tribute to its two component schools.

The two fight songs co-existed until the late 1980’s, when “Across the Floor” fell into disuse, and “On, On Nicholas High” was played at both football and basketball games. (Hearing that song at a basketball game must seem strange to anyone who knows the lyrics: “We will kick, pass and run, ‘til the battle is won...”) Now a movement has

begun to reinstate “Across the Floor” at NCHS, to remind the basketball team of its unique identity, and to remind our students of their school’s past. NCHS may be a small school, but its rich history is big enough to celebrate with two fight songs.

The football song is “On, On Nicholas High,” sung to the tune of the UK fight song:

On, On Nicholas High
We are right for a fight tonight,
See that ball, watch them fall
Every Bluejacket will shine.
We’ll fight, fight, fight for the Blue and white
And will rah for that old varsity
And we’ll kick, pass and run
Till the battle is won
and we’ll bring home a victory

The basketball song is “Across the Floor,” sung to the tune of the Ohio State song:

Fight the team across the floor
Ole Nicholas County’s here
Send the earth reverberating
With a mighty cheer
(Rah, Rah, Rah)
See that basket
See how they fall
Never let that team have the ball,
Hail, hail the gang’s all here
Let’s beat (opposing team name) tonight.

CALENDAR AND BELL SCHEDULE 2014-2015 School Calendar

| | |
|----------------|--|
| August 5 & 6 | Professional Day for Teachers |
| August 7 | Opening Day for Teachers |
| August 8 | First Day for Students |
| August 15 | Noon Dismissal (Teacher PLC's) |
| September 1 | Labor Day – No School |
| September 2 | Professional Day for Teachers |
| September 19 | Noon Dismissal (Teacher PLC's) |
| October 10 | Noon Dismissal (Teacher PLC's) |
| October 13-17 | Fall Break |
| November 4 | Election Day – No School |
| November 21 | Noon Dismissal (Teacher PLC's) |
| November 26 | Professional Day for Teachers |
| November 27-28 | Thanksgiving Break |
| December 19 | Noon Dismissal (Teacher PLC's) |
| December 22 | Christmas Break Begins |
| January 5 | Return from Christmas Break |
| January 16 | Noon Dismissal (Teacher PLC's) |
| January 19 | MLK Jr. Day – No School |
| February 16 | Presidents Day – No School |
| February 20 | Noon Dismissal (Teacher PLC's) |
| March 20 | Noon Dismissal (Teacher PLC's) |
| April 6-10 | Spring Break |
| April 17 | Noon Dismissal (Teacher PLC's) |
| May 19 | Primary Election Day – No School |
| May 20 | Last Day for Students (Noon Dismissal) |
| May 21 | Closing Day for Teachers |

The school day starts at 8:00 A.M. and ends at 3:00 P.M. During the school day, bells ring periodically to help keep everyone on schedule. All students who arrive at school prior to 7:50 A.M. are required to stay in the gymnasium. Absolutely no outside food/drinks are permitted in the gymnasium/classroom at any time.

7:50 Students are released to lockers

7:57 Warning Bell

8:00 Tardy Bell-All students must be inside classroom.

| | |
|--|--|
| 8:00 - 8:54 ----- 1st Period | 8:00- 9:06 ----1st period MS |
| 8:58 - 9:49 ----- 2nd Period | 9:10- 10:11----2nd period MS |
| 9:53 - 10:45 ----- 3rd Period | 10:15- 11:45----3rd period MS |
| 10:49 - 11:40 ----- 4th Period | 11:45- 12:15----4th period |
| 11:44 - 1:10 ----- 5th period | 12:15 - 12:40 --- MS Lunch |
| 1:14 - 2:05 ----- 6th Period | 12:45 - 1:10 ----4th period MS |
| 2:09 - 3:00 ----- 7th Period | 1:14- 1:56----5th period MS |
| | 2:00 - 3:00 -----6th period MS |

All students will remain in their classroom until Group 1 is released. Groups 2 & 3 may not go to their lockers until their group is released from the building.

SCHOOL CLOSINGS AND DELAYS

When inclement weather or any other incidence causes school to be closed, announcements regarding the close of school will be made over the following stations:

Television----WLEX-Lexington Channel 18
WKYT-Lexington Channel 27
WTVQ-Lexington Channel 36

An announcement may be made that school is in session on a one or two hour delay. When school is in session on a one or two-hour delay, school will be dismissed at the regular time and the first through fourth periods will be shortened.

SCHOOL SAFETY

Arriving at School:

All students must enter the building immediately upon arrival to school. This includes students who drive to school, walk to school, ride a bus to school or are dropped off by parents. Students are not allowed to loiter in the parking lot or sit in their cars during the mornings before the start of school. Students must enter the building through the front doors and report to the gym until 7:25. Students will report to the cafeteria for breakfast at approximately 7:25. Students are not allowed to leave the building once they have entered in the morning unless they have permission from the principal/assistant principal.

Changing Classes:

During class changes students are expected to behave in an appropriate manner and proceed to their next class in a timely manner. Students will have four minutes between classes. During those four minutes students should go to their lockers and the restroom if needed.

Restroom and Hallway Supervision:

Teachers and administrators will monitor bathrooms and hallways. Students are not allowed to loiter in the restrooms and there is ABSOLUTELY NO SMOKING/TOBACCO USE ALLOWED. Hallways will be frequently monitored and only students who have a hall pass will be allowed in the hallway during class time. It is the responsibility of the student to have a hall pass in their possession. Any student who is repeatedly caught in the hallway without a hall pass will have their hall pass privilege revoked by the administration.

Hallway Passes:

All students have ample opportunities to go to the restroom throughout the day. Students may use two (2) hall passes per class each 9 week grading period. Each student must be issued a hall pass in order to leave the room. Hall pass must be signed and dated by responsible teacher. Teachers and administrators

will periodically check to make sure students have a hall pass. No hall passes will be issued during the first & last ten (10) minutes of class.

End of the Day Dismissal:

At the end of the day, all students will remain in their classroom until Group 1 is released. Three different announcements will be made. The first announcement will dismiss ONLY those students who ride Group I buses to leave the building. The second announcement will dismiss those students who ride Group II buses to leave the building. The third announcement will dismiss all students who drive, ride with parents, walk, and those staying for extracurricular activities. Students who leave on the wrong call will be reported to the administration immediately and those students will be addressed according to the Student Code of Conduct. All students who are not staying for extracurricular activities or tutoring are required to leave the building. Any student waiting for transportation is required to wait in the main hallway by the front doors.

School Visitors:

Nicholas County Middle/High School welcomes visitors; however the administration takes all possible means to ensure the safety of our students and staff. For this reason, no one is allowed to visit classrooms or enter any area other than the front of the building leading to the main office. Students wishing to bring another student to school must request permission from the administration at least one week in advance. All visitors must obtain a visitor pass from the front office. No one will be allowed to visit classrooms unless written permission is acquired from the principal.

Severe Weather and Fire Drills:

Nicholas County Middle/High School will conduct tornado, earthquake, and fire drills as required by law and local board policy in order to make sure that the school is prepared in case an emergency occurs. All students are expected to follow the emergency plan described by the school and react in a timely manner. All teachers should escort their students to the area in the building designated for that teacher. All teachers are required to take attendance once the class is together in the designated area. Teachers are to report students not present to the office immediately. After the drill is over, all students should return to their appropriate classroom.

Lock Down:

As the number of violent criminal acts committed in schools increases, it becomes more and more important for schools to be prepared for almost any event. If a situation arises in which students or staff members are in danger, the office will announce LOCK DOWN over the intercom. Lock Down drills will be conducted twice per year.

Medications/Health Related Needs:

Students who need to take medications during the school day must give the medication to Mrs. McCall prior to the start of the school day. She will administer all medications at the appropriate times during the day. No students should be in possession of any medications. Students who are caught in possession of any drug (prescription or over-the-counter) will be disciplined accordingly. Antiseptic and other non-prescription medicines, including acetaminophen and ibuprofen, shall be maintained in the health room for use with students. With written parental permission/authorization, the school nurse/first-aid assistant may administer these medications to students. All medications given must be documented by school personnel who have been trained in dispensing or administering medications. All medications must be stored in a secure, locked cabinet accessible only to responsible school personnel. Students requiring the use or possible use of medications during the time they are under the supervision of the Board, must have a written request/authorization from the parent or physician. The request shall include the name of the medicine, purpose, dosage, and time of day to administer medication. Students with temperatures of 101 degrees or who are vomiting will be sent home.

Violations of Parking/Driving Rules:

Students who fail to obey the rules for driving and parking on the Nicholas County Middle/ High School premises as outlined on the driving application will be subject to having their parking privileges revoked and/or other consequences.

GRADUATION REQUIREMENTS

Requirements for Graduation:

All graduation requirements must be met before a student can participate in graduation exercises. All financial obligations must be met, athletic uniforms returned, all library books returned, all textbooks returned, as well as any other items belonging to the school. All Nicholas County High School students must acquire the appropriate number of credits for their graduating class in order to graduate.

All students must be in attendance for Graduation and Class Night practices (unless verified by a medical excuse) to be eligible to participate. Appropriate dress clothes must be worn for Class Night and Graduation. Females will be required to wear appropriate dress (dress pants or dress/skirt and a nice shirt) to Class Night and Graduation. Males will be required to wear a tie, dress shirt, and either dress pants or khaki pants to both events. Dress shoes are also required. No flip-flops or blue jeans will be permitted. Families who do not have the financial ability to purchase clothing as established in the guidelines may direct their concerns to the principal or Family Resource Youth Services Center Director.

Nicholas County High School requires all students to complete specific courses and meet certain requirements to be eligible to graduate and receive a diploma. Below are the minimum required credits that a student must earn to graduate.

| Content Area | Credits Required | Specific Course Names |
|------------------------------|-------------------------|---|
| English | 4 | English I, II, III, IV |
| Math | 4 | Algebra I, Algebra II, Geometry |
| Science | 3 | Integrated Science, Biology, Chemistry (Physical Science) |
| Social Studies | 3 | American Government, World Civilization, U.S. History |
| Arts & Humanities | 1 | Humanities |
| Health | .5 | Health |
| Physical Education | .5 | Physical Education |
| Required Credits | 17 | Students must still earn the total credit needed to graduate. Class of 2014 = 26 credits |

Collegiate Academic System:

Starting with the class of 2014 students will be recognized using a collegiate-based academic system. Students will be recognized as follows:

- Cum Laude 3.50-3.74, having taken/passed 2 AP/Honors courses
- Magna Cum Laude 3.75-4.00 having taken/passed 2 AP/Honors courses
- Summa Cum Laude 4.01 & higher, having taken/passed 2 AP/Honors courses.

AP& Dual Credit Course Offerings:

Nicholas County High School offers AP (Advance Placement) courses to allow our college bound students to pursue a more difficult course load. AP courses are taught by AP trained faculty members at Nicholas County High School. Beginning with the 2010/2011 school year, NCHS, in conjunction with Maysville Community and Technical School and Morehead State University will offer a dual credit course in English 101/102, College Algebra/Trig and Calculus. This enables the student to earn both high school and college credit.

STUDENT CLASSIFICATION

| | Sophomore | Junior | Senior |
|--|----------------------|-----------------------|-----------------------|
| Credits needed to be recognized at the Sophomore, Junior, or Senior status. | 6 credits | 13 credits | 19 credits |

Class Officers: (President, Vice President, Treasurer, Secretary)

Class officers are elected each year at Nicholas County High School. Students interested in becoming a class officer must meet the following requirements:

1. maintain a 3.0 GPA
2. no more than 3 unexcused absences (3 tardies = 1 unexcused absence)
3. attend all class officer meetings---even those held before and/or after school
4. be a positive role model for classmates to follow
5. participate in class fundraisers and class events

Specific to Junior Year:

1. participate in homecoming week activities---football & basketball
2. spearhead fundraising efforts for prom
3. spearhead decorating efforts for prom

Specific to Senior Year:

1. participate in homecoming week activities---football & basketball
2. plan future reunions
3. spearhead fundraising efforts for class night & senior trip
4. spearhead efforts in decorating for class night

Criteria for Class Officer:

1. Need a signed petition on file to run.
2. Need 20 legible signatures of students who support your bid for office. These students must be in your grade. The signature sheet must be returned to your homeroom teacher on the assigned date and signed off by one of your class sponsors.
3. No posters are permitted in the Main Hall.
4. Campaign materials must be appropriate and fair.
5. A written speech must be reviewed & signed by a teacher and turned in to Mrs. Miller.
6. All candidates are required to give their **approved** speech during homeroom.
7. Candidates must remove **ALL** campaign materials after the election.
8. Candidate must have Mrs. Miller sign off on petition stating that student has met the required G.P.A. of a 3.0.

INFORMATION ON GRADING

Course Syllabi:

Students will be provided a course syllabus by each of their teachers for each class taught at Nicholas County Middle/High School. These course syllabi will explain all course requirements, the teacher's academic expectations for students, class rules, routines and procedures, a description of the course, and an outline of the curriculum for each class. Teachers will discuss the course

syllabus in detail as well as provide their students with a copy of the course syllabus within the first 4 days of the start of the class. Students and parents need to sign and return the course syllabus to the appropriate classroom teacher.

Student Progress Reports:

A students' progress at school will be reported at least eight times during the school year. Two types of progress reports are available to students and parents: midterm reports and report cards. Midterm reports are mailed at the midpoint of every grading quarter to any student with a D and/or F in a class. Report cards will be given to parents at the end of every grading quarter either at an Open House, through the mail or sent home with the student. The school will make every effort to make sure that parents/guardians know when midterm progress reports are being given out. It is the parents/guardians responsibility to make sure they ask the student to see midterm progress reports given out by the school. **Infinite Campus** is available online for any parent who would like to view their students' grades. Please contact Mrs. Miller for your User ID and password.

Changing Grades:

Teachers are to make every effort to ensure the accuracy of each quarter grade given to students. In the event a student feels a teacher has made an error in reporting a grade, the student shall talk to the counselor and the teacher within 5 days of the dissemination of progress reports. The teacher must make any needed changes within 10 days of the end of a grading quarter. Teachers wishing to make a change to a grade must submit the change to the counselor within the allocated 10 days. After 10 days the grade becomes final and will not be changed.

Grading Scale:

The grading scale that will be used each school year to report student progress for Nicholas County Middle/High School is as follows:

- A = 90 -100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60
- I = Incomplete

Grade Point Average:

A grade point average is the cumulative average of all the grades earned for all courses completed during the student's high school career. The GPA is used to determine student rank in his/her class and is also used for meeting standards for college admission, scholarships, and automobile insurance discounts. GPA's are calculated by first assigning quality points. Quality points are assigned for each course grade according to the following scale:

| Unweighted Scale | Weighted Scale (AP & dual credit courses) | Honors Classes |
|-------------------------|--|------------------------|
| A = 4 quality points | A = 5 quality points | A = 4.5 quality points |
| B = 3 quality points | B = 4 quality points | B = 3.5 quality points |
| C = 2 quality points | C = 3 quality points | C = 2.5 quality points |
| D = 1 quality points | D = 2 quality points | D = 1.5 quality points |
| F = 0 quality points | F = 0 quality points | F = 0 quality points |

Next, all of the quality points are added to give the total points earned and the total is then divided by the number of classes that were attempted. This will yield a number between 0 and 4 and this number is called a GPA. All GPAs will be reported as unweighted GPA's to colleges for admission and scholarship.

Final Exams:

Final exams will be administered in all classes. A final exam schedule will be setup by the administration before the end of the year.

STUDENT SUPPORT SERVICES

Guidance Counselor:

The guidance counselor is available to all students. Students should visit the guidance counselor if they need to talk to someone about a problem or issue, are having trouble with another student or teacher, need help filling out scholarship applications, need assistance completing financial aid information, interpreting test scores, and/or numerous other needs. Get to know your counselor - she can be a great asset to you throughout your school career!

Family Resource/Youth Service Center:

The Nicholas County Family Resource Service Center is located on the school campus, between the two schools. Their services are available to all students and their families regardless of income or academic ability.

Their goals are to enhance students' abilities to succeed in school by developing and sustaining partnerships that promote:

- *Early learning and successful transition into school
- *Academic achievement and well-being
- *Graduation and transition into adult life

They help families and students find resources to help remove barriers to learning. Parents must be part of the development of these services. The role of the center is to support and strengthen the families' nurturing and problem-solving abilities by working as equal partners to resolve identified problems or barriers.

They provide services and programs based on the following components:

1. Families in Training
2. Family Literacy Program

3. Health Services and Referrals
4. Referrals to Health and Social Services
5. Summer & Part-Time Job Development (High School)
6. Career Exploration and Development
7. Drug and Alcohol Abuse Counseling
8. Family Crisis and Mental Health Counseling
9. Educational Support/Parent Involvement

The center is open Monday through Friday from 7:30 a.m. until 3:30 p.m. Special appointments are available upon request. If you have any questions about services offered by the center, please contact Paula Hunter, Coordinator at (859)289-3702.

Library/Media Center:

Nicholas County Middle/High School offers our students and teachers a wealth of resources in the Library/Media Center. During the school day, students may enter the library with a hall pass from a teacher stating the reason for library use. Students may not bring food or drink into the library. Students are required to follow the library rules and failure to abide by the rules will result in loss of library privileges. Report cards will be held if books are not returned or paid for at the end of each grading period. Seniors with library obligations will not be allowed to participate in Graduation or Class Night.

Textbooks:

Textbooks will be provided to all students free of charge in all courses that require a textbook. Textbooks are extremely expensive, so students should take good care of them and return them in the same condition they were issued. If a textbook is lost or stolen, the student that the textbook was issued to will have to pay for the book before a replacement textbook will be issued. Students who do not pay for lost or stolen textbooks will be ineligible for extra-curricular activities and all grades/credits for that student will be withheld until the textbook is paid for. Seniors who owe money for lost or stolen textbooks will not be allowed to participate in graduation, class night, or any honors programs.

Lockers:

A combination lock is provided for each locker. Lockers will be assigned by each homeroom teacher. It is the responsibility of each student to take proper care of the lockers. NO stickers, etc. will be allowed on the outside surface. The non-refundable rental fee for each locker is \$5.00 a year. Lockers are the property of the school and are subject to cleanliness and care as are the other parts of the building. Lockers must be locked at all times and those found unlocked will be subject to disciplinary action. Lockers will not be shared with other students. Students who lose their lock will be responsible for the purchase of a new lock. The cost will be \$8.00. Students are cautioned to be responsible in using lockers. Since students are accountable for their books and personal belongings, it is important that students make sure their lockers are working

properly and report any problems to the office. Students should be aware their assigned locker will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. This is in accordance with Nicholas County Board of Education Policy #9.436.

Free and Reduced Lunch Program:

Nicholas County Middle/High School wants to make sure that our students receive a nutritious breakfast and lunch every day. Students who cannot afford to pay for their meals can participate in the Federal Free and Reduced Lunch Program at our school. All students who are eligible for free or reduced lunch should apply even if they do not wish to eat.

| | <u>Breakfast</u> | <u>Lunch</u> |
|---------------|-------------------------|---------------------|
| Student Price | \$1.00 | \$1.75 |
| Reduced Price | .30 | .40 |
| Adult Price | \$1.50 | \$3.00 |

Cafeteria Program:

Nicholas County Middle/High School provides our students and staff a breakfast and lunch program each school day in the cafeteria. While students are in the cafeteria they must follow the rules listed below:

1. Students should show good manners and courtesy.
2. Students are expected to enter and exit through appropriate doors.
3. Students are to stay in the cafeteria until their lunch period is over.
4. Students are to return trays and clear tables of all trash.
5. All food must be eaten in the cafeteria.
6. No textbooks or backpacks are to be taken through the serving lines.
7. No one is to be in the serving line that is not purchasing food.
8. No cell phones or ipods are allowed in the serving line.
9. Students are NOT allowed to order food from local restaurants and eat in the cafeteria unless food is brought to them by a parent or guardian.

Bus Transportation:

School bus transportation is provided to all students living in the Nicholas County School District. To provide maximum safety to all transported students; you are to maintain a code of conduct when loading, unloading and riding the bus. Safety rules are posted in the front of each bus. Students must enter the school immediately upon arrival by bus. Also, in the afternoon students are required to remain in the building until the announcement releasing you to board your bus is made. There are three announcements made to release students. Students leaving on the wrong announcement will be reported by their teacher and will be addressed accordingly.

Students are not allowed to get off the buses on the way to or from school unless a note is presented from a parent/guardian, and is signed by the principal or his/her designee. Students who want to ride a bus in the afternoon and get off in town to ride home with parents should also present a note to the driver which has

been signed by both the parent and the school principal or his/her designee. All notes for students to ride a different bus or get off at a different location must be signed by a parent and include a telephone number and be turned in to the front office. Notes will be verified by the principal or his/her designee and signed. This note must be shown to the driver when boarding the bus. Riding a school bus is not a right, but a privilege! Students who do not follow the rules for riding on the bus will be suspended from riding the bus. Because a student's actions on a school bus may endanger the lives of other students and the driver, misconduct on school buses will be dealt with more harshly than similar actions at school.

Educational Fieldtrips:

Fieldtrips will occasionally be scheduled to help students better understand the concepts they are learning. Only fieldtrips that have a direct relationship to the concepts being taught in a course will be allowed. The SBDM or the principal must approve all fieldtrip requests. Students may be required to pay a small fee to go on fieldtrips and fill out a permission form. In order to participate in field trips, students will be evaluated on grades, attendance and discipline. Grade checks should be done at least 3 days prior to the fieldtrip. If a student is failing **ANY** class, they will not be permitted to participate in the field trip. If a student has accumulated 3 unexcused tardies or 1 unexcused absence in a 9 week period they will not be permitted to attend the field trip. Also, the students discipline record will be evaluated. If a student has more than 1 discipline referral and any suspensions the student will not attend the field trip. This applies to Middle and High School Students.

Gifted and Talented Education:

1. State regulation
 - (a.) 704 KAR 3:285 requires schools to identify and provide service for gifted/talented students in grades K-12.
 - (b.) State regulation requires identification in the following five areas:
 - General Intellectual Ability (possesses the ability to perform at an exceptionally high level in a variety of cognitive areas such as abstract reasoning, logical reasoning, social awareness, memory, nonverbal ability and the analysis, synthesis, and evaluation of information.
 - Specific Academic Aptitude (including math, reading, science, social studies and total/partial battery)
 - Creativity
 - Leadership
 - Visual/Performing Arts (including music, dance, drama and visual arts)
2. Gifted/talented services delivered:
 - (a.) The content area teacher provides services to students identified in the specific academic aptitude areas of reading, math, social studies and

science. (b.) Special area teachers provide services to students identified in the visual performing arts areas of drama, dance, music and visual arts. (c.) Creativity, leadership, general intellectual ability and the total/partial battery of specific academic aptitude may be exhibited across all content areas. Services may include future problem solving, invention projects, creative production, contest, participation in exploratory classes, advanced critical and creative thinking skills, and independent research projects.

Homebound Services:

Students must provide a medical statement that prohibits them from attending school can apply for homebound instruction. All homebound requests must be submitted to the homebound coordinator at Nicholas County Board of Education. Students who are granted homebound instruction will be assigned a homebound instructor. A student on homebound instruction will remain on Infinite Campus and will be scheduled in their regular classes. The homebound teacher will then work with the student's regular teacher on a weekly basis. When students are on homebound they should not necessarily be expected to complete each and every assignment missed in their regular classes (there will be some students who will be able to do all work, but this will not be expected of all homebound students). The regular teacher, with input from the homebound teacher, shall modify the number of assignments to be completed to ensure that students are not overwhelmed by any one course. The classroom teacher should designate when assignments are due for grading. The purpose of homebound instruction shall be to keep the homebound student as caught up as possible in all their classes without causing undue stress that might worsen a student's medical condition. The homebound teacher will provide a minimum of 2 hours of instruction per week. Assignments not sent to the student cannot be counted against that student.

Announcements:

Any announcements that need to be made to the entire school will be made either in the mornings or at the end of the school day. The intercom will not be used during the school day unless there is an emergency. Teachers or students needing to have an announcement made should submit the announcement in writing to the office each morning before school starts. During announcements, students shall be quiet and listen.

Lost and Found Service:

If you find something that doesn't belong to you, please bring it to the office. If you lose something, please check with the office to see if it has been found. Any item that is found that is not picked up by the end of each grading quarter will be thrown away or donated. The school is in no way liable or responsible for items that are brought to school and are lost, misplaced, stolen, or damaged. Students are advised to only bring the classroom materials and supplies that they need - leaving any other item(s) at home.

Office Phone:

A phone is available to students in the office. Permission is required from the office staff before using the phone. The phone should only be used before school, between classes, or after school. The phone is NOT to be used during classes and teachers are not allowed to send students to use the phone during classes.

Eating and Drinking in Classrooms:

Eating and drinking in classrooms is strictly forbidden. When a spill or mess occurs instructional time is wasted cleaning up messes. Plastic bottles of water are allowed in classrooms excluding the computer labs and library. Flavored waters are only allowed at the discretion of the teacher. ABSOLUTELY no glass bottles are allowed in school. Any student who intentionally brings food or drinks into a classroom will be reprimanded by the teacher and reported to the office (disciplinary consequences may occur). Exceptions will only be made if a note from a physician specifically states that it is medically necessary for a student to have food or drink with them in a classroom. Physician notes must be submitted to the secretary and she will notify all teachers of that student of the need for food or drink. Chewing gum is allowed at the discretion of the teacher; however, this privilege may be revoked if gum is discarded on the floor, under desks, or any other location other than a trash can.

Sleeping in Class:

Students are expected to be actively engaged in all activities in a classroom and attentive during all discussions. Under no circumstances are students allowed to sleep in class or have his/her head down. Teachers will immediately address any student who sleeps in class. Teachers may require a student to stand for a period of time not to exceed 10 minutes. Students who repeat this behavior after the first intervention will be referred to the office. Teachers will report any student who habitually sleeps in class to the counselor for investigation of the student's home life and will also report the student to the principal/assistant principal for consequences.

Repeat Offenders:

Students who habitually defy the expectations of Nicholas County Middle/High School's administrators and staff are considered to be habitual offenders. Students who have been assigned ISS and/or after school detention more than five occurrences will no longer receive ISS or after school detention as an option for consequences. Students will receive automatic suspension for any and all further violations. After 15 days of suspension the student will be recommended for an expulsion hearing.

Public Displays of Affection (PDA):

PDA is not tolerated in any form or fashion at Nicholas County Middle/High School. Students are expected to maintain proper distance from each other and refrain from kissing, groping, full body contact, or other similar actions. Students who are caught committing PDA will be disciplined according to the consequences outlined by the NCM/HS Student Discipline Code. If a teacher or administrator observes PDA, the students will be written up and reprimanded. If a teacher or administrator observes questionable behavior that is "borderline PDA" and asks the students to stop, the students must cooperate or they may be written up for defiance.

Available Clubs and Organizations:

It is very important that all students be involved in school. Research shows that the more students are involved, the more successful they will be in school. For this reason, our school makes available interest based- clubs and organizations for students to join. Clubs will meet once per month for one hour. Some of the clubs Nicholas County High School offers are: F.B.L.A. (Future Business Leaders of America), T.S.A. (Technology Students Association), National FFA Organization, F.C.C.L.A. (Future Career and Community Leaders of America), National Honor Society and various individual clubs. Mentoring groups will also be established for students who are having difficulty academically. Students should understand that club day is a privilege and any misbehaviors or continued misuse of the activity day will result in the student losing this privilege.

Open House/Parent-Teacher Conferences:

In an effort to communicate with the parents/guardians of our students at the middle and high school, we conduct at least one open per semester usually after the end of the first nine weeks and third nine weeks. Open house will be scheduled by the administration and advertised in the newspaper. All teachers are required to attend scheduled open houses. Students, their parents/guardians, and their families are invited to attend.

Teachers may periodically request a parent-teacher conference. Conferences allow parents and teachers a chance to talk to each other about a student's progress at school. When students are not passing a course or when consistent behavior problems are occurring, teachers will request a Parent-Teacher-Student Conference. Most problems can be solved by simply discussing the problem with all those involved - seeking resolution. Teachers will always make a valiant effort to meet with parents and attempt to solve as many problems as possible – this improves classroom discipline and helps to keep a good relationship with the community. Parents are encouraged to ask for Parent-Teacher-Student conferences as well. If a parent/guardian feels that their child is falling behind in a class or not performing well, the parent/guardian can set up a Parent-Teacher-Student conference by calling the school at (859) 289-3780 between the hours of 8:00 am and 3:00 pm, Monday thru Friday or by emailing the teacher directly (firstname.lastname@nicholas.kyschools.us).

Military Recruiters

Nicholas County High School routinely provides student information (names, address, and telephone numbers) to military recruiters as well as post-secondary educational institutions. Should parents wish this information **not** be disclosed, they should file a written request with the Principal within the first month of school stating their student's name, their non-disclosure request, and signed by a parent or guardian. Should you have any questions, please do not hesitate to call the high school.

Under FERPA, a local education agency must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent. Additionally, § 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and § 9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

School Sponsored Events

Conduct at School Events:

All students and staff are to conduct themselves in an appropriate manner at all school events and should be especially careful not to create disturbances that might negatively reflect on the good name of the school or the reputation of the student body. Students are to remember that, regardless of where they are, they are representatives of Nicholas County Middle/High School. Students should accept this responsibility with pride and conduct themselves as worthy representatives of the school. All school policies and disciplinary actions will apply to students at school-sponsored events, both home and away.

Dances:

Nicholas County High School will hold at least three (3) dances each year plus the Junior/Senior Prom. All dances are sponsored by one of the four classes, however they may utilize other student organizations. All homeroom teachers and class officers for that class are responsible for advertising the dance, organizing the dance, decorating the gym or cafeteria, and cleaning up after the dance. Students who do not attend Nicholas County High School and wish to attend must be approved by the administration. Middle School students are not permitted to attend high school dances and high school students may not attend middle school dances. The tentative schedule for each dance are as follows:
(Subject to change)

- | | | |
|-----------------------------|---------|------------|
| • Homecoming Dance (fall) | 9-12:00 | Sophomores |
| • Homecoming Dance (winter) | 8-11:30 | Seniors |
| • Junior/Senior Prom-May | 8-12 | Juniors |

Nicholas County Middle School hosts a spring dance each year sponsored by the National Junior Honor Society. Students who do not attend NCMS may not attend this event or any other Middle School Dance. All students who fail to meet the following criteria will not be allowed to attend the spring dance:

1. three or more days of out-of-school suspensions in the current school year.(Subject to principal's discretion)
2. nine or more unexcused absences.
3. failing 2 or more classes.

Prom (Junior/Senior):

Each year the junior class at Nicholas County High School sponsors a prom for all junior and senior students and their dates. Only Nicholas County High School students and their dates will be eligible to attend the prom. Middle school students and the children (including babies) of NCHS students or their dates will not be allowed to attend prom. A fee will be charged to attend prom. All students who fail to meet any one of the following criteria below will not be allowed to attend prom.

1. ten or more (10) days of out-of-school suspensions in the current school year
2. nine or more (9) unexcused absences

On the day that prom tickets are to be sold, the head junior sponsor will work with the administration and/or counselor to check the eligibility for all students at Nicholas County High School and compile an "Ineligibility List". The "Ineligibility List" will be used to ensure that only students eligible for prom can purchase a ticket. Also, any person that is attending the prom that does **not** attend Nicholas County High School must sign up in the office and receive permission from the administration. All students are expected to behave in a manner appropriate for the occasion. All students are expected to wear attire appropriate for a formal occasion.

Tardy Policy

Class Tardy (Definition):

Once a student arrives at school, they are expected to be in each class by the designated time. All students are given 4 minutes passing between classes; this is ample time to walk from one class to another. When a student fails to be inside the appropriate classroom door and seated when the tardy bell for that class rings they are considered to be tardy for that class. Students will be assigned after school detention after their third tardy. Also, the bell system is not the authority in the school. The bell does not dismiss class, the teacher does.

Consequences for Being Tardy to Class:

Nicholas County Middle/High School has a school-wide tardy policy that is strictly enforced by the administration and the faculty. The tardy policy for each 9 weeks is as follows:

3rd Unexcused Tardy: 1 day of after school detention

5th Unexcused Tardy: 2 days of after school detention

Any subsequent tardies will result in further disciplinary actions.

Attendance Policy

The Kentucky Department of Education has changed the method for calculating student attendance. Previously, students were considered half-day absent, full-day absent, or tardy (up to two hours fifteen minutes missing from school).

Student attendance will be calculated as follows:

TARDIES – A tardy will be recorded when a student misses sixty (60) minutes or less of the school day. This includes late arrivals, midday appointments less than 60 minutes, and early checkouts.

ABSENCES - An absence will be calculated on an exact percentage of the day missed rather than in half-day or whole-day increments as has been done in previous years. *Events* will be assigned when a student is absent for more than sixty (60) minutes of the school day. For example, if a student misses 100 minutes of a 400 minute school day, an *event* of 25% absence will be recorded for the student.

The student report card will display the number of tardies, the number of *events*, and the total number of accumulated absences (the sum of all *event* percentages).

For example, a student may have 5 *events* (recorded absences of 30%, 80%, 40%, 100%, and 65%). The report card would then indicate 5 Events and 3.15 days absence (the sum of all the percentages).

Students, parents and guardians should be reminded that the law regarding truancy has not changed. Any student who has six (6) unexcused absences (of any percentage) or tardies or any combination of six unexcused absences and tardies is considered legally truant and may be subject to court proceedings.

Attendance Policy (Expectations):

When a student is absent from school, no learning occurs and even if the missed work is made up, the instruction cannot be made up. Furthermore, when a student is absent from school it reduces the funding that our school receives from the KDE. With the financial difficulties that all schools are experiencing, attendance is an important key in the financial stability of our schools and a key to the quality of instruction our school can provide. The administration, faculty, and staff at Nicholas County Middle/High School expect all students and teachers to be present every day! All students at Nicholas County Middle/High School are expected to attend school on a regular basis in order to benefit from the instructional program provided. We want our students to develop desirable traits of punctuality, self-discipline, and responsibility. Students with poor-attendance typically do poorly in school and most high school dropouts quit school due to a lack of achievement that resulted from poor attendance. Students who have good attendance usually excel in school, have higher grades, and enjoy school.

School Tardy (Definition):

A student is considered tardy for school when they arrive after the start of a school day (after 8:00 am) or leave from school early (after 1:30 pm). These tardies accumulate and result in a student losing certain privileges and possibly going to court. Students who are tardy to school must immediately report to the office and sign-in in the appropriate log. As outlined by KRS 159.150 only four (4) of the tardies committed by any student are excused with a parent note and any other tardies must have a valid reason (i.e. medical appointment, death in the immediate family, court appearance). All notes to excuse a tardy must be presented to the office in order for the late arrival or early release (tardy to school) to be excused. If a student doesn't provide appropriate notes, the tardy will be unexcused. Students who are frequently tardy to school (more than six (6) unexcused times) are considered truant and will lose certain privileges at school as outlined by school policy.

Parent Notification:

When a student is absent from school, the parent will receive an automated message from the school stating that their child is absent from school. If a student is not at school by midmorning the call will automatically be made.

Excused Absences:

When a student is absent from school the absence will either be recorded as excused or unexcused. Students who miss school due to an excused absence can make-up all work from the classes that they missed while they were absent. As outlined by KRS 159.150, the school will accept five (5) parent notes each school year to excuse student absences. Furthermore, the following absences will be excused as well provided that verifiable documentation is provided to the school after an absence and within three (3) days upon return to school:

1. Personal illness* without a doctor's visit (up to five per school year)
2. Medical/dental/vision appointment (documentation is required from a physician),
3. Death in the immediate family, (funeral notice is required as documentation)
4. School activities (documentation will be provided by the school),
5. Driver's Test (a copy of the student's newly received Diver's License will serve as documentation and only a ½ day absence will be allowed one time during a student's four year school career),
6. Permit Test (a copy of the student's newly received Permit to Diver will serve as documentation and only a ½ day absence will be allowed one time during a student's four year school career),
7. Court appearance (written documentation from the court is required), and

All students have **three (3)** days to provide the documentation that is necessary to excuse an absence upon return to school. After the three days, the absence(s) will be considered unexcused and permanently recorded as unexcused (this applies to Prom Eligibility restrictions as well).

* Students with chronic or recurring personal illnesses or family illnesses are required to have a doctor's note on file with the school. Students with excessive absences due to illness who also have a request from a physician may be placed on home bound.

** Immediate family is defined by Nicholas County Middle/High School as mother, father, brother, sister, grandparent, aunt, uncle, close cousin (first, second, or third), mother-in-law, father-in-law, brother-in-law, sister-in-law, and legal guardian.

Parent Notes:

When a student is absent, the school requires that a written excuse from the parent/guardian of a student be provided to the office as soon as the student returns to school. All students at Nicholas County Middle/High School are allowed five (5) absences per school year that can be excused by a parent note. All absences beyond five (5) and all tardies beyond four (4) will be considered unexcused unless the absence or tardy is verified by a medical statement, court order, driver's test, permit test, death in the immediate family, doctor's appointment, or pre-approved emergency principal's note. All parental notes for tardies should be turned in upon arrival to school or dismissal from school - furthermore notes for tardies must be turned in within three(3) school days. All parent notes for absences must be turned in to the office within three (3) days upon return to school and must include the following:

1. Date the note is written
2. Student's full name (first and last)
3. Date of absence
4. Reason for the absence
5. Signature of parent/ guardian
6. Contact phone number (day and evening)

It is the parent's responsibility to indicate the reason for the absence(s) and the school will excuse the first five (5) parent notes regardless of reason given. A sample note is shown below.

Unexcused Absences:

An absence or school tardy that is not excused is considered unexcused. Students who have unexcused absences can still make up any work that is missed in order to ensure that they understand the material they missed, but the student will receive a zero on all class assignments that were made, missed, or collected during or due to any unexcused absence(s) or unexcused school tardy. In other words making up work for unexcused absences is recommended, but the work does not count and it will not be accepted by the teacher for credit. By state law, any student who has been absent from school for three days, or who has been tardy to school on three days without valid excuse, is truant. Any student who is reported as truant more than two times is a habitual truant. Habitual truant students and their parents are legally liable under Kentucky Revised Statute and may be referred to court for noncompliance. * Students who

skip school place themselves in danger and place the Nicholas County Board of Education in legal jeopardy. Skipping school is a serious offense and students who skip school will be subject to the maximum consequences allowable by the school. Under state law, students who skip school for three days or more are considered truant.

Skipping School/Class:

Any student caught skipping class or leaving school without permission will be disciplined by school administration. The severity of the punishment will depend on individual circumstances.

Leaving School Early (Checking Out)

Students who need to leave school early must bring a note to the office immediately when they arrive at school. A parent note must be given to the secretary in the front office and should include the date, reason for early release, time of early release, and the telephone numbers of parents. The office secretary will call the parent to verify the note and allow the student to leave. In an emergency situation, parents may call the school and request an Early Release of their child. When a student becomes ill during the school day, the student must come to the office. Mrs. Whalen or Mrs. McCall will take care of all calls to parents in the event an ill student needs to leave school early. All students who leave school early must sign out in the front office before leaving. Students can only be checked out by parents, guardians, and those people on the student's Check-Out Sheet. When a parent is called or calls the school, the school personnel who answered the telephone will sign the Student Check-Out Sheet to allow the student to leave. Students are not allowed to sign themselves out for any reason, even those students who are eighteen (18) years old or older (exceptions will only be made for emancipated students).

Post-Secondary Visitations:

We hope that all of our students who graduate from Nicholas County High School go on to attend a post-secondary institution or technical school. In order to help students with their post-secondary plans we allow seniors to make up to two (2) documented visits to a post-secondary institution. These two (2) documented post -secondary visits will be recorded as excused absences. Any student wanting to visit a post-secondary institution must follow these guidelines:

1. Students with more than three unexcused absences are not eligible for post secondary visitations.
2. Written permission must be acquired from the guidance counselor prior to the visit.
3. The senior must obtain a signed and dated document that provides evidence that the student made the post-secondary visit (including time spent on campus).
4. The documentation must be signed by the counselor (the counselor verifies that permission was granted prior to the visit) and provided to the secretary in order to get an excused absence for the visitation.

Educational Enhancement Opportunity Request Forms

To request an absence to attend or participate in an educational activity, please complete the required form and return it to your school principal at least ten (10) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal will be considered an excused absence. The major intent of this activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, state fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for an EHO. Students who are granted an absence under this policy will be allowed to make up all school work. Students' grades cannot be affected by lack of attendance or participation in classes for approved days. The following guidelines must be followed before an EHO will be granted:

- a. Maintain a 2.0 GPA (should be passing all courses at time of request),
- b. In attendance at 90% of the time to qualify for an EHO.
- c. No suspensions for the current school year.
- d. No more than one (1) discipline referral per nine week period.
- e. No more that one (1) unexcused absence or three (3) unexcused tardies per 9 week period.
- f. Proof of trip must be submitted

This type of absence cannot occur during the State testing or District-wide assessments unless there are extenuating circumstances that are approved by the Principal. Decisions may be appealed to the Superintendent and then to the Board of Education.

MAKE-UP WORK:

When a student misses school due to an excused absence, it is the student's responsibility upon returning to school to make arrangements with their teachers to make up work. All missed work must be made up within three (3) days of returning to school unless the student has missed more than three (3) days of school. In the event that a student has missed more than three (3) days of the school, the student will receive the same number of days missed to make up work (for example: if a student missed five days then they have five days to make up the work). Only make up work that is due to an excused absence will be graded and recorded by teachers. Assignments, quizzes, and tests that need to be made up should be completed on an individual basis with teachers.

Habitual Truancy (HB 72 and KRS 159.1501):

By law, any student who has been absent from school for three days, or who has been tardy to school on three days without valid excuse, is truant. Any student who is reported as truant more than two times is a habitual truant. Habitual truant students and their parents are legally liable under KRS 159.150 and HB 72 and

shall be referred to the courts by school personnel for noncompliance. Students who have accumulated more than six (6) unexcused absences shall be referred to the DPP for court referral. Any parent, guardian, custodian, or student of age eighteen or older who intentionally fails to comply with KRS 159.150 shall be fined one hundred dollars (\$100) for the first offense, two-hundred fifty dollars (\$250) for the second offense, and each subsequent offense shall be classified as a Class B misdemeanor and adjudicated in the courts.

Code of Student Conduct

Behavior Expectations for Students:

In order to provide an environment that fosters student achievement, the faculty needs the help and cooperation of students, parents/guardians, the community, and the local Board of Education in establishing proper conditions for learning. All students at Nicholas County Middle/High School are expected to behave in a manner that creates a positive school environment. Students should feel proud of the school they attend and school pride only occurs when students are respectful, positive, and make every effort to follow all school rules. Rules are not made to impose on student rights; rules are made to protect all students' rights in the school. All teachers, staff, and students should be respectful to each other at all times. The primary goal of the faculty and staff of Nicholas County Middle/High School is to provide every student with the opportunities to achieve their life goals, even if no goals have yet been established. The faculty and staff will administer the discipline code in a firm, fair, and consistent manner. When everyone is respectful and works together, all of us benefit and school becomes a great place to be.

Common Disciplinary Action:

The teachers and administration at NCMS/HS will make every effort to precede disciplinary action with a telephone call and/or conference. However, some behaviors warrant immediate disciplinary actions. These include but are not limited to:

- After School Detention
- Restriction from extracurricular activities
- In School Suspension
- Suspension

Note-Any student athlete assigned ISS may attend practice or games but may not participate. If the student is placed in ISS on Friday, he/she may not participate in weekend games/practices until he/she returns to regular class. Any student who is suspended is ineligible to attend or participate in any extracurricular events for that day.

Tobacco Products (Possession and Use of Tobacco):

The use or possession of cigarettes, chewing tobacco, or smokeless tobacco of any kind by the students at Nicholas County Middle/High School is strictly prohibited. This not only includes the regular school day, but also at all school sponsored events. Students who are caught in possession of or using tobacco products will be subject to disciplinary action. All tobacco products will be confiscated and will not be returned. Smoking in a public building is against Federal Law and carries a \$10,000 government fine.

1st Violation- Possession of tobacco/tobacco products – 2 days of ISS.

Use of tobacco/tobacco products – 2 days suspension

Repeat offenders will be subject to more severe punishment.

Any further offenses will result in more severe consequences.

Student Dress Code (Appropriate Clothing):

Students are expected to dress in clothing appropriate for the season and for the school activity they are attending. Clothing that is excessively revealing, extremely tight fitting, distracting, or that causes undue attention will not be permitted. Any student with clothing/personal attire that is considered disruptive to the learning environment of a classroom as determined by the teacher and/or administration will be required to change clothes. The school will not permit any students to wear clothing or accessories with obscene language, crude pictures, or statements pertaining to alcohol, drugs, tobacco, racial comments, or sex. Furthermore, controversial phrases, pictures, or symbols will not be displayed or worn at school. This includes “sexual innuendo”, phrases, profanity, and “racially charged” clothing such as the KKK, swastika, white supremacy, black supremacy, etc. Advertisement logos for alcohol, tobacco, drugs, or sex will not be allowed (this includes NASCAR clothing that advertises alcohol and/or tobacco, Hooters clothing, Playboy/Playgirl clothing, Hustler clothing, etc). No clothing with revealing holes. **No pants with holes. No pants permitted with shorts, tights, leggings, sweatpants, underwear, or long johns visible. No leggings or tight are permitted.** Yoga pants, pajama pants, flannel pants, and house slippers will not be permitted along with blankets and pillows. Blouses and shirts must meet the skirts, trousers, or pants being worn. The midriff, back, and sides shall be covered at all times. Tops which leave any part of the back exposed are not permitted. Undergarments and underwear will not be visible or exposed at any time and shall be covered by appropriate clothing. All shorts, skirts, and dresses must be at mid-thigh and the clothing must extend past the tip of the middle finger when the hands are dropped and fully extended to the side. Cheer shorts and running shorts are not permitted. Tank tops, mesh shirts, see-through blouses or shirts, spaghetti strapped dresses or blouses, tube tops, halter tops, and muscle shirts will not be worn. All shirts worn by girls must have straps that are at least 3 inches in width; boys will not wear sleeveless shirts.

All students are to wear shoes at all times. Students may not wear their hair in a fashion that blocks or obscures their field of vision. No unnatural hair color is

permitted. Hair color should not be distracting to the educational process. Headbands or head wraps will not be worn to school unless the band or wrap is worn to hold a student's hair back out of their face. Clothing and jewelry that could be harmful to other students is not allowed. No spiked bracelets, piercing or chains are allowed in the building including: chains on billfolds, book bags, or purses. Only chains of normal jewelry size can be worn as necklaces; larger chains will not be worn.

Hats, caps, toboggans, bandannas, hoods from sweatshirts, trench coats, sunglasses, or extremely unusual non-prescriptive contacts will not be worn during the school day.

Consequences for Dress Code Violations:

Students who wear clothing that violates the dress code will be asked to change clothing and the parent or guardian will be responsible for bringing appropriate clothing for the student to wear. Any student that refuses to comply with the consequences will be subject to further disciplinary action for defiance. Any questionable attire will be left up to the discretion of the administration.

1st offense—the item will be confiscated and parent or guardian will be notified.
2nd and subsequent offenses---the item will be confiscated and held until the last day of the current semester and returned upon request by the parent or guardian. Further disciplinary action will be determined by the administration.

*Any unclaimed items will be donated or discarded.

Profanity:

Use of profanity in classrooms, school grounds, etc. will result in the following consequences.

- 1st offense:** One day after school detention
- 2nd offense:** Two days after school detention
- 3rd offense:** Automatic Suspension

******Any profanity toward faculty and/or staff will result in an automatic three day suspension.**

Writing/Forging Excuses:

Students who wrote/forged excuses will be subject to the following consequences:

- 1st and subsequent offenses:** Suspension

Fighting:

Fighting is not permitted at NCM/HS. Punishment will equal the severity of the offense. Charges may be filed and/or a recommendation for expulsion may be filed with the Board of Education.

- 1st Offense:** possible 3 day suspension and law enforcement notification
- 2nd Offense:** possible 6 day suspension and law enforcement notification

3rd Offense: possible 10 day suspension, recommendation for expulsion and/or referral to an outside agency.

Cell Phones, I - Pods, and Similar Devices:

Cell phones, pagers, and any other devices are not allowed to be used on school property, or be visible during the school day, with the exceptions of during the student's lunch period. Cell phones, headphones and other devices may be used prior to 7:50 am. They may not be used during class change. After 7:50 am, these items will be confiscated if they are in use. At the end of the school day, when group # 1 is dismissed, the items may be used while in the school.

1st Offense: Item will be confiscated and will ONLY be returned to the parent/guardian after 3:15.

2nd Offense: Item will be confiscated and will be returned ONLY to the parent/guardian after 3:15. The student will be assigned after school detention or other disciplinary action.

3rd & Reoccurring Violations: Item will be confiscated and will ONLY be returned to the parent/guardian after 3:15. Student will receive one day of suspension. Recurring violations will subject the student to more extensive consequences at the discretion of the administration.

***Any student who refuses to give the cell phone to the teacher and/or administrator will be subject to further disciplinary action including suspension. Refusal will constitute defiance and will result in further disciplinary action.**

**Laptops are permitted during instructional time at the teacher's discretion. However, no students should be on email or instant messaging unless it is stated as part of the assignment.*