

# Silver Grove Independent School

## 2016-2017 Calendar

### August

1st... Professional Development Day  
2nd ... Professional Development Day  
3rd... Opening Day  
4th ... First Day for Students  
19th ... Early Release Day, students dismissed at 1:20 p.m.

### September

5<sup>th</sup> ... Holiday, Labor Day, No School  
16<sup>th</sup> ... Early Release Day, students dismissed at 1:20 p.m.

### October

10<sup>th</sup>-14<sup>th</sup> ... Fall Break  
21<sup>st</sup> ... Early Release Day, students dismissed at 1:20 p.m.

### November

7<sup>th</sup> ... No School for Students (Professional Development Day for Teachers)  
8<sup>th</sup> ... No School (Election Day)  
18<sup>th</sup> ... Early Release Day, students dismissed at 1:20 p.m.  
23<sup>rd</sup> – 25<sup>th</sup> ... Thanksgiving Break, No School

### December

16<sup>th</sup>... Early Release Day, students dismissed at 1:20 p.m.  
19th ... Begins Winter Break

### January

3rd...First Day back from Winter Break (classes resume)  
16<sup>th</sup>... Martin Luther King Jr. Day, No School  
20<sup>th</sup> ... Early Release Day, students dismissed at 1:20 p.m.

### February

10<sup>th</sup>... Professional Development Day, Flexible for Teachers, no students  
13<sup>th</sup>... President's Day, No School  
17<sup>th</sup> ... Early Release Day, students dismissed at 1:20 p.m.

### March

17<sup>th</sup>... Early Release Day, students dismissed at 1:20 p.m.  
27<sup>th</sup>... Spring Break Begins (March 27<sup>th</sup> –March 31<sup>st</sup> Snow Make-Up Days, if needed)

### April

3<sup>rd</sup> ... Second Week of Spring Break  
10<sup>th</sup>... First day back from Spring Break (classes resume)  
21<sup>st</sup> ... Early Release Day, students dismissed at 1:20 p.m.

### May

24<sup>th</sup> ... Last Day for Students, students dismissed at 1:20 p.m.  
25<sup>th</sup>... Closing Day for Staff

**Information and Procedures for Your Child's Safety**

**If you have any questions or concerns about any of the following information, please feel free to call the office.**

Arrival: Breakfast is served in the cafeteria from 7:30 a.m. to 7:55 a.m. **Children should not be at school before 7:30 a.m.** Middle school and high school students will be released to class at 7:55 a.m. Elementary classes (K-5) will be released to class at 8:00 a.m.

1. Dismissal: The school day ends at 3:00. Unsupervised students without prior permission are to be out of the building by 3:30.
2. Please make every effort to have your child here each day and on time. Please call the school each day that your child is going to be absent. A child is also required to bring a note for **each** absence and tardy.
3. Release Process: If a student is to be picked up early, the parent/guardian need to report to the office and sign the student out. If someone else besides a parent is going to pick your child up, his or her name needs to be on your child's emergency card. **Note:** The student will not be released if the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation, custody, or legal binding document, which provides instruction to the contrary. A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity. In addition, the Principal shall release a student in case of an emergency due to illness or accident.
4. Upon entering the building, anyone visiting the school must report to the office immediately. All visitors will be issued a pass to be worn at all times while in the school. Prior to visiting a classroom, parents must schedule an appointment with the teacher.
5. Parents, please make sure that we can contact you or someone else at an emergency number at all times during the school day.

**Discipline Philosophy and Statement**

The ultimate purpose of education is to help each student explore his/her capabilities and become an effective citizen. Developing and accepting responsibilities and obligations is a major part of this purpose. The Silver Grove Board of Education's primary concern in the area of discipline is that students have the opportunity to learn in an environment conducive to learning. Means of discipline should be employed to inhibit those few students who would destroy or deny such an environment.

Discipline must be a cooperative effort between the school and parents with the final responsibility being with the parent. To this end parental cooperation with the school is a necessity. Teachers are encouraged to handle the majority of discipline problems within the classroom. The Principal or designee is available to assist whenever necessary.

The following code of conduct provides grievance procedures to promote an atmosphere of open communications and fairness as required by constitutional due process.

This code should also encourage behavior that will enable pupils to develop to their fullest potential. Students will be responsible for this code in school, at school-sponsored or school-related activities and on school buses. It is expected that pupils, teachers, principal, parents/guardians, and others should consider sound, fair and equitable judgments in applying the principles of the **code of conduct**. This policy applies to all students in the Silver Grove Public School System.

All disciplinary procedures will be documented.

**Assurances**

This instrument insures that discipline will be fair and no person will be discriminated against because of his or her race, color, religion, sex, national origin, handicap or ancestry. Due process will be followed according to Kentucky State law and Silver Grove Board of Education policy.

The appeal procedure for discipline is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Silver Grove Board of Education

**Flexibility of Code**

Silver Grove School adheres to the district's standard code of conduct and holds its students accountable to higher levels of behavior. The school reserves the right to impose additional sanctions when appropriate for specific behaviors. The Principal may identify additional behaviors that are unacceptable and assign consequences. It is generally agreed that discipline should be as uniform as possible but should allow flexibility for individual cases and extenuating circumstances. It is not and was never intended for this code to be absolute. It is merely a guide to use in everyday circumstances. The teacher and administrator, based upon law and good judgment, can vary from this. The discipline codes in no way takes anything from the administrative discretion of the Principal.

**Rights and Responsibilities**

**Participant Rights**

The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility

to know and understand the basic code of conduct expected of them. The following paragraphs outline both the rights and responsibilities of all participants.

A. **STUDENT RIGHTS.** Students have the right:

1. To an appropriate public education that maintains high educational standards and meets the needs of individual pupils.
2. To notification of information pertaining to regulations and policies; this pertains to their public schooling experiences.
3. To reasonable physical protection and safety to their personal property.
4. To consultation with teachers, counselors, administrators and other school personnel.
5. To free student elections for organizations within the school or their counterparts within the state and nation.
6. To candidacy and to hold office in student organizations within the school or within the state or national student organizations.
7. To examination of their own personal school records. Further, students under the age of eighteen (18) are required to obtain parent/guardian approval for this examination.
8. To have parents/guardians or their representatives to examine personal school records.
9. In involvement in school activities without being subject to any form of discrimination.
10. To participation in school activities which require competition on an equal basis.
11. To have respect from other students and school personnel.
12. To presentation of complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

B. **TEACHER RIGHTS.** Teachers have the right:

1. To expect the support of their fellow teachers and administrators.
2. To work in a positive school climate with a minimum of disruptions.
3. To expect all student assignments to be completed as requested.
4. To temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate.
5. To be safe from physical harm.
6. To be free from verbal abuse.
7. To provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel.
8. To take action necessary in emergencies pertaining to the protection of persons or property.

C. **PARENT/GUARDIAN RIGHTS.** Parents/Guardians have the right:

1. To send their child to a school with a positive educational climate.
2. To expect all disruptive behavior to be dealt with fairly, firmly and quickly.
3. To enroll their child in regularly scheduled classes with minimal interruptions.
4. To expect their school to maintain high academic and accreditation standards.
5. To examine their child's personal school record.
6. To address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances.

D. **PRINCIPAL/DESIGNATED ADMINISTRATOR.** Principal/Designated Administrators have the right:

1. To expect all participants in the schooling process to comply with school and Board of Education Policy.
2. To suspend or alternately place any student who disrupts the educational environment.
3. To receive respect from the students, parents/guardians, and the school staff.

**Rights and Responsibilities**

A. **STUDENT RESPONSIBILITIES.** Students have the responsibility:

1. To maintain acceptable conduct at all times.
2. To display consideration for the rights and property of others.
3. To maintain proper hygiene at all times.
4. To abstain from the possession and/or use of illegal substances, including alcohol.
5. To abstain from the possession and/or use of weapons, dangerous instruments fireworks and other incendiary devices.
6. To abstain from physically attacking any school employee.
7. To refrain from physically attacking classmates.
8. To refrain from persistent violation of school regulations.
9. To attend all regularly scheduled classes.
10. To refrain from acts of truancy such as being absent without permission from school and/or class.
11. To show respect for school authority by avoiding all acts of defiance.
12. To abstain from gambling, extortion, theft or any other unlawful activity.
13. To abstain from smoking.
14. To complete all homework and class work in accordance with the teacher's instructions.
15. To represent the truth in all school matters
16. To refrain from cheating on all academic and/or athletics activities.
17. To avoid the use of verbal abuse with all persons within the school setting.

18. To refrain from the harassment of fellow students and/or school personnel.
19. To exhibit respect for other opinions by refraining from rudeness or inappropriate language.
20. To abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
21. To practice proper safety procedures while using the building facilities.
22. To show respect for the educational process by taking advantage of every opportunity to further their education.
23. To refrain from habitual tardiness.
24. To practice self-control in terms of voice and limbs.
25. To refrain from leaving school grounds prior to dismissal for the day.
26. To abstain from any form of disruptive classroom behavior.

**B. TEACHER RESPONSIBILITIES.** Teachers have the responsibility:

1. To present the educational materials and experiences appropriate to their course or grade level.
2. To inform students and parents/guardians of achievement and progress.
3. To plan a flexible course of study which meets the needs of all students.
4. To maintain high standards of academic achievement.
5. To administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
6. To provide feedback on student assignments as soon as possible.
7. To exhibit exemplary behavior in terms of dress, action and voice.
8. To inform parents/guardians of their child's successes, problems and failures.
9. To reward exemplary student work and/or classroom behavior.
10. To exhibit respect for all students.
11. To maintain a classroom atmosphere conducive to good behavior.
12. To follow the rules and regulations of the Board of Education and the local school.

**C. PARENT/GUARDIAN RESPONSIBILITIES.** Parents/Guardians have the responsibility:

1. To instill in their child the need for an education.
2. To instill in their child a sense of responsibility.
3. To assist their child in understanding the need for a positive school learning environment.
4. To become familiar with the educational policies and programs of the Board of Education.
5. To aid their child in understanding the disciplinary procedures of the school.
6. To encourage their child to follow all school policies.
7. To see that the child is regular in attendance.
8. To inform school officials of any long-term illness affecting their child, other unusual medical conditions, allergies, bee stings, etc.
9. To demonstrate respect for all school personnel at school and related activities.
10. To inform school officials of concerns pertaining to disciplinary procedures.
11. To instill in their child the need for proper and appropriate student attire and hygiene.
12. To exhibit concern for the progress and grades of their child.

**Principal/Designated Administrator Responsibilities.** Principal/Designated Administrators have the responsibility:

1. To help create and maintain an atmosphere which respects the rights of all participants in the schooling process.
2. To administer discipline measures fairly and equally in accordance with this conduct code.
3. To exhibit exemplary behavior in terms of action, dress and speech.
4. To direct the school staff in developing a program which communicates this code of conduct to the school community.

**Disciplinary Procedures**

*Discipline Special Circumstances - Out-of-Control*

Students with excessive behavior referrals who do not respond to standard disciplinary procedures now in place in the student handbook, will be referred to the court system with "Out-of-Control" charges. Any combination of consistent referrals for disruption of class, verbal abuse of a teacher and/or student, incorrigible conduct, leaving the classroom without permission or failure to follow a teacher directive could lead to a student referral to the court system. The principal's decision is final.

**In School Detention:** In School Detention can be assigned by an administrator when it is necessary for a student to work in an isolated environment during the school day. The length of the in school detention can vary depending on the behavior violation and number of occurrences

**Alternate Education Placement:** Students that have excessive behavior referrals can be recommended for Alternate Education Placement. Administrators will meet with the student's parents review the child's behavior record and guidelines for students in Alternate Education Placement.

**Amending Discipline Policies**

All discipline policies are subject to change upon a two (2) week notification to students and parents.

### **Definitions for Discipline Policies**

*Suspension*-Shall mean removal of a student from the school program by authority of the Principal for a period not to exceed ten (10) days. The length will be determined by the seriousness of the offense or by the number of previous offenses.

All suspensions will be unexcused absences. The student will receive no credit for work missed and teachers may not help students make up work covered. A suspended student will not represent the school or participate in any extracurricular activities sponsored by the school until he or she is properly readmitted to school.

A suspended student may not return until he/she and his/her parents have a conference with the Principal. The purpose of the conference is to determine the course of action necessary to prevent the recurrence of a similar situation.

Suspensions of ten (10) days or less require the following of constitutional due process procedures.

1. Oral
2. An explanation of the evidence if the student denies the charges. The rule broken must be legally defensible.
3. An opportunity for the student to present his own version of the case at an impartial administrative hearing.
4. Written notification of the action taken. If the student is to be suspended for one (1) to ten (10) days, a copy of the suspension should be given to the student, mailed to the parents or guardians, and one (1) copy placed in the student's file.

*Expulsion*-Shall mean disciplinary action whereby a student is removed for the balance of the year or semester. The following procedural due process guidelines are required in developing procedures and regulations.

1. Adequate notice: A student who faces a long term suspension or expulsion must be informed of the accusations and apprised of them with such specificity that an adequate defense can be prepared. Records of improper conduct should be maintained.
2. Copy of procedures: The involved student and his or her parents should be provided with a copy of the board's procedures in order to insure that they know all their rights.
3. Timely notice: Seventy-two (72) hours notice shall be granted to the student in order to provide time for the student to prepare an adequate defense.
4. Names of witnesses: The names of all witnesses shall be made known to the involved students.
5. Inspection of documents: The involved student or his counsel shall be entitled to inspect in advance any evidence that will be used against him at the hearing.
6. Legal Counsel: The student may appear with counsel of his choice.
7. Cross-examinations: The student's counsel may cross-examine the witnesses who have primary knowledge of the facts.
8. Student's story: The student may present witnesses or affidavits or any documents desired to insure adequacy of the presentation of his/her defense.
9. Impartial board: The school officials must preserve neutrality until all sides have been presented.
10. The decision shall be based on the information presented.
11. The official shall provide the student with a written copy of the decision including a finding of the facts and action to be taken. Rights of appeal should be explained.

*After School Detention*- a period of supervised study after the dismissal of regular scheduled classes.

*Lunch Detention*- a period of supervised study during the lunch period of the regular scheduled class.

*In School Detention*- a period of supervised but isolated study during the regular school day.

*Due Process*- A procedural concept to protect individuals from the capriciousness of the governing power. Due Process includes:

- (a) The right of a person to know the charges brought against him.
- (b) The right to a hearing.
- (c) The right to face and cross-examine accuser.

*Search and Seizure*-when there is reasonable cause to believe that unlawful articles are located on school premises an administrative search of desks and lockers shall be conducted. These inspections and searches are not carried out as a harassment technique but as a duty when the health and safety of students and other individuals are threatened by items of immediate danger. In search and seizures these procedures shall be followed:

1. A student's person will only be searched when there is reasonable suspicion that the student has broken specific school rules.
2. Illegal items, or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and others safety or security may be seized by school officials.
3. A staff member may temporarily remove items that may be used to disrupt or interfere with the educational process from the student's possession. These items may be returned to the student by that staff member or through the office.
4. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items, which are school property, may be collected.
5. All items, which have been seized, will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: (1) the student is absent from school, or (2) school authorities decide that the student's presence could endanger the pupil's health and safety.

*Criminal Violations*-Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local school board policy.

### **Conduct During Extra Hours Detention**

The following rules shall apply for students in Extra Hours Detention:

- a) No talking
- b) Students must work for the entire detention period. If a student does not have regularly assigned work the detention monitor will give the student an assignment.
- c) Any infraction committed during the detention period will result in further disciplinary action to be determined by the Principal. The minimum consequence for a violation committed during detention will be an assignment to In-School-Detention.

### **Tardy to School**

Students may be assigned to a truancy diversion program for excessive tardies or absences from school.

### **Teacher detention**

Individual teachers may assign detentions to be served in their classroom. Students should always be told of the detention in advance of the date it is to be served and a written record should be kept of the reason for detention and an attempt to notify the student's parents. Failure to serve the teacher assigned detention may result in an office referral with a more severe consequence.

### **Social Probation**

Upon receiving a third discipline referral in a grading period, a student will be placed on social probation. While on social probation, a student **CANNOT** participate in any events sponsored by the school or on school grounds. The initial period of social probation will last until the end of the grading period. Upon a sixth referral the student will be on probation for four weeks.

### **Bullying**

Bullying is defined as action that is unfair and one-sided. It happens when someone continually hurts, frightens, threatens, or excludes someone intentionally.

Examples of bullying include but are not limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another person's property
- Insulting someone
- Spreading rumors about someone

Silver Grove School takes a proactive approach to eliminate bullying behavior and create a safe atmosphere for all students. The main components to the school's plan are:

- Teacher awareness of student activity
- Guidance lessons at all levels teaching respect for others
- Guidance sessions for students who are the victims of bullies
- Consequences for bullying behaviors
- Cameras located throughout the building

The consequences for bullying behaviors will include an appropriate school punishment ranging from detention, in-school detention, suspension, or expulsion. The student will be required to complete a written assignment demonstrating remorse for and knowledge of the cause of the behavior.

A school administrator will make the determination if a violation of a school rule is a bullying behavior. This determination will be made based on a student's previous actions as well as an investigation of the incident by the school principal or designee. If a student is found to be engaging in actions that violate the law, the School Resource Officer will take action against the student in addition to school consequences.

### **Harassment/Discrimination**

Harassment /Discrimination is behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. Students who engage in harassment/discrimination of another student or an employee on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, suspension and expulsion.

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students or employees that they believe to be an act of harassment/discrimination shall, as soon as reasonably possible, report it. Reports at the building level should be made to the Principal. Otherwise, reports should be made to the Superintendent.

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

Upon completion of the investigation and correction of the conditions leading to the harassment/discrimination complaint, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Harassment/Bullying: Please note that a new section of KRS Chapter 158 was created that requires the principal to report to local authorities the names of the students and their custodial guardians that take part in harassment, bullying behavior, or acts of violence including those concerning telecommunication devices. This addition was created to meet the demands of HB 91.

#### **Dress Code K-4**

Dress code violations will result in the student's parent or guardian being called. Appropriate clothing or shoes will need to be brought to the school. If appropriate clothing cannot be brought, the student may be isolated the remainder of that school day and complete their work.

- Attire should be modest and not distracting.
- All pants must be worn at the waist. Cut off shorts and pants without hems will not be allowed.
- Skirts, dresses, and shorts must be fingertip length. (**Students are not to wear shorts after October 15<sup>th</sup> or before April 1<sup>st</sup>.**)
- Pajama bottoms are only permitted on scheduled theme days. They cannot be worn on any other day.
- All shirts must have sleeves and be able to be tucked in at all times.
- Coats and jackets are to be kept in lockers; they will not be worn during school hours.
- Hair should be clean and hairstyles will be neatly maintained.
- Jewelry and other forms of ornamentation are permissible, as long as they are not distracting to students or staff.
- Any item of clothing or accessory that suggests violent acts, promote or suggest obscenity, promote a gang, call for an illegal act, or portray alcohol, tobacco, illegal substances or the use of any of the preceding is strictly prohibited.
- Sunglasses are prohibited, unless a note from a doctor is provided stating the glasses are medically necessary during school hours.
- Shoes must be worn at all times and should allow for safe movement if the student were required to exit the building in an emergency. Sandals must be firmly secured to the foot by a strap across the back of the foot. Athletic type sandals are permitted with socks being worn.
- Hats, caps, or head coverings of any kind, including hoods are prohibited in the school building.
- Backpacks and gym bags must be stored in lockers and cannot be carried during school hours.

#### **Dress Code 5-12**

Dress code violations will result in the student's parent or guardian being called. Appropriate clothing or shoes will need to be brought to the school. If appropriate clothing cannot be brought, the student may be isolated the remainder of that school day and complete their work.

- Attire should be modest (not disturbing), not distracting (too tight, too low, or too short), and appropriate at all times. The decision of the teacher or principal is final.
- Attire during school field trips shall be the same as for a school day.
- All pants must be worn at the waist. Cut off shorts and pants without hems will not be allowed. Principal and staff can zip tie or require a belt for pants that are too large and will not stay at the waist.
- All pants and shorts must not have any tears or holes above fingertip length.

- Skirts, dresses, and shorts must be fingertip length. (Students in grades 5-8 are not to wear shorts after October 15<sup>th</sup> or before April 1<sup>st</sup>. Students in grades 9-12 are permitted to wear shorts throughout the entire school year.)
- All shirts must have sleeves and be able to be tucked in at all times. No tank tops, no thin straps, no midriffs will show, and neckline will be appropriate.
- Pajama bottoms are only permitted on scheduled theme days. They cannot be worn on any other day.
- Coats and jackets are to be kept in lockers; they will not be worn during school hours.
- Hair should be clean and hairstyles will be neatly maintained.
- Jewelry and other forms of ornamentation are permissible, as long as they are not distracting to students or staff.
- Any item of clothing or accessory that suggest violent acts, vulgar references, sexual content, promotes or suggest obscenity, promotes a gang, calls for an illegal act, expressions of racism, derogatory comments or implied comments, or portrays alcohol, tobacco, illegal substances, or the use of any of the preceding is strictly prohibited.
- Sunglasses are prohibited, unless a note from a doctor is provided stating the glasses are medically necessary during school hours.
- Shoes must be worn at all times and should allow for safe movement if the student were required to exit the building in an emergency. Flip-flops are not allowed. Sandals must be firmly secured to the foot by a strap across the back of the foot. Athletic type sandals are permitted with socks being worn.
- Hats, caps, or head coverings of any kind, including hoods are prohibited in the school building.
- Backpacks and large purses must be stored in lockers and cannot be carried during school hours.

### Graduation Dress Code for Seniors

Seniors boys will wear dress shoes or boots, dress pants, and a shirt and tie.

Seniors girls will wear dress shoes or sandals with a heel strap.

Senior girls will wear appropriate length dresses, or skirts. (Must be white)

Seniors not in appropriate dress for graduation will not be allowed to walk.

No flip-flops, jeans, short pants, tennis shoes, or inappropriate clothing items are allowed.

There will be a dress rehearsal to review.

The decision of the senior sponsor and principal is final.

### Attendance

The Silver Grove Board of Education and the compulsory attendance laws regulate the attendance of all students enrolled in Silver Grove School. KRS Chapter 159

### Absences and Excuses

#### **EXCUSED ABSENCE EVENTS/DAILY TARDIES:**

Students in Silver Grove School will be allowed up to **five (5)** absence events to be excused with a written parent note for entire school year. Silver Grove School will excuse up to **seven (7)** absence events with doctor/medical excuse/note. Any absence events due to medical reasons in excess of **seven (7)** will require the presentation of the Silver Grove School Medical Excuse Form before the absence will be excused. The medical excuse forms will be available at school. Students in Silver Grove School will be allowed up to five (5) daily to be excused with a written parent note for the entire school year. (Any daily tardy other than the 5 parent notes will be excused according to the list below)

The following are reasons for valid excused absence events and/or tardies:

1. Written parent notes for each individual absence event up to **(5) five**.
2. Written parent note for each daily tardy up to (5) five.
3. a. Medical excuse forms can be provided by the health care provider to excuse up to **(7) seven** absence events  
b. Medical form provided by health care provider to excuse up to (5) five daily tardies
4. Documented military leave
5. One day excused prior to departure of parent/guardian called to active military duty
6. One day excused upon the return of parent/guardian from active military duty
7. Education Enhancement Opportunity pre-approved by school principal
8. One day excused absence for attendance at the Kentucky State Fair
9. Partial day absence event if student becomes ill or injured during the school day and school personnel advise the student/parent to leave school early. Dress code violations or disciplinary reasons are NOT included in this section.
10. After exceeding the allowed parent notes and/or medical excuses, other valid reasons to be determined by the principal, DPP, or their designee, including court excuses and driver's license.
11. Medical reasons after **(7) seven** absence events/or (5) daily tardies will be excused ONLY if Silver Grove School Medical Excuse Form is presented.
12. Student planned class skip days or walkouts are not authorized or approved by Silver Grove School. An absence occurring on these days will NOT be excused without a medical excuse form or demonstrated valid excuse.



Planned skip days or walkouts will result in disciplinary action.

*All absence events and tardies will be considered unexcused until the appropriate written note, excuse, or documentation is presented to the school. These notes, excuses, etc. must be turned in to the school within 3 days after the absence event or tardy.*

#### **Attendance Update**

A No Pass/No Drive statute was updated and went into effect on June 26, 2007, with the passage of this statute schools must inform the Department of Transportation whether students between the ages of 16 and 19 are passing the equivalent of 4 classes and has not accumulated 9 unexcused absences, including tardies (3 tardies equal 1 day absent). The State and Department of Transportation are working together to keep students in school and to provide an incentive to pass those classes. This information will be sent when a student turns 16 and again each semester.

The bill reads: "The No Pass/No Drive statute result in the denial or revocation of a student's driver's license for academic deficiency or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least 4 courses, or the equivalent of 4 courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has 9 or more unexcused absences in the preceding semester. Any absence due to suspension is considered unexcused."

Effective July 1, 2006 attendance for all students in the state has been calculated based on the actual time the student is absent from school rather than the percentages that were previously required by regulation. With this regulation any student that is late more than 60 minutes or leaves more than 60 minutes early will be considered absent. Under 60 minutes the student will be considered tardy. There are no more half-day absences; absences are based on the minutes the student is not in school. All absences are considered "attendance events."

Kentucky's truancy statutes say a student is a habitual truant if he or she has 6 unexcused attendance events.

#### **Attendance Requirements**

##### **Compulsory Attendance**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those specifically exempted by the statute, shall enroll and be in regular attendance in the schools to which they are assigned.

##### **Exemptions from Compulsory Attendance**

The board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school
2. A pupil who is enrolled in a private or parochial school
3. A pupil who is less than (7) years old and in regular attendance in a private kindergarten program
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children
6. A pupil who is a mother

#### **Event Attendance**

All Silver Grove students must have a 93% attendance record in order to take part in events such as field trips, proms, banquets, etc.

In addition to the board policy on attendance, all students must abide by the following:

1. A student must have a 93% attendance record in order to take part in all activities; such as senior field trip prom, senior banquet, non-academic field trips, non-academic banquets, etc.
2. A student must be present 165 days to have 93% attendance.
3. A senior with an attendance rate of 85% or less shall not be allowed to participate in at the graduation ceremony.
4. A senior must be present 150 days to have 85% attendance.
5. All students are allowed seven absence events by board policy.
6. Please refer to the student handbook under attendance for details.
7. If a student is tardy to school or leaves school early, he or she shall bring a note, within two days, signed by their parent/guardian stating the reason, or the absence event shall be counted against their 93% required attendance.
8. Only excused absences stated in the student handbook will be accepted as counting toward the 93% mandatory attendance policy for students.
9. Excused absences shall be governed by board policy.
10. The decision of the principal is final.

### **Senior Graduation**

*Seniors must have completed all course work by one week prior to graduation in order to graduate and to walk in the graduation ceremony.*

### **Truancy Defined**

Any pupil, who has been absent from school without valid excuse for three (3) days or more, or tardy three (3) days or more, is a truant. A pupil who has been reported as a truant six (6) or more times is a habitual truant. Absence for less than a half-day shall be considered tardiness.

### **Lunch and Breakfast**

Again this year, we will have a closed campus lunch period. No food is allowed to be brought into school unless a parent/guardian or grandparent of the child brings it. Parents should bring the food to the office; a student cannot "run" out to a car to pick up their lunch. Another parent cannot bring in food for other students. Example: students cannot share a cake, pie, or pizza brought to school by a parent during lunch period. NO student will be allowed to charge OVER \$10.00. Parents will receive a telephone call if charges go over \$10.00 to let them know they can no longer charge. Ala-carte items can NEVER be charged.

### **Textbook**

Students in all grades will not be charged a textbook rental fee. The students must pay for all damaged or lost books assigned to them. Students will be charged for lost or intentional destruction of items such as calculators, ruler, scissors, etc.

### **Destruction of Property and Vandalism**

Students that engage in vandalism or destruction of school property will be required to pay for damages and will be required to perform community service hours. Damages will be at cost and community service hours will be determined by the principal.

### **Tuition** (This is subject to change)

Nonresident students admitted to the District's schools will be charged a tuition fee. In addition to the fee the Superintendent shall use the following criteria when considering the admission of a nonresident student.

1. Current enrollment at the grade level, in special classes or in those courses in which the nonresident pupil would be enrolled.
2. Whether the student's district of residence does not agree to enter into a reciprocal agreement with the Board.

The Superintendent will consider written requests for monthly tuition payments. If granted, tuition payments will be due on the first day of each month during the fall semester. All tuition fees shall be paid in full prior to the beginning of the second semester.

In order to be admitted, tuition students must meet the following requirements:

1. Have no more than two behavioral referrals from their previous school
2. Be failing no more than one of their classes
3. Have accumulated no more than three unexcused absences during the current or previous school year
4. Have no suspensions or expulsions from their previous school
5. Be able to produce all required documentation from their previous school
6. Received approval of the Principal and Superintendent

### **Early Release Days**

See calendar above.

### **Student Board of Education Representative**

The Board of Education will select a non-voting student representative to advise on student issues.

### **Telecommunication Devices – Cell Phones and Electronic Devices**

**PARENTS SHOULD NOT CALL OR TEXT MESSAGE STUDENTS DURING THE SCHOOL DAY. This procedure disrupts the educational process. Information and messages can be delivered to your child via the front office. Even though the cell phone is out of site, it will be confiscated when the phone disrupts the educational process.**

**The school and its personnel are not responsible for any lost or stolen telecommunication/electronic devices at any time on school property.**

### **Disruptive Items**

A member of the faculty/staff may confiscate any item determined to be disruptive to the educational process. These items may be returned to the student by the teacher or through the Principal's office.

### **Medication**

Medication is to be dispensed by authorized school personnel only. Students are not to share over the counter or prescription medication. In accordance with state law, students with a doctor's note may keep inhalers used to treat asthma in their possession.

### **Phone Use**

Students are not permitted to use telephones in the classrooms. The office telephone can only be used for sickness or emergencies. In case of illness, the school nurse or designee will contact the parent/guardian.

### **Library**

Silver Grove maintains a central library available to all students. Because the library is a place for reading, study and research, a quiet atmosphere must be maintained at all times. If a student loses a book he/she checked out from the library, he/she will be responsible for the cost of the book.

### **Food and Beverages**

No food or beverages of any kind are allowed in the hallways or classrooms after the breakfast period, except for bottled water. All items are to be disposed of when leaving the cafeteria from lunch. All students will eat breakfast in the cafeteria/elementary gym. Students may purchase water in the cafeteria only that may be taken to class.

### **Locks/lockers**

Students will be assigned a locker and lock. Students are not permitted to trade lockers and the student issued a locker is responsible for all items in that locker at any time. Locks must be kept on lockers at all times. Students are advised to keep their lockers locked at all times.

### **Lost and Found**

Lost and found articles are kept for a short period of time for students to claim. Items not claimed are disposed of. Identifying marks would help to eliminate the number of unclaimed items.

### **Bicycles**

All bicycles must be properly set in racks and locked. No bicycle riding is permitted in the schoolyard at any time. Students must walk bicycles to and from the racks when entering and leaving the schoolyard and sidewalks.

### **Students Driving to School**

Students that drive to school should park their vehicles in the rear parking lot.

### **Field Trip Policy**

Purpose: The purpose of this policy is to facilitate and establish the process for selecting and approving student participation for educational field trips.

Procedure: A field trip is defined as any activity that takes place during the school day, away from school. Field trips are planned events to enrich the classroom learning experience. Field trips can be used as a reward for good attendance, behavior, or academic excellence.

Field trips are sponsored by the school teachers and will be outgrowths of the subject material being taught. Written permission must be given before the event by the parent for the child to accompany the class on a field trip. Permission slips with the information concerning the field trip will be sent home several days prior to the planned activity.

Field trips that are reward in nature will have clearly defined criteria that will be provided to the students and parents by the teacher/sponsor.

Parents who volunteer to accompany classes on a field trip must be listed on the approved volunteer list. In order to be approved, you must submit a volunteer background check. The form is available in the office. However, parent participation may be limited due to space and ticket availability.

If two teachers agree that a student's behavior is such that it will disrupt the educational process of a field trip, the field trip sponsor will consult with the principal before excluding the student.

In an effort to encourage student's best school performance, the following requirements are established for student participation during educational field trips.

The student must not be a consistent behavior problem.

It is the responsibility of the field trip sponsor to ensure compliance with this policy. In challenges by students, parents, and others, an administrator can review the case and make a recommendation. The school's administrator's decision is final.

**Driver’s Test**

We request that you give the office-advanced notice as to the test date. The day of the test the student is required to bring a note from his/her guardian and he/she will then be excused from school for the amount of time it takes to complete the test. Students must obtain an enrollment verification form from the counselor before taking the driver’s test.

**Graduation Requirements**

Beginning with the graduating class of 2013, all students must complete a minimum of twenty-two (22) credits and all other Kentucky Department of Education requirements in order to graduate from high school. In addition, in order to graduate from the District, students shall carry a full class load each year they attend the District.

**Course Requirement Checklist**

All students must complete twenty-two (22) credits and all other state and local requirements in order to graduate from high school.

English	4	Visual and Performing Arts	1
Math	3	Health/P.E.	1
Science	3	Electives	7
Social Studies	3		

**Weighted Classes**

The purpose of this policy is to encourage students to take higher-level courses. The following courses will be offered as weighted classes. College Classes - taken on or off campus, at NKU and other accredited colleges

- High School Physics
- High School Pre Calculus

Weighted scale in the above classes will be as follows:

- A = 5.0
- B = 4.0
- C = 3.0
- D = 2.0
- F = 0.0

**Assignment of Students to Classes/Promotion**

The purpose of this policy is to ensure that students make orderly progress toward graduation. In addition, it is intended that all students be prepared for the state mandated KCCT assessment.

Elementary School Level Grades K-5: The teacher, parent, and principal on a case-by-case basis will determine promotion to the next grade level, for students having academic difficulty.

Middle School Level: Students at the middle school level, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade must be passing 5 out of 6 classes. If a student fails 3 core content classes they can be retained.

High School:

- Freshman: Students must have an official transcript showing successful completion of eighth grade.
- Sophomore: Students must have earned 5.5 credits.
- Junior: Students must have earned 11 credits.
- Senior: Students must have earned 16.5 credits.

Students with an I.E.P. may have exceptions to the earned credit requirements. The decision of the principal is final.

**No Pass/No Drive Statute**

Purpose: The purpose of this policy is to meet the KRS 159.51 and establish policy to meet Kentucky State Standards.

Process: Silver Grove School shall follow the process established by statute by the State of Kentucky.

The "No Pass/No Drive" Statute (KRS 159.051) became law on June 25, 2007 with implementation beginning August 1, 2007. This statute will involve every public and private school district across the Commonwealth.

The "No Pass/No Drive" Statute results in the denial or revocation of a student's driver’s license for 1.) Academic deficiency or 2.) Dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused

absences. Should you want to review the full text of this law, please use the Legislative Research Commission's web site at the following address: [www.lrc.ky.gov/record/07RS/record.htm](http://www.lrc.ky.gov/record/07RS/record.htm) <<<http://www.lrc.ky.gov/record/07RS/record.htm>>>.

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a drivers license permit (Instruction Permit) will be required to have a completed school Compliance Verification Form. Basically, the form is verifying that the student is compliant with the components of the statute.

If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

A student shall be deemed academically deficient when he or she has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses. Reports of noncompliance based on academic deficiency will be made via the web portal beginning with grades from the fall 2007 semester. The "No Pass, No Drive" law specifics that a student "shall" pass four (4) courses (or the equivalent of four (4) courses per semester;  $4/6 = 66\%$ ). Since most schools are currently using a six (6) course semester, the Kentucky Department of Education is recommending that a student would need to pass more than 66% of his or her classes to be compliant. This same mathematical calculation (66%) has been applied in the graph below to show how it applies to different course and semester configurations

### **Valedictorian/Salutatorian**

The purpose of this policy is to establish the process for selecting and approving the valedictorian and salutatorian for Silver Grove School.

The valedictorian shall be the senior ranking the highest in the criteria adopted by the Silver Grove Advisory Council and the Silver Grove Board of Education. The salutatorian shall be the senior ranking second according to the adopted criteria.

The goal of adding the following requirements for the honor of valedictorian and salutatorian is to help better determine the most outstanding students in regard to academics at Silver Grove School. These requirements add greater objectivity to the selection process and should serve to better differentiate between candidates competing for the honors of valedictorian and salutatorian.

- The honor of valedictorian will be awarded to the student with the highest grade point average.
- The honor of salutatorian will be awarded to the student with the second highest grade point average.
- In case of a tie, ACT scores will be used to make the determination.
- All grades are averaged on a 4.0 scale using quality points. Advanced classes will be averaged on a 5.0 scale using quality points. Example: a student earning an "A" average in Algebra 1 would receive 4 points toward the calculation of the grade point average for honors. A student earning an "A" average in an advanced placement class such as AP History will receive 5 points toward the calculation of the grade point average for honors.
- Classes at this time that will use the 5.0 scale are: College Classes
- The grade point averages will be computed after senior finals.
- The decision of the principal is final.

### **Board Policy CURRICULUM AND INSTRUCTION 08.1131**

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;
2. Performance descriptors and their linkages to State content standards and academic expectations; at the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.
3. Assessments and the extent to which state assessment will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

In order to graduate from the District, students shall carry a full class load each year they are enrolled in high school in the District, and seniors must complete all state-required courses.

### **Substitution of a High Level Course**

A student may take a college course at Northern Kentucky University for dual credit upon acceptance by the university and approval of the Principal. The District shall weight the grade earned in the college course, based on a 5-point system.

### **Students with Disabilities**

A student with a disability (s) who completes an alternative program specified in an individual education plan is entitled to recognition for achievement. High school diplomas shall be awarded to students with disabilities in compliance with the Kentucky Administrative Regulations.

### **Homework**

In order to assure that students reach their highest potential, as well as meeting or exceeding rigorous performance and achievement standards, Silver Grove Schools must assist students in maintaining and extending their learning. As part of maintaining and extending learning, homework is assigned to enhance the instruction of the day. The appropriate design, use, and evaluation of regular homework assignments are important to achieving the school's mission.

In order for homework to meet its assigned purpose each stakeholder in the education process must fulfill certain responsibilities.

The students should:

- listen to and make note of all directions and ask questions when an assignment is unclear.
- write down all assignments and due dates
- set an adequate amount of time to complete assignments
- complete assignments to the best of their ability
- take the responsibility of asking for missed assignments following absences
- accept disciplinary action for missing homework
- attend extended school service when necessary

The parents should:

- talk to their children on a daily basis about what was learned at school and what homework they were assigned
- read the student's assignment book or check where homework is written
- maintain a quiet area and time for homework to be completed
- guide their children when necessary and allow children to work independently on assignments designated by the teacher
- keep regular contact with classroom teachers to help monitor progress
- alert the school of an extended absence for a student

The teachers should:

- develop a policy with regard to accepting late assignments and review the policy before any homework is assigned
- design homework with clear connections to the Kentucky Core Academic Standards
- inform students of the percentage of their grade that will be comprised of homework
- check homework, provide feedback on homework, and return it to students in a timely manner
- give students adequate time to complete assignments
- differentiate assignments as independent or guided
- provide specific directions for assignments and review the directions before an assignment
- be available outside of regular class time to provide extra help on assignments

Students should not ask for homework in advance if they will miss days due to a family vacation. Upon returning to school, a student with approval from an administrator prior to leaving for the vacation will receive one day for every day missed to make up any assignments.

**Students may be assigned to Academic Enrichment after school if they need further assistance in completion of assigned coursework.**

### **Make-Up Homework Policy Due to Absences**

Purpose: The purpose of this policy is to improve the academic efforts of students at all grade levels. Procedure: Students are required to make-up homework at the rate of one-day absent to one day late or a one-to-one ratio. Exceptions to this policy are only afforded to Special Needs students when an IEP indicates that they are to be accommodated via an alternative standard or student's 504 Plans may indicate special accommodations. Example: A student that misses two days of school will have two days upon return to school to turn in missed homework or other classroom assignments. A student missing Monday and Tuesday with an excused absence will upon return to school ask for their homework on Wednesday. The student will then be given two days to complete the homework assignment. All work would be due by Friday at class time.

**Students Earning High School Credit in Middle School** A Middle School student may take a high school course for credit if the following criteria are met: a) Teacher recommendation by Middle School teacher b) Teacher screening and acceptance by High School teacher. c) Approval of the principal d) Credit will be awarded upon completion of course with a passing grade.

Silver Grove School will offer Algebra I as a standard class at the middle school level (8<sup>th</sup> Grade).

**Students Earning Credit through Correspondence Courses** A High School student may enroll in correspondence courses if the following criteria are met: a) The course is not available at Silver Grove; b) a student can take no more than 3 correspondence courses for high school graduation. A student may take no more than three correspondence classes in one year (unless assigned to Alternate Education

Placement). c) The school counselor and Principal must approve the course as a requirement or as necessary to the academic success of the student. Approval will also be based upon the accreditation of the institution from which the correspondence course is offered and Carnegie units.

**Substitution of a Higher Level Course** A student may take a college course at a post-secondary institution such as, Northern Kentucky University for dual credit; upon acceptance by the university and approval of school counselor and Principal. The course will be a weighted GPA for Silver Grove Independent School (5 points).

**Individual Learning Plan** A high school student will complete an individual learning plan. This career plan will have an emphasis on career development. Annually parents and students will have opportunities to review progress towards the high school diploma and their career goals. Silver Grove High School offers a **College Preparatory Curriculum** as well as a **Business Career Major**. Students are also afforded an opportunity to study at the McCormick Technical Center, Northern Kentucky Technical College, and Northern Kentucky University.

**Campbell County Regional Technical School** offers: Health Services, Electricity, Carpentry, Welding, Masonry, Collision Repair, and Automotive Technology. Students are eligible for these classes upon completion of their sophomore year of high school. McCormick Technical Center offers co-op opportunities in which the students get on the job experience as well as pay. Co-op opportunities are determined by subject and teacher recommendation.

**Northern Kentucky Technical College Plan** This program is open to seniors only. They will be considered a Tech College student. Dual credit (college and high school) will be given for courses taken. Students must follow the college schedule as well as Silver Grove schedule. Covington Campus offers: Computer Aided Drafting or Machine Tool. Highland Heights Campus offers: Diesel Technology, Graphic Communications Printing/ Desktop Publisher, and Visual Communication Art/ Graphic Design. Students must have their own transportation and pay the cost of tuition. All dual credit courses will be based on a weighted GPA.

**Northern Kentucky University** This opportunity is open to students who have completed the 10<sup>th</sup> grade, and who have a GPA of 3.25 and achieve administrative approval. Dual credit will be given. The student will be responsible for his or her own transportation and tuition costs. The course will be a weighted GPA for Silver Grove Independent School (5 points).

#### **Grade Reports**

Grade reports shall be issued every nine (9) weeks. These evaluations shall provide a record of academic progress as well as conduct. A student's academic grade shall not be lowered as a disciplinary action. Each primary teacher shall provide parents with a comprehensive report that is based on samples of their child's work, and a descriptive, narrative evaluation of all aspects of the child's progress. Each teacher of grades four (4) through twelve (12) shall provide a report card based on the following grading system. A percentage grade will be assigned in each subject quarterly. An incomplete (I) may be given if the student for legitimate reasons was not able to complete the work. The work must be completed before the next quarter begins. An extension may be granted if there are extenuating circumstances, upon approval of the Principal.

The formula to determine semester grades is as follows:

First semester grade formula =

First quarter grade times forty (40%) percent + second quarter grade times forty (40%) percent + exam grade times twenty (20%) percent.

Second semester grade formula =

Third quarter grade times forty (40%) percent + fourth quarter grade times forty (40%) percent + exam grade times twenty (20%) percent.

The final grade for the school year will be determined by the following formula:

Final grade formula =

First semester grade times fifty (50%) percent + second semester grade times fifty (50%) percent.

NOTE: Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as twenty (20%) of a student's final grade in a course.

**Semester Exams** shall be administered in grades seven (7) through twelve (12). A percentage grade will be reported for each semester exam. Students who have maintained a 92% or above average grade point average may be exempt from exams at the teacher's discretion.

**Grade Point Average**

Grade Point Average (GPA) shall be calculated using percentage grades and the grading scale listed below.

<b>Grading Scale</b>	
98 - 100 =A+	84 - 83 = C+
95 - 97 = A	80 - 82 = C
92 - 94 = A-	78 - 79 = C-
90 - 91 = B+	76 - 77 = D+
87 - 89 = B	73 - 75 = D
85- 86 = B-	70 - 72 = D-
	0 - 69 = F

**Class Rank** The percentile representation of the GPA will be used to determine class rank based upon quality points.

**Parent Teacher Conferences** Parent teacher conferences may be scheduled when requested by the parent or teacher.

**College Visit Days**

Any student who plans to visit a college on a school day must complete the college visit form available from the counselor’s office as well as submit a letter from parents/guardians stating the college and dates. Signatures of the teachers and parent are needed before submitting it to the Principal. Official verification from the college visited (an admission representative’s signature on official stationary) must be turned in to the office the day following the visit. The day will not be counted as excused if this verification is not on file in the guidance office.

**Vocational Students Calendar**

All high school students who attend a technical school or college must follow the technical school, college, and the Silver Grove calendar.

**Annual Grade Point Average and KEES Money** A student’s annual grade point average (GPA) will be calculated according to a 4-point scale using the scale shown below. In Kentucky students are awarded scholarship money based on their annual GPA. Listed below are the base amounts for each GPA. This money accumulates annually beginning with the freshman year of high school.

<b>Grade Range</b>	<b>GPA</b>
<b>100-92 (A)</b>	<b>4.0</b>
<b>91-85 (B)</b>	<b>3.0</b>
<b>84-78 (C)</b>	<b>2.0</b>
<b>77-70 (D)</b>	<b>1.0</b>
<b>&gt;70 (F)</b>	<b>0.0</b>

**Records Release**

The Family Educational Rights and Privacy Act require that Silver Grove School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the school may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school to give this type of information to colleges, employers, and military personnel interested in aiding our graduates.

**Drug/Alcohol Prevention Program**

Silver Grove School is committed to providing a safe and drug/alcohol free learning environment. A proactive approach is taken by the school in promoting a drug/alcohol free environment. Counseling on the dangers of drugs and alcohol begin in the elementary grades and continues through the middle school years. The School Resource Officer will coordinate events for the high school students to demonstrate the consequences of choosing to use drugs/alcohol.

Smoking is not allowed by students at any time on school property. This includes ballgames and extracurricular events even if the student is 18 years of age. Parents/guardians attending field trips are also not permitted to smoke while on the school sponsored field trip.

In order to provide a safe and drug/alcohol free environment, students will not be allowed to leave school events after entering the building. If a student leaves an event he will not be allowed to return to the event.

In addition to educating students, the physical plant of Silver Grove School will be searched periodically for any drugs/alcohol. These searches may be conducted in cooperation with a local police agency.



Students found to be in possession or under the influence of drugs/alcohol will face disciplinary consequences that could include suspension or expulsion.

#### **Individual Learning Plans**

In keeping with Kentucky Administrative Regulation, the District shall implement an advising and guidance process to support development and implementation of an individual learning plan for each student that includes career development and awareness.

#### **Pictures/Images Release Form**

If you do not want your child's picture or image used in school publications please write a letter to the Principal making that statement.

#### **Evacuation**

If the school would have cause to be evacuated, the students would be transported to the Silver Grove City Park. Parents would be notified to pick their child up there.

#### **Volunteer Background Check**

Any adult volunteering at the school must have a criminal background check conducted through the school. Forms are available through the front office.

#### **Extracurricular Events**

All rules and regulations that apply to the school day apply to after school events. Smoking is never allowed by students during any trip, event, or school sponsored activity including basketball games.

#### **Athletics**

Eligibility

The following policy applies to middle school grade levels 6 through 8 and high school grade levels 9 through 12.

All student-athletes academic measures will be monitored by the athletic director beginning two weeks prior to the official start of each player's particular season.

The athletic director will conduct the weekly grade reports every Friday at 3:00 P.M..

If at any time during the school year, a student-athlete is making one "F" on the weekly grade check he/she will be considered ineligible starting on the concurrent Monday and consisting of the entirety of the next calendar week inclusive of that weekend even if satisfactory marks are earned on the next grade check.

Students with one "F" may attend practice and games in their sport but may not participate in either.

When a sport laps over a grading term that students eligibility for the next week shall be based off of the average grade of the prior term(s).

Progress will be determined by consultation between the teacher and athletic director. In cases of a dispute between members of the affected parties (student/teacher/athletic director) the principal will make the final decision in determining student progress.

Personal behavior is another area that may affect a student-athlete's eligibility status. The rules of social probation will be strictly enforced. Student-athletes are role models for all of our students and their personal behavior and academic progress should be held to high standards.

All individual sports may have discretion to require student athletes to have more stringent requirements than school policy but it must be read to, signed by, and kept on file for all players.

Participation in any athletic program is a privilege and not a right of the students of Silver Grove School. Coaches and Sponsors may use their discretion on codes of conduct and consequences for their teams. Codes of conduct will always be in agreement with all codes of the Silver Grove Board of Education and all KHSAA policies.

#### **Discipline and Suspension**

1. In order to participate, all students shall be present for 66% of a school day on the day of practice or the day of a game and the day after the game, unless excused by the principal.
2. Disciplinary action of athletic participants shall be determined according to the infraction of local school rules.
3. An athlete suspended shall remain suspended from the squad until he or she is reinstated.
4. Coaches shall follow the policy of student rights and responsibilities and of local school rules and regulations.
5. All student athletes that have behavior infractions will be reviewed by a committee consisting of the athletic director, principal, and the particular sports head coach to determine eligibility. If the committee determines that the infraction is severe, the student athlete will be ineligible for a period as determined by the committee.
6. If any students quits a sport, after the first regular season game, that student is ineligible to play the next sport until the previous sports regular and postseason is complete.
7. No student may participate in a sport if they owe any payments to the previous sport unless arrangements have been made with the coach or athletic director to pay off all monies owed.

### **Ineligible Players Practicing and Parental Notification of Ineligible Player**

1. Students who are ineligible shall not be issued school equipment until eligibility has been restored.
2. It is the responsibility of the athletic director to notify parents in writing, if and when a student becomes ineligible for athletic participation. Notification shall state the reason(s) the student is ineligible.
3. If a player is suspended from their team the player shall be remained suspended from their team until he/she is reinstated.

### **Practice Sessions/Games**

1. No regular season practice sessions or games are permitted in any Silver Grove Independent School on legal holidays. (i.e., Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Independence Day, or Martin Luther King Jr. Day) without prior approval from the Principal.
2. If an emergency arises and a tournament must be concluded on a Sunday or a holiday, permission may be granted by the Superintendent.
3. No player shall be penalized for missing practice if he or she has a valid reason and has cleared his or her absence in advance with the coach for the sport involved or the principal.
4. Regional, state, or national tournaments or competitions that must take place on Sunday may be permitted if permission is granted by the Superintendent.

### **Insurance, Permission, and Physical Examination**

All participants in athletics shall purchase insurance coverage that is acceptable according to KHSAA regulations and have on file with the school a copy of a physical examination, a statement indicating parental permission, and a receipt indicating parental understanding of KHSAA eligibility rules. Coaches are responsible for gathering all forms and submitting to appropriate personnel.

### ***Snow Days***

**Athletic teams will not compete on days when school is closed due to inclement weather.**