

Fort Logan School Handbook 2017 – 18

Mission Statement

The mission of Fort Logan School, a nontraditional alternative program designed to address the individual needs of students at risk of academic failure in the traditional high school setting, is to improve student behavior, attendance, and academic performance so that students can earn their high school diploma and become college and career ready citizens.

Vision

At Fort Logan School every student graduates college and/or career ready, equipped to become a contributing member of the community.

Program Components

Fort Logan School (FLS) offers a variety of opportunities for students to learn. FLS serves students in grades 9-12, with a minimum age of 16 years old. Students may participate in ½ day vocational/tech. and ½ day required course work at FLS. Students may also participate in service learning projects and job co-op programs if they meet the program requirements. FLS offers a flexible schedule for qualified students who have jobs. Students may be referred or apply to FLS at any time throughout the school year. The entire staff at FLS will work as a team to improve student behavior, attendance, and academic performance. The team which includes teachers, administrators, counselors, and social workers will work closely to ensure student success.

Statement of Nondiscrimination

Fort Logan School does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, religion, marital status, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

Jackie Risen-Smith	Claudia Godbey
Title IX Coordinator	Section 504 Coordinator
305 Danville Ave	305 Danville Ave
Stanford, KY 40484	Stanford, KY 40484
(606) 365-2124	(606) 365-2124

Staff of Fort Logan School

Principal

Stuart Underwood (Interim)

Secretary

Edwina Jacobs

Teachers

Tammy Bustle

Melissa Jones

John Kolasa

Ricky Mullins

Eva Rankin

Kathleen Wheeler

Dean Wilks

Instructional Assistants

Leslie Dowell

Chris Long

Cheryl Warfield

Nurse

Custodian

Gary Brown

Arlene Yocum

Cafeteria Staff

Carrie Williams - Manager

Ben Hill

Eileen Sneece

Family Resource

Gail Owens

We Believe:

1. All people deserve to be treated with dignity and respect.
2. All students need to experience success.
3. Our focus is to provide quality instruction to students at FLS.
4. Education prepares students for life.
5. Students will excel in an environment in which they are valued and challenged.
6. All students have the right to be educated in a safe, nurturing environment.
7. Accepting and valuing differences is essential for success.
8. Cooperation between family, students, community and school is a necessity in meeting individual needs.

Application, Admission, and Placement

Application

1. Application and paperwork must be filled out and received by Fort Logan School.
2. Student must take the TABE test to determine reading and math level.
3. Parent/Legal Guardian and student shall interview with the principal.
4. Request for previous school records is made and records must be received before the screening committee will review the applicant.
5. Graduation and career transition plans are developed.
6. A screening committee which is made up of the principal of Fort Logan School, the principal of the student's current high school, and a counselor from the students' current high school reviews the application to determine eligibility.
7. Student is notified of acceptance or denial.

Student officially transfers from current high school to FLS and the student begins classes at FLS.

Admission

An Admission Criteria Rating Scale will be applied to FLS applicants to determine eligibility. The screening committee will apply a weighted criteria scale for At-Risk Students. A student must receive a minimum score of 8 points before they are eligible to attend FLS. The following is criteria used when reviewing FLS applicants:

Placement

Upon entry a student will be placed at the appropriate grade level based on the number of required and elective credits they have earned.

Students may complete competency testing for credits that have not been previously earned. Students must score a minimum of 80% on the final exam before credit is awarded. A student may attempt the test only once and if they score less than 80% they must complete the class in its entirety.

Unit tests and final exams will be administered only under strict supervision. Teachers shall provide an area for students to take tests. Teachers will be responsible for administering all unit tests and final exams.

All daily work must be passed with at least 70% competency. If the student fails to do so they must repeat the assignment until they score 70% or better. All class work is to be completed in the school under the supervision of the classroom teacher unless permission is granted to do otherwise.

Grade Reporting

Assignment grades are to be entered into IC on a **weekly** basis. When a student has completed ½ credit, all grades should be recorded by the classroom teacher at the first opportunity. Teachers then send a final grade report to the office within two days of completion. The data will then be entered in the computer and placed on the transcript. A copy of student grades and a copy of the final exams will then be placed and stored in a locked file cabinet in the office.

Each individual teacher shall keep on file a roster of all students enrolled in all subjects they teach.

Fort Logan SCHOOL DISCIPLINE POLICY/PUPIL CODE OF CONDUCT

2017 –2018

INTRODUCTION

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children to the age of 21. To discharge this function effectively and equitably, school authorities must ensure an environment in each school which is conducive to the learning process and in which each participant, students, teachers, parents, and administrators can perform their respective functions without hindrance.

The educational achievement of any school system or individual school depends upon a number of factors. Certainly one of the main factors concerns itself with the type of discipline which exists. Discipline, when not present, disrupts the education of students and creates an atmosphere in which learning cannot take place.

In instances where acts of misbehavior or violation of the law occur, and specific violations are not listed, the disciplinary action taken will be at the discretion of the principal, superintendent, or the Board of Education. In all instances, students and parent/guardians shall have access to due process as spelled out in this document. Further, the discipline code should be consistent and reasonable and should strive to teach the students self-control and self-discipline.

PUPIL CONDUCT CODE POLICY STATEMENT

While it is true that the child becomes the school's responsibility upon his/her arrival, and until his/her departure, parents are not totally relieved of, or permitted to surrender, accountability for their child's behavior. When parents and students are actively involved in the learning process where discipline problems will be less likely to occur, then a fair and just school environment will be established.

RIGHTS AND RESPONSIBILITIES

Participants 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. Furthermore, 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.

SECTION I: RIGHTS AND RESPONSIBILITIES OF STUDENTS

A: STUDENTS HAVE THE RIGHT TO:

1. A system of public education, which meets the needs of individual students.
2. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
3. Physical safety and protection of their personal property.
4. Consultation with teachers, counselors, administrators, and other school personnel.
5. Free election of their peers in student organizations in which students have the rights to seek and hold office.
6. Examination of their own personal school records, by the students, their parents/ guardians, or their authorized representatives.
7. Involvement in school activities without being subject to discrimination on the basis of race, sex and religion.
8. Respect from other students and school personnel.
9. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

B. EACH STUDENT HAS THE RESPONSIBILITY TO:

1. Be accountable for his/her conduct and for showing consideration for the rights and property of others.
2. Exhibit neatness and cleanliness of personal dress and hygiene.
3. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapons on school premises or at school activities, intentionally injuring another person.
4. Refrain from gambling, extortion, theft, or any other unlawful activity.
5. Refrain from using tobacco, or using, possessing, or transmitting any alcoholic beverage or illegal or controlled substance.
6. Show respect for the education process by taking advantage of every opportunity to further his/her education.
7. Show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absence.
8. Practice self-control at all times.
9. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
10. Follow the rules and regulations of the Board of Education and/or the school administration.

11. Each student has the responsibility to go through the proper channel when filing a complaint. The channel is the classroom teacher, then the counselor, or building principal. If it is necessary, the complaint will be filed by the principal with the superintendent and the Board.

SECTION II: RIGHTS AND RESPONSIBILITIES OF THE TEACHERS

A. TEACHERS HAVE THE RIGHT TO:

1. The support of co-workers, administrators and parents.
2. Work in an educational environment with a minimum of disruptions.
3. Expect all assignments, including homework, to be completed and turned in as assigned, and that the students come to class prepared with the necessary materials, i.e. paper, pencil or pen, workbook, textbook, etc.
4. Remove any student from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area.
5. Safety from physical harm and freedom from verbal abuse.
6. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
7. Take action, if necessary, in emergencies to protect their own person or property or the person or property of those in their care.

B. TEACHERS HAVE THE RESPONSIBILITY TO:

1. Present subject matter and experiences to students and to inform students and parents, or guardians, of achievement and/or problems.
2. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
3. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
4. Evaluate students' assignments and return them as soon as possible.
5. Exhibit neatness and cleanliness of personal dress and hygiene. Dress should be professional in nature.
6. Reward exemplary behavior or work of students.
7. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
8. Recommend for retention in a class any student who fails to meet the basic standards for such class.
9. Maintain necessary records of student progress and attendance as accurately as possible.

10. Follow and enforce rules and regulations of the Board of Education and/or school administration.
11. Care for the equipment and physical facilities of the school.

SECTION III: PARENTS AND GUARDIANS

A. PARENTS AND GUARDIANS HAVE THE RIGHT TO:

1. Send their child to school with an environment where learning is valued.
2. Expect that classroom disruptions will be dealt with fairly, firmly and quickly.
3. Enroll students in the Kentucky county school district where they shall attend classes regularly and promptly with minimal interruptions.
4. Expect the school to maintain high academic standards.
5. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
6. Address a question concerning their child to the building principal and to receive a reply in a reasonable time period.

B: PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

1. Instill in their children the values of an education.
2. Instill in their children a sense of responsibility.
3. Instill in their children a sense of respect.
4. Understand that unnecessary interruptions in the school are detrimental to the education program for all students.
5. Be familiar with the educational program and the procedures.
6. Inform children about the disciplinary procedures of the school and emphasize the importance of following them.
7. See that children attend school regularly and promptly.
8. Check with the building principal regarding the facts of any situation that they might question.
9. Support the efforts of school personnel.
10. Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities.
11. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

SECTION IV: PRINCIPAL, DESIGNATED ADMINISTRATOR

A. ADMINISTRATORS HAVE THE RIGHT TO:

1. Expect all participants in the school process to comply with school, school council, and Board of Education policies.
2. Suspend any student who disrupts the educational environment.
3. Expect respect from students, parents/ guardians, and the school staff.

B. ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

1. Help create and maintain an atmosphere which respects the rights of all participants in the school process.
2. Administer discipline measures fairly and in equality in accordance with this conduct code.
3. Exhibit exemplary behavior in terms of actions, dress, and speech.
4. Direct the school staff in developing a program which communicates this code of conduct to the school community.

BEHAVIORAL VIOLATIONS

The principal shall provide leadership for the total school staff in enforcing the student code of conduct. Teachers shall be responsible for the conduct of students in the classroom, on the playground, in the halls, or off school premises while under their supervision.

All students shall be disciplined for committing behavioral violations as identified in this section. Student's discipline may require action by both school and legal authorities. 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 the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy.

Minor violations will be handled through informal or in-school disciplinary measures. More serious offenses may also result in suspension or expulsion from school as well as the reporting to legal authorities with legal charges being filed. Students will be responsible for the restitution of damaged or destroyed property.

The following leveling system of discipline is based upon need. Fort Logan School administrators will use the system to administer discipline in a fair, firm and progressive manner. Students are hereby notified that the level of discipline will be based upon the infraction and chosen at the discretion of the administrative staff.

Fort Logan School Behavioral Violations and Disciplinary Responses

LEVEL 1

Level 1 behavior may be described as minor problems when they occur the first time.

1. UNEXCUSED TARDINESS TO CLASS/HOMEROOM

A pupil is considered tardy when he/she enters the room after the designated time class is to begin (8:15 a.m.).

In-school measure; After School Detention

2. NONATTENDANCE OF CLASS/DETENTION HALL/SKIPPING SCHOOL

Failure to attend classes including vocational school and after school detention.

In-school measure; After School Detention: Short-term Suspension

(Revocation of parking tag if driving to school)

3. LEAVING SCHOOL GROUNDS OR CLASS WITHOUT PERMISSION FROM A SCHOOL AUTHORITY

After School Detention, Short-term Suspension, Revocation of parking tag if driving to school.

4. VIOLATION OF THE ELECTRONIC MEDIA POLICY. *KRS 158.150*

In school measure; After School Detention; Loss of computer privileges; Short Term Suspension;

Long Term Suspension; Expulsion

5. DELIBERATE CLASSROOM DISRUPTION.

Any intentional action that disrupts the teaching/learning process. *KRS 158.150*

In-school measure; After School Detention; Short-term Suspension

6. ELECTRONIC EQUIPMENT/DEVICES

The use or possession of any electronic equipment such as but not limited to stereos, walkmans, radios, lasers, televisions, and/or any other remote use devices is prohibited under *KRS 158.165*

In-school measure; After School Detention

7. FAILURE TO FOLLOW DIRECTIONS/TO IDENTIFY ONESELF.

Refusal to comply with reasonable request of school personnel.

In-school measure; After School Detention;

Short-term Suspension; Long-term Suspension

8. DRESS CODE

See Attached Policy. Roman numeral II, Letter C

In-school measure; After School Detention; Short-term Suspension

9. HANDS-OFF POLICY.

Individuals holding hands and or close physical contact between couples.

In-school measure; After School Detention

10. TRESPASSING.

A pupil is guilty of trespass when:

a. He/she knowingly enters or remains in a school building at unauthorized times.

b. He/she knowingly enters or remains in or upon the school premises at unauthorized times. *KRS 158.150*

In-school measure; After School Detention; Short-Term Suspension

11. GAMBLING.

Participating in games of chance for the express purpose of exchanging money. *KRS 158.148*

In-school measure; After School Detention; Short-Term Suspension

12. USE OF CELL PHONES

Cell phone use is allowed during lunch time except for call, face timing or videoing.

Cell phone use is prohibited while in class and restroom breaks for any reason.

** When a student is found in violation of the cell phone policy, including texting, talking, picture or video taking, and playing games, the administrator reserves the right to read texts, call logs and view any or all pictures or videos found on the phone. Any content of an inappropriate nature found within will be reported to parents, as well as law enforcement if also deemed to be of a criminal nature.

1st offense - phone taken for 1 day

2nd offense - phone taken for 1 day

3rd offense –phone taken for 1 day

Any further offenses will be handled by administration.

Students placed in Fort Logan School for disciplinary reasons will not be permitted to bring a cell phone or wallets to school.

LEVEL II

Level II is frequent and serious misbehavior that disturbs the learning process in the school.

13. THEFT/VANDALISM (\$100 OR LESS)

Taking, defacing, and/or using without permission the property of others with the cost of the stolen item or damages set at \$100 or less.

KRS 512.040

In-school measure; After School Detention; Short-Term Suspension; Long-Term Suspension

14. THEFT/VANDALISM OVER \$100.00.

Theft/Vandalism is the taking of others property (pupils, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner's permission, selling of school property.

KRS 512.040

In-school measure; After School Detention; Short-Term Suspension; Long-Term Suspension; Expulsion

15. BUS MISCONDUCT/INCIDENTS

Any behavior that violates the *Regulations for Students Riding School Buses. KRS 158.150*

1st Offense-Possible removal from Bus

2nd Offense-Removal from Bus-3 days

3rd Offense-Removal from Bus-5 days

4th Offense-Removal from Bus-10 days

5th Offense-Possible removal for the remainder of school year.

****A student may be removed longer for more severe violations**

16. TOBACCO PRODUCTS.

The use or possession of any tobacco-related products, i.e. cigarettes, dip or chewing tobacco, rolling papers, cigarette lighters and electronic cigarettes is prohibited.

KRS 438.050 Federal Law 103-227 Part C

After School Detention; Short-Term Suspension; Long-Term Suspension; Expulsion

17. FAILURE TO SHOW PROPER RESPECT TOWARD STAFF. *KRS 158.150*

After School Detention; Short-Term Suspension; Long-Term Suspension; Expulsion

18. FORGERY/PLAGIARISM.

The act of falsely using the name of another person or falsifying documents,

KRS 516.010

In-school measure; After School Detention;

Short-Term Suspension; Long-Term Suspension

*****Also see Roman numeral II, letter I.***

19. PROFANITY/ VULGARITY.

To lower one-self in character through obscene gestures, writings, morally crude remarks, and actions deemed socially unacceptable to staff, students or others (either open or insinuated).

KRS 158.150

In-school measure; After School Detention; Short-Term Suspension; Long-Term Suspension

20. USE/POSSESSION OF FIREWORKS/INCENDIARY DEVICES THAT MAY CAUSE A FIRE

A pupil is guilty when he/she unlawfully possesses any device which may be capable of starting a fire or deposits on the land or in the building, or a vehicle, any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building, or vehicle.

KRS 512.050

After School Detention; Short-Term Suspension; Long-Term Suspension

LEVEL III

Level III behavior involves serious acts that may harm other people or property

21. FIGHTING

Pupils who willingly engage in physical contact such as hitting, slapping, pushing or shoving may be considered fighting. ***KRS 158.150***

FIRST OFFENSE: Up to 3 days OSS

SECOND OFFENSE: 3 days OSS and a student, parent, administration conference

THIRD OFFENSE: 5 days OSS

FOURTH OFFENSE: 10 days OSS; Possible recommendation to the LCBOE for expulsion

Fighting can result in placement in the Alternative School, expulsion, or assault charges upon any offense.

22. THREAT/INTIMIDATION/HARASSMENT OF STUDENTS.

- a. A person is guilty of harassment when, with the intent to harass, annoy, or alarm another person, he/she in a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person OR
- b. Engages in a course of conduct or repeated acts which alarm or seriously annoy such other persons and which serve no legitimate purpose.
- c. To unlawfully place a student in fear of bodily harm through verbal threats; stalking in the hallways, classes or parking lot; displaying a weapon;

KRS 508.878

After School Detention; Short-Term Suspension; Arrest; Long-Term Suspension; Expulsion

23. THREAT/INTIMIDATION/HARASSMENT OF STAFF

- a. A person is guilty of harassment of staff when, with the intent to harass, annoy, or alarm staff members, he/she in a public place, makes an offensive utterance, gesture, or display, or addresses abusive language to a staff member
- b. Engages in a course of conduct or repeated acts which alarms or seriously annoys a staff member and which serves no legitimate purpose.
- c. To unlawfully place a staff member in fear of bodily harm through verbal threats; stalking in the hallways, classes or parking lot; displaying a weapon;

KRS 508.878

Short-Term Suspension; Arrest; Long-Term Suspension; Expulsion

24. SEXUAL HARASSMENT/ASSAULT

Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, which includes one's sexual orientation, creating an intimidating, hostile or offensive environment. ***KRS 510.130***

After School Detention; Short-Term Suspension; Long-Term Suspension; Expulsion; Arrest

25. USE/POSSESSION OF DRUGS, ALCOHOL.

- a. Alcoholic beverages include any beverage with alcohol content. Possession includes items found in the locker assigned to the pupil, in vehicles, or any other places where contraband is left by the pupil.
- b. Any illegal drugs found in assigned locker, vehicles, or any other place where deposited by the student.
- c. Possession of hardware pertaining to controlled or illegal substance (pipes, roach clips, hemostats, etc.)

26. VIOLATING, OR REPEATING CONDITIONS OF SHORT TERM SUSPENSION.

Additional disciplinary offenses, either the same or different in which the available procedures are not sufficient. *KRS 158.150*

Short-Term Suspension; Long-Term Suspension; Expulsion

27. VIOLATING, OR REPEATING CONDITIONS OF LONG-TERM SUSPENSION.

Additional disciplinary offenses, either the same or different, in which the available procedures are not sufficient. *KRS 158.150*

Expulsion

28. FIGHTING/STRIKING FACULTY MEMBERS.

Physical contact or *threat* of physical contact toward school employees by a student or group of students.

KRS 508.878, KRS 508.025 and 508.030

Long-Term Suspension; Arrest; Expulsion

29. ASSAULT--VERBAL OR PHYSICAL ABUSE.

Physical attack on one pupil or a group of pupils upon another or others who do not wish to engage in the conflict. Any provocation (verbal or physical) may be considered a mitigation of the charge.

A pupil who finds himself the victim a physical assault has the right to defend himself against the attack and use such force in defense as may be reasonably necessary.

KRS 508.030

Short-Term Suspension; Arrest; Long-Term Suspension; Expulsion

30. ARSON (OR ATTEMPTED ARSON).

Starting, or causing to be started, a fire within the school, on buses, or on the school grounds, for any purposes that result in destruction or disruption. *KRS 513.020*

Long-Term Suspension; Expulsion

31. EXTORTION/ROBBERY

The solicitation of money, or anything of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

After School Detention; Short-Term Suspension; Long-Term Suspension; Expulsion

32. POSSESSION OF WEAPONS

a. The possession of ANY INSTRUMENT, such as fireworks, explosives, mace, knives, clubs, guns, chains, and the like that can be used to inflict bodily injury to another person. **Pocket knives are not an exception. All knives are prohibited.**

b. The use of ANY INSTRUMENT, which is used to inflict bodily injury to another student. *KRS 237.040*

Long-Term Suspension; Expulsion

33. BOMB THREATS/ACTIVATING FALSE FIRE ALARM.

a. Making a threat that a bomb has been placed, or is about to explode, in a school or on school grounds.

b. Falsely alerting the fire department, or school, to a nonexistent fire.

KRS 519.040, KRS 508.080

Expulsion

34. INAPPROPRIATE SEXUAL ACTIVITY/BEHAVIOR

Engaging in a sexual act or conduct of a sexual nature on school grounds, including the school bus and all extra-curricular activities (ballgames, dances, etc). *KRS 510,*

530, 531 Short-Term Suspension, Long-Term Suspension, Arrest, Expulsion

35. Intimidation/Harassment due to racial or ethnic makeup

A person is guilty of racial or ethnic harassment when, with the intent to harass, annoy, or alarm he/she in a public place, makes a racially or ethnically offensive coarse utterance, gesture, or display, or addresses abusive language to another person.

OR

Engages in a course of conduct or repeated acts which alarms or seriously annoys another person of a racial or ethnically offensive nature and which serves no legitimate purpose.

**The use of discriminatory words, actions or other conduct referring to and/or describing a certain race or ethnicity also falls under this violation.

KRS 508.878

Short-Term Suspension; Arrest; Long-Term Suspension; Expulsion

36. OTHER

In-school measure; After School Detention; Short-Term Suspension; Long-Term Suspension; Expulsion

II. Disciplinary Responses to Violations

A. Code of Conduct

This section of the Code of Conduct contains the recommended procedures to use in applying disciplinary actions to specific conduct offenses. In-class discipline by the teacher occurs daily as an integral part of his/her classroom management. Such discipline procedures may range from verbal reprimands to recommendation for more stringent disciplinary measures. These procedures are progressive in severity from detention to recommendation for expulsion, depending upon the circumstances of the offense and the number of times it has occurred. The disciplinary actions will be determined by the building principal. Consideration from the staff member involved will be included. Parents/Guardians will be notified in the event of any In-School or Out of School Suspension or if Corporal Punishment has been administered.

The recommended procedures following in class discipline are as follows:

IN-SCHOOL measures including, but not limited to:

- After school detention
- Parent Conference
- Assigned Writing
- Behavior Management Unit
- Lunch detention
- Other measures deemed appropriate by administration

The recommended procedures following in class discipline are listed below:

1. **After-school detention**-This discipline requires the student's presence in a supervised after-school study session.

a. Students may be assigned to detention by the principal and/or the teacher.

b. The principal/teacher will notify parents by a call through School Messenger and/or by the student, of the time and place of detention.

c. The student will attend detention with schoolwork, and will be required to study while fulfilling his/her detention assignment.

d. Failure of the student to fulfill his detention obligation will result in break detention. Failure to attend a second time will result in In-School and/or Out-of-School Suspension. Multiple violations may result in student sent to the Alternative School.

2. **In School Suspension**-This discipline ranges from one to five days of in-school suspension, depending upon the repetition and severity of the offense.

a. In-school suspension provides a constructive and meaningful alternative to the standard out-of-school suspension.

b. Students will be given assignments to complete from each of their classes and are personally responsible for completing all work assigned.

c. Rules are posted on the wall of the ISS room and students refusing to abide by the rules or refusing to complete assignments will be given additional days of In-school suspension.

d. Student refusing to accept In-school suspension will be suspended from school and/or be recommended for possible expulsion.

e. After five incidences of In-School Suspension (on the sixth incident), the student will assigned to the Alternative School. The number of days will be at the discretion of the administrator.

3. **Short-Term Suspension**-This discipline ranges from one to five days of out-of-school suspension, depending upon the severity of the offense. A parent must return to school with the student before they will be allowed to return to classes.

4. **Long-Term Suspension**-This discipline ranges from six to ten days of out-of-school suspension, depending upon the severity of the offense.

5. **Recommendation for Expulsion**-This discipline includes suspension from school and all school activities until the Board of Education meets when the recommendation for expulsion will be considered. Expulsion can be for the remainder of the semester, the school year, or the calendar year depending upon the severity of the offense.

B. CORPORAL PUNISHMENT

Our policy toward the use of corporal punishment, use of a wooden paddle to administer one to three blows to a student's posterior, is that it should be used in a very discretionary manner. It is also to be properly administered according to the size, weight, and maturity of the student involved.

Parental permission must be on file in the principal's office stating that corporal punishment as a means of discipline on their child, if used, is never to be used in a fit of anger. It is always to be administered in the principal's office with an administrative witness. This is in accordance with the Board of Education policy.

C. DRESS CODE

There is a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire which attracts undue attention to the wearer and thus creates disturbance in school, is in poor taste and not acceptable.

Questionable clothing will be addressed by administration.

1. Proper dress by students and staff will be expected at all times.
2. Shoes with cleats, spurs, or nails are not permitted.
3. Trousers with rivets that could damage furniture are not permitted.
4. Wearing of hats or other head coverings, including hoodies, inside the school building is prohibited for both boys and girls. If hats are brought to school, they are to be placed in the office upon entering the building.
5. Wearing or carrying of bandanas inside the school building or school functions is prohibited.
6. Wearing of apparel (t-shirts, hats, buttons, etc.) with pictures or wording that is inappropriate is prohibited. No rebel flag references are to be worn.
7. The wearing of overcoats (trench coats, dusters, etc.) inside the building is prohibited.
8. Pants must be form fitting and worn on the hips. Pants hanging below the waist are not permitted.
9. No leggings or yoga pants are to be worn unless your shirt is mid-thigh.
10. Shorts, mid-thigh length, are permitted. Shorts that are worn higher than mid-thigh are prohibited for both boys and girls. Running shorts are not permitted.
11. Wearing of chains, wire cords, or dog collars is prohibited for both boys and girls.
12. Displaying bare midriffs or cleavage is prohibited.
13. Wearing of tank tops and/or tops with spaghetti straps is prohibited for both boys and girls.
14. No holes are allowed above the knee.

15. Any apparel under see-through clothing OR shorts or skirts worn over leggings or other leg accessories must comply with the school dress code.

Violation of the dress code may result in the student being asked to change, sent home, ISS or OSS.

D. Any senior student who is in violation of a Level III discipline offense AND is placed in the Alternative School during the time the 2nd semester will forfeit their right to participate in graduation ceremonies - LC/FLHS Board Policy 08.113

THE ADMINISTRATION RESERVES THE RIGHT TO JUDGE ALL QUESTIONABLE CASES OF EXTREMITY AND VULGARITY.

E. BUTTONS, LEAFLETS, POSTERS, PAPERS, ETC.

1. NO insignia, buttons, etc., may be worn or displayed if the message is intended to mock, ridicule, or otherwise deliberately demean and/or provoke others because of race, religion, or national origin (including rebel flag).
2. No insignia, buttons, etc., may be worn or displayed if the message contains obscenities or slanderous remarks.

F. SHOW OF AFFECTION

1. Public display of affection is prohibited for all students while on school grounds or during school activities. Holding hands, embracing, or kissing on school grounds or during school activities is prohibited at all times.

G. IMMUNIZATION

Exclusion Policy: A student whose immunization certificate is invalid or a transfer student who has not provided a certificate within 30 days of enrollment will be excluded from school until he/she is in compliance. The following steps will be followed for excluding students already enrolled:

1. **FIRST NOTICE:** Parents will be notified by letter when the student's certificate has expired and a new certificate must be completed and sent to the school. Parents will be given approximately two weeks to respond.
2. **SECOND NOTICE:** Parents will be notified by letter that we have not received an updated certificate and that their child will be excluded from school and face truancy charges as of a specific date. Parents will be given one week after the letter is mailed before excluding.
3. **ON EXCLUSION DATE, THE STUDENT WILL BE SENT HOME IF THE PARENT DOESN'T COMPLY. TRUANCY PROCEDURES WILL BE STARTED.**

H. TOBACCO POLICY *KRS 438.050 Federal Law 103-227 Part C*

From the time a student boards a school bus or drives and enters the school campus, until he/she leaves the school bus or campus, the use or possession of tobacco products shall be prohibited. Any student violating this policy shall be subject to disciplinary action.

This policy *includes* night extra-curricular activities (ball games, dances) including activities immediately after school. Any student in the judgment of the administration who is attempting to circumvent the policy shall be

subject to disciplinary action. Repeated offenses of this policy will lead to suspension or possible expulsion from Fort Logan High School.

1. FIRST OFFENSE: Packet
2. SECOND OFFENSE: 1 week of ISS and a student, parent, administration conference
3. THIRD OFFENSE: 1-3 days OSS
4. FOURTH OFFENSE: Up to 10 days OSS; Possible recommendation to the LCBOE for expulsion

I. ELECTRONIC MEDIA POLICY

Rules and Regulations

Students are responsible for good behavior on school computer networks just as they are in the classroom. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege -- not a right. It is presumed that users will comply with district standards and will honor agreements they have signed. The district is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger students will guide them toward appropriate materials.

As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using someone else's password
- Trespassing in someone else's folder, work, or files
- Intentionally wasting limited resources

Using the network for commercial purposes

Violations may result in loss of access as well as other disciplinary actions

J. ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

No pupil shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcohol beverages
2. Controlled drug substances
3. Substances that “look like” a controlled substance. In instances involving look-alike substances, there be must be evidence of the student’s intent to pass off the item as a controlled substance.

DRUGS DEFINED:

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020.

AUTHORIZED MEDICATION

Use of a drug by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. All medication, prescription OR over-the-counter, must be dispensed by the trained school personnel.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school; suspension or dismissal from athletic teams and/or other school sponsored activities. All violations of this policy shall be referred to the Board of Education for the administration of disciplinary action.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession or sale of controlled substances on the school premises, or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

AWARENESS PROGRAM

The Superintendent shall establish a drug-free/alcohol-free awareness program for all students, which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol abuse in the schools;

2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for drug/alcohol abuse violations.

FORT LOGAN SCHOOL ATTENDANCE POLICY

STATEMENT OF ATTENDANCE POLICY

- A. At the high school level (9-12) each class period during the day will be considered an individual day for the purpose of counting absences and tardies. The terms "unexcused" and "excused" will be applied on a daily basis when a student is absent. The parent and student will be responsible for keeping documentation as to reasons why the student may have been absent or tardy to class in case an appeal is brought before the attendance committee. Every student will be required to bring in a parent note or a professional excuse (within the three (3) day limit from day of absence).
- B. Exception may be made for handicapped students based on I.E.P.

ADMINISTERING THE ATTENDANCE POLICY

- A. Attendance is on a per class basis. The classroom teacher will keep an accurate daily attendance record for each assigned class. All absences and tardies should be recorded daily by the classroom teacher.
- B. After three (3) absences in a semester, the attendance clerk will be responsible for sending written notification to the parent. After six (6) absences, contact will be made with the parent either by written notice or home visit. After nine (9) absences, the Director of Pupil Personnel will handle the violation of the compulsory attendance school laws.
- C. Attendance Information: UP to ten (10) days per school year may be excused with a health care provider's note. Any absence or tardy event due to medical reasons in excess of ten (10) health care provider's notes will require the presentation of the Medical Excuse form before the absences will be excused. After ten (10) days of absence/tardiness in a school year for medical reasons, the Medical Excuse form shall be completed in order for the student to receive additional medical excuses. The Medical Excuse form is available at each school, the office of the Director of Pupil Personnel, on the official District website, the school and at parent request at some medical facilities. **Medical reasons after ten (10) absences will be excused ONLY if the Medical Excuse form is presented.**

- Attendance information can be found in the District handbook

Students are required to attend regularly and punctually at Fort Logan School.

Truancy Defined

Any pupil who has been absent from school without a valid excuse for three (3) days or more, or tardy without valid excuse on three (3) or more, is a truant. A pupil who is reported as truant three (3) or more times is considered a habitual truant. Absence for less than a half-day shall be considered tardiness. The Director of Pupil Personnel (DPP) will handle violation of the compulsory attendance school laws.

Excused Absences

An excused absence or tardiness is one for which work may be made up such as:

1. Six (6) parent notes and six (6) parent tardy notes for the school year.
2. Clinical appointments if verified by a statement from a health professional. The student **MUST** return the day of appointment unless otherwise noted on the statement, or the absence will **NOT** be excused.
3. Verification of illness by school health nurse in cases of extended absences (three consecutive days or more).
4. Death or severe illness in the student's immediate family (three (3) days are allowed for the death of one's parent, grandparent, or sibling; one (1) day is allowed for the death of one's aunt, uncle, or cousin).
5. Court summonses
6. One (1) day for attendance at the Kentucky State Fair.
7. Work in the family business (prior arrangements must be made with the Principal).
8. Failure of bus transportation (missing the bus is no excuse).
9. Religious holidays and practices.
10. Attend school-related or other activities approved by the Principal.
11. Scholarship interviews with written verification from institution.
12. Exclusion for head lice if sent home by school personnel including the day sent home and one day following.

Any unexcused absence on semester exam dates must be approved through the Principal before the student may make up a scheduled exam.

When an extended absence is anticipated, students and parents should notify and make arrangements with school personnel.

UNEXCUSED ABSENCES

All other absences shall be considered unexcused.

Days missed because of suspension from school shall be considered unexcused absences.

Verification Required

Upon return to school, students shall present parent/guardian notes stating the date(s) and reason(s) for the absence. There will be a 3-day time limit for students to bring in a parent note to excuse an absence.

Students may be required to attend Extended School Classes or After School Detention. Classes made up in this manner will be on an hour for hour basis. A student's grade shall not be lowered as a disciplinary action.

Suspensions

Students recommended to the Board for expulsion may be suspended for specific reasons under the discipline policy until the next Board meeting. In the event that the student is returned to school, the Board shall determine how many of the days missed shall be counted as unexcused, if any, and how many shall be counted as excused, if any. Excused absences will enable the student to make up all missed assignments. All necessary assistance will be provided to the student by the school.

In all situations, assignments given before the suspension and due during the suspension shall be accepted for credit, also assignments given during the suspension and due after the suspension shall be accepted for credit. However, assignments given during the suspension and due during the suspension shall not be accepted for credit.

C. ELIGIBILITY TO PARTICIPATE IN SCHOOL-SPONSORED ACTIVITIES.

If a student is absent (unexcused) from school on the day of a game, contest, performance, or competition, the student shall be ineligible to participate in the school sponsored activity for that day or night unless approved by the principal or designee. No student will be allowed to attend any practice for a school sponsored activity if he has been absent on that day of the practice session unless approved by the principal or designee. In addition, if the activity is scheduled for the weekend, the student shall be ineligible to participate if he was absent on Friday, unless approved by the principal or designee.

D. ATTENDANCE POLICY DEFINITIONS AND CLARIFICATION

1. Early Dismissals: Non-emergency activities and appointments should be scheduled after school hours. Missing more than ½ of the class will be counted as an absence in that class. Students will be released from school by the administration after personal contacts (telephone calls or person-to- person meeting) with the student's parent or guardian. Students leaving school grounds must be properly signed out at the front desk.

Verification questions must be answered by parent for telephone call release.

2. Late Arrivals: All students are expected to be at school by the time the first bell rings and in class by the time the tardy bell rings every day. Those students arriving after the tardy bell are required to see a Principal and to sign in with the Attendance Clerk where they will receive an admit slip.

3. Tardies: All students are expected to be in the classroom when the tardy bell rings. All tardies (other than those approved by a faculty member or an administrator) will be unexcused. After-school detention for one hour will be assigned on the second (2nd) unexcused tardy and for each additional tardy after the second (2nd) on a per semester basis. (Failure to attend detention will result in ISS and/or OSS) On the fifth (5th) tardy the students will be assigned In-School Suspension (ISS) for every tardy thereafter and put on the "*ISS List*". On the tenth (10th) tardy, the student will be OSS.

4. Late Bus: Students arriving late to school as a result of bus problems must report to the front receptionist's desk. Tardies as a result of the late buses will be considered excused absences.

5. School Activity Approved Absence: Absence of students from class while involved in an approved school activity scheduled in advance by the principal or his designee will be considered an excused absence.

6. Homebound Service: A teacher for the homebound is available for students anticipating absences from school for extended periods of time for medical reasons. It is the responsibility of the parent or guardian to notify the school principal and to obtain a homebound form to be completed and signed by a licensed physician stating that the student's condition renders attendance at school inadvisable. A student cannot be enrolled in the homebound program until the form is returned to the school. Pursuant to 70 KAR/1:955, Section 9, the condition of pregnancy is not to be considered a physical or health impairment in and of itself.

7. Transfer Students: Absences of students who are enrolling late from another school will be considered as if absent from Fort Logan School.

8. Fort Logan School does not discriminate on the basis of race, color, national origin, religion, sex, age, handicap or marital status.

E. Student Driving At FLS

Eligibility

1. Must maintain good attendance – 90% or higher
2. Must maintain passing grades – assignment requirements must be met for a minimum of 3 weeks per month.
3. Students must maintain a good discipline record – 5 or less minor offenses per year including cell phone use and tobacco use.
4. Students must follow the driving/parking rules

Failure to abide by the guidelines may result in revocation of driving privileges.

Regulations

1. Student attendance will be checked at the end of each month.
2. Student assignments will be checked at the end of each month.
3. Students driving records will be checked at each grading period including mid-terms.
4. Students must have 90% attendance for the semester to keep their driving privilege.
5. Students must complete 2 classes per semester to keep their driving privilege.
6. Students must have fewer than five principal disciplines to keep their driving privilege.
7. Students that are suspended out of school may lose their driving privilege for the remainder of the semester.
8. Students must have fewer than three driving/parking violations to keep their driving privilege.

9. The regulations also apply to any passengers that are supplied a ride by a student driver

Early Childhood Education for Infants & Toddlers (Day Care)

Early childhood education will be provided for FLS students with young children. Students will be served on a first come first serve basis. Students taking advantage of this program **MUST maintain 90% attendance for eligibility**. In the event that students do not meet the requirement their child's slot will be terminated and given to the next person on the waiting list. For additional information refer to the Early Childhood Education Handbook.

Fort Logan School Grading Scale

100-90 = A - Excellent

89-80 = B - Above Avg.

79-70 = C - Average

69-60 = D - Below Avg.

59 - 0 = F - Failing

The End of Course Exams at FLS will reflect 15% of the student's final grade. Each exam will be averaged with the daily grades, unit exams, and final exams to determine the student's final grade.

Graduation Requirements:

(*Total of 22 Credits*)

4 - English

3 ½ - Mathematics

3 - Science

3 - Social Studies

½ - Physical Ed.

½ - Health

1 - Arts & Humanities

1 - Test Prep

5 ½ - Elective

KEE's Scholarship Money

FLS students are included in a state program which allows them to earn money for post secondary education. The way a student earns money is based on their academic performance. Every year a student has a minimum GPA of 2.5 the state will put that money in an account created for the individual student. The higher the GPA = higher amounts of money being placed in that particular student's account. The total amount of money earned by graduation can then be used each year of post secondary education for up to four years. Example: A student that has built up \$1000 by graduation will be able to use \$ 1000 each year of college or tech school for a total of \$4000. ***GREAT DEAL!***

I have read the Fort Logan School handbook in its entirety. I hereby agree to follow all guidelines set forth in this handbook. It is my responsibility to conduct myself in the manner described in this document. Any questions and/or concerns I had have been answered to my satisfaction.

Student Signature: _____ **Date:** _____

Parent/Guardian

Signature: _____ **Date:** _____